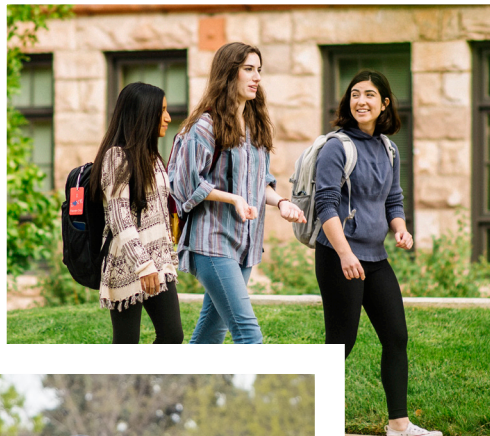


# THE RANGER GUIDE



2025 - 2026

THE OFFICIAL STUDENT HANDBOOK

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

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**Issued October 1, 2025**

# PRINCIPLES OF COMMUNITY

## Principle 1

We believe in the goodness of Creation and the sacred dignity of all individuals, each made in the image of God, called to grow with others into the freedom of love. We will not tolerate any speech or action that violates the dignity of any human person, and we will defend those targeted by the forces of bigotry and hate in our society and on our campus. The principle of free speech and the free exchange of ideas is an essential good and critical to the life of the University, and must never be used as a front for hateful speech, symbolism or violence, which have no place at a Jesuit, Catholic university.

## Principle 2

We believe that we belong to each other, and that each person shares responsibility for the long, hard work of shaping an inclusive community where all can flourish. As a Jesuit, Catholic university, we embrace the discomfort of examining our own presumptions, failures and shortcomings, and, in our engagements with one another, we prepare ourselves to be challenged, strengthened and transformed.

## Principle 3

We believe the University serves not only itself and its students but is called to be a force for justice and peace in society, above all, in defense of the poor and marginalized. For us, to seek the “greater glory of God” is to bear responsibility for the most pressing issues of our time. This means exploring not only the dynamics of race, ethnicity, nationality, religion, gender, sexuality and culture, but also the social and structural implications of privilege, power, and social political order in America and the wider world.

# SECTION ONE

## PREAMBLE

### Introduction

Everyone at Regis University is focused on ensuring your college 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 an engaged community member, dedicated to helping others.

This is the spirit of the guidelines, rules and policies in this handbook. They express our commitment to educate students 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.

### University Mission

As a Jesuit, Catholic university, Regis seeks to build a more just and humane world through transformative education at the frontiers of faith, reason and culture.

### Elements of the Mission

As a university, Regis draws from wellsprings of ancient wisdom and explores new horizons of thought and imagination to pursue truth, strive for justice and cultivate beauty. In everything, Regis shepherds the development of the whole person in relation to the common good, asking, "How ought we to live?"

As Catholics, part of a global community of faith called to celebrate and embody God's love in the world, Regis educates diverse students for lives of service and meaning.

Regis equips them with knowledge and skills to be discerning persons in solidarity with others, especially all who are poor or whose dignity has been violated, and empowers them to care for the Earth, our common home.

As Jesuits, rooted in an Ignatian spirituality of Christian discipleship and open to the sacred in all human cultures, Regis aspires to be a community of learners who labor for a transformed world

and renewed ecosystem, and who journey as companions responsible to each other.

### 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 Individuals 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.

### 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.

# SECTION ONE

## PREAMBLE

- 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 mission.

### 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.

### 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 professionalism

# SECTION ONE

## PREAMBLE

### Regis University Graduate Programs are Characterized

**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.

**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 guide individuals to make 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 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 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 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 and instills a passion for justice for all people.

