

2018 - 2019 ACADEMIC YEAR

# STUDENT HANDBOOK

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The Regis University Student Handbook applies to all students of Regis University, regardless of College or program affiliation. This publication of the Student Handbook contains the most current information available as of the date of publication. This publication supersedes all previous editions of Student Handbooks. The University reserves the right to modify the policies of this Student Handbook at any time, and those policies become effective immediately upon the publication date.

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## ACADEMIC, FOOD SERVICES, AND CAMPUS EVENTS CALENDAR

For Regis College and Rueckert-Hartman College for Health Professions Traditional Nursing Students *(Dates may change; please consult [www.regis.edu](http://www.regis.edu))*

### SPRING SEMESTER 2018

Sunday, January 13	Residence Halls re-open
Sunday, January 13	First meal on meal plans
Monday, January 14	First day of classes
Monday, January 21	Martin Luther King, Jr. Day (no classes)
Tuesday, January 22	Last day to drop/add classes
Tuesday, January 22	Last day to change meal plans
Friday, March 1	2019-2020 Housing sign-up process deadline
Saturday, March 2- Sunday, March 10	Spring Break (no classes)
Sunday, April 7	Withdrawal Period Ends
Monday, April 15	FAFSA and student employment applications due to financial aid
Friday, April 19- Sunday, April 21	Easter Break
Monday, April 29- Friday, May 3	Finals week
Saturday, May 4	Residence Halls close
Sunday, May 5	Spring Baccalaureate Mass
Sunday, May 6	Spring Commencement

## 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, rules 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 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 five schools because of the different student populations and instructional formats in Regis College, the College of Contemporary Liberal Studies, the Anderson College of Business, the College of Computer & Information Sciences, and the Rueckert-Hartman College for Health Professions. Nonetheless, the core educational experience in all five 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 lifelong 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

## **SAFETY & EMERGENCY CONTACT INFORMATION:**

Campus Safety (available 24 hours/day)	303-458-4122
Counseling & Personal Development	303-458-3507
Regis Switchboard	303-458-4100
Student Health Center	303-458-3558
Title IX/Compliance	303-964-6435

## **RESIDENCE HALL STAFF ON DUTY**

DeSmet Hall	303-964-6000
Boryla Apartments	720-921-4264
Ignatian Village	303-964-6170
O'Connell Hall	303-964-6001
Residence Village	303-964-6170
West Hall	303-964-6002

**NOTICE:** For calls within the University from a university phone, dial only the last 4 digits. For calls external to the University (Including 911) from a university phone, 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(s), 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.

Students who do not evacuate as directed will be documented and subject to the community standards review. Note: students with mobility impairments who go to an Area of Rescue Assistance and are found waiting there are exempt from community standards review.

## **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 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, RAs will assess the situation and call Campus Safety and the Professional Staff on duty. RAs 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 emergency contact.

## **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 may confiscate items which are illegal or violate University policy. The University will not return confiscated items to students or their families which are deemed to be 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 blood alcohol concentration (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 in or on University Property, 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.

# CODE OF CONDUCT

## COMMUNITY STANDARDS

Within the traditions of its mission and Jesuit, Catholic heritage, Regis University expects each community member and event participant to abide by the following standards:

- ◆ Respect the rights and human dignity of others.
- ◆ Ensure that your actions maintain an atmosphere conducive to learning and personal development.
- ◆ Respect the University's traditions of academic freedom, including honesty, freedom of expression, and open inquiry.
- ◆ Respect the different backgrounds, religious traditions, and identities of others.
- ◆ Cultivate a community in which assistance is offered to others in need of support, guidance, or friendship.
- ◆ Obey federal, state, and local laws and ordinances.
- ◆ Abide by the directives of University authorities and adhere to University policies, procedures and regulations.

## PHILOSOPHY

The Regis University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The Community Standards & Care program within the Dean of Students Office is committed to an educational and developmental process that aim to advocate for students as it balances the interests of individual students with those of the university community.

The Regis community exists on a set of shared values, and community standards. Each member of the community is expected to uphold and abide by standards of behavior that provide the foundation of the Student Code of Conduct. The Regis University *Student Code of Conduct* has been developed to reflect the nature of a student community and the situations inherent in it. Every member of the University community is provided 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 with the established expectations does the University take some type of action. Behavior judged to be disruptive to the community atmosphere, whether attempted or committed, will be addressed in order to assert and uphold the Student Code of Conduct.

The Community standards and Care program is not intended to punish students; rather, it exists to safeguard and preserve the university community and to challenge those whose behavior is not congruent with our policies. Sanctioning within the community standards process are designed to address unwanted behavior, restore whatever harm was caused, and support students' growth and development by challenging their moral and ethical decision making as members of the university community. When a student's behavior is unable to abide by our community expectations, the community standards process is in place to determine if the student should no longer have the privilege of participating in the Regis Community.

Students should take note that the community standards process is educational in nature and is quite different from criminal and civil court proceedings. Procedures and rights in community standards procedures are conducted with fairness in mind, but do not include the same protections afforded by the courts. No student will be found in violation of university policy without information showing that it more likely than not (preponderance of evidence) that a policy violation has occurred. Sanctioning will be proportionate severity of the violation and the cumulative conduct history of the student.

## RIGHTS OF STUDENTS IN THE COMMUNITY STANDARDS PROCESS

**Should you be required to appear at a hearing as a Respondent, you will be afforded the following procedural rights:**

1. You will be given the opportunity to review all information to be presented at the hearing regarding the circumstances and allegations of the case.
2. You will have an opportunity to give your response to the report(s) and other information presented at the hearing, including testimony from witnesses, and to offer any additional information that might be helpful in resolving the case.
3. Should the case result in a hearing before a Community Standards Board, you have the right, upon your request, to have the case heard before a Conduct Officer rather than the Community Standards Board.
4. You have the right not to answer any question(s) that may be asked during the hearing and the assurance that a choice to not answer any question(s) will not be treated as an admission of responsibility.
5. You have the right to hear any testimony related to the case presented at the hearing against you and to ask questions of the persons giving such testimony.
6. You have the right to present witnesses on your behalf to substantiate circumstances related to the case. You must inform the Dean of Students Office of the names of your witnesses, in writing, at least forty-eight (48) hours prior to the commencement of the hearing.
7. You have the right to have a student, faculty, or staff member from the University community appear with you as an advisor 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 advisor and make the advisor available for the scheduled hearing. (Note: See section on Advisors later in this Code.)
8. You will receive written notification of the results of the hearing within five (5) business days after the hearing concludes,

unless extended by the Assistant Dean of Students for Community Standards and Care for reasonable cause.

9. You have the right to request an appeal of the decision rendered in your case based on the criteria outlined in the *Student Code of Conduct*. (See section on Appeals later in this Code.)
10. You have the right to confidentiality in the student conduct process and record keeping by University Officials, consistent with applicable laws and regulations, including the Family Educational Rights and Privacy Act. (See the Disciplinary Records section later in this Code for further information.)
11. 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.

**Should you be involved in Community Standards as a Complainant, you will be afforded the following procedural rights:**

1. You have the right to have University officials inform you of your options in the student conduct process and to inform you whether a hearing will be scheduled based on the available evidence.
2. You have the right to have your report reviewed, evaluated, and acted upon in a manner consistent with this Code of Conduct.
3. You have the right to withdraw from participating in the student conduct process.
4. Should the case result in a hearing before a Community Standards Board, you have the right, upon your request, to have the case heard before a Conduct Officer rather than the Community Standards Board.
5. You have the right to have a student, faculty or staff member from the University community appear with you as an advisor 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 advisor and make the advisor available for the scheduled hearing. (Note: See section on Advisors later in this Code.)
6. You have the right to confidentiality in the student conduct process and record keeping by University officials, consistent with applicable laws and regulations, including the Family Educational Rights and Privacy Act. (See the Disciplinary Records section later in this Code for further information.)
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. You must inform the board or person hearing your case of the names of your witnesses, in writing, at least forty-eight (48) hours prior to the commencement of the hearing.
8. You have the right to hear the testimony of Respondent and Respondent's witnesses, and to ask questions of them.
9. If you are the victim of a "crime of violence", you have the right to be notified in writing of the final results of the University's student conduct process.
10. In certain circumstances, you have the right to request an appeal of the hearing results to a designated university appellate officer. See the Appeals section later in this Code for further information.
11. You have the right to receive counseling support from University counseling service providers when you are eligible to receive such services.
12. You may request that the University prohibit the Respondent from contacting you based on the Respondent's alleged misconduct. If the University determines, in its sole but reasonable discretion, that the circumstances warrant such action, it will accommodate the request to the extent feasible.
13. You may request to receive a change in course assignment or housing assignment based on the Respondent's alleged misconduct. If the University determines, in its sole but reasonable discretion, that the circumstances warrant such action, it will accommodate the request to the extent such changes can be reasonably accommodated.

## **JURISDICTION**

The *Student Code of Conduct* and the community standards process apply to the conduct of all individual students, both undergraduate and graduate, including graduate students in professional programs such as pharmacy, physical therapy, etc., and all University-affiliated student organizations. In addition to the *Student Code of Conduct*, students are also expected to adhere to the standards and policies outlined by their respective college, school, or program handbook, and/or university department, if applicable. For the purposes of community standards processes, the University considers an individual to be a student when an offer of admission has been extended and accepted, and thereafter as long as the student is eligible to enroll in classes without reapplying to the University, and continues until such time as the student graduates or otherwise completes the relevant program, formally and permanently withdraws, or is expelled.

The University retains jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal, or graduation. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures, and should the former

student be found responsible, the University may revoke that student's degree.

The *Student Code of Conduct* applies to behaviors that take place on the campus, at University-sponsored events, at University-sponsored study abroad programs, and may also apply off-campus when determined that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- ◆ Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of the student or others; and/or
- ◆ Any situation that significantly and adversely affects the rights, property or achievements of the student or others or significantly breaches the peace and/or causes social disorder; and/or
- ◆ Any situation that is detrimental to the educational mission and/or interests of the University;

The *Student Code of Conduct* may be applied to behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of community standards violations if evidence of policy violations is posted online. The University does not regularly search for this information, but may act if and when such information is brought to the attention of University Officials.

The *Student Code of Conduct* applies to guests of students, such that hosts of guests may be held accountable for the misconduct of their guests. Visitors to and guests of the University may seek resolution of violations of the *Student Code of Conduct* committed against them by students.

There is no time limit on reporting violations of the *Student Code of Conduct*; however, the longer someone waits to report an offense, the harder it becomes for University Officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to officials in the Office of Student Affairs, Office of Residential Life and Housing, or Campus Safety.

University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their University email address.

## **POLICIES AND 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 the Nondiscrimination and Sexual Misconduct Policy found in the Regis University Student Handbook

### **COMMUNITY STANDARDS AUTHORITY**

#### **A. AUTHORITY**

The Vice President for Student Affairs (VPSA) is vested with the authority over community standards by the President. The VPSA appoints the Associate Vice President & Dean of Students (AVP/DOS) to administer the community standards program through the Assistant Dean for Community Standards and Care (designee) who is responsible for oversight and management of community standards processes and procedures. The AVP/DOS, and Asst. Dean may appoint community standards hearing officers and appellate officers as deemed necessary to efficiently and effectively supervise the community standards process.

The Asst. Dean, or their designee, will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

#### **B. GATEKEEPING**

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support elements of the offense, even if that information is merely a credible witness, or victim's statement. A complaint wholly unsupported by any credible information will not be forwarded.

#### **C. CONFLICT RESOLUTION OPTIONS**

The Assistant Dean has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All Parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict

resolutions can be forwarded for formal processing and hearing.; however, at no time will complaints of physical, sexual misconduct, or violence, be mediated as the sole university response.

The Asst. Dean may also suggest that complaints that do not involve a violation of the Student Code of Conduct be referred for mediation or other appropriate conflict resolution.

#### **D. COMPOSITION OF THE COMMUNITY STANDARDS BOARD**

The Asst. Dean will be responsible for recruitment, training, and assembly of the Community Standards Board according to the following guidelines:

The membership of the board shall consist of at least two students, one faculty member, and one staff member or administrator in addition to the appointed Board Chair who must be from the trained Community Standards board and who will oversee the proceedings who assures University procedures are followed. The Board Chair will be a non-voting member of the Board and will only exercise a vote in the case of a tie.

#### **E. COMMUNITY STANDARDS HEARING OFFICERS**

Community Standards Hearing Officers are chosen from a pool of annual trained administrators or staff selected by the Asst. Dean.

#### **F. APPELLATE OFFICERS**

For the purposes of this Code of Conduct, appellate authority lies with the Associate Vice President of Student Affairs and Dean of Students and/or their designee.

#### **G. INTERPRETATION AND REVISION**

The Asst. Dean will develop procedural rules for the administration of Initial Review and Hearings that are consistent with the provisions of this Student Code of Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to all parties involved, either by posting online and/or in the form of written communication. The Asst. Dean may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Asst. Dean may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Student Code of Conduct will be referred to the Associate Vice President/Dean of Students whose interpretation is final. This Code of Conduct will be updated as needed to reflect changing institutional policy, law, or regulation and under the direction of the Asst. Dean, will be reviewed and updated by university committee every 2-3 years.

### **VIOLATIONS OF THE LAW**

Alleged violations of federal, state, and local laws may be investigated and addressed under this Student Code of Conduct at the discretion of the University. When an offense occurs over which the university has jurisdiction, the university conduct process will proceed notwithstanding any criminal complaint that may arise from the same incident.

The university reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined on page 21. Interim suspensions are imposed until a hearing can be held.

Students accused of crimes may request to take a leave of absence from the University until the criminal charges are resolved. In such situations, the university procedure for voluntary leaves of absence is subject to the following conditions:

1. The responding student must comply with all campus investigative efforts that will not prejudice their defense in a criminal trial; and
2. The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
3. The responding student must agree that, in order to be reinstated to active student status, they must first be subject to , and fully cooperate with the community standards process and must comply with all sanctions that are imposed.

### **COMMUNITY STANDARDS PROHIBITED CONDUCT**

The following actions or any attempt to engage in such actions constitute misconduct for which students may be referred to the student conduct process:

1. **Abuse of the Student Conduct Process.** Abuse or interference with, or failure to comply with University processes in the community standards process, including, but not limited to:
  - A. Falsification, distortion, or misrepresentation of information;
  - B. Failure to provide, destroying, or concealing information during an investigation of an alleged Student Conduct Code violation;



- C. Attempting to discourage an individual's proper participation in, or use of, the community standards process;
  - D. Harassment (verbal or physical) and/or intimidation of a member of a community standards process prior to, during, and/or following a student conduct proceeding;
  - E. Influencing, or attempting to influence, another person to commit an abuse of the community standards process.
  - F. Failure to appear at University community standards proceedings when required, unless excused by the Asst. Dean Community Standards & Care, or designee.
2. **Unauthorized Possession or Use of Alcohol.** Unauthorized possession, use, distribution, sale or manufacture of alcoholic beverages. Underage drinking of any alcoholic beverage at any time. Possessing or using large containers of alcohol, such as kegs, party balls, garbage cans, and paraphernalia intended for the rapid consumption of large amounts of alcohol (e.g., beer bongs). Violation of other University alcohol policies, as outlined in the Regis University Student Handbook.
  3. **Bias-Motivated Behavior.** Engaging in bias-motivated behavior (as described in the Bias-Motivated Response Protocol in the Student Handbook) toward other University community members.
  4. **Bullying and Cyberbullying.** Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
  5. **Collusion.** Action or inaction with another or others to violate the *Student Code of Conduct* or other University policy.
  6. **Unauthorized Possession or Use of Controlled Substances and/or Illegal Drugs.** Unauthorized possession, use, distribution, sale or manufacture of any controlled substance, illegal drugs, drug paraphernalia (e.g., rolling papers, pipes, bongs, etc.), medical marijuana, synthetic cannabinoids, or hookahs. Attempted sale, use, manufacture, distribution or acquisition of any controlled substance, illegal drugs, drug paraphernalia, medical marijuana, or synthetic cannabinoids. This also includes the misuse or distribution of prescription medication.
  7. **Damage to Property.** Damage or destruction of University Property or property belonging to others. Littering or dumping trash on University grounds or common areas.
  8. **Disruptive Behavior.** Substantial disruption of University operations, including without limitation, obstruction of teaching, research, administration, or other University activities, and/or other authorized non-University activities which occur on campus.
  9. **Failure to Comply.** Failure to comply with the reasonable directives of University officials, including, but not limited to, Resident Assistants, Residence Life Coordinators or Campus Safety Officers, or law enforcement officers during the performance of their duties. Failure to identify oneself to these persons when requested to do so. Verbally threatening, abusing or harassing any of the above persons while in the performance of their duties.
  10. **Violation of Fire and Life Safety Policies.** Violation of local, state, federal or campus fire and life safety policies, including, but not limited to:
    - A. Intentionally or recklessly causing a fire which damages University Property or the property of others, or which causes personal injury;
    - B. Failure to evacuate a University-controlled building during a fire alarm;
    - C. Improper use of University fire safety equipment;
    - D. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University Property. Such action may result in a local fine in addition to University sanctions;
    - E. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency;
    - F. 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); or
    - G. Propping or misuse of entrance or exit doors while on University Property.
  11. **Harm to Others.** Assault, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, hazing, or other conduct that threatens the health or safety of any person.
  12. **Harm to Self.** Behavior that threatens or causes harm to the health, well-being, or safety of the individual student or that evidences an inability to function safely and independently within the University community.
  13. **Health and/or Safety Hazards.** Creating health and/or safety hazards, including, but not limited to, dangerous horseplay or pranks, throwing any object out a window, hanging out of or climbing from/on/in windows, balconies, roofs, etc.
  14. **Intoxication.** Any alcohol or drug-related behavior that threatens or causes harm to the health, well-being, or safety of the student or that evidences an inability to function safely and independently within the University community (even if the student is of legal drinking age in the State of Colorado).
  15. **Knowing Presence of Alcohol.** Being knowingly present in an area of a University building or other University Property where alcohol is being illegitimately used or is present without authorization of the University. This includes possession of an alcoholic beverage container, whether empty, full, or partially full, in any University Property, including without

limitation, West Hall, O'Connell Hall or DeSmet Hall.

16. **Knowing Presence of Controlled Substances and/or Illegal Drugs.** Being knowingly present in an area of a University building or other University Property where such controlled substances and/or illegal drugs are being illegitimately used or are present.
17. **Lewd Behavior.** Engaging in lewd, indecent, or obscene behavior and/or speech.
18. **Violation of the Nondiscrimination and/or Sexual Misconduct Policy.** Any conduct prohibited by the University's Nondiscrimination and Sexual Misconduct policy, including but not limited to, sexual harassment, nonconsensual sexual contact, nonconsensual sexual penetration, 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, also found in this Student Handbook**
19. **Possessing/Providing False and/or Misleading Information.**
  - a. Furnishing false information to University Officials or law enforcement officers acting within the scope of their job duties.
  - b. Forgery, alteration, or misuse of University documents and/or records.
  - c. Possession, use and/or attempted use of false identification.
  - d. Manufacture, distribution, or sale of false identification.
  - e. Transferring, lending, borrowing or altering University identification.
  - f. Giving false testimony or other false evidence in a University disciplinary proceeding.
20. **Smoking.** Smoking, or use of any smoke-producing products, in University buildings, or within twenty-five (25) feet of all University residential building entrances, exits, air intakes, and operable windows. This includes cigarettes, e-cigarettes, cigars, pipes, hookahs, vaporizers, etc.
21. **Unauthorized Entry.** Misuse of access privileges to University Property or unauthorized entry to or use of University buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building.
22. **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.
23. **Unauthorized Taking of Property.** Intentional and unauthorized taking of University Property or the personal property of another, including goods, services, and other valuables. Attempting to take University property or the personal property of another. Knowingly taking or maintaining possession of stolen property or taking University property out of its designated area without proper authorization.
24. **Violation of Residence Hall Policies.** Actions which annoy, disturb, or otherwise prevent the orderly conduct of the residence halls and residence hall living, including, but not limited to, violations of Residence Hall policies and procedures pertaining to quiet hours, cohabitation, smoking, guests, personal trash, and fire safety.
25. **Violation of University Policies.** Violations of published University regulations or policies or University agreements, including, but not limited to, those pertaining to sexual harassment, responsible use of information technology, intramural standards of conduct, food service, and financial aid fraud.
26. **Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the University's community standards process.
27. **Violation of Sanctions.** Knowingly violating the terms of any sanction imposed in accordance with the *Student Code of Conduct* or failing to fulfill all conditions that are imposed as part of a sanction.
28. **Weapons.** Possession and/or use of items that inflict harm, or are perceived to be able to inflict harm, firearms, explosives, fireworks, or other objects designed and/or used to inflict injury or damage (collectively "Weapon") is prohibited in or on University Property or at University-sponsored activities without the express permission of the University. This includes dangerous objects, including, but not limited to, arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than three and one-half inches. Also prohibited is the storage of any item that falls within the category of a weapon in a vehicle parked on University Property. See the University Weapons on Campus Policy in this Handbook for more information.



## Good Samaritan/Amnesty Policy

In the spirit of “cura personalis”, the University strives to create an atmosphere that supports the holistic development of its students. Students at the 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, the 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 a student needing help/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 student needing help/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 disciplinary action will be applied to the reporting student for their conduct during the incident in which they reported a student needing help/impaired student who was in imminent danger as the result of alcohol/drug intoxication.**
- ◆ The reporting student will be required to meet with the Asst. Dean for Community Standards & Care to provide appropriate University documentation about the incident.