# SECTION TWO

## EMERGENCY INFORMATION AND PROCEDURES

### Safety and Emergency Contact Information

Emergency - Off-campus dispatched services	<b>911</b>
Campus Safety (available 24 hours/day)	<b>303.458.4122</b>
Equal Opportunity and Title IX Compliance	<b>303.964.6435</b>
Victim Advocacy and Violence Prevention	<b>303.458.4029</b>
Dean of Students/Student Affairs	<b>303.458.4086</b>
Counseling and Personal Development	<b>303.458.3507</b>
Student Health Services	<b>303.458.3558</b>
University Ministry	<b>303.458.4153</b>
Housing and Residential Engagement	<b>303.458.4991</b>

### RU Alerts

All students, faculty and staff may sign up to receive emergency alert text messages through your cell phone and/or email messages to your computer using the RU Alert system. RU Alerts are sent for important time sensitive communication to the Regis Community and will provide instructions to ensure the safety of the community. The system is also used to announce weather delay/cancellation information. All announcements will include a link to the Regis website that contains this policy and other information regarding inclement weather instructions and procedures.

### 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 for assistance. Students with mobility impairments are requested to stay in these areas until help arrives.

2. Leave the building as soon as possible. Staff should contact Campus Safety as needed. Housing and Residence Engagement (HRE) Staff, including but not limited to, Community Development Assistants (CDAs), and Assistant Director(s), are to usher students out of the building to the Designated Congregation Area as quickly as possible.
3. Wait for instructions from appropriate staff.
4. For residential students, wait for the all-clear signal is received by HRE staff, they will assist students returning to the building by unlocking doors and assessing any damages.
5. 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 a Designated Area of Rescue and are found waiting there are exempt from community standards review.

### Emergency Situations

#### **In case of alarms or emergency sirens**

1. Assume all alarms to be real emergencies. All Regis Community members and guests are expected to observe University emergency procedures and directives of University staff. Failure to observe emergency procedures or University directives may be subject to community standards outcomes.

#### **In case of medical emergency**

1. Assess the situation and call Campus Safety. In the residence halls, student staff will assess the situation and call Campus Safety and the professional staff on duty.
2. Campus Safety will assess the situation and determine if emergency services are needed. If paramedics are called, University Staff will help with crowd control while Campus Safety works with emergency services.
3. After situation is contained, emergency crews will determine which hospital the impacted party will be sent to, and University Staff will followup in accordance with university procedure.

#### **In case of fire**

1. At the first sign of an obvious fire, the

# SECTION TWO

## EMERGENCY INFORMATION AND PROCEDURES

University 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 and follow the evacuation procedures above/below in this handbook. Exit quickly and orderly through the nearest exit. Students with mobility issues are to report to Designated Areas of Rescue for assistance. Students with mobility impairments are requested to stay in these areas until help arrives.
3. Never open a door that feels warm to the touch.
4. Move 150 feet from the building once outside and follow the directives of University Staff with regard to congregation areas. Be aware of arriving emergency equipment.
5. University Staff will assist Campus Safety in securing the building, if possible.
6. In the residence halls, HRE staff will respond appropriately to ensure the safety of residents, as well assist responding emergency personnel. If it becomes dangerous to do these things, HRE staff will evacuate with the rest of the students
7. In the residence halls, HRE 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 called-in bomb threat**

1. Obtain as much information as possible from the caller/source of threat.
2. Call Campus Safety.
3. Do not touch any suspicious item or pull the fire alarm.
4. Do not use cell phones or radios.
5. In the residence halls, Residents are to contact Campus Safety, first, then their HRE Assistant Director. If in doubt as to the severity of the threat, HRE Staff shall evacuate the building.
6. Follow directives of University Staff and/or emergency responders.

### **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 and/or specific written permission from a University Official.

### **Liability for Personal Goods**

Regis University is not liable for the loss of personal goods stored or used in property owned, operated or contracted by the University. Students are encouraged to take precautionary measures against theft such as locking their doors properly, identifying personal belongings and carrying private property insurance. Residential 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 and/or guest, 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 their possession or under their 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.

# SECTION TWO

## EMERGENCY INFORMATION AND 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 property owned and/or operated by the University. This includes 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.

# SECTION THREE

## COMMUNITY STANDARDS

### University Community Standards

Within the traditions of its mission and Jesuit, Catholic heritage, Regis University maintains a policy on Community Standards and 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.

### Statement of Student Rights and Responsibilities

Regis University is a place where the free exchange of ideas, in an atmosphere of respect and care, is valued both for the good of the individual and for the entire community. 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. To support the educational mission of the University, to create an environment where all students have the same opportunity to succeed academically and personally, and to promote health and safety, Regis University has established policies that set expectations for student behavior. As an institution of higher education grounded in Jesuit tradition, Regis University encourages students to rise above the standards and expectations, to live and learn together in an atmosphere that is characterized by personal intellectual growth, fruitful group interaction, mutual respect, ethical

leadership, and to the good of each individual and the entire community.

The Community Standards and Care (CSC) program within the Dean of Students Office is committed to an educational and developmental process that aims to advocate for students as it balances the interests of individual students with those of the University community.

The Regis community is committed to 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. Fundamental to this commitment is the expectation of the University that the individual members of the community will:

- Be honest.
- Demonstrate respect for self. Demonstrate respect for others.
- Demonstrate respect for the law and university policies, their administration, and the process for changing those laws, policies and regulations.

The Community Standards and Care process is not intended to punish students; rather, it exists to safeguard and preserve the University community and to educate those whose behavior is incongruent with our policies. Community Standards Outcomes are designed to address unwanted behavior, using restorative practices to address 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 inconsistent with our standards and community

# SECTION THREE

## COMMUNITY STANDARDS

expectations, the community standards process will 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 it is more likely than not (preponderance of evidence) that a policy violation has occurred. Community Standards Outcomes will be proportionate to the severity of the violation and the cumulative conduct history of the student.

The concept of rights and freedoms carries with it, corresponding responsibilities for which students are accountable. It is the responsibility of all students to know and abide by the regulations and policies which govern their conduct as members of the Regis University community. Behaviors that violate the Student Code of Conduct are addressed through the University Community Standards system.

### Rights of Students in the Community Standards Process

#### **Rights of the Respondent(s):**

1. You will be given the opportunity to review all information to be presented as part of the community standards processes 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, including testimony from witnesses, and to offer any additional information that might be helpful in resolving the case.
3. You have the right not to answer any question(s) that may be asked during any proceeding and the assurance that a choice to not answer any question(s) will not be treated as an admission of responsibility.
4. 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.
5. 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.
6. 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 as you 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: In cases of Non-discrimination & Sexual Misconduct proceedings, Advisor definition and scope will differ as required by regulation.)
7. You will receive written notification of the results of the hearing within five (5) business days after the hearing concludes, unless extended by the Hearing Officer for reasonable cause.
8. 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 Formal Hearing Appeals later in this Code.)
9. 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.)
10. The University reserves the right to modify these rights and adjust the disciplinary process as it determines necessary in order to assure fairness, order and the physical and emotional security of individuals.

#### **Rights of the Complainant(s):**

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

# SECTION THREE

## COMMUNITY STANDARDS

- manner consistent with this Code of Conduct.
3. You have the right to withdraw from participating in the student conduct process. The University reserves the right to continue the Community Standards process regardless of your decision to participate.
  4. 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 you 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: In cases of Non-discrimination & Sexual Misconduct proceedings, Advisor definition and scope will differ as required by regulation.)
  5. You have the right to confidentiality in the student conduct process and recordkeeping 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.)
  6. 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.
  7. You have the right to hear the testimony of Respondent and Respondent's witnesses, and to ask questions of them.
  8. If you are the complainant in a violation that includes violence or abusive conduct, you have the right to be notified in writing of the final results of the University's student conduct process.
  9. In certain circumstances, you have the right to request an appeal of the hearing results to a designated university appellate officer. See the Formal Hearing Appeals section later in this Code for further information.
  10. You have the right to receive counseling support from Office of Counseling Services providers when you are eligible to receive such services.
  11. 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.
  12. 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.

### Authority, Scope and Interpretation

#### **Authority**

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

The AVP/DOS, or their designee, will assume responsibility for the investigation of an allegation of misconduct, including requiring incident reports to be amended or otherwise edited for clarity and accuracy in order to evaluate the complaints' merit.