### The Student Needing Help/Impaired Student:

- ◆ The student needing help/impaired student will be required to meet with the Asst. Dean for Community Standards & Care to provide the appropriate University documentation about the incident.
- ◆ **Under this policy the disciplinary action normally taken for the incident’s offense will be deferred. However, if the same impaired individual is held accountable for a repeat violation of the alcohol or drug policy, prior to the completion of the substance use psychoeducational intervention, the deferred disciplinary action may be reinstated and added on to the appropriate sanction. For example, if a student receives the benefits of this Amnesty policy for intoxication and the following weekend is found in violation of the alcohol policy again, this student may receive disciplinary action from both incidents.**
- ◆ While the student needing help/impaired student may be granted a deferment from formal University disciplinary action, the student will be required to meet with either the University’s Office of Counseling & Personal Development, its Center for Counseling and Family Therapy, or an approved off-campus counseling provider to participate in a substance use workshop and/or individual follow-up sessions and to comply with any therapeutic and/or educational recommendations (i.e., counseling, outpatient/inpatient care). If the student fails to complete this psychoeducational intervention, 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 included earlier in this Code.

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 disciplinary 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, violations related to disorderly behavior, harm to self, property damage, or distribution of controlled substances will be treated as disciplinary violations and responded to accordingly.

The University provides amnesty to victims of certain Code of Conduct violations who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials. Accordingly, to encourage reporting the University reserves the right to offer victims of significant violations of this Code of Conduct, such as acts of violence, incidents causing physical harm, or theft of another’s property, amnesty from minor policy violations related to the incident. Educational options will be explored, but no official conduct process will result.

## OVERVIEW OF THE COMMUNITY STANDARDS PROCESS

The Regis University Community Standards process can take on different forms depending on the situation and how a student interacts with the process. In general, the following steps will be utilized as appropriate to the situation.

### STEP 1: Report of Incident

Incident reports or other written complaints alleging violations of the Prohibited Conduct section outlined in the *Student Code of Conduct* will be referred to the Asst. Dean for Community Standards & Care, or designee, who will conduct a preliminary review of the facts of the case to determine whether sufficient evidence exists to warrant moving the case forward in the community standards process.

### STEP 2: Community Standards Conference (Initial Review)

As a part of this initial review, the Respondent(s) involved in the case will usually be provided an opportunity to participate in a Community Standards Conference with a Hearing Officer to discuss the allegations and provide a response to them. Each Respondent will receive a letter notifying them of the alleged violation(s) and the date of their Community Standards Conference. During the Community Standards Conference, the Respondent will have the opportunity to resolve the case through an informal resolution by accepting responsibility for the violation(s) and accepting the resulting sanction(s). A student will be asked to complete an Informal Resolution Agreement form and cannot appeal an informal resolution. Failure to appear at the scheduled Community Standards Conference, without prior notice and good cause, will be considered an acceptance of all alleged violation(s) and resulting sanction(s), and a waiver of the student's ability to appeal.

If an Informal Resolution cannot be reached through the Community Standards Conference, The matter will be referred to a Community Standards Hearing.

### STEP 3: Community Standards Hearing

If an informal resolution cannot be reached between the Respondent and the Hearing Officer, the case will be referred to a community standards hearing before either a Community Standards Board or a Hearing Officer as determined by the Asst. Dean for Community Standards and Care. Following the referral to a Community Standards Board or Hearing Officer, the Asst. Dean for Community Standards & Care will then:

- ◆ Notify the Respondent of the alleged violation(s) and the date of the community standards hearing at least three (3) business days before the date of the scheduled hearing;
- ◆ Provide Respondent with the Name of the hearing officer or members of the community standards board;
- ◆ Provide the Respondent with opportunities to review copies of relevant materials to be used at the hearing;
- ◆ Notify the Respondent of the date by which any additional materials must be submitted to the Asst. Dean for Community Standards and Care, or designee, to be used at the hearing; and
- ◆ Provide the Respondent with a written Statement of Student Rights.

Students provided notice of a hearing are expected to appear as scheduled. Failure to appear, without prior notice and good cause, will be considered an acceptance of all alleged violation(s) and resulting sanction(s) and a waiver of the student's ability to appeal .

Community Standards Hearings will be conducted in a manner consistent with the Statement of Student Rights. Hearings will be closed to the public. Admission to the hearing of persons other than the parties directly involved will be at the discretion of the Asst. Dean for Community Standards & Care or designee. Additionally, formal rules of evidence are not observed, and pertinent records, exhibits, and written statements will be accepted at the discretion of the Asst. Dean for Community Standards & Care or designee as information for the Community Standards Board or Hearing Officer to consider. There will be a single audio recording record for all hearings. Deliberations will not be recorded. The record will be the property of the University and maintained according to the University's record keeping policy.

Following the hearing, the Community Standards Board or Hearing Officer will notify the Asst. Dean for Community Standards & Care or designee of the results of the hearing. The Asst. Dean for Community Standards & Care or designee will then formally notify the student in writing within five (5) business days after the Community Standards Hearing has concluded of the findings and, if present, any sanction(s) to be imposed.

### STEP 4: Appeals

Following the hearing and decision of the Community Standards Board or Hearing Officer, the Complainant or Respondent has the right to appeal the findings or results of the hearing to the Associate Vice President for Student Affairs. Such appeal requests must be filed in writing to the Associate Vice President for Student Affairs no later than Five (5) business days after the written results of the hearing are sent to the student.

A Complainant or Respondent may appeal the decision in the following circumstances:

1. When sanctions of probation, suspension, expulsion or termination are imposed; or
2. When decisions include finding(s) of no violation/not responsible.

The grounds for an appeal are:

1. A procedural error occurred that significantly impacted the outcome of the Community Standards Hearing, such as substantiated bias or a material deviation from established procedures; or
2. The sanction imposed is grossly disproportionate to the offense (including any consideration of the student's prior offenses); or
3. New information not presented during the hearing exists:
  - ◆ The Appeal Officer may consider new evidence, but only if that evidence was unavailable during the original hearing and if it could substantially impact the original decision or sanction; and
  - ◆ A summary of this new evidence and its potential impact must be included in the appeal and submitted by the appeal deadline indicated previously.

The Associate Vice President for Student Affairs, or designee, will only review written appeal requests, the case file, including the audio recording record of the hearing, and written findings of the Community Standards Board or Hearing Officer. Under normal circumstances, imposition of sanctions will be deferred pending the review of the appeal request. However, the Associate Vice President for Student Affairs, or designee, may impose the sanctions immediately while considering the appeal if there is a substantial safety risk to members of the University community.

Following review of the appeal request, the Associate Vice President for Student Affairs, or designee, may elect to uphold the decision, void the decision, alter the sanction, or return the case to the Community Standards Board or Hearing Officer for a new hearing. Except in extraordinary circumstances as determined by the Associate Vice President for Student Affairs, or designee, appeals will be resolved within ten (10) business days following receipt of the request for appeal. The decision of the Associate Vice President for Student Affairs, or designee, in all appeal reviews will be final.

## **ADDITIONAL ITEMS RELATED TO COMMUNITY STANDARDS PROCESS**

### **COMMUNITY STANDARDS BOARD**

The membership of the board shall consist of at least two students, one faculty member, and one staff member or administrator in addition to the appointed Board Chair who must be from the Community Standards board and who will oversee the proceedings who assures University procedures are followed. The Board Chair will be a non-voting member of the Board and will only exercise a vote in the case of a tie.

Members of the Board must have completed a training program provided by the Asst. Dean for Community Standards and Care to be seated and will receive regular training in order to continue membership on the Board and serve in a Community Standards Hearing.

### **COMMUNITY STANDARDS HEARING OFFICER**

Community Standards hearing officers are selected and appointed by the Asst. Dean for Community Standards and Care, or designee, to preside in a community standards hearing. Hearing Officers must be a staff member at Regis University and must have completed a training program provided by the Asst. Dean for Community Standards and Care to be seated and will receive regular training in order to preside over a Community Standards Hearing.

### **CONFLICTS OF INTEREST**

In the event that a Community Standards Board member or Hearing Officer has a significant past relationship or conflict involving a participant in a hearing, the Board Member or Hearing Officer should excuse themselves from further involvement in that case. The Respondent or Complainant may challenge the inclusion of a member presiding over a community standards hearing based on potential bias by submitting a written statement to the Asst. Dean for Community Standards and Care at least twenty-four (24) hours before the scheduled hearing date and time. The determination of whether removal from the hearing panel is appropriate will be made by the Asst. Dean for Community Standards and Care, or designee. The Asst. Dean for Community Standards and Care, or designee, may also suspend or remove any member of the Community Standards Board or Hearing Officer role for actions detrimental to the proper functioning of the Board, including, but not limited to, violations of the *Student Code of Conduct* and/or actions deemed to be detrimental to the University.

### **ADVISOR**

Students participating in the community standards process have the right to the assistance of an advisor in both the Community Standards Conference and in a Community Standards Hearing. The advisor must be a current member of the University community, including other students, faculty, or staff. Obtaining an advisor is the student's responsibility. A Community Standards

Conference or Community Standards Hearing will generally not be rescheduled to accommodate the schedule of an advisor. Furthermore, the student's advisor may not be a licensed attorney. The University cannot guarantee the availability of an advisor, nor warrants the competency or conduct of any University employee or student chosen to act as an advisor. Additionally, because of the potential of a conflict of interest, the Asst. Dean for Community Standards & Care, or designee, must approve any Student Affairs staff (including Resident Assistants) serving as an advisor to a student prior to the Student Affairs staff member's involvement in the student conduct process.

Advisors are used to support the student during the community standards process. 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 advisors who have failed to observe the *Student Code of Conduct*, who have failed to assist and advise students properly on the process, or who have otherwise disrupted the community standards process. The Asst. Dean for Community Standards & Care, or designee, shall have discretion for making such determination.

### **TESTIMONY**

The Community Standards Board or Hearing Officer will have the right to require the presence and testimony of witnesses relevant to the case. As a condition of their enrollment at the University, students are required to appear as witnesses and give testimony, unless excused by a legally justifiable privilege. Witnesses who decline to appear may be referred to the community standards process for violations of the *Student Code of Conduct*. Should the Community Standards Board or Hearing Officer decide additional evidence or testimony is required to resolve the case, a continuance of the hearing will be scheduled with the student to review this information. Character testimony and other character-related evidence is not allowed in the hearing, but can be presented for consideration in sanctioning, if applicable.

### **DELIBERATION**

The Community Standards Board or Hearing Officer will determine whether or not the student is responsible for the alleged violation(s), and if so, what sanctions should be applied. In deliberating the outcomes, the Community Standards Board or Hearing Officer will make their 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 Community Standards Board or Hearing Officer will determine as they see fit which versions of events are more credible.

## **SPECIAL CIRCUMSTANCES RELATED TO THE STUDENT CODE OF CONDUCT**

### **REVIEW OF EXPULSION SANCTION**

In any case where the Community Standards Board or Hearing Officer renders a decision that includes the sanction of expulsion from the University and the Respondent fails to appeal the decision as allowed under the Appeals section of this Code, the Vice President for Student Affairs has the right, but not the obligation, to review the decision within three(3) business days after the expiration of the Respondent's time for appeal. Such a review will be performed by the Vice President for Student Affairs in the same manner as if the decision had been appealed by the Respondent, using the procedure and criteria in the Appeals section of this Code.

### **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 the student's presence at the University would endanger the health, safety, welfare or property of the members of the University community, prevent the student from continuing in their 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 *Student Code of Conduct*, if it is determined from the student's behavior that they:

- ◆ Lacks the capacity to understand the nature of the allegation against oneself, or to respond and participate in the community standards process;
- ◆ Poses a danger to self or others; and/or
- ◆ Has become gravely disabled (that is, lacks the ability to care for oneself).

In such instances, the case will be referred to the Vice President for Student Affairs, or designee, who will schedule an evaluation of the student by appropriate medical or mental health care professionals on or off-campus. All students consent to such 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 Vice President for Student Affairs, or designee. The student may also elect to seek an independent medical or psychological evaluation for purposes of this review.

The Vice President for Student Affairs, or designee, will then convene a Special Evaluation Team to review the case and make appropriate recommendations. The Special Evaluation Team will normally consist of:

1. A member of the University's Office of Counseling and Personal Development staff;
2. The student's Academic Advisor;
3. The Director of Student Conduct;
4. An additional faculty member or administrator designated by the Vice President for Student Affairs, or designee.

The Special Evaluation Team will review all issues and information relevant to the student's condition and the student's ability to continue at the University. In conducting their evaluation, the Special Evaluation 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 and consult with 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.

The student will have the right to appear before the Special Evaluation Team to present information in support of the student's continued enrollment. The student may also be assisted in making this presentation by an advisor drawn from the University community or the student's immediate family. The student also has the right to be informed of any information to be covered by the Special Evaluation Team.

All information presented to the Special Evaluation 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 Vice President for Student Affairs, or designee. The Vice President for Student Affairs, or designee, 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 Vice President for Student Affairs, or designee, 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 the student to continue 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 oneself himself/herself 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 ORGANIZATIONS**

A student organization may be referred to the community standards process for alleged violations of the *Student Code of Conduct*, and the organization may be held responsible if any violation by those associated with the organization received the implied or overt consent or encouragement of the organization's members or its officers. This authority does not preclude or prohibit any student involved in any such violation from also being referred to the community standards process individually for any such violation.

The Club and Organization Guidebook, available in the Office of Student Activities, details University guidelines and expectations for campus organizations. 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 Associate Vice President for Student Affairs, or designee, for final disposition of the case.

#### **RECORD FLAG**

Students who have failed to participate in the community standards process as required by the *Student Code of Conduct*, including not completing the assigned sanction, may have a record flag placed on their student record, preventing them from class registration. The flag will be removed once the student completes the requirements of the community standards process.

Students who have been sanctioned to suspension will have a record flag, preventing them from class registration, placed on their student record until the period of suspension is completed and all requirements have been completed.

In special circumstances, the Vice President for Student Affairs, or designee, has the discretion to request a special record flag that prevents the student from registering for classes or receiving copies of transcripts.

#### **DISCIPLINARY RECORDS**

Responsibility for the maintenance, storage and release of student records related to disciplinary proceedings rests with the Vice President for Student Affairs, 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 notifying athletic coaches, parents, and advisor(s) will be determined by the Vice President for Student Affairs, or designee.

Furthermore, since an important part of the discipline process involves emphasizing a student's responsibility for their behavior, student disciplinary records will remain on file for the entire length of the student's enrollment at the University. Some records may remain on file longer than a student's enrollment to comply with Federal, state, and local laws. Disciplinary records that involve sanctions of suspension or expulsion may remain on file indefinitely.

### **ELIGIBILITY FOR GRADUATION**

Students are not eligible for graduation or release of transcripts until the completion of the community standards process and the performance of sanctions. A flag preventing graduation or the release of transcripts will be placed on the student's record until the community standards process is completed (including satisfactory completion of sanctions).

## **COMMUNITY STANDARDS SANCTIONS**

The community standards process at the University is intended to be a developmental process by which students can simultaneously learn and be held accountable for their choices; it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with University policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the community standards process may determine that the student should no longer share in the privilege of participating in this community.

One or more of the following sanctions may be imposed upon any student for a finding or admission of responsibility of any single violation of the *Student Code of Conduct*.

**Warning:** An official written notice that the student has violated University policies and that more severe conduct action will result should the student be involved in other violations while a student at the University.

**University Probation:** An official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

**Final Notice:** A elevated form of university probation notifying the student that further violations of University policies will likely result in immediate removal from housing, suspension, and/or expulsion.

**Housing Probation:** Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Reassignment to another floor or another residence hall may be imposed. Regular probationary meetings may also be imposed. A housing probation status may also impact the student's eligibility for future placement in University housing.

**Removal from Housing:** Removal from University housing for a specified period of time, after which the student may be eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residential Life and Housing or designee. Prior to reapplication for University housing, the student must gain permission from the Director of Residential Life and Housing or designee. This sanction may include restrictions on visitation to specified University housing buildings or all University housing during the suspension. Furthermore, students removed from housing under this sanction are not entitled to a refund of their housing or meal plan charges nor does it absolve them from the first and second year living requirement financially.

**Loss of Privileges:** The student will be denied specified privileges for a designated period of time, including, but not limited to restrictions on participation in campus activities, campus presence, residence hall visitation, parking privileges, or contact with individuals or groups on campus.

**Suspension:** Separation from the University for a specified minimum period of time, after which the student is eligible to return after clearance from the AVP/Dean of Students, Asst. Dean of Students, or designee. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Asst. Dean for Community Standards and Care or designee. During the suspension period, the student is banned from University Property, functions, events, and activities without prior written approval from the Asst. Dean for Community Standards and Care or designee.

**Expulsion:** Permanent separation from the University. The student is required to vacate the campus immediately upon notification of the action, though this deadline may be extended upon application to, and at the discretion of, the AVP/Dean of Students, Asst. Dean of Students, or designee. The student is banned from University Property and the student's presence at any University-sponsored activity or event is prohibited.

**Behavioral Requirement:** This includes required activities, including, but not limited to, obtaining academic counseling, substance

abuse assessment, behavioral assessment, etc.

**Educational Requirement:** Requirement to attend, complete, present, and/or participate in a program or assignment that is educational and/or reflective in nature. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.

**Restitution:** Compensation for damage caused to the University's Property or any other person's property. This could include, among other things, situations such as failure to return a reserved space to its original, proper condition.

**Fine:** Reasonable financial charges as a result of misconduct.

**Drug Probation:** A disciplinary status that results from a finding of responsibility for violation of the controlled substance and/or drugs section of the prohibited conduct in the *Student Code of Conduct*. This status will be imposed for the duration of the student's attendance at the University. Students on drug probation that are then again found responsible for violating the Prohibited Conduct sections pertaining to controlled substance and/or drugs will face immediate disciplinary suspension or disciplinary expulsion.

## ADDITIONAL ITEMS RELATED TO SANCTIONING

### Interim Action

Under the *Student Code of Conduct*, the Associate Vice President for Student Affairs, or designee, may impose restrictions and/or separate a student from the community pending the completion of an investigation and the scheduling of a campus hearing on alleged violation(s) of the *Student Code of Conduct* when a student represents a threat of serious harm to self or others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University Property and/or to prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the University or restrictions on participation in the community, pending the completion of an investigation and the scheduling of a hearing on alleged violation(s) of the *Student Code of Conduct*.

A student who receives an interim suspension may request a meeting with the Associate Vice President for Student Affairs to demonstrate why an interim suspension is not merited. The Associate Vice President for Student Affairs shall determine whether such a meeting will be conducted, and if so, may elect to have a designee conduct such a meeting and render a decision. Regardless of the outcome of this meeting, the University may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to University housing and/or the University campus/facilities/events. As determined appropriate by the Associate Vice President for Student Affairs, or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Associate Vice President for Student Affairs, or designee, and with the approval of, and in collaboration with, the appropriate Academic Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent.

### Summary Sanctions

Suspension of a student and exclusion from University property may be imposed without the hearing procedure outlined in the *Student Code of Conduct*. The Associate Vice President for Student Affairs, or designee, may take this action if satisfied that serious misconduct has occurred and/or that the student's continued presence on the campus presents unreasonable risk of danger to self 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 Associate Vice President for Student Affairs, or designee, is satisfied that misconduct has occurred and/or that the student's continued presence on University Property or participation in University activities may be disruptive to the University community. Such sanctions may include, but are not limited to, suspension from a campus position, a prohibition against participating in a University activity, a prohibition against being present 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 within a reasonable time after a summary sanction is imposed to determine whether the student should be reinstated, and the summary sanction(s) removed, using the general guidelines for hearings set forth in the *Student Code of Conduct*.

### Parental Notification

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or with consent of the student.

### Guidelines for Imposing Sanctions

Authority for determining and imposing sanctions, requirements, or conditions ultimately rests with the Vice President for Student Affairs, Associate Vice President of Student Affairs, or designee, Assistant Dean of Community Standards & Care, the Community Standards Board, or Hearing Officers. In using the established guidelines, the Board or Hearing Officer should give primary

consideration to the seriousness of the offense and the prior disciplinary record of the student.

### **Repeated or Aggravated Violations**

Repeated or aggravated violations of any section of the *Student Code of Conduct* will likely result in greater than usual sanctions, particularly if the violations occurred during a disciplinary warning, disciplinary probation, or final notice status period.

### **Bias-Motivated Incidents and Sanctions**

If in the commission of a violation of the *Student Code of Conduct*, the complainant or a group is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, gender identity, citizenship, ethnicity, or disability of the victim or group, then the Board or Hearing Officer may treat the behavior as an aggravated offense and impose a more elevated sanction in the disciplinary system

## **DEFINITIONS**

**Business Day:** Any calendar day other than a Saturday, Sunday, or any day the University is officially closed for business.

**Complainant:** Any person who submits a report to the university that alleges that a student has violated the *Student Code of Conduct*.

**Community Standards Board:** A group of University faculty, staff, and students, who have completed a rigorous training program to preside in a community standard hearing and make findings as to whether a student has violated the *Student Code of Conduct*.

**Community Standards Conference (Initial Review):** A Respondent's initial meeting with a Community Standards Officer to discuss the alleged Code of Conduct violation(s), Respondent's response, and a possible informal resolution.

**Community Standards Hearing:** A formal proceeding held to determine whether a student has violated the *Student Code of Conduct* and to impose sanctions when it is determined that a violation of this Code has been committed.