#### **Scope and Interpretation**

The policies and procedures outlined in this Handbook are published annually and contain current information about the University and regulations that apply to all students and student organizations. These policies include the Student Code of Conduct, which outlines and defines behavioral expectations for all students and organizations, and the University Policies for Student Life (UPSL), which are general University policies that serve as a guide for student behavior.

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Violations of these policies are adjudicated through the University Community Standards process and/or the appropriate responsible department. They are applicable to students studying on the Denver Northwest campus, as well as those students at branch campuses, other university-owned or leased properties, or as outlined in the jurisdiction statement in this document.

Violations of University policies by students in the GLOBAL Inclusive Program may be adjudicated by GLOBAL Inclusive Program employees rather than through the University Community Standards process. This will be determined on a case-by-case basis and is at the discretion of the Director of the GLOBAL Inclusive Program, the Provost, the Director of Community Standards and Care, and/or designee.

Community Standards & Care (CSC) will develop procedural rules for the administration of the Community Standards process 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. CSC may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. CSC 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.

The University reserves the right to change these policies during the academic year and notification is hereby given of that possibility. Substantive changes to the Student Code of Conduct or the University Policies for Student Life will be published electronically on the University webpage and will appear in this document. Students are expected to keep themselves informed on all policies affecting them. Students may obtain written clarification of any policy in this document by writing to the Associate Vice President/Dean of Students, or their designee.

### Policies and Procedures for Violations of the Discrimination, Sexual Misconduct and Retaliation Policy

Incidents that involve a possible violation of the University's Discrimination, Sexual Misconduct and Retaliation Policy are subject to the rights and procedures outlined under the Policy found in the Regis University Student Handbook. Incidents not rising to the level of investigation and/or subsequent resolution/adjudication under the University's Discrimination, Sexual Misconduct and Retaliation Policy may be subject to formal processing through the Community Standards and Care System.

### Additional Community-Specific Guidelines

In addition to the Student Code of Conduct and the University Policies for Student Life, students should be aware of additional student life policies that may pertain to their involvement in particular communities and/or use of certain services, including, but not limited to the following:

- The Regis University Housing and Residential Engagement Policies, which specify additional and/or different policies governing the University Residence Halls and Housing.
- The Regis University Student-Athlete Handbook and other official directives, which specifies additional, and/or different policies governing student athlete behavior.
- Dining Services specific additional and/or different policies for dining plans.
- Academic Program and or College Handbooks
- GLOBAL Inclusive Program handbook

### Revision Process

The Office of the Dean of Students reviews the contents of this document for accuracy on an annual basis. Recommendations, additions, deletions and corrections on the material contained in University Policies for Student Life and the

# SECTION THREE

## COMMUNITY STANDARDS

Student Code of Conduct should be forwarded to the AVP/DOS.

This Code of Conduct will be updated as needed to reflect changing institutional policy, law, or regulation and under the direction of the AVP/DOS, will be reviewed and updated by university committee every 2-3 years.

Final authority for policy changes to this document rests with the Provost who also retains the authority to issue administrative policy changes for this document. Directors and department heads may issue procedures consistent with these policies.

### 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 students' behaviors that take place on property owned and/or operated by the University, 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 includes but is not limited to:

- 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 that occurs online, via email or another 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 may act if and/or when such information is brought to the attention of University Officials.

The Student Code of Conduct applies to guests of students, such that host students 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, Housing and Residential Engagement, or Campus Safety.

University email is the University's primary means of communication with students. Students are responsible for reviewing messages received

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through their Regis email account on a frequent and consistent basis. Communications may be time critical. Students should also use Regis email accounts for all University-related email communications.

### **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 Community Standards 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 under Interim Action later in this Handbook). 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:
- The responding student must comply with all campus investigative efforts that will not prejudice their defense in a criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- 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 community standards outcomes that are imposed. Students taking a Leave of Absence due to conduct will be subject to any academic policies or rules at the time of the LOA request.

## Designated Authority for the Community Standards System

### **Investigation**

Community Standards and Care shall have the authority and responsibility for the initial investigation of any alleged misconduct to determine if the complaint has merit. Upon determination of merit, the case will be assigned to the appropriate party for further investigation and subsequent resolution/adjudication consistent with the process outlined herein.

### **Gatekeeping**

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy or law 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.

### **Resolution Options**

Community Standards and Care has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution/restorative process. All parties who agree to a restorative process 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 assault, sexual misconduct or violence be mediated as the sole University response.

Community Standards & Care 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.

### **Community Standards Hearing Officers**

Community Standards Hearing Officers (Hearing Officers) are chosen from a pool of annually trained administrators selected by CSC. Hearing Officers shall have the authority to adjudicate cases assigned to them in accordance with this Student Code of Conduct.

### **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 who

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will appoint and train a pool of appellate officers comprised of senior University administrators. Appellate Officers shall have the authority to review appeals assigned to them and render final University decision on the matter being appealed.

### Community Standards Procedures

#### Overview of the Community Standards Process (Steps)

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 Community Standards Prohibited Conduct section outlined in the Student Code of Conduct will be referred to Community Standards and Care (CSC), 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 this process. Depending on the alleged violations, in accordance with University practice, Community Standards and Care will determine whether the matter will be referred for Initial Review or to a Community Standards Hearing. In certain instances where there is not sufficient evidence to warrant a community standard proceeding, or where by the alleged violations can best be addressed by Adaptable Conflict Resolution (ACR), CSC, may refer the matter to be resolved by ACR provided appropriate conditions are met.

#### STEP 2a: Initial Review

As a part of this initial review, the Respondent(s) involved in the case will be provided an opportunity to participate in an Initial Review meeting with a Hearing Officer to discuss the allegations and respond to them. Each Respondent will receive a letter notifying them of the alleged violation(s) and the date of their Initial Review meeting. During the Initial Review meeting, the Respondent will have the opportunity to resolve the case through Agreed Resolution by accepting responsibility for the violation(s) and agreeing to the identified Community Standards Outcomes. The Respondent will be asked to complete an Agreed Resolution

form and cannot appeal the case resolution.

If an Agreed Resolution cannot be reached, either because the student does not accept responsibility for all charges or does not agree to the identified Community Standards Outcomes (matters involving restitution excepted) through the Initial Review, the matter will be referred to a Community Standards Hearing.

Failure to appear at the scheduled Initial Review, without prior notice and good cause, will result in the matter being referred to a Community Standards Hearing. The matter may also be referred to a Community Standards Hearing if CSC determines that based on the alleged violations, referral is the appropriate response.

#### STEP 2b: Community Standards Hearing

Cases will be referred to a Community Standards Hearing in the following instances:

- If Agreed Resolution cannot be reached between the Respondent and the Hearing Officer; or
- Respondent failed to appear for previously scheduled Initial Review meeting without prior notice or good cause; or
- CSC has determined based on alleged violations, referral to a Community Standards Hearing is the appropriate response.

Students provided notice of a scheduled Community Standards Hearing are expected to appear as scheduled. Failure to appear, without prior notice and good cause, will result in the hearing being held in absentia (e.g. without their presence) for a determination being made.

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 by persons other than the parties directly involved will be at the discretion of the Hearing Officer. Additionally, formal rules of evidence are not observed, and pertinent records, exhibits, and written statements will be accepted at the discretion of the Hearing Officer as information for consideration. The University will create a single audio or video recording record for all hearings, no other recording is allowed. Deliberations which will occur after the hearing has concluded, will not be recorded. The recording will be the sole property of the University

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and maintained as described in the University's Records Retention Policy.

### STEP 3: Appeals

Following the hearing and decision of the Hearing Officer, the Complainant(s) or Respondent(s) have the right to request an appeal of the findings or results of the hearing to the Associate Vice President/Dean of Students, or their designee. Such appeal requests must be filed in writing no later than five (5) business days after the written results of the hearing are sent to the student.