**Community Standards Hearing Officer:** A University staff member designated to coordinate the student conduct process, which includes, but is not limited to, holding a community standards conference, reaching an informal resolution with a respondent, and explaining the community standards process to complainants and respondents. Additionally they may preside in a community standards hearing and make findings as to whether a student has violated the *Student Code of Conduct*.

**Preponderance of the Evidence:** The standard of proof used to determine the findings of a community standards case. Preponderance of the evidence means that the statements and information presented in the case must indicate to a reasonable person that it is more likely than not that the Respondent committed a violation.

**Respondent:** Any student who has been accused of violating the *Student Code of Conduct*.

**Student:** For purposes of this Code of Conduct, any person who accepts admission to Regis University and is eligible to enroll in classes without reapplying to the University. Such student status begins at the time of acceptance of admission and continues until such time as the student graduates or otherwise completes the relevant program, formally and permanently withdraws, or is expelled. This includes, but is not limited to, new students at orientation, persons not currently enrolled but who are still pursuing a degree or other program from Regis University, students on a leave of absence, persons currently under suspension, and any other person enrolled in a course offered by Regis University, whether or not for credit. In the event of serious misconduct committed while enrolled, but reported after the respondent has graduated, the University may invoke these procedures, and should the former student be found responsible, the University may revoke that student's degree.

**University:** Regis University, including all of its campuses and online programs.

**University Official:** Any person employed by the University, performing assigned administrative or professional responsibilities.

**University Property:** All land, buildings, facilities, and other property, including, without limitation, personal property, in the possession of, or owned, used, or controlled by the University.

## **ATTRIBUTION**

The Regis University *Student Code of Conduct* has been adapted, in part, from *The NCHERM Group Model Developmental Student Code of Conduct* and the *Stoner & Lowery Twenty-First Century Model Student Conduct Code*, and is used here with permission.



# UNIVERSITY POLICIES

# ACADEMIC INTEGRITY POLICY

(the most up-to-date policy can be found at:

<http://www.regis.edu/About-Regis-University/Policies-and-Procedures/Academic-Integrity-Policies.aspx>)

## INTRODUCTION

Consistent with the Regis University Mission and Jesuit principles, each College within Regis University expects its students and faculty 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 and faculty 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.

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.

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 Integrity Policy. This Academic Integrity Policy 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 INTEGRITY AND THE ACADEMIC INTEGRITY POLICY

**Definition:** Academic Integrity means that each student acknowledges that the work represented in all assignments and all examinations is his, her, or their own or is properly cited, and that he, she, or them has neither given nor received unauthorized information. Furthermore, each student agrees not to divulge the contents of any assignment or examination to another student in any semester or to alter or impede the work or progress of another student.

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 Integrity Policy.

The Academic Integrity Policy (sometimes referred to as the Academic Honor Code) applies to any work performed by any current or former Regis University student, regardless of the student's home college or program.

The Academic Integrity Policy prohibits cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All suspected violations, including first-time violations, will be reported via established University processes, and will be referred to the lead academic integrity officer of the college in which the offense occurred. Reporting of all offenses, regardless of the violation level, allows the University to identify repeat offenders. All faculty have access to plagiarism detection software, which can be used with or without a student's knowledge in any Regis University course.

## VIOLATIONS OF ACADEMIC INTEGRITY

It is a violation of academic integrity to cheat, plagiarize, fabricate, collude, or otherwise misrepresent someone else's work as your own. Regis University takes very seriously violations of academic integrity, including but not limited to the following:

OFFENSE TYPE AND DEFINITION	EXAMPLES
<b>Cheating:</b> <i>A form of academic dishonesty in which the person misrepresents his or her mastery of the course content or clinical experience. Cheating applies to examinations, labs, written assignment, clinical experiences, online discussions, and any other form of student assessment</i>	Examples of cheating include, but are not limited to the following: <ul style="list-style-type: none"><li>• <i>Using unauthorized materials such as a textbook, prepared notes, study aids or an electronic device during an examination</i></li><li>• <i>Unauthorized access to or use of someone else's computer account or computer files to complete an assignment</i></li><li>• <i>Possessing or obtaining an examination without the instructor's authority or prior knowledge</i></li></ul>

OFFENSE TYPE AND DEFINITION	EXAMPLES
<p><b>Cheating Continued:</b></p>	<ul style="list-style-type: none"> <li>• <i>Submission of an assignment purchased from a commercial entity (e.g., term papers, software programs, etc.)</i></li> <li>• <i>Unauthorized preprogramming of and/or access to electronic devices</i></li> </ul>
<p><b>Plagiarism:</b>  <i>A form of dishonesty by which the person misrepresents someone else's words, ideas, phrases, sentences or data as his or her own or otherwise fails to properly acknowledge the source of such material through complete and accurate citations and reference lists. Both the intentional and unintentional use of another's work constitutes plagiarism.</i></p>	<p>Examples of plagiarism include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• <i>Directly quoting another person's words without the use of quotation marks and/or acknowledging the source</i></li> <li>• <i>Paraphrasing, or restating, another person's ideas, opinions or theories without acknowledging the source</i></li> <li>• <i>Using facts, statistics, or other material taken from a source without acknowledging the source</i></li> <li>• <i>Failing to properly cite an original source when using a secondary source</i></li> </ul>
<p><b>Fabrication:</b>  <i>A form of dishonesty by which the person deliberately invents or falsifies information or research findings with the intent to deceive.</i></p>	<p>Examples of fabrication include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• <i>Citing information not taken from the source indicated</i></li> <li>• <i>Citing a source that does not exist</i></li> <li>• <i>Intentionally distorting the meaning or applicability of data</i></li> <li>• <i>Listing sources in a bibliography or reference list that were not used in the project</i></li> <li>• <i>Inventing or falsifying data or source information in experiments, research projects, or other academic assignments</i></li> <li>• <i>Listing hours worked or activities performed during a clinical or service learning experience that did not occur</i></li> <li>• <i>Misrepresenting one's contribution to scholarly research and/or publication</i></li> <li>• <i>Misrepresenting or falsifying a resume or curriculum vitae</i></li> </ul>
<p><b>Collusion:</b>  <i>A form of dishonesty involving two or more persons acting in a manner intended to misrepresent individual effort, learning and/or contributions to course assignments</i></p>	<p>Examples of collusion include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• <i>Allowing another student to copy from your work</i></li> <li>• <i>Completing an assignment for another student</i></li> <li>• <i>Allowing another student to complete an assignment for you</i></li> <li>• <i>Unauthorized sharing of examination questions and/or answers before or after an examination</i></li> <li>• <i>Unauthorized collaboration with another person during an examination or other assignment</i></li> </ul>
<p><b>Other Examples of Academic Integrity Violations:</b></p>	<p>Other examples include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• <i>Posting another's work on the internet without that person's permission</i></li> <li>• <i>Unauthorized or inappropriate access to use of another's computer account, access codes, or electronic files</i></li> <li>• <i>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</i></li> <li>• <i>Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the other instructors</i></li> </ul>

OFFENSE TYPE AND DEFINITION	EXAMPLES
<b>Other Examples of Academic Integrity Violations Continued:</b>	<ul style="list-style-type: none"> <li>• <i>Coercing any other person to engage in academic dishonesty or misconduct</i></li> <li>• <i>Aiding any other person engaged in academic dishonesty or misconduct</i></li> <li>• <i>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</i></li> <li>• <i>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.</i></li> </ul>

## 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. Instructors may consult with the lead academic integrity officer within the College to assess the level of any academic integrity violation.

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 board of the College in which the offense occurred.

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.

LEVEL OF OFFENSE	CORRECTIVE ACTION AND/OR POTENTIAL SANCTIONS
<b>Level I:</b> <ul style="list-style-type: none"> <li>• Unintentional oversight of proper citation guidelines</li> <li>• Offenses in which there are considered to be mitigating circumstances</li> <li>• Any subsequent Level I violation will be considered at least a Level II violation. <ul style="list-style-type: none"> <li>• Course penalties including resubmission of work with penalty, OR failure of the assignment, OR failure of the course</li> <li>• Review of College and/or university academic integrity training modules</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Course penalties including resubmission of work with penalty, OR failure of the assignment, OR failure of the course</li> <li>• Review of College and/or university academic integrity training modules</li> </ul>
<b>Level II</b> <ul style="list-style-type: none"> <li>• Deliberate violations of the academic integrity policy</li> <li>• Subsequent Level I violations will be considered at least a Level II</li> <li>• Course penalties including failure of the assignment, OR failure of the course</li> <li>• Other appropriate remedial action as directed by the course instructor</li> </ul>	<ul style="list-style-type: none"> <li>• Course penalties including failure of the assignment, OR failure of the course</li> <li>• Other appropriate remedial action as directed by the course instructor</li> </ul>
<b>Level III:</b> <ul style="list-style-type: none"> <li>• Flagrant disregard for academic integrity policy, or egregious violations of the policy</li> <li>• Subsequent Level II violations may be considered a Level III violation.</li> <li>• In addition to course penalties identified above, sanctions for Level III violations may include institutional sanctions such as course failure; grade changes; program suspension; academic dismissal from a Program, School or College; expulsion from the University; or retraction/withholding of degrees or certificates awarded by the University.</li> </ul>	<ul style="list-style-type: none"> <li>• In addition to course penalties identified above, sanctions for Level III violations may include institutional sanctions such as course failure; grade changes; program suspension; academic dismissal from a Program, School or College; expulsion from the University; or retraction/withholding of degrees or certificates awarded by the University.</li> </ul>

## 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 member and other Regis University employees to be able to recognize and refrain from any violation of academic integrity and to report observed violations. All faculty are expected to use the Academic Integrity Violation reporting form on WebAdvisor to report incidents of fabrication, collusion, cheating, and plagiarism.

## STUDENT AWARENESS

It is the responsibility of all students to familiarize themselves with the University's Academic Integrity Policy. Additionally, students should complete the online tutorial on Academic Integrity during their first term at the University.

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 (AIB) FOR EACH COLLEGE

Individual Colleges will determine the composition and size of their own AIB, and will appoint a lead academic integrity officer.

Each College's AIB will perform the following functions:

- Collects and disperses as appropriate records of reported academic integrity violations
- Review all subsequent violations; may opt to recommend additional sanctions
- Consider appeals of reported academic integrity violations to determine whether a violation occurred and whether the sanctions are appropriate
- Recommend sanctions for Level III violations
- 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

## 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 must be brought to the attention of the faculty member overseeing the student's academic work in the class or research project (all references to faculty in procedures can be the the appropriate department chair or director if the violation occurred in a class that has ended by the time the violation is discovered →). If the incident is reported to a Department Chair, the Chair will bring the matter to the attention of the appropriate faculty. All academic integrity allegations must be reported using the Academic Integrity Violation reporting system/form, located in WebAdvisor. Whenever possible, this form should be submitted by the faculty member overseeing the student's academic work in the class or research project.

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 processes required by the college in which the violation occurred.

## PROCEDURES

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

**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 submits the Academic Integrity Violation reporting form (in WebAdvisor on the Faculty menu). This action notifies the university academic integrity officer of the incident who will check the AI Database for any previous violations by this student and forward documentation to the lead academic integrity officer of the College in which the violation occurred.
3. The faculty makes a finding based on the preponderance of evidence whether there was a violation of the academic integrity policy, imposes the sanction and notifies the student in writing. This communication should include the student appeal process.
4. The lead academic integrity officer of the College in which the violation occurred will either support the instructor's sanction or

forward the incident for further review by the Academic Integrity Board.

5. Once the sanction is finalized, the lead academic integrity officer for the College in which the violation occurred forwards that information to the university academic integrity officer, who will add case details to the AI Database.
6. The student may appeal to the AIB for the College where the incident occurred. In the event that an appeal results in removal of sanctions, this will be noted in the AI database.

**For subsequent offenses, follow the steps below:**

1. The faculty informs student of the suspected violation (and that this is a repeat violation, if known) and allows the student to provide a response.
2. The faculty submits the Academic Integrity Violation reporting form (in WebAdvisor on the Faculty menu). This action notifies the university academic integrity officer of the incident who will check the AI Database for any previous violations by the student and forward documentation to the lead academic integrity officer of the College in which the violation occurred.
3. The academic integrity administrator notifies the lead academic integrity officer of the College in which the incident occurred and the student's home college (if different) of a repeat violation.
4. The AIB for the College in which the violation occurred will convene with a representative from the student's home college (if applicable).
5. The lead academic integrity officer 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 or appropriate parties review the evidence. If the preponderance of evidence supports the fact that a violation occurred, the AIB may recommend appropriate sanctions. The lead academic integrity officer communicates with all relevant parties (student, student's advisor, dean, etc. if necessary):
  - A. The finding of the AIB on the charge
  - B. If there is a finding of a violation, the recommended sanction and opportunity to appeal. If course failure or academic suspension or dismissal is recommended, the communication will be generated from the student's home college 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 submits the Academic Integrity Violation reporting form (in WebAdvisor on the Faculty menu). This action notifies the university academic integrity officer of the incident who will check the AI Database for any previous violations by this student and forward documentation to the lead academic integrity officer of the College in which the violation occurred.
3. The lead academic integrity officer of the College notifies the AIB (and the student's home college, if applicable) of the possible Level III violation.
4. After consultation with appropriate parties/bodies, the lead academic integrity officer 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 final review (A deadline for submission of documentation is provided to student along with a timeframe for the panel's decision).
5. The AIB or appropriate parties review the evidence. If the preponderance of evidence supports the fact that a violation occurred, the AIB may recommend appropriate Level III sanctions.
6. The AIB and/or lead academic integrity officer communicates with all relevant parties (student, student's advisor, Dean, etc. if necessary):
  - A. The ruling of the AIB on the charge
  - B. If there is a finding of a violation, the recommended sanction. If course failure or academic suspension or dismissal is recommended, the communication will be generated from the student's home college by the appropriate person
  - C. If expulsion from the University is recommended, the communication will be forwarded to the University Provost
  - D. The panel's decision is subsequently recorded in the University's Academic Integrity Database.
  - E. 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.

- F. 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, university academic integrity officer, student file, advisor and any other appropriate parties.
7. If expulsion is not upheld by the Provost, alternative sanctions may be imposed.
8. 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, university academic integrity officer, etc. The letter to the student may be generated by the College's lead academic integrity officer 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.

Findings may also be affirmed or modified by the appropriate academic dean. 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 Student Handbook.

The following process will be followed:

1. The student submits a written request for appeal to the AIB of the College in which the alleged violation occurred within **five (5) working days** of receiving notification that there was a finding that they committed a violation of the Academic Integrity Policy.
2. The AIB of the College in which the 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
  - D. The College AIB solicits **at least one (1)** 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).
  - E. The Appeals Board is convened for review of the case **within ten (10) working days of receiving the student appeal** (The Chair of the Appeals Board will be from the College where the violation occurred).
  - F. The AIB renders a decision within **five (5) working days** of convening:
    1. 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)
    2. Student appeal is successful; the charge, violation and/or sanction is modified or reversed
    3. 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)
    4. The Department and Appeals Board complete any further notification to the student, advisor, Dean, Registrar, university academic integrity officer, etc.
    5. 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, university academic integrity officer, Registrar and other parties (athletics, ITS).
    6. Documentation for the database is recorded and forwarded to the university academic integrity officer.

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 Appeals Panel.

## 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 Policy Review**

The University Academic Integrity Officer serves at the pleasure of the Provost, and is responsible for:

- Convening academic integrity officers from the five colleges as needed to review process and policy issues.
- Collecting and dispersing as appropriate records of reported academic integrity violations
- Recommending revisions to this policy as needed, in collaboration with University Counsel and college academic integrity officers.
- Collaborating on the creation and maintenance of educational resources for students and faculty related to academic integrity.

#### **CONFIDENTIALITY**

Application of the Academic Integrity Policy is 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.

All communications and rationale for Board Decisions are confidential and only available to the reporting faculty, AIB, the student's advisor and Program Chair unless the violation and sanction impacts the student's progression in a program.



## ALCOHOL AND DRUGS POLICY

As an academic community deeply rooted in our Catholic and Jesuit traditions, Regis University's policy on alcohol and drugs is centrally informed by our ethic of care and concern for the individual person and the welfare of our community members (*cura personalis*). Regis University (University) is committed to providing a learning, living and work environment for all members of its community of students, faculty and staff that promotes adhering to personal standards and values that are socially responsible and develop the skills and leadership abilities necessary for distinguished professional performance and important contributions to the improvement of society. In pursuit of this mission, and consistent with the requirements of applicable law, including the federal Drug-Free Schools and Communities Act and the federal Drug Free Workplace Act, the University is committed to preventing the unlawful use of illegal substances, including marijuana, by students, faculty and staff, and to encourage and require lawful and responsible behavior regarding the consumption of alcoholic beverages. This policy, and the resources found in it, provide the framework for the University's commitment to these goals and reinforces the University's commitment to maintain an environment that is dedicated to the physical, emotional, spiritual and psychological development of our community members.

### DEFINITIONS

The following definitions apply to these terms used in this policy:

- A. **Controlled Substance:** any drug or chemical whose manufacture, possession, use or distribution is regulated by government, including illegal drugs and prescription medications.
- B. **Illegal Drug:** those drugs for which the manufacture, possession, use, or distribution is unlawful under the federal Controlled Substances Act (21 U.S.C. §§ 801 et seq.); marijuana is an illegal drug under that Act.
- C. **Drug Paraphernalia:** any equipment, product or material of any kind that is used or is intended or designed for use in manufacturing, producing, processing, injecting, inhaling, or otherwise introducing into the human body an Illegal Drug.
- D. **Screening Procedures:** a method or process commonly used to detect the improper use of a Controlled Substance or alcoholic beverage, which may include, among others: observations of behavior and/or appearance that are characteristic of misuse of a Controlled Substance or alcoholic beverage; random drug testing or drug testing based on reasonable suspicion, using a commonly applied testing method; and testing blood alcohol concentration (BAC) based on reasonable suspicion, using an evidential breath testing device, commonly known as a breathalyzer.
- E. **University-Sponsored Activity/Activities:** any activity, whether or not conducted in or on University Property, sponsored, authorized, administered, and/or coordinated by or through the University or any of its colleges, schools, departments or approved organizations and related to any University academic or co-curricular program, including, but not limited to, off-campus excursions and events, service learning activities, clinical learning experiences, study abroad, academic internships and externships, athletic events, social and recreational activities, religious services and events, and leadership functions.
- F. **University Property:** Any real or personal property owned, leased or operated by the University, including, but not limited to, any of the University's campuses, any of the University's off-campus properties providing residential accommodations for students, or any motor vehicle.

### DRUG POLICY

The University prohibits in or on any University Property or at any other location where a University-Sponsored Activity is conducted: (i) the actual or attempted unauthorized possession, use, distribution, sale or manufacture of any Controlled Substance; (ii) being impaired by any Controlled Substance; (iii) being under the influence of or testing positive for any Controlled Substance, except for a prescription medication taken in accordance with a prescription duly issued by the individual's licensed health care provider for treatment of a health condition (Note, however, that marijuana, even prescribed for medical use, is prohibited under this policy. See paragraph 4 below.); (iv) the actual or attempted possession, use, distribution, sale or manufacture of any Drug Paraphernalia; or (v) the actual or attempted possession or use of a hookah. The University also prohibits knowing presence where a Controlled Substance is being illegitimately consumed or is illegitimately present. As indicated by the definition of the term Controlled Substance shown above, these prohibitions cover marijuana, synthetic cannabinoids and prescription medication.

1. Any individual, including, but not limited to, any student, employee, contractor, agent, volunteer or guest who violates this policy may be subject to applicable Screening Procedures and shall be subject to discipline, dismissal, exclusion, termination, arrest or citation, and referral by University officials for prosecution, as may be applicable. Also, any student who violates this policy will be required to complete a mandatory psychoeducational substance use program provided by either the University's Office of Counseling and Personal Development or its Center for Counseling and Family Therapy (CCFT), or through a pre-approved off-campus provider, as directed by the Associate Vice President for Student Affairs, or designee; any employee who violates this policy may be required to consult with appropriate counseling professionals through the Employee Assistance Program or the CCFT, or through a pre-approved off-campus provider, as directed by the Associate Vice President of Human Resources or his/her designee.
2. Students in certain academic programs may be subject to Screening Procedures required by the University or an affiliated experiential learning site for detection of Controlled Substances and/or alcoholic beverages as a condition to enrollment and continued matriculation in the program and participation in such related experiential education activities. For further information, please refer to the applicable procedures of the academic program in question.

3. Despite its legal status and permitted medical and recreational uses under Colorado state law and the laws of other states, marijuana is still an illegal substance under federal law. The federal Controlled Substances Act includes marijuana as an Illegal Drug. Under the federal Drug-Free Schools and Communities Act and its implementing regulations, any college or university that receives funding from any federal program must have a program to prohibit the unlawful possession and use of illegal drugs, including marijuana. Failure to comply jeopardizes continued federal funding. As a recipient of federal funding that benefits many of its students, faculty and staff, the University's above-stated policy prohibiting the possession or use of Controlled Substances includes marijuana, regardless of the marijuana's form or method of consumption, and regardless of whether it is for recreational or medical use.

## ALCOHOL POLICY

The University prohibits the possession, use, distribution, sale or manufacture of alcoholic beverages, except at such activities, or in such areas and in such a manner as may be specifically authorized by the University. Possession or use of alcoholic beverages by students, employees or guests in or on any University Property or at any University-Sponsored Activity is restricted to specifically designated University functions for individuals who may lawfully consume alcoholic beverages with proper identification under the applicable age limit in the jurisdiction where the alcoholic beverage is to be consumed.