Submission of a request does not guarantee that an appeal will be granted. For information on grounds for appeal please see Community Standards Hearing Appeals in this Handbook.

If an appeal is granted, the decision of the Appellate Officer is the final decision of the University on the matter in question.

### 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 violations 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.

With regard to student organization behavior, student organizations may be considered for community standards action if any two of the following characteristics are present:

- The faculty advisor (if applicable) or any executive officer of the organization is aware of the incident sufficiently in advance of its occurrence to prohibit it from taking place and takes no action to prohibit it.
- The faculty advisor (if applicable) or any executive officer of the organization knows the identity of the members involved in the incident and refuses to divulge that information to the appropriate university

authorities and/or the police.

- The incident takes place in any area associated with organization activities.
- The incident involves the expenditure of any organizational funds.
- The incident involves or is actively or passively endorsed by a majority of the members of the organization.
- The incident involves four (4) or more members of the organization, or if the incident involves any member of the organizational leadership and/or faculty advisor.

### Special Administrative Evaluation

The University reserves the right to deny admission, continued enrollment, re-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 outcomes, including suspension or expulsion 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:

- Lack the capacity to understand the nature of the allegation against oneself, or to respond and participate in the community standards process;
- Pose a danger to self or others; and/or have become gravely disabled (i.e.; lack the ability to care for oneself).

In such instances, the case will be referred to the Provost, or their 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

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or suspended as determined appropriate by the Provost, or their designee. The student may also elect to seek an independent medical or psychological evaluation for purposes of this review.

Following completion of the required evaluation, the Provost, or their designee, will then convene a Special Evaluation Team to review the case and make appropriate recommendations. The Special Evaluation Team will normally consist of:

- A member of the University's Office of Counseling Services staff;
- The student's Academic Advisor, or appropriate Associate Dean;
- The Associate Vice President/ Dean of Students, or their designee;
- An additional faculty member or administrator designated by the Provost, 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 its evaluation, the Special Evaluation Team will:

- Have access to all records concerning the student, including the results of the professional medical or psychological assessment.
- Have the right to call in and consult with any person who can supply information relevant to their analysis; and
- 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 Provost, or their designee. The Provost, or their designee, will then make the final determination as to whether the student should remain enrolled with the University, and if so, under what conditions. In the event a student is suspended, the Provost, or their 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 or others, the student may be summarily suspended from the University immediately. 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.

### Operational Considerations for the Community Standards Process

#### **Auxiliary Aids and Services**

Students may request reasonable accommodations pursuant to section 504 of the Rehabilitation Act and the American's with Disabilities Act. The student must be registered with Student Disability Services and notify the Hearing Officer at least three (3) business days prior to a meeting or Community Standards Hearing.

#### **Advisors**

Students participating in the community standards process have the right to the assistance of an advisor 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 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

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to act as an advisor. Additionally, because of the potential of a conflict of interest, the Director of Community Standards and Care, or their designee, must approve any Student Affairs staff (including Student Staff serving as an advisor\* to a student prior to their involvement in the community standards 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 Director of Community Standards and Care, or designee, shall have discretion for making such determination.

*\*Note: Under the Discrimination, Sexual Misconduct, and Retaliation Policy, Advisor definition and scope is different as required by regulation.*

### **Conflicts of Interest**

In the event that a Community Standards Hearing Officer has a significant past relationship or conflict involving a participant in a hearing, the 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 Community Standards and Care at least three (3) business days before the scheduled hearing date and time. The determination of whether removal is warranted will be made by the AVP/DOS, or their designee. The Director of Community Standards and Care, or their designee, may also suspend or remove any Hearing Officer for actions detrimental to the proper functioning of the Community Standards Process, including, but not limited to, violations of University Policy and/or actions deemed to be detrimental to the University.

### **Testimony**

The 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 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 may be presented for consideration in sanctioning, if applicable.