1. Student organizations that seek to conduct a University-Sponsored Activity on or off campus that includes the service of alcoholic beverages must be granted prior approval by the Dean of Students or his/her designee. All other University-Sponsored Activities that include the service of alcoholic beverages must be granted prior approval by the Provost or his/her designee (for academic-related units) or the appropriate Vice President or his/her designee (for operations-related units). Additional security may be required to obtain such permission. Sponsors of social activities are expected to limit alcohol to moderate amounts and to keep the focus of the 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 proportions. Advertising for student-sponsored events that includes any reference to alcohol, or states or suggests that alcohol will be available at an event is prohibited.
2. The age limit for the lawful consumption of alcoholic beverages in Colorado is 21 years of age or older. Residents of the University's Residential Village, Ignatian Village, and Boryla Apartments who are 21 years of age or older may possess and consume alcoholic beverages subject to the requirements stated below. Students and employees 21 years of age or older with proper identification may purchase and consume beer at Walker's Pub on the University's Northwest Denver Campus during designated hours of operation. Underage drinking of any alcoholic beverage on any University Property or at any University-Sponsored Activity is prohibited.
3. The University prohibits being intoxicated (i.e., being mentally and/or physically impaired due to the consumption of alcoholic beverages or drugs) in or on University Property or at any University-Sponsored Activity. The University also prohibits knowing presence where an alcoholic beverage is being illegitimately consumed or is present without the University's authorization. Possession of an alcoholic beverage container, whether empty, full, or partially full, in any area of West Hall, O'Connell Hall or DeSmet Hall (all of which are located on the University's Northwest Denver Campus) is prohibited. Except as specifically authorized, no student or employee may possess or consume any alcoholic beverage in or on any University Property or at any University-Sponsored Activity.
4. Alcohol Policy for the Residence Village, Ignatian Village, and Boryla Apartments:
  - A. Possession and consumption of alcohol within the Residence Village, Ignatian Village, and Boryla Apartments is strictly limited to beer and wine. Other types and varieties of alcohol are prohibited. Residents and their guests must be at least 21 years old in order to consume alcohol in any Residence Village, Ignatian Village, or Boryla Apartments living unit. Students or guests under the age of 21 are not permitted to possess or consume alcohol at any time.
  - B. It is the responsibility of the Residence Village, Ignatian Village, or and Boryla Apartment residents to determine that all guests who consume alcohol are of legal age. If no resident of a Residence Village, Ignatian Village, or Boryla Apartments living unit is 21 years of age or older, no alcoholic beverages or containers may be present in that unit at any time.
  - C. The consumption of alcohol may take place only inside the confines of the Residence Village, Ignatian Village, or Boryla Apartment living unit. Open containers of alcohol may not be transported between Residence Village, Ignatian Village, or Boryla Apartment units. A container is considered open once the manufacturer's seal has been broken.
  - D. The residents in the Residence Village, Ignatian Village, or Boryla Apartments unit where alcohol is being consumed are responsible for the behavior of their guests under provisions of the Student Code of Conduct.
  - E. Large containers of alcohol such as kegs, party balls, garbage cans, and paraphernalia intended for the rapid consumption of large amounts of alcohol (e.g., beer bongs) are prohibited, regardless of location, except as permitted by the University.
  - F. The maximum capacity for a social gathering in a Residence Village, Ignatian Village, or Boryla Apartment unit is twelve (12) people. These social gatherings must be entirely contained within the residence and comply with quiet and courtesy hour guidelines.
  - G. Students must comply with all Colorado state laws regarding the purchase, serving, possession and consumption of alcoholic beverages.
  - H. Display of alcohol containers (e.g., visible in windows) is prohibited.

5. Any individual, including, but not limited to, any student, employee, contractor, agent, volunteer or guest who violates this policy may be subject to applicable Screening Procedures and shall be subject to discipline, dismissal, exclusion, termination, arrest or citation, and referral by University officials for prosecution, as may be applicable. Also, any student who violates this policy may be required to complete a mandatory psychoeducational substance use program provided by either the University's Office of Counseling and Personal Development or its CCFT, or through a pre-approved off-campus provider, as directed by the Associate Vice President of Student Affairs/Dean of Students or designee; any employee who violates this policy may be required to consult with appropriate counseling professionals through the Employee Assistance Program or the CCFT, or through a pre-approved off-campus provider, as directed by the Associate Vice President of Human Resources or designee.

## **REQUIRED DISCLOSURE AFTER FORMAL CHARGE/CONVICTION**

### **STUDENT DISCLOSURE:**

Any student formally cited or charged with violating a local, state or federal law pertaining to unlawful possession, use or distribution of any Controlled Substance, alcoholic beverage, and/or Drug Paraphernalia must notify the Associate Vice President of Student Affairs/Dean of Students or designee, in writing, no later than five calendar days after such citation or charge. Failure to comply with this notification requirement may result in immediate dismissal.

No later than 120 calendar days after receiving notification of such citation or charge from a student, the University shall:

1. Take action against the student, which may include any range of authorized disciplinary actions up to dismissal; and/or
2. Require the student to complete a mandatory psychoeducational substance use program provided by either the University's Office of Counseling and Personal Development or its CCFT, or through a pre-approved off-campus provider, as directed by the Dean of Students or his/her designee.

If the student is authorized to work on a grant provided by the federal government at the time of the incident upon which the conviction is based, the University shall notify the agency that awarded the grant within 10 calendar days after receipt of such notification.

### **EMPLOYEE DISCLOSURE:**

Any employee convicted of violating a local, state, or federal law pertaining to unlawful possession, use or distribution of any Controlled Substance, alcoholic beverage or Drug Paraphernalia must notify the Assistant Vice President of Human Resources or designee, in writing, no later than five calendar days after such conviction. Failure to comply with this notification requirement may result in immediate termination.

No later than 30 calendar days after receiving notification of such conviction from an employee, the University shall:

1. Take action against the employee, which may include any range of authorized disciplinary actions up to termination; and/or
2. Require the employee to consult with appropriate counseling professionals through the Employee Assistance Program or the CCFT, or through a pre-approved off-campus provider, as directed by the Associate Vice President of Human Resources or designee.

If the employee is authorized to work on a grant provided by the federal government at the time of the incident upon which the conviction is based, the University shall notify the agency that awarded the grant within 10 calendar days after receipt of such notification.

## **GENERAL PROVISIONS**

1. A conviction for violating a local, state, or federal law pertaining to unlawful possession, use or distribution of any Controlled Substance, alcoholic beverage or Drug Paraphernalia, or a violation of this policy that results in a disciplinary sanction may adversely affect an individual's eligibility for admission to a University academic program. For further information, please refer to the applicable admissions policy for the academic program in question.
2. Any action taken by the University against a student or employee for any violation of this Policy shall not prohibit, and may be in addition to any action lawfully taken by any other entity for a violation of that entity's similar policy related to drugs and/or alcoholic beverages committed by that student or employee at a University-Sponsored Activity. Furthermore, the University may rely, in whole or in part, on the other entity's findings in determining whether to charge the student or employee with a violation of this Policy.
3. Any disciplinary action based on a violation of this policy on alcohol and drugs shall be conducted pursuant to the procedures applicable to such action, whether in the Community Standards process, the Nondiscrimination and Sexual Misconduct Policy, or the Human Resources Manual. In any disciplinary action where an actual or potential violation of this policy also involves an alleged violation of the University's policy on nondiscrimination and sexual misconduct, the procedures from the Nondiscrimination and Sexual Misconduct Policy shall control.
4. The application of this policy on alcohol and drugs may be affected by the Good Samaritan/Amnesty Policy or the amnesty policy applicable to a victim of sexual assault under the Nondiscrimination and Sexual Misconduct Policy. Refer to those policies for more information, both of which may be found in the Student Handbook.

5. The University 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 the University a copy or summary of this Policy.
6. The University will review this Policy and the related drug and alcohol programs at least biannually to determine their effectiveness, implement any indicated changes and ensure that sanctions are consistently enforced. The University reserves the right to implement changes to this Policy at any time by approval of the University's President.

#### Health Risks and Hazards Associated with Alcohol, Tobacco and Illegal Drug Use

The following is a brief summary illustrating some of the health risks and hazards associated with alcohol and certain illegal drugs. This summary is not intended to be comprehensive. For more information concerning the dangers of alcohol and illegal drug use, you may want to consult your primary health care provider or a drug and alcohol rehabilitation counselor, or read information available from the National Institute on Alcohol Abuse and Alcoholism, [www.niaaa.nih.gov/publications/brochures-and-fact-sheets](http://www.niaaa.nih.gov/publications/brochures-and-fact-sheets), and the National Institute on Drug Abuse, [www.drugabuse.gov/publications](http://www.drugabuse.gov/publications) and [www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects](http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects).

- A. **Alcohol and Other Depressants (barbiturates, sedatives and tranquilizers)**. Addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants, damage or impairment of vital organs, or if pregnant, damage to a developing fetus, heart and liver damage.
- B. **Marijuana**. Impair short-term memory, thinking, and physical coordination. Can cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration, and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system.
- C. **Cocaine**. Addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- D. **Nicotine**. Tobacco smoke contains many chemical compounds, some of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Compromises the immune system.
- E. **Inhalants**. Inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.
- F. **Prescription Drug Abuse**. Adverse reactions, dependency, withdrawal, and overdose.

#### Legal Risks Associated with Illegal Drug and Alcohol Use

The following is a brief summary illustrating some of the criminal sanctions for the unlawful possession, use and distribution of illegal drugs and alcohol. For a more comprehensive description of applicable criminal sanctions, you should refer to Title 18 of the Colorado Revised Statutes (C.R.S.) and Titles 18 and 21 of the United States Code. The following is for general informational purposes only and does not reflect all of the possible criminal sanctions under current law. If necessary, legal advice should be obtained from a licensed attorney.

#### Colorado Law

- A. Uniform Controlled Substances Act of 1992, C.R.S. 18-18-101 et seq.
  1. If you are charged and found guilty of being in possession of a controlled substance, the criminal sanctions will depend on, among other things, the substance involved. For example, cocaine is a Schedule II drug under CRS 18-18-204 (2) (a) (IV). A first conviction for possessing this Schedule II drug is a Class 4 felony, punishable by imprisonment from six months to one year and/or a fine of \$1,000 to \$100,000.
  2. If you are charged and found guilty of distributing or selling a controlled substance, the criminal sanctions will depend on, among other things, the type and amount of substance involved. For example, heroin is a Schedule I drug under CRS 18-18-203 (2) (b) (XI). A first conviction for distributing not more than seven (7) grams of this Schedule I drug to an adult is a Class 3 felony, punishable by imprisonment from two years to four years and/or a fine of \$2,000 to \$500,000.
  3. Being charged and found guilty of using a controlled substance (i.e., using a controlled substance which was not dispensed or under the direction of a person licensed or authorized by law to prescribe, dispense or administer it for a bona fide medical need), is a Level 2 misdemeanor, punishable either by no imprisonment and a \$50 fine or up to twelve (12) months of imprisonment and/or a \$750 fine.
  4. While Colorado law authorizes the limited use of marijuana for medical and recreational purposes, criminal sanctions still exist for marijuana possession and use in certain circumstances. For example, being charged and found guilty of possessing more than two (2) ounces of marijuana, but not more than six (6) ounces is a Level 2 drug misdemeanor punishable either by no imprisonment and a \$50 fine or up to twelve (12) months of imprisonment and/or a \$750 fine. Public consumption or use of marijuana is also prohibited and can result in criminal sanctions that can vary depending on the amount consumed or used.
    - a. **NOTE, HOWEVER, THAT MARIJUANA IS AN ILLEGAL DRUG UNDER FEDERAL LAW, AND AS STATED IN PARAGRAPH 4 ABOVE, THE UNIVERSITY'S POLICY PROHIBITING THE POSSESSION OR USE OF CONTROLLED SUBSTANCES INCLUDES**

**MARIJUANA, REGARDLESS OF THE MARIJUANA’S FORM OR METHOD OF CONSUMPTION, AND REGARDLESS OF WHETHER IT IS FOR RECREATIONAL OR MEDICAL USE.**

- B. Underage Possession or Consumption of Alcohol
1. Being charged and convicted of possessing or consuming alcohol while under 21 years of age is a strict liability offense, and as a first offense is punishable by a fine of up to \$100 and/or completion of a government approved substance abuse education program.

**Federal Law**

- A. Federal law includes, among other things, comprehensive prohibitions on the manufacture, distribution and dispensing of Illegal Drugs. Depending on the nature of the prohibited activity and the type and quantity of Illegal Drugs involved, criminal sanctions can range from not less than ten (10) years to life imprisonment and/or fines of up to \$10,000,000 or more.

**SUPPORT SYSTEMS FOR STUDENTS**

Students with alcohol or drug-related problems are encouraged to seek the help of the University’s Office of Counseling and Personal Development or its Center for Counseling and Family Therapy. Their counseling staffs are experienced in working with issues of substance use and abuse and can provide direct assistance, as well as provide information about off-campus assessments, treatment facilities and area support groups.

<p><b>Office of Counseling and Personal Development</b> Coors Life Directions Center, Room 114 3333 Regis Blvd., F-12 Denver, CO 80221 303-458-3507</p>	
<p><b>Center for Counseling and Family Therapy Regis University Thornton Campus</b> 500 E. 84<sup>th</sup> Ave., Suite B-12 Thornton, CO 80229 303-964-6295</p>	<p><b>Center for Counseling and Family Therapy Regis University Colorado Springs Campus</b> 7450 Campus Drive, Suite 100 Colorado Springs, CO 80920 719-264-7027</p>

**SUPPORT SYSTEMS FOREMPOYEEES**

Employees needing assistance in addressing issues related to alcohol or drug use or abuse have available to them confidential and professional assessment, counseling and referral services through the Employee Assistance Program (EAP) and through the Center for Counseling and Family Therapy. Information about the EAP is available through the EAP link on the Employee Benefits page in the Human Resources site in Regis University INsite.

<p><b>Center for Counseling and Family Therapy Regis University Thornton Campus</b> 500 E. 84<sup>th</sup> Ave., Suite B-12 Thornton, CO 80229 303-964-6295</p>	<p><b>Center for Counseling and Family Therapy Regis University Colorado Springs Campus</b> 7450 Campus Drive, Suite 100 Colorado Springs, CO 80920 719-264-7027</p>
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**OTHER RESOURCES FOR STUDENTS AND EMPLOYEEES**

<p><b>Greater Denver Area West Pines Behavioral Health</b> 3400Lutheran Parkway Wheat Ridge, CO 80033 303-467-4080 www.westpinesrecovery.org Offers: medical detox, an intensive outpatient program, a residential treatment program and an aftercare program</p>	<p><b>Centennial Peaks Hospital</b> 2255 S. 88<sup>th</sup> Street Louisville, CO 80027 303-673-9990 www.centennialpeaks.com Offers: acute inpatient, inpatient detox, intensive outpatient</p>
<p><b>Independence House North Side</b> 4300 Kalamath Street Denver, CO 80211 303.433.1306 www.ind-house.com/northside.html Offers: intensive outpatient treatment, weekly out-patient therapy, enhanced weekly outpatient therapy, court ordered treatment, monitored sobriety</p>	<p><b>Serenity Education &amp; Therapy</b> 2525 S. Wadsworth Blvd. Lakewood, CO 80227 (303) 984-0590 www.serenityeducation.com Offers: court ordered drug/alcohol Level I &amp; Level II education classes and Level II group therapy</p>



## OTHER RESOURCES FOR STUDENTS AND EMPLOYEES

<p>Center for Recovery, Inc. 2121 S. Oneida St. #412 Denver, CO 80224 303-694-7492 www.centerforrecovery.net Offers: intensive outpatient program, aftercare support</p>	<p>Affordable Counseling Connection 9101 Harlan St., Suite 135 Westminster, CO 80031 303-295-3326 Offers: sliding fee scale based on the client's/ family's income or ability to pay intensive outpatient</p>
<p>Catholic Charities Family Services 2525 W. Alameda Ave. Denver, CO 80219 303-742-0828 www.ccdenver.org Offers: medications only with counseling through their center; accepts Medicaid, some private insurance, and has a sliding fee scale</p>	<p>Comitis Crisis Center 9840 E. 17<sup>th</sup> Ave. Aurora, CO 80010 Hotline: 303-343-9890 Business: 303-341-9160 Offers: sliding fee scale based on the client's/ family's income or ability to pay; open 24 hours</p>
<p>Maria Droste Counseling Services 1355 S. Colorado Blvd. Denver, CO 80222 303-756-9052 Offers: counseling for children and adults; accepts Medicare, Medicaid, and has a sliding fee scale; Spanish speaking available</p>	<p>People House, Inc. 3035 W. 25<sup>th</sup> Ave. Denver, CO 80211 303-480-5130 / 303-525-3038 Offers: affordable counseling for adults, families, and children; bilingual and spiritual services; has a sliding scale fee</p>
<p><b>COLORADO SPRINGS AREA</b></p>	
<p>Franciscan Community Counseling (2 locations) (719) 955-7008 www.franciscancommunitycounseling.org</p>	
<p>Mount Saint Francis 7665 Assisi Heights Colorado Springs, CO 80919 Offers: counseling and psychotherapy for individuals, couples, families and groups; for those without insurance, fees for counseling and testing are based on a sliding scale.</p>	<p>Saint Francis Health Center 228 N. Cascade Colorado Springs, CO 80903 Offers: counseling and psychotherapy for individuals, couples, families and groups; for those without insurance, fees for counseling and testing are based on a sliding scale.</p>

## NON DISCRIMINATION AND SEXUAL MISCONDUCT POLICY

Regis University does not discriminate on the basis of race, color, national origin, sex, gender, disability, age, religion, veteran status, marital status, pregnancy, parental status, gender identity, sexual orientation, genetic information or any other legally protected status [“protected class”] 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 and this policy from engaging in acts of harassment or discrimination based on actual or perceived membership in a protected class or sexual misconduct. Regis University also does not allow retaliation against any individual who makes a complaint of discrimination or sexual misconduct or otherwise has engaged in protected activity as outlined under this policy. Regis University’s nondiscrimination policy extends to employment, education and admission. Regis will endeavor to take immediate and appropriate corrective action up to and including discipline, expulsion or dismissal, in cases where it has been determined that discrimination or sexual misconduct has occurred. The following person has been designated to handle inquiries regarding this policy:

**Michelle Spradling**  
**Equal Opportunity & Title IX Coordinator**

3333 Regis Boulevard B-4  
Main Hall 204  
Denver, CO 80221-1099  
Telephone: 303-964-6435  
E-mail: [mspradling@regis.edu](mailto:mspradling@regis.edu)

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-related accommodation for a student are governed by the procedure available for these claims with the [Office of Student Disability Services and Testing](#). A complainant of disability discrimination or a complaint of failure to accommodate for an employee may be made under this policy to the EO & Title IX Coordinator. For requests for reasonable accommodations related to a disability please contact:

**Student Disability Services**  
**Director, Student Disability Services & Testing**

3333 Regis Blvd., Clarke Hall  
Denver, CO 80221-1099  
Phone: 303-458-4941  
[disability@regis.edu](mailto:disability@regis.edu)

**Employee Disability Services**  
**Human Resources**

3333 Regis Blvd., West Hall  
Denver, CO 80221-1099  
Phone: 303-458-4161  
[hrinfo@regis.edu](mailto:hrinfo@regis.edu)

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 penetration, sexual exploitation, relationship violence (including domestic and dating violence) and stalking are some forms of sex and gender-based discrimination that are considered violations of this policy and will be referred to under the umbrella term sexual misconduct throughout the policy.

If a responsible employee is aware of discrimination or sexual misconduct involving Regis faculty, staff or students without regard to where it occurs, he or she must promptly report the incident to the EO & Title IX Coordinator to the extent required by this policy.

In the event that a member of the University reports discrimination or sexual misconduct to the University, Regis will evaluate if the conduct merits an investigation. 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.

## PROHIBITED CONDUCT AND TERMINOLOGY USED WITHIN THIS POLICY

Please refer to “*Appendix A - Policy Definitions*” for relevant definitions pertaining to Nondiscrimination and Sexual Misconduct procedures, including violations of this policy.

## ROMANTIC AND SEXUAL RELATIONSHIPS BETWEEN EMPLOYEES

Consensual romantic or sexual relationships between employees in which one party maintains a leadership, direct supervisory or evaluative role over the other party must be reported. This applies to relationships between employees and relationships between employees and contractors. This applies to students in a supervisory role, such as Resident and Graduate Assistants and students they supervise. Persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of the EO & Title IX Coordinator, or the Director of Human Resources. Involvement in consensual relationships 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 the individual with whom they have established a consensual relationship. Reports may be made directly to one of the individuals noted above, or through the online reporting form (located on the EO & Title IX website). Failure to self-report such relationships can result in disciplinary action for an employee.

Employees are prohibited from making, participating in, or otherwise influencing decisions affecting an employee's progress or standing or which may reward or penalize an employee, with whom the employee has a current or former sexual or romantic relationship.

## ROMANTIC AND SEXUAL RELATIONSHIPS BETWEEN STUDENTS AND EMPLOYEES

Regis University prohibits any dating, romantic, or sexual relationship between an employee/faculty/affiliate faculty and any student over whom that employee has any instructional, supervisory, advising, or evaluative responsibility. Employees who violate this policy are subject to disciplinary action. This policy strives to provide an environment that is free from sexual harassment. This policy is rooted in the recognition that faculty or staff - student relationships may be inherently unequal and contain an element of superiority or power.