### **Deliberation**

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

## **Case Resolution Approaches**

### **Adaptable Conflict Resolution (Community Restoration)**

Adaptable Conflict Resolution (ACR) processes allow individuals involved in a conflict to have significant influence over the resolution process and the outcome. If (1) all identified parties impacted by the conflict agree to attempt resolution through one of these processes, and (2) Community Standards and Care believes that the process is an appropriate form of resolution, then arrangements will be made for resolution via ACR. The nature of some complaints, especially those involving abusive conduct and identity-based violence, may render ACR inappropriate.

Participation in an ACR process is voluntary and may or may not result in a resolution. When a mutually satisfactory resolution is reached by the parties, the matter is considered resolved. By resolving the matter through ACR, the student or organization agrees to fulfill any outcomes that are developed during the meeting. Resolutions reached through ACR may not be appealed. If a resolution

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an attempt at ACR or there is a failure to complete the agreed upon outcomes and the matter involved a potential student code of conduct violation, The Director of Community Standards and Care, or their designee, will determine if the complaint will be resolved through an agreed resolution or a community standards hearing.

### Agreed Resolution

The student or organization will meet with a hearing officer in the Initial review meeting to discuss the specific incident(s) in question. The Hearing Officer will provide a redacted copy of the complaint and ask the student or organization to make a statement regarding their involvement in the reported incident(s). If the student or organization accepts responsibility for the alleged violation(s), the student or organization has the option of resolving the case through an agreed resolution. By resolving the case through an agreed resolution, the student or organization accepts responsibility for the alleged violation(s) and agrees to fulfill any community standards outcomes that are developed during the meeting. By entering into an agreed resolution, the student or organization waives the right to a Community Standards Hearing and the outcome is final, without option for appeal. If the student or organization rejects the agreed resolution, the case will be referred to a Community Standards Hearing. Community Standards and Care reserves the right to refer cases to a Community Standards Hearing without the opportunity to resolve the case through an agreed resolution.

### Bias-related Case Resolution

When a complaint alleging a bias-related incident is received, the involved parties will be contacted for a meeting with a Community Standards and Care designee and the Equal Opportunity, Title IX Compliance Coordinator to discuss the incident, the options for conduct resolution, and to determine next steps. The pathway to resolve the case will be determined with regard to the nature of the complaint, whether a potential policy violation exists, and the requests of all parties involved, including the University. Some incidents may not be suitable for adaptable conflict resolution or an agreed resolution.

### Repeated or Aggravated Case Resolutions

Repeated or aggravated violations of any section of the Student Code of Conduct will likely result in greater than usual community standards outcomes, particularly if the violations occurred during a Formal Warning, University Probation, or Deferred Outcome status period.

### Administrative Fee for Formal Hearings

The administration of the Community Standards process is time intensive and involves the reallocation of community resources to address alleged misconduct. As a measure of community restoration, respondents who are found responsible for violating university policies outlined in this Handbook as a result of a Community Standards Hearing will be assessed an Administrative Hearing Fee of \$50.00. Proceeds from the Administrative Hearing Fee will be utilized to advance the student community through education and programming.

### Appeals

Following the hearing and decision of the Hearing Officer, the Complainant and Respondent have the right to request an appeal of the findings or results of the hearing to the Associate Vice Provost/Dean of Students, or their designee. Such appeal requests must be filed in writing no later than five (5) business days after the written results of the hearing are sent to the student.

#### **Complainant or Respondent may request to appeal the decision in the following circumstances.**

- i. When community standards outcomes of university probation, suspension, expulsion, denial of privileges, removal from housing, or termination are imposed; or
- ii. When decisions include finding(s) of no violation/not responsible.

#### **A request for appeal may be based only on the following grounds:**

- i. A procedural error occurred that significantly impacted the outcome of the hearing, such as substantiated bias, conflict of interest, or a material deviation from established procedures; or
- ii. The outcome imposed are grossly disproportionate to the offense (including any consideration of the student's prior offenses); or

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- iii. New information not presented during the hearing exists:
  - a. 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
  - b. 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/Dean of Students, or their designee, will review the request for appeal to determine if the appeal request has merit.