## HOW TO REPORT DISCRIMINATION OR SEXUAL ASSAULT

The University's primary concern is the safety of its community members. If you or someone you know has been the recipient of behavior or action that falls under this policy, you are encouraged to first attend to your own safety and health.

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 EO & Title IX Coordinator.

All members of the University community are encouraged to report incidents of discrimination, including sex or gender-based misconduct.

It is important that reports are made as soon as possible, preferably within 24 hours of learning about an incident that involves discrimination or sexual misconduct. The EO & Title IX Coordinator will evaluate whether a report to law enforcement is required. After normal business hours, students may report to Residence Life professional staff or Campus Safety, who are available 24 hours a day.

## UNIVERSITY REPORTING OPTIONS FOR COMPLAINANTS

**Discrimination:** Students who experience discrimination or retaliation (excluding sexual misconduct) have the right to report or not to report it to the University. If a student chooses to make a report to the University, that individual can do so by: 1) anonymously using the Incident Reporting Form under Reporting Options on the EO & Title IX webpage; 2) contacting a confidential resource identified in this policy; or 3) contacting the EO & Title IX Coordinator.

Employees who experience discrimination or retaliation (excluding sexual misconduct) are required to report it by either 1) informing their supervisor; 2) contacting Human Resources; or 3) contacting the EO & Title IX Coordinator.

**Sexual Misconduct:** Members of the University community who experience sexual misconduct have the right to report or not to report it to the University. If a recipient of sexual misconduct chooses to make a report to the University, that individual can do so by: 1) anonymously using the Incident Reporting Form under Reporting Options on the EO & Title IX webpage; 2) contacting a confidential resource identified in this policy; or 3) contacting the EO & Title IX Coordinator. While a complainant can choose to not report sexual misconduct, please be aware that the university cannot take action to address the situation if they are not made aware of the circumstances.

## LAW ENFORCEMENT OPTIONS FOR COMPLAINANTS

Complainants and witnesses have the option to report or decline to report all incidents of sexual misconduct and hate crimes to law enforcement. An investigation conducted by the University is distinct from any investigation conducted by law enforcement. An investigation conducted by the University flows from the University's obligation under Title VI, VII, IX and related laws to ensure that it is providing a safe environment for all community members. Therefore, if an individual wishes to pursue options in the criminal justice system, a report should be made to law enforcement in the location where the crime occurred. A student or employee may be assisted with making a police report by the EO & Title IX Coordinator, a Deputy EO & Title IX Coordinator, the Asst. Director of Victim Advocacy & Violence Prevention or Campus Safety. *See Appendix E for law enforcement resources.*



## AMNESTY FOR COMPLAINANTS AND WITNESSES

Regis University encourages the reporting of discrimination and sexual misconduct by complainants and witnesses. Sometimes, complainants or witnesses are hesitant to report to university officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to university officials, and that witnesses come forward to share what they know. To encourage good faith reporting, Regis University pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

## EMPLOYEE REPORTING OBLIGATIONS

University personnel on campus who become aware of discrimination or sexual misconduct have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles. The following are some guidelines.

Responsible employees (as identified below) include any employee who has the authority to take action to redress the discrimination or sexual misconduct alleged. All responsible employees must report incidents of discrimination or sexual misconduct to the EO & Title IX Coordinator as soon as possible when they learn directly or indirectly about the alleged incident. Responsible employees are required to report the alleged conduct and cannot withhold personally identifiable information (such as the name of the complainant, the name of the respondent, or other identifying details about witnesses, location, etc.) If the complainant requests confidentiality or does not wish for an investigation to take place, the complainant or the reporting party should make such a request to the EO & 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 individual of the responsible employee's duty to report. While an employee or University official can't guarantee confidentiality, a responsible employee should let anyone reporting to them know that the University seeks to respect that individual's privacy.

If a report of discrimination or sexual misconduct is made to a responsible employee, notice to them is official notice to the University and triggers the University's obligation to inquire or investigate the report. Therefore the reported information may be shared with people who need to know, such as investigators, witnesses, the respondent and University officials with a responsibility to respond or aid in the University's response.

All Regis University employees, including faculty and staff, regardless of title or full-time or part-time status, are responsible employees.

The following student employees are also responsible employees:

1. Residence Life & Housing Resident Assistants and Senior Residence Life staff ("RAs")
2. Residence Life & Housing Desk Assistants ("DAs")
3. Athletics Graduate Assistants

### Privileged or Confidential Resources

Unless there is a statutory duty to do so, such as instances of child abuse and neglect or threats of homicide or suicide, employees who are not required to report incidents of sexual misconduct to the university include:

1. Campus mental health counselors and staff (when providing counseling services)
2. Jesuits and those studying to become a Jesuit (when acting in the capacity as a Jesuit)
3. University Ministry staff (excluding peer ministers)
4. Asst. Director of Victim Advocacy & Violence Prevention (complainants in sexual misconduct cases)
5. Health Services Providers and staff
6. Mental Performance Coach (for university varsity athletes only)

Individuals who do not wish to have the University respond to their claims of sex or gender-based discrimination, including sexual misconduct, should limit their disclosures to employees in the above-listed privileged or confidential category, who are not required to report to the EO & Title IX Coordinator.

The University has deemed the above employees a confidential resource – whom may 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 these individuals are not required to report instances of sexual misconduct, they are encouraged to provide complainants with information about campus resources for counseling, medical treatment and support. *See Appendices D & E.* The above employees may assist Regis community members with filing a complaint under this policy if the individual so chooses. A confidential resource accused of discrimination or sexual misconduct will be treated as a respondent under this policy. Interim measures, including a designation as a confidential resource, will be assessed in such circumstances.

As Campus Security Authorities under the Clery Act, the above confidential resources submit timely anonymous statistical information to the Department of Campus Safety for the Annual Security and Fire Safety Report. This anonymous statistical

information includes the nature, date, time, and general location of the incident and not personally identifiable information.

There are a number of services that provide confidential counseling to members of the University community. *See Appendix E for counseling and other resources.*

### **Other Employees and Community Members**

Employees and other community members not identified above as a responsible employee or a privileged or confidential resource, are encouraged but not required, to report instances of discrimination and sexual misconduct involving students. However, all employees are required to report any form of discrimination or sexual misconduct involving a Regis University employee, to their supervisor, Human Resources or the EO & Title IX Coordinator within 120 days of the incident. This reporting obligation extends to any employee that identifies as a complainant experiencing any form of discrimination that is not sexual misconduct (for example, a report of race or other forms of gender discrimination).

### **Other Reporting Guidelines**

In compliance with 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.

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 generally contacts the external institution to cooperate in conducting an investigation. Regis University may also conduct an investigation if possible and when appropriate.

## **REQUESTS FOR CONFIDENTIALITY**

A complainant has the right to request confidentiality when reporting discrimination or sexual misconduct to the University. The complainant also has the right to request that the University not investigate an incident that has been reported. Confidential resources are available to provide options and assist individuals with making an informed decision about reporting.

If discrimination or sexual misconduct occurs, Regis University encourages those affected to take action. If the complainant of such conduct chooses not to report, or requests confidentiality and/or anonymity, that individual must be aware that this choice could limit the University's ability to respond and the outcome.

In limited cases, if a recipient of discrimination and/or sexual misconduct 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 complainant's safety or the safety of others or if the alleged conduct is occurring in an employment setting. The EO & Title IX Coordinator and/or a representative from the EO & Title IX Office, often in consultation with a representative from the Office of the Vice President for Student Affairs and other University officials with a need to know, evaluates requests for confidentiality and determines whether the University will proceed with an investigation<sup>1</sup>. 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 information received indicates a pattern of behavior, such as two or more reports of discrimination or sexual misconduct under similar circumstances;
- 3) whether a weapon, physical violence or a drug was allegedly used to commit, or intend to commit, sexual misconduct or other violence; and
- 4) an employee is the complainant.

Disclosures of discrimination, sexual misconduct, or bias incidents made during Social Justice Week events, a Take Back the Night rally, or similar events are not required to be reported. In addition, prior life disclosures<sup>2</sup> made in the course of a student's academic work, for example, that does 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.<sup>3</sup>

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<sup>1</sup> A University counselor, Campus Safety official and Human Resources professional are examples of others who may have a need to know and may be included in this decision.

<sup>2</sup> **Prior Life Event/Disclosure**: An occurrence of discrimination or sexual misconduct unrelated to the complainant's relationship with Regis University experienced prior to first-time registration for classes at Regis University or their hire date.

<sup>3</sup> Unless the report involves child abuse and neglect reportable under Colorado law.

### **Anonymous Reports of Discrimination and/or Sexual Misconduct**

Anonymous reports of incidents involving students and employees may be made through the University's online reporting form located on the EO & Title IX webpage under Reporting Options. Anonymous reports may also be made through the Office of Counseling and Personal Development at 303-458-3507 or the Asst. Director of Victim Advocacy & Violence Prevention at 303-458-4029 when incidents involve students, or to Human Resources via email, [hrinfo@regis.edu](mailto:hrinfo@regis.edu), when incidents involve employees. Anonymous reports are not intended for the use of responsible employees to fulfill their obligation to report, unless the responsible employee is the complainant.

### **INTERIM MEASURES**

Regis University offers temporary measures for complainants and respondents of discrimination and sexual misconduct, if such changes are available and reasonable under the circumstances. Interim measures are used to address safety concerns and to minimize the impact of the alleged conduct on involved parties. Failing to abide by an interim measure, such as a no contact order, may be considered a violation of this policy or the Student Code of Conduct. Interim measures may be temporary, pending the results of an investigation, or may become permanent as determined by Regis University.

Accommodations may include, but are not limited to:

1. 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;
2. 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;
3. Assistance in arranging for alternative student employment and changing work schedules;
4. Accessing health services;
5. No contact orders, cease and desist orders or other appropriate orders;
6. Transportation accommodations if available; and/or
7. Services to ensure that the student can move safely on campus.

Interim measures are overseen and often administered by the EO & Title IX Coordinator or designee and are available regardless of whether confidentiality is requested, and regardless of whether the complainant chooses to report a crime to the University and/or local law enforcement; and in instances that the University does and does not investigate. The University will maintain the confidentiality of any interim measures for a complainant to the extent that such confidentiality doesn't impair the ability to provide the interim measure. Accommodations can be requested verbally or in writing to:

#### **Michelle Spradling – EO & Title IX Coordinator**

3333 Regis Boulevard, B-4  
Main Hall 204  
Denver, CO 80221-1099  
Telephone: (303) 964-6435  
[mspradling@regis.edu](mailto:mspradling@regis.edu)

### **PRELIMINARY INQUIRY AND INVESTIGATION OF COMPLAINTS**

Upon notice of a report of discrimination and/or sexual misconduct, the role of the EO & Title IX Coordinator may include, but is not limited to, receiving reports, conducting or overseeing preliminary inquiries, implementing interim measures and coordinating the University's response to ensure a process that is thorough, reliable, impartial, prompt and fair. The preliminary inquiry and investigation determines whether the nondiscrimination policy has been violated. If so, the EO & Title IX Coordinator also oversees the process to ensure the University implements effective remedies designed to end the discrimination, prevent its recurrence and address its effects. The EO & Title IX Coordinator may designate internal or external individual(s) to perform a preliminary inquiry and/or investigation.

#### **Reporting**

Reports can be made by mail, email, orally or in writing, to the EO & Title IX Coordinator or a Deputy EO & Title IX Coordinator. Deputy EO & Title IX Coordinators submit the report to the EO & Title IX Coordinator. Written reports should include as much detail as is possible. An EO & Title IX Coordinator, a responsible employee, or a confidential resource can also assist a complainant or reporting party with facilitating a report. The University encourages reports to be made in good faith, even if incomplete or erroneous, but will not tolerate intentional or malicious false reporting of incidents.

After receiving a report, the EO & Title IX Coordinator or designee may request additional information. Prompt filing of a complaint is strongly encouraged. A complaint that is made more than 120 days after the alleged incident may make fact finding difficult or impossible and the University may elect to not investigate in its sole discretion. A complaint may be withdrawn at any time after it is filed. However, withdrawal of a complaint does not necessarily result in the termination of the University's inquiry or investigation.

## **Cooperation with and Confidentiality of Investigations**

Current students and employees who are not deemed a privileged and confidential resource are required to cooperate in a University inquiry or investigation as a condition of enrollment and/or employment. However, should a formal investigation commence, a complainant and/or a respondent may decline participating in interviews with the designated investigator by promptly notifying the EO & Title IX Coordinator. The failure of a complainant and/or a respondent to participate in an interview may impact the result of the investigation. The failure of a witness to participate in an interview may result in a referral to Student Conduct or Human Resources for disciplinary action.

The privacy of all parties is respected to the extent possible, in accordance with the law and so as not to interfere with a University investigation. Any documents received by parties are confidential and should not be distributed to others with the exception of an advisor of choice and/or confidential resources. In instances where a confidentiality instruction is provided, violating such can be considered a violation of this policy. Witnesses are expected and encouraged to honor the privacy of the parties and the integrity of the investigation by not discussing the investigation or the subject matter of the inquiry with anyone.

## **Preliminary Inquiry**

The EO & Title IX Coordinator or designee may conduct a preliminary inquiry to determine whether there is reasonable suspicion that the allegations, if found to be true, would be a violation of our policies, and therefore, warrant a full Investigation, or to otherwise determine whether a formal investigation is warranted. During the preliminary inquiry, the EO & Title IX Coordinator or designee may meet with witnesses, receive statements from the complainant(s), respondent(s) and/or other witnesses, and gather information regarding the allegations. The EO & Title IX Coordinator or designee will decide if the preliminary inquiry is sufficient to serve as the investigation, if the matter can be resolved by a preliminary inquiry or 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 in most circumstances. The University can still offer additional resources and/or interim measures if appropriate. The University reserves the right to reopen an inquiry at any time.

The EO & Title IX Coordinator has the option to refer the case to the university's Bias Incident Response Team (BIRT). A referral to BIRT does not prevent any further action under this policy.

## **Informal Resolution**

If both parties are willing and deemed appropriate by the University, Informal Resolution can be available for complaints of discrimination and sexual misconduct and parties may voluntarily seek resolution of a complaint informally. If informal resolution is agreed to by both parties, the following approaches include, but are not limited to:

1. Communication directly with the person whose behavior is unwelcome;
2. Mediation to include one or more facilitated meetings; or
3. Educational programming or training.

The University does not require an individual to contact the person directly whose behavior is unwelcome, and responsible employees should always report allegations of sexual misconduct or discrimination to the EO & Title IX Coordinator prior to any attempt to resolve a complaint. Informal resolution does not prevent the University from investigating or taking additional corrective action in the University's discretion.

## **Investigation**

If, following a preliminary inquiry, the EO & Title IX Coordinator or designee determines an investigation should proceed, the University generally conducts a prompt, fair, and impartial investigation. Prompt means that the investigation is completed within reasonably prompt timeframes, with a goal of within seventy-five to ninety (75-90) 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 annually on issues related to the alleged forms of discrimination or sexual misconduct and in conducting an investigation that protects the safety of the parties and promotes accountability. The timeframe to complete an investigation can vary and the EO & Title IX Coordinator will provide written notice to the parties regarding extensions to the timeframe for good cause. Items that might impact the length of an investigation 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.

An investigation is generally conducted 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. A copy of this policy will be provided to the parties;
- C. Send notice of investigation to the complainant and respondent. The notice will contain the following if available at the time notice is given:
  - a. A. a summary of the alleged policy violation(s);
  - b. the nature of the conduct upon which the complaint is based; and
  - c. the location and date(s) or approximate date(s) when the violation allegedly occurred.
- D. Written notice maybe provided to the parties if the EO & Title IX Coordinator determines that additional alleged policy violations are discovered during the course of the investigation.
- E. A respondent must advise the investigator or the EO & Title IX Coordinator of all counterclaims within 5 days of the respondent's initial interview with the assigned investigator. The EO & Title IX Coordinator has discretion to determine whether or not counterclaims will be investigated.
- F. The investigator will commence a thorough, reliable and impartial investigation which entails obtaining available evidence and may entail identifying sources of expert information, as necessary.
- G. The investigator seeks to interview both the complainant, respondent and relevant witnesses. The complainant and respondent may identify potential witnesses for the investigator to interview. The investigator has the discretion to determine if a witness has relevant information. The investigator has discretion on whether or not to meet with character witnesses as part of this process if they have no relevant factual information.
- H. Each party will have the opportunity to review and finalize their statement for accuracy. Statements must be reviewed and finalized by the witness or party within 48 hours of receiving the statement from the investigator and if not modified by the witness or party, the statement will be presumed to be accurate.
- I. No audio or video recording of any kind may be used unless specifically authorized by the investigator.
- J. Often complaints made under this policy, include other potential University policy violations. At the discretion of the university, any report that includes a discrimination or sexual misconduct allegation and another policy violation will follow this policy for the investigation of all alleged policy violations. In some circumstances, during or after an inquiry or investigation under this policy has been conducted, another University policy may need to be followed with respect to decision makers and factors for deciding if there is another policy violation. For example, if a discrimination complaint involves a grade dispute, the party deciding the grade dispute may use the investigation conclusions related to the grade dispute to determine whether to uphold or deny the disputed grade.
- K. The investigator prepares an investigation report with any supporting materials ("Report") and will make initial factual finding(s).
- L. The factual finding is based on the "preponderance of evidence" standard of proof. This standard is described as whether a policy violation is more likely than not to have occurred.
- M. In cases involving sexual misconduct, the parties will be provided timely and equal access to the materials provided to the deciding party; and will have the opportunity to submit comments for the deciding party to consider.
- N. The deciding party for student respondents (including student employees) is the Asst. Dean for Community Standards and Care, 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;
- O. The Report and any comments collected under section m above, will be sent to a deciding party.
- P. The deciding party shall review the Report and may take the following action:
  - a. Request that the investigator reopen the investigation to consider additional information and resubmit the report to the deciding party;
  - b. Overturn all or a portion of the investigator's findings; or
  - c. Accept all or a portion of the investigator's findings.
  - d. Impose sanctions
- Q. The university strives to provide the parties with concurrent written notice of the deciding party's decision. Due to privacy laws, the written notice's content is based upon the nature of the charge(s) against the respondent and whether both parties are students. Generally and as appropriate under the circumstances, the content for the notice includes:
  - a. Relationship Violence, Stalking, Nonconsensual Sexual Penetration and Nonconsensual Contact: The deciding party's decision, the rationale for the result, and the sanctions, if applicable.
  - b. All other claims of discrimination and harassment: The deciding party's decision, any individual remedies offered, and any sanctions, if applicable, that have been imposed on the respondent. The complainant shall only receive notice of any sanctions imposed on the respondent that directly relate to the complainant.
- R. The result is final unless a party appeals.
- S. The University reserves the right to modify the procedures, if in its discretion, such modification is appropriate in particular circumstances.

## **RIGHTS OF THE PARTIES IN SEXUAL MISCONDUCT COMPLAINTS**

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

1. to be informed of the right to choose whether or not to file a complaint to both the University and law enforcement;



2. to an inquiry and when deemed necessary, an investigation, of all credible complaints of sexual misconduct made in good faith to the University;
3. to be fully informed of the University's policy and procedures;
4. to be informed of the on-campus and off-campus resources;
5. to be notified of interim measures available;
6. to be treated with respect by the University;
7. of the complainant to request the University not investigate the alleged violation;
8. not to be discouraged by the University from reporting misconduct to both on campus and off campus authorities;
9. to be assisted by campus authorities in notifying law enforcement of sexual misconduct if the complainant so chooses;
10. to decline to notify law enforcement;
11. to be provided written information about filing a request for a civil protection order and assistance from the University related to enforcement on University property;
12. to bring an advisor of their choice to all meetings or proceedings related to the investigation *See Appendix G for more about the role of an advisor; and*
13. to appeal certain decisions.

## SANCTIONS

The University reserves the right to impose different sanctions, depending on the findings, the severity and/or pervasiveness of an 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.

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.

With respect to findings of discrimination or sexual misconduct by a student, one or more of the following sanctions may be imposed pursuant to the *Student Code of Conduct*.

**Warning:** An official written notice that the student has violated University policies and that more severe conduct action will result should the student be involved in other violations while a student at the University.

**University Probation:** An official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

**Final Notice:** A elevated form of university probation notifying the student that further violations of University policies will likely result in immediate removal from housing, suspension, and/or expulsion.

**Housing Probation:** Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Reassignment to another floor or to another residence hall may be imposed. Regular probationary meetings may also be imposed. A housing probation status may also impact the student's eligibility for future placement in University housing.

**Removal from Housing:** Removal from University housing for a specified period of time, after which the student may be eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residential Life and Housing or designee. Prior to reapplication for University housing, the student must gain permission from the Director of Residential Life and Housing or designee. This sanction may include restrictions on visitation to specified University housing buildings or all University housing during the suspension. Furthermore, students removed from housing under this sanction are not entitled to a refund of their housing or meal plan charges.

**Loss of Privileges:** The student will be denied specified privileges for a designated period of time, including, but not limited to restrictions on participation in campus activities, campus presence, residence hall visitation, parking privileges, or contact with individuals or groups on campus.

**Suspension:** Separation from the University for a specified minimum period of time, after which the student is eligible to return after clearance from the Asst. Dean for Community Standards and Care or designee. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Asst. Dean for Community Standards and Care or designee. During the suspension period, the student is banned from University Property, functions, events, and activities without prior written approval from the Asst. Dean for Community Standards and Care or designee.

**Expulsion:** Permanent separation from the University. The student is required to vacate the campus immediately upon notification

of the action, though this deadline may be extended upon application to, and at the discretion of, the Asst. Dean for Community Standards and Care or designee. The student is banned from University Property and the student's presence at any University-sponsored activity or event is prohibited.

**Behavioral Requirement:** This includes required activities, including, but not limited to, obtaining academic counseling, substance abuse assessment, behavioral assessment, etc.

**Educational Requirements:** Requirement to attend, complete, present, and/or participate in a program or assignment that is educational and/or reflective in nature. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.

**Restitution:** Compensation for damage caused to the University's Property or any other person's property. This could include, among other things, situations such as failure to return a reserved space to its original, proper condition.

**Fines:** Reasonable financial charges as a result of misconduct.

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 crimes.

Matters that are determined to be violations of another University policy, such as the Student Handbook, a faculty handbook or the Human Resources Policy Manual, shall be sanctioned in accordance with the guidelines of the applicable University policy.

## **APPEAL**

Only decisions involving sexual misconduct may be appealed to the appellate officer. The appellate officer for student respondents (including student employees) is the Vice President for Student Affairs, or designee. The appellate officer for employee respondents is the Provost or designee. When the respondent is both a student and employee the appeal will be heard by the Provost, or designee. To exercise the right of appeal, complainants or respondents must petition the above individual within three (3) business days after receiving the written notification of the sanctions imposed.

A complainant or respondent may appeal in the following circumstances:

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

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. the sanction imposed is grossly disproportionate to the offense (including any consideration of the student's prior offenses); or
3. new information not presented during the investigation exists.
  - a. the appellate officer or 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; and
  - b. a summary of this new evidence and its potential impact must be included in the appeal and timely submitted; and
  - c. if the appellate officer 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.

Any party who files an appeal must do so in writing to the appellate officer and the EO & Title IX Coordinator and articulate the basis for the appeal in the notice. The EO & Title IX Coordinator will share a copy of all appeals with the parties. The non-appealing party may provide the appellate officer a written response to the appeal within three (3) business days.

All sanctions imposed by the Asst. Dean for Community Standards and Care 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.

The original finding and sanction will stand if the appeal is not timely or eligible, and the decision shall be final. If the appeal is timely and available, the appellate officer will promptly render simultaneous written notification of the decision on the appeal to all parties. 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 decision of the appellate officer is final.



## AMMENDMENTS, INTERPRETATION, OR TERMINATION OF THIS POLICY

This policy does not constitute a contract and should not be construed to create any contractual rights. Regis University reserves the right to modify, amend, or terminate this policy at any time.

This policy was last revised on October 5, 2018. 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

*Violations of this policy are included, but not limited to, definitions in bold.*

Age: A chronological age of at least forty years.

Color: Color discrimination involves treating someone unfavorably because of skin color complexion.

Complainant: An individual who is allegedly subjected to conduct prohibited under this policy.

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, or by a minor under the age of 18 in certain situations depending on the ages of both parties or in instances where the adult is in a position of trust. Consent cannot be given by an individual who is asleep, or by an 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.

Counterclaim: A claim brought by a respondent against a complainant in an investigation which alleges a violation of this policy or any other university policies by the complainant.

Drugs used to facilitate Sexual Misconduct: Any drug that is an incapacitating agent which, when administered to another person, incapacitates the person and renders them unable to give consent to sexual activity. The most common substances used to facilitate sexual misconduct (besides alcohol) are prescription medications, as they are easily obtained. Unauthorized possession, use and/or distribution of any prescription medication, or other substance, is prohibited, and administering such a substance to another student to facilitate sexual misconduct is a violation of this policy.

Disability: A physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such impairment or being regarded as having such an impairment.

**Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived protected class. The conduct must be so objectively offensive as to alter the conditions of the individual's employment or educational experience.**

Employee: An individual who is employed by Regis University.

Gender expression: External appearance of one's gender identity, usually expressed through behavior, clothing, haircut or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.

Gender identity: Refers to an individual's internal sense of gender. A person's gender identity maybe different from or the same as the person's sex assigned at birth.

Genetic Information: includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members (i.e. family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future. Genetic information also includes an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and the genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

**Harassment: Unwelcome conduct that is based on an actual or perceived protected class. Harassment becomes unlawful where unwelcome 1) offensive conduct becomes a condition of the continued employment or an education environment, or 2) the conduct is severe or pervasive enough to create either (a) a work environment that a reasonable person would consider intimidating, hostile, or offensive or (b) denies or limit a student's ability to participate in or benefit from education programs and activities.**

**Hostile Environment:** The determination of whether an environment is “hostile” includes whether it is based on a protected class 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 complainant’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 complainant’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.

**Incapacitation:** 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.

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 constitutes a violation of this policy.

**Marital Status:** A relationship or a spousal status of an individual, including but not limited to being single, cohabitating, engaged, widowed, married, in a civil union, or legally separated, or a relationship or a spousal status of an individual who has had or is in the process of having a marriage or civil union dissolved or declared invalid.

**National origin:** Discrimination because an individual (or his or her ancestors) is from a certain place or has the physical, cultural, or linguistic characteristics of a particular national origin group.

**Nonconsensual Sexual Contact:**

1. an intentional sexual 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.

**Nonconsensual Sexual Penetration:**

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.

**Parental status:** Whether or not a person is a parent. In addition to a mother and father, a parent includes a step-parent, adoptive parent, foster parent and guardian.

**Pregnancy:** Relates to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

**Protected Class:** The groups protected from discrimination by law. These groups include race, color, national origin, sex, gender, disability, age, religion, veteran status, marital status, pregnancy, parental status, gender identity, sexual orientation, genetic information or any other groups protected by federal, state or local statutes.

**Race:** Race discrimination involves treating someone unfavorably because that individual is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Race discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race.

**Relationship Violence:** Relationship violence, often referred to as intimate partner violence, domestic and dating violence means any act of violence or threatened act of violence when used as a method of coercion, control, punishment, intimidation or revenge against a person with whom the individual was previously or is currently involved in a sexual, romantic, parenting or dating relationship. This includes relationships between spouses, former spouses, past or present unmarried couples, dating relationships and sexual partners. Relationship violence includes, but is not limited to, physical violence, emotional abuse, economic abuse and other forms of sexual misconduct (stalking, nonconsensual sexual contact, nonconsensual sexual penetration and sexual exploitation). Relationship violence includes threats, assault, property damage, violence or threat of violence to one’s self, or to family, friends, coworkers or pets of the sexual or romantic partner. Relationship violence may consist of one act of misconduct or an ongoing pattern of behavior.

**Religion:** All aspects of religious observance and practice as well as belief. Religion includes not only traditional, organized religions such as Christianity, Judaism, Islam, Hinduism, and Buddhism, but also religious beliefs that are new, uncommon, not part of a formal church or sect, only subscribed to by a small number of people, or that seem illogical or unreasonable to others.

**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. 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. For purposes of this policy, "sex" encompasses biological status, gender, gender identity and gender expression.

**Sexual Exploitation:** Refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Nonconsensual Sexual Penetration or Nonconsensual Sexual Contact.

Sexual exploitation includes, but is not limited to, sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed), invasion of sexual privacy, taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, prostitution, exposing one's genitals in non-consensual circumstances, administering alcohol or drugs to another person without his or her knowledge or consent.

**Sexual Harassment:** Unwelcome verbal, written, online and/or physical conduct that is of an implicitly or overtly sexual nature, and is based on a person's actual or perceived sex, gender, sexual orientation, or gender identity. Sexual harassment 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 (a) sufficiently severe, persistent or pervasive and either (a) (i) 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 (ii) the effect of creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University activity.

**Sexual Misconduct:** is an umbrella term that includes (but is not limited to):

1. Sexual Harassment
2. Nonconsensual Sexual Contact
3. Nonconsensual Sexual Penetration
4. Sexual Exploitation
5. Relationship Violence (including Domestic and Dating Violence)
6. Stalking

**Sexual Orientation:** An inherent or immutable enduring emotional, romantic or sexual attraction to other people.

**Stalking:** Engaging in a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear or suffer 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. **Emotional distress:** 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 complainant.

**Veteran Status:** A person who served in the active military, naval or air service and who was released under conditions other than dishonorable.

## APPENDIX B—EXAMPLES

### Examples of Discrimination:

- A Muslim student who wears a hijab applies for a receptionist work study position. She does not receive the position despite her qualifications because she is Muslim and is told by staff that her presence may frighten office visitors.
- At the beginning of the semester, a pregnant student informs her professor that she is due to give birth shortly after midterms and will need to make arrangements to make up coursework when she has the baby. The professor tells her that attendance and participation is worth 50% of her grade and that she should take the course next semester.
- A student is quietly removed from the debate team contact list and is unable to obtain the practice schedule because he is Black. When he inquires, the debate team president tells him that he “was not a good fit” and was encouraged to join the Black Student Alliance.

### Examples of Harassment

- On multiple occasions, a group of Desmet residents yell disparaging names about transgender individuals when they pass by a transgender resident’s door. Anonymous whiteboard messages referencing the resident’s genitalia are left several times a week.
- A staff member makes race-based jokes about Mexicans in front of a coworker, a Mexican immigrant. He has also used racial slurs to describe Mexicans and has told the worker, “I’m going to report you to ICE.”

### Examples of Nonconsensual Sexual Contact:

- A student is walking on a campus sidewalk and a staff member pats or pinches the student’s buttocks as they go by.
- A student grabs another student by the head and kisses him on his mouth by surprise.
- A staff member touches a coworker’s breast while walking to the bathroom.

### Examples of Nonconsensual Sexual Penetration:

- A student ignores a sexual partner who verbally stated their sexual boundary for the evening is kissing, and proceeds to remove clothing and penetrate the person with their fingers.
- An employee slips a drug into another employee’s drink during happy hour and later sexually penetrates them.
- A student reports that an ex-partner “had sex” with the student while sleeping after a night of drinking alcohol.
- A professor is jogging early in the morning and a group of students attack and sexually assault the jogger.

### Examples of Relationship Violence:

- A staff member’s ex-partner 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 their spouse is a “control freak” and doesn’t want the co-worker to have friends or meet with family. Lately, you have noticed scratches and bruises on your coworker’s arms, which they explain is the result of a marital argument.
- A student grabs his partner by the arms and shoves them against a wall.
- A student discloses that their partner often makes threats when the student tries to end the relationship, such as “if you break up with me I’ll kill myself, hurt your family and post your nude pictures on Snapchat.”

### Examples of Retaliation:

- A student files a complaint of sexual assault, naming a fellow student as the respondent. The respondent retaliates by filing a baseless claim that the student is stalking them in order to “get revenge” for filing the sexual assault claim.
- A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference without a legitimate business reason, citing the faculty member’s tendency to “ruffle feathers.”
- A student and RUSGA member participates in a sexual misconduct investigation against a respondent – also a member of RUSGA. The student is subsequently removed as a member of RUSGA because he participated in the investigation.

### Examples of Sexual Exploitation:

- A librarian removes clothing and exposes their genitals to a student who is studying in the library.
- A student posts a video to social media engaging in sexual activity with another student without consent from the person depicted in the posting.
- A student lets a friend hide in the closet to watch the student and their partner having consensual sex.

### Examples of Sexual 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 sends explicit sexual pictures to a classmate’s e-mail or attaches 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 Stalking:**

- A student continues to text another student multiple times per 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, despite 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.

**APPENDIX C—REPORTING OPTIONS**

UNIVERSITY OFFICIALS TO WHOM EO & TITLE IX REPORTS CAN BE MADE	
<p><b>Michelle Spradling – EO &amp; Title IX Coordinator</b> Office of the President Main Hall 204 Northwest Denver Campus B-4 (303) 964-6435 - <a href="mailto:mspradling@regis.edu">mspradling@regis.edu</a> or <a href="mailto:titleix@regis.edu">titleix@regis.edu</a></p>	<p><b>Julie Tacker – Deputy EO &amp; Title IX Coordinator</b> Director of Human Resources Human Resources West Hall 107D Northwest Denver Campus K-4 (303) 458-4161 - <a href="mailto:jtacker@regis.edu">jtacker@regis.edu</a></p>
<p><b>Kelly McLaughlin – Deputy EO &amp; Title IX Coordinator</b> Associate Director of Athletics Field House 210B Northwest Denver Campus F-20 (303) 458-4071 - <a href="mailto:kmclaughlin001@regis.edu">kmclaughlin001@regis.edu</a></p>	<p><b>Patrick Romero-Aldaz – Deputy EO &amp; Title IX Coordinator</b> Associate Vice President and Dean of Students Office of the Vice President of Student Affairs Student Center 219 Northwest Denver Campus J-8 (303) 458-4086 - <a href="mailto:promeroaldaz@regis.edu">promeroaldaz@regis.edu</a></p>
<p><b>Vacant—Deputy EO &amp; Title IX Coordinator</b> Vice President &amp; Chief of Staff Office of the President Main Hall 201 (303) 458-4231</p>	
TITLE IX ADVISORS	
<p><b>Fernando Alvarez-Lara, S.J.</b> Assistant Professor, Religious Studies Northwest Denver Campus E-4 Loyola Hall, 32E (303) 964-5362 - <a href="mailto:falvarezlara@regis.edu">falvarezlara@regis.edu</a></p>	<p><b>Eric Barnes</b> Associate Director, Residence Life &amp; Housing Northwest Denver Campus J-16 Modular Buildings, 187 (303) 964-3628 - <a href="mailto:ebarnes002@regis.edu">ebarnes002@regis.edu</a></p>
<p><b>Michael Chiang</b> Assistant Professor, History &amp; Politics Northwest Denver Campus G-16 Carrol Hall 215 (303) 964-5277 - <a href="mailto:mchiang@regis.edu">mchiang@regis.edu</a></p>	<p><b>Emily Henkelman</b> Residence Life Coordinator, Residence Life &amp; Housing Northwest Denver Campus J-16 Modular Buildings, 187A 303-964-3697 - <a href="mailto:ehenkelman@regis.edu">ehenkelman@regis.edu</a></p>
<p><b>Meghan Sobel</b> Assistant Professor, Communication Northwest Denver Campus E-8 Carrol Hall, 218 303-964-5458 - <a href="mailto:msobel@regis.edu">msobel@regis.edu</a></p>	<p><b>Chad Weber</b> Accommodations Coordinator Student Disability Services &amp; University Testing Northwest Denver Campus G-18 Clarke Hall, 225 (303) 964-5726 - <a href="mailto:cweber003@regis.edu">cweber003@regis.edu</a></p>
<p><b>Andy Wheeler</b> Assistant Athletics Director, Sports Medicine Northwest Denver Campus F-20 Field House 119D (303) 964-6401 - <a href="mailto:wwheeler@regis.edu">wwheeler@regis.edu</a></p>	

## APPENDIX D—FREQUENTLY ASKED QUESTIONS FOR COMPLAINANTS AND PRESERVATION OF EVIDENCE IN SEXUAL MISCONDUCT CASES

### What should I do immediately after experiencing sexual misconduct?

1. Get to a safe location. Dial 911 or Campus Safety at (303) 458-4122 to assist with safety and medical concerns.
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. Asst. Director of Victim Advocacy & Violence Prevention (303) 458-4029
  - b. Office of Counseling and Personal Development: (303) 458-3507
  - c. University Ministry: (303) 458-4153
  - d. Blue Bench 24-Hour Hotline: (303) 322-7273
3. Consider seeking medical attention. It is best to seek out a hospital or emergency room with a Sexual Assault Nurse Examiner (SANE) program.
4. At SANE program locations, you have the option to receive a medical forensic examination, even if you do not want to report the incident to law enforcement at the time. Any collected evidence will be preserved for at least two years, in case you decide to report to the police at a later date. *See a list of Hospitals that provide SANE examinations in Appendix E, Resources.*
5. Regardless of your choice to receive a medical forensic exam, it is important to seek medical attention in order to treat injuries and exposure to Sexually Transmitted Infections (STIs). Testing for possible drugs used to facilitate a sexual assault may also be available.

### How can I best preserve any evidence of sexual assault?

Preserving evidence, such as clothing, sheets, text messages, social media messages, or other communication is helpful if you are considering an investigation, criminal case or obtaining a protection order. 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. Most importantly, even if you decide to shower or dispose of evidence, you still have the option to report to the police and evidence may still be collected. In addition:

- Go as soon as possible, preferably within the next 72 hours to the nearest local hospital with an appropriate Sexual Assault Nurse Examiner program (SANE). You have the option to complete a medical forensic exam to collect evidence, evaluate and treat injuries and/or receive preventative care for Sexually Transmitted Infections (STIs). At SANE program locations, you have the option to receive a medical forensic examination, even if you do not want to report the incident to law enforcement at the time. Any collected evidence will be preserved for at least two years, in case you decide to report to the police at a later date. *See a complete list of hospitals with SANE programs that can 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, Residence Life staff, Student Health Services or the Asst. Director of Victim Advocacy & Violence Prevention are 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 wrap them in a clean sheet (do not use plastic bags). The Hospital will request to collect the clothes you were wearing as evidence.
- If you want to preserve the evidence of a sexual assault try not to:
  - Bathe or shower
  - Brush your teeth
  - Use the restroom
  - Change clothes
  - Comb hair
  - Clean up the area where the assault occurred
  - Move anything the respondent may have touched. You may also consider preserving text messages and/or other electronic communications with the respondent. They may serve as evidence in your case.
  - Even if you choose to do these things (like shower) evidence may still be collected and you are encouraged to seek assistance accordingly.

### How can I best preserve any evidence of relationship violence and stalking?

Properly documenting all incidents is important to illustrate a pattern of behavior necessary for an investigation or for obtaining a Civil Protection Order. A victim advocate or advisor may assist you with gathering all relevant information. You may consider:

1. Keeping an incident or behavior log to document stalking or relationship violence. An example of a log can be found here:
  - [http://victimsofcrime.org/docs/src/stalking-incident-log\\_pdf.pdf?sfvrsn=4](http://victimsofcrime.org/docs/src/stalking-incident-log_pdf.pdf?sfvrsn=4)
2. Contacting witnesses who saw the stalking behavior, abuse, or your injuries. These individuals may testify in your hearing.
3. Preserve evidence and documentation of stalking or abuse, including:



- Text messages, e-mails, social media content and other screenshots;
- Copies of police reports or medical reports;
- Photographs of injuries, damage to objects or other items within your residence;
- Threatening voicemails or other audio/video; and
- Anything else that might help the judge make a decision.

### **What is a Civil Protection Order?**

Civil Protection Orders, also known as restraining orders, are civil court orders to stop specific acts against protected individuals (called a “Protected Person”). A “Restrained Person” can be restrained from: contacting, harassing, injuring, intimidating, molesting, threatening, touching, stalking, sexually assaulting or abusing any Protected Person. A Restrained Person may also be prohibited from coming within a specified distance of a protected person or premise, such as the protected person’s home, school or place of employment.

### **How do I obtain a Civil Protection Order?**

Civil Protection Orders can be filed with the court in any county where the incident(s) occurred, or in any county where one of the parties resides, or in any county where one of the parties is employed. For more information on filing a protection order in Colorado, visit: [https://www.courts.state.co.us/Self\\_Help/protectionorders/](https://www.courts.state.co.us/Self_Help/protectionorders/)

You may also seek assistance with filing a Protection Order from Regis University’s Victim Advocacy & Violence Prevention Program or from Project Safeguard, a local nonprofit. Please see Appendix E for program contact information. Should you file an order, you may provide a copy to Regis University’s Department of Campus Safety to assist with enforcement of the order on university property.

### **What happens if I was under the influence of alcohol or drugs when the incident occurred?**

As explained in this Policy, an individual who is incapacitated because of the use of drugs or alcohol cannot consent to sexual activity. The use of drugs and alcohol will be considered during the investigation for the purpose of analyzing whether or not sexual activity was consensual. As explained in this Policy, Regis University pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident to encourage good faith reporting.

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 respondent was under the influence of alcohol or drugs?**

The use of alcohol and/or drugs by either party will not diminish an individual’s responsibility for abstaining from violent behavior or their responsibility to obtain affirmative consent for sexual activity. For instance, an individual’s responsibility is not diminished if they were severely intoxicated, drove drunk and caused harm to another driver.

### **Will my parents or family members be told?**

No, not unless you tell them, however, university officials may disclose information if a life threatening health or safety concern exists. Whether you are the complainant or the respondent, 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 may also directly inform parents when requested to do so by a student. A student must make this request to the EO & Title IX Coordinator and sign appropriate consent forms to allow such communication.

### **Will the accused individual know my identity?**

Yes, if you request the incident be investigated or action be taken against the respondent. Sexual misconduct is a serious allegation and the accused individual has the right to know the identity of the complainant and the opportunity to respond. No, if you choose to respond informally or request only interim measures such as housing assistance or arranging your class schedule (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).

### **Do I have to name the perpetrator?**

Yes, if you want formal disciplinary action to be taken against the respondent. 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). Complainants should be aware that not identifying the respondent may limit the institution’s ability to respond comprehensively.

## **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 complainant are safe. If needed, call 911 to get police assistance or call University Campus Safety at 303-458-4122. Listen carefully and compassionately to the complainant, don't touch them without their consent, and avoid making any judgmental comments. Make sure that the complainant has complete information about all the resources available and help complainants to understand their choices related to getting medical assistance, emotional support and reporting the incident. If you can, offer your help in getting the complainant to support resources. Write down detailed information about the allegation 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 complainant, you may need to report it later. If you are unsure of what you should do, please contact the Asst. Director of Victim Advocacy & Violence Prevention.

## **APPENDIX E—RESOURCES**

Whether you are a recipient of discrimination or sexual misconduct or advocating for someone who has experienced discrimination or sexual misconduct, we highly recommend that you seek support. Experiencing or witnessing discrimination or 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 Victim Advocacy & Violence Prevention Program (in instances of sexual misconduct only). The Asst. Director of Victim Advocacy & Violence Prevention can also help complainants of sexual misconduct select from the resources below based on individual needs. 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.

### Privileged and Confidential Resources:

- Office of Counseling and Personal Development: (303) 458-3507
- University Ministry and Jesuits: (303) 458-4153
- Asst. Director of Victim Advocacy & Violence Prevention (complainants in sexual misconduct cases): (303) 458-4029
- Center for Counseling and Family Therapy, Thornton Campus: (303) 964-6295
- Center for Counseling and Family Therapy, Colorado Spring Campus: (719) 264-7027
- Student Health Services: (303) 458-3558
- Benefits eligible employees may be eligible to use the Employee Assistance Program.

### Non-Confidential Resources:

- Campus Safety: (303) 458-4122
- EO & Title IX Coordinator: Michelle Spradling (303) 964-6435
- Deputy EO & Title IX Coordinator: Kelly McLaughlin (303) 458-4071
- Office of Diversity, Equity and Inclusive Excellence: (303) 964-5301
- Associate Vice President and Dean of Students: Patrick Romero-Aldaz (303) 458-4086
- Residence Life & Housing: (303) 458-4991
- Student Disability Services: (303) 458-4941

### Financial Support:

- Financial Aid Counselors, Main Hall 400: (303) 458-4067
- Financial support for students may be available through the Student Emergency Fund. Please request assistance via e-mail to: [studentaffairs@regis.edu](mailto:studentaffairs@regis.edu).

## **Off-Campus Resources**

### Law Enforcement:

#### **911 for Emergencies**

- Denver Police Department Non-Emergency Line: (720) 913-2000
- Thornton Police Department: (720) 977-5150
- Colorado Springs Police Department: (719) 444-7000
- 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
- St. Anthony Hospitals
  - 84<sup>th</sup> Avenue Neighborhood Clinic: 2551 West 84th Avenue, Westminster, CO 80204; (303) 426-2151

- St. Anthony Hospital: 11600 W. 2<sup>nd</sup> Place, Lakewood, CO 80228; (720) 321-0000
- St. Anthony North Health Campus: 14300 Orchard Parkway Westminster, CO 80023; (720) 627-0000
- Porter Adventist Hospital: 2525 S. Downing Street, Denver, CO 80210; (303) 778-1955
- Littleton Adventist Hospital: 7700 S Broadway, Littleton, CO 80122; (303) 730-8900
- Memorial Hospital: 1400 E. Boulder St, Colorado Springs, CO 80909; (719) 365-1140
- For transportation assistance for SANE exams contact Campus Safety: (303) 458-4122

#### Local Community Agencies:

**The Blue Bench: (303) 322-7273 [www.thebluebench.org](http://www.thebluebench.org)**

*24/7 support and advocacy for survivors of sexual assault. (Serves Denver and surrounding counties--metro area).*

**Rose Aandom Center (720) 337-4400 <http://roseaandomcenter.org>**

*Provides an array of services to victims and families experiencing relationship violence, including counseling, civil legal support, criminal justice information and more. M-F 8AM-5PM. (Serves those affected by victimization in the City and County of Denver).*

**The Center for Trauma & Resilience (303) 894-8000 [www.traumahealth.org](http://www.traumahealth.org)**

*Provides 24/7 services to individuals who have been the victim of a crime. (Serves those affected by crime in Denver).*

**Safe House Denver: (303) 318-9989 <https://safehouse-denver.org/>**

*24/7 services for individuals experiencing domestic violence and stalking. (Serves Denver).*

**Survivors Organizing for Liberation 1-888-557-4441 <http://solcolorado.org>**

*24/7 services for LGBTQ survivors of sexual assault, relationship violence, stalking and hate crimes. (Serves individuals in the state of Colorado).*

**Women In Crisis—The Family Tree: (303) 420-6752 <http://www.thefamilytree.org/en/domestic-violence-services/106>**

*Provides 24/7 services to individuals experiencing relationship violence and stalking. (Serves Jefferson County and surrounding areas).*

**Gateway Domestic Violence Services: (303) 343-1851 [www.gateway2.org](http://www.gateway2.org)**

*Provides 24/7 services to individuals experiencing relationship violence and stalking. (Serves Arapahoe County).*

**TESSA: 719-633-3819 [www.tessacs.org/](http://www.tessacs.org/)**

*El Paso and Teller Counties (Colorado Springs): Provides 24/7 services to individuals experiencing sexual assault, relationship*

#### National Resources:

**National Domestic Violence Hotline (24/7): (800) 799-7233 [www.thehotline.org](http://www.thehotline.org)**

**Rape, Abuse, & Incest National Network (RAINN) (24/7): (800) 656-4673 [www.rainn.org](http://www.rainn.org)**

**Stalking Resource Center: <http://victimsofcrime.org/our-programs/stalking-resource-center>**

**National Suicide Prevention Lifeline: 1 (800) 273-TALK (8255) <https://suicidepreventionlifeline.org/>**

#### Legal Resources:

**Legal Information Network of Colorado (720) 583-2929 [www.coloradolinc.org](http://www.coloradolinc.org)**

*Provides confidential, no-cost comprehensive legal information services to victims of crime. (Serves the Denver metro area).*

**Denver's Protection Order Courtroom is located in Denver's City and County Building: 1437 Bannock Street, Courtroom 170: (720) 865-7275**

**Project Safeguard (303) 219-7049 <https://psghelps.org/>**

*Legal advocacy and support for individuals seeking protection orders for domestic violence and stalking through the courts. (Serves Denver, Adams, Arapahoe and Broomfield Counties).*

**TESSA (719) 633-3819 [www.tessacs.org](http://www.tessacs.org)**

*In addition to other services, TESSA provides assistance to individuals seeking protection orders for domestic violence and stalking. (Serves El Paso and Teller Counties—Colorado Springs).*

**Colorado Legal Services <http://coloradolegalservices.org/>**

*Statewide, pro-bono civil legal services for low income individuals. (Serves individuals in the state of Colorado).*

**Rocky Mountain Victim Law Center (303) 295-2001**

*Statewide legal representation for victims of violent crimes pursuing the criminal justice system. (Serves individuals in the state of Colorado).*

**Mi Gente VAWA Legal Solutions (303) 894-8000 <http://traumahealth.org/programs/mi-gente-va-wa-legal-solutions-2/>**

*Provides legal assistance to immigrants wishing to obtain a VAWA designation and/or U-visa (Serves individuals impacted by crime in Denver).*

## APPENDIX F—FAQs AND RESOURCES FOR RESPONDENTS

There are resources available to you to assist individuals accused of discrimination or sexual misconduct during the EO & Title IX process. An advisor or confidential resource can also help you navigate your options.

### **What do I do if I am accused of discrimination or sexual misconduct?**

It is important that you do not contact the complainant.

In cases of sexual misconduct, you may immediately want to contact someone who can act as your advisor. Anyone may serve as your advisor or you may choose to select a university staff person trained as an advisor, which are listed below. *See Appendix G for information on the role of an advisor.*

As outlined through this policy, individuals accused of discrimination or sexual misconduct have rights under this Policy. Read the University Policy carefully and get informed about your rights. The EO & Title IX Coordinator is also available to explain the University's procedures for addressing discrimination and sexual misconduct complaints and to answer any questions you may have.

Interim measures, depending on the circumstances, may be available to you during the course of an investigation. You are also encouraged to notify the EO & Title IX Coordinator of any concerns that arise as a result of the investigation, such as with your class schedule, university activities, coursework or housing arrangements.

If you feel you have been harassed as the result of these allegations, please promptly report these incidents to the EO & Title IX Coordinator.

It is important that you save any information you believe is relevant to disputing the allegations, such as text messages or social media messages. You will also have the opportunity to respond to the allegations, which may include presenting relevant information and requesting that the investigator speak with witnesses.

Emotional and confidential support is available to you on campus and in the community. See the resources below for more information.

### **Will my parents or family members be told?**

No, not unless you tell them, however, university officials may disclose information if a life threatening health or safety concern exists. Whether you are the complainant or the respondent, 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 may also directly inform parents when requested to do so by a student. A student must make this request to the EO & Title IX Coordinator and sign appropriate consent forms to allow such communication.

### **What happens if I was under the influence of alcohol or drugs?**

The use of alcohol and/or drugs by either party will not diminish an individual's responsibility for abstaining from violent behavior or their responsibility to obtain affirmative consent for sexual activity. For instance, an individual's responsibility is not diminished if they caused harm to another driver after driving while intoxicated.

**Emotional Support & Counseling:** We highly recommend that you seek support. The University provides multiple options for support including counseling through The Office of Counseling and Personal Development and University Ministry. 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.

### **Privileged and Confidential Resources:**

- Office of Counseling and Personal Development: (303) 458-3507
- University Ministry and Jesuits: (303) 458-4153
- Center for Counseling and Family Therapy, Thornton Campus: (303) 964-6295
- Center for Counseling and Family Therapy, Colorado Spring Campus: (719) 264-7027
- Student Health Services: (303) 458-3558
- Benefits eligible employees may be eligible to use the Employee Assistance Program.

### **Non-Confidential Resources:**

- Campus Safety: (303) 458-4122
- EO & Title IX Coordinator: Michelle Spradling (303) 964-6435
- Deputy EO & Title IX Coordinator: Kelly McLaughlin (303) 458-4071

- Associate Vice President and Dean of Students: Patrick Romero-Aldaz (303) 458-4086
- Residence Life & Housing: (303) 458-4991
- Student Disability Services: (303) 458-4941

**Financial Support:**

- Financial Aid Counselors, Main Hall 400: (303) 458-4067
- Financial support for students may be available through the Student Emergency Fund. Please request assistance via e-mail to: [studentaffairs@regis.edu](mailto:studentaffairs@regis.edu).

TITLE IX ADVISORS	
<p><b>Fernando Alvarez-Lara, S.J.</b>            Assistant Professor, Religious Studies            Northwest Denver Campus E-4            Loyola Hall, 32E            (303) 964-5362 - <a href="mailto:falvarezlara@regis.edu">falvarezlara@regis.edu</a></p>	<p><b>Eric Barnes</b>            Associate Director, Residence Life &amp; Housing            Northwest Denver Campus J-16            Modular Buildings, 187            (303) 964-3628 - <a href="mailto:ebarnes002@regis.edu">ebarnes002@regis.edu</a></p>
<p><b>Michael Chiang</b>            Assistant Professor, History &amp; Politics            Northwest Denver Campus G-16            Carrol Hall 215            (303) 964-5277 - <a href="mailto:mchiang@regis.edu">mchiang@regis.edu</a></p>	<p><b>Emily Henkelman</b>            Residence Life Coordinator, Residence Life &amp; Housing            Northwest Denver Campus J-16            Modular Buildings, 187A            303-964-3697 - <a href="mailto:ehenkelman@regis.edu">ehenkelman@regis.edu</a></p>
<p><b>Meghan Sobel</b>            Assistant Professor, Communication            Northwest Denver Campus E-8            Carrol Hall, 218            303-964-5458 - <a href="mailto:msobel@regis.edu">msobel@regis.edu</a></p>	<p><b>Chad Weber</b>            Accommodations Coordinator            Student Disability Services &amp; University Testing            Northwest Denver Campus G-18            Clarke Hall, 225            (303) 964-5726 - <a href="mailto:cweber003@regis.edu">cweber003@regis.edu</a></p>
<p>Andy Wheeler            Assistant Athletics Director, Sports Medicine            Northwest Denver Campus F-20            Field House 119D            (303) 964-6401 - <a href="mailto:wwheeler@regis.edu">wwheeler@regis.edu</a></p>	

### Off Campus Resources

**Local Community Agencies:**

**Rocky Mountain Crisis Partners: 1 (844) 493-TALK (8255) [www.metrocrisisservices.org](http://www.metrocrisisservices.org)**  
*24/7 crisis intervention services and support (Serves individuals in the state of Colorado).*

**National Resources:**

**National Suicide Prevention Lifeline: 1 (800) 273-TALK (8255) <https://suicidepreventionlifeline.org>**  
*Provides 24/7, free and confidential support for people in distress, prevention and crisis resources. (Serves individuals nationwide).*

**Families Advocating for Campus Equality: (701) 491-8554 [www.facecampusequality.org/](http://www.facecampusequality.org/)**  
*Advocates for due process for those accused of sexual misconduct and supports those students and their families.*

**Legal Resources:**

**Colorado Legal Services <http://coloradolegalservices.org/>**  
*Statewide, pro-bono civil legal services for low income individuals. (Serves individuals in the state of Colorado).*

**University of Denver Student Law Office (303) 871-6140**  
<http://www.law.du.edu/index.php/law-school-clinical-program/the-clinic>  
*Free legal services within the Denver community. Services include clinics specializing in criminal law (misdemeanors only) civil litigation and civil rights.*

**Denver Bar Association: (303) 698-0999 <http://www.denbar.org/>**

## **APPENDIX G—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. An advisor may also be a Regis University employee, such as the Asst. Director of Victim Advocacy & Violence Prevention or a designated Title IX Advisor. *See Appendix C for a list of designated Title IX Advisors.* An advisor cannot be an individual who is also a witness in the investigation. 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.

Complainants and respondents are encouraged to inform the EO & Title IX Coordinator of the identity of an advisor as soon as possible and at least two (2) business days before the date of any meeting or investigative proceeding where the advisor will be in attendance. The parties' choice of an advisor or their availability for a meeting cannot delay the investigation.

An attorney acting as a lawyer may not serve as the student's or employee's advocate or formally represent the student or employee during any meetings related to the procedures outlined in this Policy. These procedures are entirely administrative in nature and are not considered legal proceedings. The investigator may remove an advisor or anyone disrupting the meeting. These rights and guidelines extend to both a complainant and respondent.

### **LAST REVISED**

October 5, 2018



## SERVICE ANIMAL AND EMOTIONAL SUPPORT ANIMAL POLICY

Regis University (RU) is committed to making reasonable accommodations to its rules, policies, and practices when necessary to afford individuals with disabilities and 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 RU campus, except in residence housing, where fish are sometimes permitted as pets. For more information on fish in University Housing, please refer to the RU Student Handbook.

### 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 RU’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. RU does not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal. Additionally, RU 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 RU 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. This request must be approved prior to the Emotional Support Animal moving into University Housing.

If the disability is not obvious, Student Disability Services & University Testing 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 that the Emotional Support Animal will provide some type of disability related assistance.

#### Responsibilities of People with Disabilities Using Service or Emotional Support Animals

RU 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:

- A. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner’s responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.
  1. Keeping the animal under control and taking effective action when it is out of control.
  2. Feeding, walking the animal, and disposing of its waste.
  3. Paying for any damage caused by the animal.
  4. In the case of students living in residence halls, working with the University to mutually agree on the arrival date of the Assistance Animal and where the student will live with the Assistance 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 Assistance Animal must be kept under control by voice, signals, or other effective means. RU 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. Disposing of animal waste via university plumbing is prohibited in university residences. RU 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**

RU 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.
5. The owner does not meet the owner responsibilities articulated above.
6. It is brought to campus before the approved arrival date.

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, RU 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 RU Community**

To ensure equal access and nondiscrimination of people with disabilities, members of the RU Community must abide by the following practices:

1. Allow Service Animals to accompany people with disabilities on campus where hygiene is not an issue (e.g. clinical rotations; food services.)
2. Allow Emotional Support Animals to live in residence halls after approval has been granted;
3. Do not ask for details about a person's disabilities;
4. Do not pet a Assistance Animal, as it distracts the animal from its work;
5. Do not feed a Assistance Animal;
6. Do not deliberately startle, tease, or taunt a Assistance Animal; and
7. 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. RU 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, RU 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 PROCEDURES**

Appeals related to disability accommodations are governed by the procedure available for these claims with Student Disability Services & Testing and can be found In this Hanbook within the Student Complaint Policy.

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

**Michelle Spradling**

**Equal Opportunity & Title IX Coordinator**

West Hall, 107 E (303) 964-6435

[mspradling@regis.edu](mailto:mspradling@regis.edu)

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 David Clarke Hall, 241 303-458-4941 [disability@regis.edu](mailto:disability@regis.edu)

To report an animal in **campus housing** that is **disruptive, out of control, or poses a threat to safety:**

Residence Life & Housing  
Modular Buildings, 187 (303) 458-4991  
[reslife@regis.edu](mailto: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](mailto: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 <a href="mailto:HRInfo@regis.edu">HRInfo@regis.edu</a>	Campus Safety Office Ranger Square, Suite 28 303-458-4122 <a href="mailto:safety@regis.edu">safety@regis.edu</a>
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**LAST REVISED**

June 2017

## SPEECH AND EXPRESSION POLICY

Regis University is committed to a free and open exchange of ideas and recognizes the rights of community members to assemble peaceably, to express their views, and to challenge competing viewpoints as long as any speech, expression, event or activity does not limit the freedom of others; incite violence; provoke hatred; damage or deface University property; or impede the student body, faculty and staff in the performance of their work, education or scheduled activities. The University may regulate the time, place and manner of expression to preserve order within the University community, protect and preserve institutional property, and provide a secure environment for all individuals to exercise freedom of expression. Because free and open inquiry and debate are essential to the core educational and intellectual mission of our institution, all members of the University community share in the responsibility for maintaining civil and respectful discourse to encourage the unfettered exploration of ideas.

### PURPOSE

This policy affirms the University's commitment to freedom of expression and academic freedom as specified in the Faculty Handbooks and establishes our expectations regarding civil and respectful discourse within the traditions of its mission and Jesuit, Catholic heritage as articulated in the President's Statement of Principles.

### COMMUNITY STANDARDS

Regis University expects each community member and event participant to abide by the following standards:

- ◆ Respect the rights and human dignity of others.
- ◆ Ensure that your actions maintain an atmosphere conducive to learning and personal development.
- ◆ Respect the University's traditions of academic freedom, including honesty, freedom of expression, open inquiry, and civil and respectful exchange of ideas.
- ◆ Respect the different backgrounds, religious traditions, and identities of others.
- ◆ Cultivate a community in which assistance is offered to others in need of support, guidance, or friendship.
- ◆ Obey federal, state, and local laws and ordinances.
- ◆ Abide by the directives of University authorities and adhere to University policies, procedures and regulations.

### PROHIBITED SPEECH AND EXPRESSION

The University prohibits expression that violates the law, constitutes an immediate threat, conflicts with or opposes the University's mission or Catholic character, or violates the University's Nondiscrimination & Sexual Misconduct Policy or standards of the Student Code of Conduct. Examples include the following:

- ◆ **Bias-related Speech and Expression**, such as epithets, slurs, negative stereotyping, threats, intimidation or hostile acts of communication that relate to actual or perceived race, color, national origin, sex, disability, age, religion, veteran status, marital status, pregnancy, parental status, gender identity, sexual orientation, genetic information or any classification protected by our laws and policies are prohibited and may violate the Student Code of Conduct or Regis University Nondiscrimination and Sexual Misconduct Policy. \*Please review these policies in detail at [www.regis.edu/studenthandbook](http://www.regis.edu/studenthandbook) and [www.regis.edu/University/Policies-Procedures](http://www.regis.edu/University/Policies-Procedures). The University reserves the right to manage such incidents through the Bias Incident Response process. A bias incident may be reported via the website for the Office of Diversity, Equity, and Inclusive Excellence at [www.regis.edu/diversity](http://www.regis.edu/diversity). Please review the website for details.
- ◆ **Political Candidates:** 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; from supporting particular candidates, or political parties. Fundraising, leafleting, rallies or tabling of any kind is prohibited for/by any political candidate, political entity or organization. Before making any invitation to a sitting politician to speak on campus, please consult with the office of legal counsel.

### EVENT/ACTIVITY GUIDELINES

Regis University strives to provide a safe community environment for university-sponsored events that foster learning and spiritual growth in the Jesuit tradition of *cura personalis*, care for the whole person. These guidelines provide a framework for faculty, staff and students to offer co-and extra-curricular events on campus in support of our institutional mission. The guidelines do not apply to faculty members in the teaching of their classes nor to speakers invited by faculty members to make a presentation that occurs in the closed forum of a scheduled course. A faculty member inviting a speaker to campus must get the Academic Dean's approval in advance of the event.

The guidelines pertain specifically to speakers and events opened to larger audiences, including other members of the University community or the general public. Accordingly, only Regis University academic departments, administrative offices, and officially recognized student organizations (sponsoring organizations) may submit a request to reserve a table or space to sponsor an event, speaker, or demonstration on Regis University campuses. Requests must be submitted to the Student Affairs Office of Conferences and Events, Monday through Friday, in a timeframe sufficient to appropriately plan for an event. The required timeframe may vary by type of event. Submission of a request is not a guarantee of approval or a reservation. The sponsoring organization or individual will receive a confirmation if a request is approved and an explanation if a request is denied. Regis University, in its sole discretion, reserves the right to deny, alter, or cancel an event. Sponsoring organizations and individuals are invited to consult with

Student Affairs staff to ensure that their event reflects the University's Catholic, Jesuit standards and values. If a request is denied, the requestor may appeal in writing to the Vice President of Student Affairs or his/her appointed designee. Appeals must be submitted within 24-hours of the denial and may affect the date/time of the request if approved following an appeal. In the event that the University, in its sole discretion, elects to incur additional costs for security related to an event, the sponsoring organization will be responsible any security expenses incurred.

In addition to the limitations and conditions enumerated above, the University has specific terms for the following kinds of events

#### **Requirements to Hold a Demonstration, Protest or Rally:**

1. Only Regis University students, faculty and staff are authorized to demonstrate on Regis University's campus.
2. A request to hold a demonstration must be submitted Monday through Friday at least 48 hours prior to the event.
3. Approval to hold a demonstration is not transferable. The sponsoring party must be present for the duration of the event.
4. Demonstrators may use public areas for assembly so long as all means of egress remain clear at all times in case of an emergency. Demonstrations may not obstruct corridors, entrances, exits, or hallways within any University building or other structure or impede the pedestrian or vehicular traffic to or on campus.
5. The University reserves the right to make reasonable restrictions on location, time or format of such demonstrations for the following purposes:
  - A. to alleviate potential problems with safety or disruptions of University activities
  - B. to facilitate a free exchange of ideas consistent with the academic environment and the University's mission and values
  - C. to comply with applicable federal, state or local ordinances.
6. Demonstrators are not permitted in private offices without invitation. The number of invitees is determined by the occupant of the office and may not exceed standards set by fire codes.
7. In accordance with institutional policy, demonstrators are prohibited from smoking or consuming any controlled substance. Further, demonstrators may not possess open flames or any object employed for violence or destruction of property.
8. Demonstrations may not materially or substantially disrupt the educational or business activities in nearby campus buildings or facilities.
9. If physical violence occurs or if it is determined that normal business or academic activities are being disrupted, Campus Safety will request that the demonstration cease and demonstrators disperse. If demonstrators do not comply, local law enforcement will be summoned, and student conduct action may result.

#### **Requirements for Reserving Tabling Space**

1. The Student Center patio and inside the Student Center lobby may be reserved for tabling space by a recognized Regis University Student Organization, academic department or administrative office (Sponsoring Organization). External organizations and individuals must be sponsored by a recognized Regis University Student Organization, academic department or administrative office to reserve a table.
2. All requests to reserve tabling space must be made at least two business days in advance of the event. Tabling activity is not to be confused with demonstrations, protests, or other organized activity that would fall under the policies established to evaluate, support and approve such activities.
3. Individuals or groups that set up an unauthorized table will be asked to remove their display. Failure to do so may result in disciplinary action for students. Local law enforcement will be summoned to remove external organizations or individuals if necessary.
4. Soliciting and materials that conflict with the mission and values of Regis University are prohibited.
5. Approval for tabling is not transferable. Sponsoring Organizations or individuals must have a primary contact that is responsible for all table arrangements. A representative from the sponsoring organization must be present for the tabling event.
6. Any distribution of handbills or dissemination of information, verbal or otherwise, shall be done from behind the table and individuals shall not approach patrons to hand out materials or petitions.
7. Approval to sell items or collect money must be granted by the Dean of Students or his/her designee.

#### **Requirements for Inviting a Speaker**

1. Speakers or groups who are not members of the University community must be invited by a faculty member or a recognized Regis sponsoring organization.
2. Invited speakers or groups must abide by the all policies and procedures of the University.
3. All administrative offices must obtain their unit's Vice President's approval for events in advance.
4. Guest lectures held in the classroom for a single course are governed by the Academic Freedom policy of the respective college and are not subject to these guidelines.
5. The sponsoring organization must allow adequate time for facility arrangements which include a minimum of 21 days to plan for speakers, films, events, or other external organization activities.
6. Regis University reserves the right to develop ticketing, moderating, and safety protocols for an invited speaker.
7. Employment recruiters may be allowed on University premises providing they follow the guidelines of the University's

Employment Recruitment Policy and all other University policies. All employment recruiting requests are handled through the Center for Career and Professional Development.

8. Regis University reserves the right to exclude from campus 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.

**LAST REVISED**

November 8, 2018



## STUDENT COMPLAINTS POLICY

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 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.

## VIOLATIONS OF THE STUDENT CODE OF CONDUCT OR THE NONDISCRIMINATION AND SEXUAL MISCONDUCT POLICY

The Regis University Student 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 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.

## 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 Course Catalog.

The five colleges of Regis University are the College of Business and Economics, College of Computer & Information Sciences (CC&IS), College of Contemporary Liberal Studies, Regis College and 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.*

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

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 30 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 student of the decision within 14 days of receipt of the complaint, as described below.

*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:

1. Student's name, Regis I.D. number, mailing address, email address, and telephone number.
2. A detailed description of the specific actions that constitute the basis for the complaint and the names and titles of those involved.
3. The date(s) of the alleged actions.
4. A list of witnesses, if any, including their contact information and the facts known by each.
5. Documentation that supports the complaint.
6. 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 seven (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.**

**It is the expectation of Regis University that students will find a fair and equitable resolution to complaints when following the complaint process as outlined above; however, if a student desires to take further action and in accordance with federal law (see 34 C.F.R 668.43 (b)), information for filing complaints with our accreditor and with each State agency that governs educational activity is found below.**

Regis University is accredited by The Higher Learning Commission (HLC), one of six regional higher education institutional accreditors in the United States. Web: <http://www.hlcommission.org> Mail: 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 Phone: 800.621.7440. The HLC Complaint Process can be located at : [www.hlcommission.org/HLC-Institutions/complaints.html](http://www.hlcommission.org/HLC-Institutions/complaints.html).

Students may file complaints with the appropriate 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. For questions regarding the appropriate state agency, please email [stateauthorization@regis.edu](mailto:stateauthorization@regis.edu) for more information.

## ADDITIONAL UNIVERSITY POLICIES OF NOTE

### 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 Affairs

### 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 Asst. Dean Community Standards & Care for possible initiation of disciplinary proceedings to be filed under the University's Student Code of Conduct, which could result in expulsion or suspension from the University.

### GOOD SAMARITAN/AMNESTY POLICY

Please see the Good Samaritan/Amnesty Policy found in the *Student Code of Conduct*.

### 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](mailto:PrivacyOfficer@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.

## **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
- Anywhere such activities are prohibited by sign.

### **Enforcement:**

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 in or on University Property 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 214 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**

The Center for Career and Professional Development 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 the Center for Career and Professional Development at 303-458-3508 or email [careers@regis.edu](mailto: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 Center for Career and Professional Development at [careers@regis.edu](mailto:careers@regis.edu).

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

## **ON-CAMPUS EMPLOYER RECRUITING GUIDELINES**

The Center for Career and Professional Development 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.
- The Center for Career and Professional Development 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 University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

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](http://www.regis.edu/parking).

## **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 Student Code of Conduct 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 Office of Student Engagement and Leadership, Room 200 of the Student Center. Materials that are to be posted on any of the Student Engagement bulletin boards will be funneled to the Office of Student Engagement and Leadership 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 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 Engagement staff member. This includes flyers placed under doors in the residence halls, flyers to be posted on Student Engagement boards, and those placed on vehicles in the parking lots.
- 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 Engagement and Leadership 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 Engagement and Leadership 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 3 days 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 Engagement and Leadership 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.

#### **RESIDENCE LIFE AND HOUSING POLICIES**

Policies pertaining to the operation and management of Residence life and Housing can be found on the Residence Life portal ‘Ranger Front Porch’ under student resources.

#### **RESIDENCY REQUIREMENT POLICY**

A large body of research shows that living in a residence hall has a positive influence on the following student outcomes:

- Retention and persistence toward graduation;
- Perception of the campus social climate;
- Participation in co-curricular activities;
- Development of interpersonal relationships;
- Greater faculty interactions; and
- Personal growth and development.

Each of these outcomes positively influences students’ overall educational experiences and supports their total success and growth as college students.

Subject to the availability of space, all full-time, first-year and second-year, degree-seeking students at Regis University are required to live in the residence halls for the entire academic year (fall and spring semesters). Limited exceptions may be granted on a case-by-case basis, according to a waiver process that will be fairly and consistently enforced. Additionally, all first-year students who live in the residence halls are required to have a residential meal plan. For more information, please consult the room and meal plan rates. Additionally, if a student has dietary restrictions we are able to make a variety of accommodations. Requests for accommodations are made through the Housing Application Process and Regis University Dining staff.

### **Possible Criteria for Exceptions:**

Students who meet one or more of the following criteria may request an exception to the first-year residency requirement as provided below. The exception categories may include, but are not limited to, the following:

- Student is married or part of a civil union;
- The parent or legal guardian of a child(ren) that resides with them;
- Age 21 years or older prior to the first day of classes for the first or 3rd semester of attendance at Regis;
- Transferring from another post-secondary institution where they lived on-campus for at least two semesters;
- Living at home with their parent/guardian(s) at their parent/guardians' permanent residence within 20 miles from campus and commuting to campus daily;
- A member of the United States military who has served for one (1) year or more; or
- Other circumstances approved following appropriate review.

Students required to reside in the residence halls may submit a first-year and second-year residency waiver form to occupancy management/housing operations to review their individual situation.

Nothing in this policy shall supersede the conditions of an existing fully executed residence hall contract, including all conditions for terminating the contract.

### **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.

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 Code of Conduct, RHCHP Faculty Handbook, CPS Faculty Handbook, Human Resources Policy Manual, RHCHP 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.

## **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.

### **SMOKING**

Smoking, and use of any smoke-producing products, is not permitted in University buildings. Smoking is permitted in areas outside of University buildings, but is prohibited within twenty-five feet of all University residential building entrances, exits, air intakes, and operable windows. Smoking, as used in this policy, means smoking any combustible substance, including but not limited to tobacco, cloves or marijuana (note that any use of marijuana in or on University Property or at any University-sponsored activity is prohibited-see the University’s policy on alcohol and drugs for more information). Smoking products include but are not limited to all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, vapor pens, etc.) and all other smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.) Improper disposal of smoking products 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 DISABILITY SERVICES**

Regis University is committed to ensuring equal access to academic programming and out of class events for students with disabilities by providing 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 & University Testing staff. The responsibility for self-disclosure and 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](http://www.regis.edu/disability) or email us at [disability@regis.edu](mailto: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 Student Disability Services & University Testing 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 & University Testing.

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.

### **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., J-8, 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., J-8, Denver, Colorado 80221 for further discussion.

If the complainant is dissatisfied with further investigation and reconsideration by the Dean of Students, he/she shall have the right to take the complaint to the Chief of Staff, 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 in or on University Property or at University sponsored activities without the express permission of the University. It is a violation of University policy to possess any Weapon in or on University Property 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 a Saturday, Sunday, or any day the University is officially closed for business.

**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

**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:** Any person who accepts admission to Regis University and is eligible to enroll in classes without reapplying to the University. Such student status begins at the time of acceptance of admission and continues until such time as the student graduates or otherwise completes the relevant program, formally and permanently withdraws, or is expelled. This includes, but is not limited to, new students at orientation, persons not currently enrolled but who are still pursuing a degree or other program from Regis University, students on a leave of absence, persons currently under suspension, and any other person enrolled in a

course offered by Regis University, whether or not for credit. In the event of serious misconduct committed while enrolled, but reported after the respondent has graduated, the University may invoke these procedures, and should the former student be found responsible, the University may revoke that student's degree.

**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 in or on University Property.

**University Property:** All land, buildings, facilities, and other property, including, without limitation, personal property, in the possession of, or owned, used, or controlled by the University.

**University Sponsored Activity/Activities:** Any activity, whether or not conducted in or on University Property, sponsored, authorized, administered, and/or coordinated by or through the University or any of its colleges, schools, departments or approved organizations and related to any University academic or co-curricular program, including but not limited to, off-campus excursions and events, service learning activities, clinical learning experiences, study abroad, academic internships and externships, athletic events, social and recreational activities, religious services and events, and leadership functions.

**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 & RESOURCES

REGIS  UNIVERSITY

## 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

303-458-4126 - [Student\\_services@regis.edu](mailto:Student_services@regis.edu)

## 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

303-458-4070 - [www.regisrangers.com](http://www.regisrangers.com)

## BOOKSTORE

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

303-458-4150 – [regisuniversity.bkstr.com](http://regisuniversity.bkstr.com)

## BUS PASS AND SCHEDULES

RTD provides Denver's public transportation system. Schedules can be obtained by visiting [www.rtd-denver.com](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 full-time traditional Regis undergraduate students and graduate students in the Physical Therapy, Pharmacy, MS BioMedical Science, and MS Environmental Science, can be picked up at the Information Desk in the Student Center. Reduced rate bus passes are available to Regis faculty and staff and are available in the Cashier's Office.

## CAMPUS SAFETY

The Regis University Department of Campus Safety 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 or more on all shifts to provide 24-hour a day coverage, seven days a week, including holidays and campus closures. 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 safety escorts 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, 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.

Location: Regis Square Suite 28

303-458-4122 – [safety@regis.edu](mailto:safety@regis.edu)

## 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](http://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](http://www.in2.regis.edu).

## CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development educates and empowers all students and alumni to make informed career development decisions and create and implement strategies to successfully pursue their career goals.

Location: 214 Clarke Hall

303-458-3508 – [careers@regis.edu](mailto:careers@regis.edu) – [www.refis.edu/CCPD](http://www.refis.edu/CCPD)

## CASHIER'S OFFICE

Students may make payments on their account, purchase stamps, and pick up work-study checks in the Cashier's Office.

Location: Main Hall, Room 128

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 noon Monday-Friday. Prayer is also held Wednesdays at 9:00pm in the small chapel. Interfaith prayer services take place Wednesdays at noon 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

### 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. If you have questions about 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](mailto: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: Regis Quare

Contact Number: 303-458-4380

## FAXING

Students may send and receive faxes via the Copy and Print Center. 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

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 as traditional, land-based, undergraduate students in Regis College, or enrolled full time in the Accelerated Nursing, CHOICE Nursing, Masters in Biomedical Sciences, Doctoral of Pharmacy, Doctoral of Physical Therapy, or Doctoral of Occupational 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.

Location: Coors Life Direction Center  
(303) 458-3507 - [www.regis.edu/ocpd](http://www.regis.edu/ocpd)

## DIVERSITY, EQUITY, AND INCLUSIVE EXCELLENCE

The Office of Diversity Equity and Inclusive Excellence (ODEIE) is committed to cultivating an inclusive and just campus environment where diversity of expression and person are valued and celebrated within the Jesuit tradition.

The ODEIE recognizes that the work of diversity, equity, and inclusive excellence is the work of **all** at Regis University. Such work is at the heart of our Jesuit values. These values guide us in seeking innovative opportunities to collaborate and support Regis students, faculty, and staff in our shared goals of creating and maintaining an atmosphere of inclusive excellence that celebrates our diverse backgrounds, beliefs, and perspectives. We will accomplish our mission through educational programming, campus and community partnerships and extensive dialogue.

Location: Coors Life Directions Center, Rm. 124  
(303) 964-5301 - [diversity@regis.edu](mailto:diversity@regis.edu) - <http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Diversity.aspx>

## FOOD SERVICES - Bon Appétit

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.

For questions, or changes to your meal plan visit the Residence Life office or call 303-458-4991. To add additional flexible spending dollars to your meal plan come to the Main Café in the Student Center Bon Appetit Management Offices or call 303-458-4196 x1 or x2 - [www.regis.cafebonappetit.com](http://www.regis.cafebonappetit.com) [www.bamco.com](http://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, access to the fitness center, and when requested by University officials. These cards are not transferable. Lost cards may be replaced at the Office of Residence Life and Housing (Modula 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. Replaced ID cards for non-residential students have a \$15.00 fee charged to the student's account. Students pursuing accelerated, evening, online or graduate programs\* receive a Regis University identification card with their student identification number from the Office of Admissions. If you have not received your student ID card, contact the Office of Admissions at 303-458-4033 for assistance. There is no fee for this card.

\*Most campus-based health care programs require identification cards with a photograph. Admissions counselors for these programs will provide information on obtaining student ID cards to their respective applicants.

## 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.

The Center for Career and Professional Development 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 the Center for Career and Professional Development in person at Clarke Hall, Room 214, by phone at 303-458- 3508, or by email at [careers@regis.edu](mailto:careers@regis.edu). Additional information can be found on the Center for Career and Professional Development website at [www.regis.edu/CCPD](http://www.regis.edu/CCPD).



## THE LEARNING COMMONS

The Learning Commons offers free, in-person and online tutoring for all students.

The Writing Center: We work with writers in all subjects and at any stage, from brainstorming to rough drafts 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.

Tutoring: We offer one-on-one sessions and study groups. Subjects include math, biology, physics, chemistry, nursing, pharmacy, computer science, business, neuroscience, psychology, humanities, languages, communication, critical reading, and study skills.

Academic Success Workshops offered include study skills, time management, APA, and more. Check our website for a complete, up-to-date schedule

Location: Clarke Hall 241

303-964-6591 - [tlc@regis.edu](mailto:tlc@regis.edu) – [www.regis.edu/tlc](http://www.regis.edu/tlc)

## LIBRARY SERVICES

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.

Reference Desk: 303-458-4031

Circulation Desk: 303-458-4030

[www.regis.edu/library](http://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 & VETERANS SERVICES

Regis University supports active, reserve, veteran military personnel, and their families who want to start and continue their education to advance their careers. The Department of Military & Veterans Services works to ensure that military service members, veterans and military family members make a successful transition to university life, succeed at Regis, and transition on to rewarding vocations after completing their time here. The Department of Military & Veterans Services provides a liaison between the student veteran and military member, campus resources and outside organizations to ensure that the issues faced by military students are adequately addressed. Military-affiliated students 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 Department of Military and Veteran Services provides general information on how to use resources and links the student to the appropriate resource on campus and in the community to address more in-depth questions. The department hosts a variety of events including: educational workshops, service and volunteer opportunities, social events, networking and professional development, and community building. Military and Veterans Services 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. This includes training of university employees and assessment of civilian-military relations and ways to improve them.

Location: Clarke Hall Room 241A

303.964.5354 - [milvetservices@regis.edu](mailto:milvetservices@regis.edu)

## OFF-CAMPUS HOUSING

Students eligible to live off-campus and seeking nearby housing options should check listings located at [www.offcampushousing.regis.edu](http://www.offcampushousing.regis.edu).

## OFFICE OF RESIDENCE LIFE AND HOUSING

The Department of Residence Life and Housing 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. All inquiries regarding these areas should be made to the Department of Residence Life and Housing located in the Modular A-1 (directly behind O'Connell Hall).

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 all full-time traditional undergraduate.

Location: Modular A1

303-458-4991 - [www.regis.edu/housing](http://www.regis.edu/housing).

## STUDENT ENGAGEMENT AND LEADERSHIP (SEAL)

The Office of Student Engagement & Leadership 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. SEAL 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 SEAL 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, SEAL oversees clubs, organizations and student media. SEAL 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.

Location: Student Center Room 200  
(303) 458-3505

## STUDENT DISABILITY SERVICES AND UNIVERSITY TESTING

### Student Disability Services

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 & University Testing staff. The responsibility for self-disclosure and 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](http://www.regis.edu/disability) or email us at [disability@regis.edu](mailto: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 Student Disability Services & University Testing 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 & University Testing.

### University Testing

University Disability Services & University Testing 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 or email us for more information at [testing@regis.edu](mailto:testing@regis.edu). All non-accommodated exam scheduling is done through our website: [www.regis.edu/testing](http://www.regis.edu/testing)

Location: Clarke Hall, Room 241, the Learning Commons  
303-458-4941

## STUDENT HEALTH SERVICES

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 and Master of Environmental Science graduate students in Regis College. Also, Doctor of Physical Therapy, Doctor of Occupational Therapy, Doctor of Pharmacy students, and students in RHCHP 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  
303-458-3558 - [www.regis.edu/shs](http://www.regis.edu/shs)

## STUDENT AFFAIRS

Student Affairs encompasses a wide variety of resources and programs that will enhance your student experience outside of the classroom. It is our hope that you will take the time to learn about, and utilize the many services that Student Affairs offers as we believe that they will help guide you towards success as a student here at Regis.

Location: Student Center, Room 219  
303-458-4086 - [studentaffairs@regis.edu](mailto:studentaffairs@regis.edu)

## UNIVERSITY MINISTRY

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, retreats, spiritual direction, small faith sharing groups, sacramental preparation, weekly student-led prayer, special University community celebrations, reflections on justice issues and service opportunities.

Location: Student Center, Room 214

Contact Number: 303-458-4153 - [www.regis.edu/ministry](http://www.regis.edu/ministry)

## UNIVERSITY MISSION

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: Main Hall, Room 214

303-458-4087

## WELLNESS AND RECREATION

The Department of Wellness and Recreation strives to positively impact the quality of life of the Regis community through inclusive, innovative, and socially engaging programs which promote a healthy and active lifestyle. Shared values within the department include integrity, holistic health, inclusiveness, learning opportunities, and innovation.

Wellness and Recreation is comprised of 5 major program areas.

- Fitness Center including personal training and group fitness

- Outdoor Adventure Program (OAP)

- Intramural Sports

- Club Sports

Location: Coors Life Directions Center, Room 118

(303) 458-3559 - [www.regis.edu/wellness](http://www.regis.edu/wellness)



**For Inquiries regarding this handbook,  
please contact:**

**Dean of Students  
Office of the Vice President of Student Affairs  
219 Student Center  
3333 Regis Boulevard, J-8  
303-458-4086  
[studentaffairs@regis.edu](mailto:studentaffairs@regis.edu)**