- i. If no merit exists, the AVP/DOS will communicate the decision to the appealing party.
- ii. If it is determined that the request has merit, the AVP/DOS will serve as the appellate officer or, will assign a designated appellate officer to review the appeal.

The Appellate Officer will only review the written appeal request, the case file, including the audio/ video recording of the hearing, and written findings of the Hearing Officer. Under normal circumstances, imposition of outcomes will be suspended pending the review of the appeal request. However, the Associate Vice President/Dean of Students, or their designee, may impose the outcomes immediately while considering the appeal if there is a substantial safety risk to members of the University community. Determination of whether there is a substantial safety risk to members of the University community is made at the sole discretion of the AVP/DOS or designee.

The Appellate Officer may elect to uphold the decision, void the decision, alter the outcomes (lessen or increase), or return the case for a new hearing. Except in extraordinary circumstances as permitted by the Associate Vice President/Dean of Students, or their designee, appeals will be resolved within ten (10) business days following receipt of the request for appeal. The decision of the Appellate Officer in all appeal reviews will be final.

## Community Standards Hearing Procedures

### **Scheduling**

Community Standards and Care will make a goodfaith effort to schedule Community Standards Hearings around academic class schedules considering the availability of individuals involved in the hearing proceedings and the normal operations of Community Standards and Care.

### **Hearing Notice**

The respondent(s) will receive written notice no less than seven (7) business days prior to the date of the Community Standards Hearing. The written notice shall include date, time, and location of the hearing, as well as the specific alleged violations of Prohibited Conduct of the Code, a brief description of the allegation(s), names of witnesses to be called by the University, a list of information to be presented in the hearing, an outline of the Formal Hearing proceeding, and the name of the Hearing Officer. A complainant, as applicable, will receive similar written notice.

### **Witnesses and Relevant Information**

The respondent(s) and as applicable, the complainant(s), can request the participation of additional witnesses to provide relevant information during a Community Standards Hearing. The respondent(s) and as applicable, the complainant(s), must provide the names of additional witnesses to the Hearing Officer at least three (3) business days prior to the hearing. Acceptance or denial of additional witnesses is made at the sole discretion of the Hearing Officer. Character witnesses and/ or witnesses who cannot provide information regarding the specific incident will not be permitted to participate in the hearing. The respondent(s) and as applicable, the complainant(s), are responsible for contacting and notifying additional witnesses they request to participate in the hearing. The Community Standards Hearing shall not be delayed due to a scheduling conflict of any witness.

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In the event a witness is unable to participate in the scheduled Community Standards Hearing, the witness may submit to the Hearing Officer a written statement at least one (1) business day prior to the hearing for consideration. A late witness statement submission will not be considered. The respondent(s) and as applicable, the complainant(s), must be provided an opportunity to respond to the written witness statement. The inability of the respondent(s) and as applicable, the complainant(s), to question a witness who has provided a written statement is not a violation of their due process rights. The respondent(s) and as applicable, the complainant(s), have the opportunity to review and respond to the written statement and may offer information to rebut the witness statement and other information presented at the Community Standards Hearing. If a witness fails to attend the hearing, their written statement, should one exist, will be considered by the Hearing Officer.

All parties have the opportunity to review all available relevant information to be used in the hearing supporting the charges of Prohibited Conduct of the Code at least one (1) business day prior to the hearing. In order for that review to happen all relevant records, exhibits, and written statements must be submitted by the respondent(s) and as applicable, the complainant(s), for review and acceptance to the Hearing Officer at least three (3) business days prior to the hearing. Acceptance or denial of information is made at the sole discretion of the Hearing Officer.

### **Challenging Impartiality in a Formal Hearing**

The respondent(s) may challenge the impartiality of the Hearing Officer. The challenge must be submitted in writing to Community Standards and Care and must detail an actual bias (such as conflict of interest) that would significantly impact the right to a fair and impartial hearing. The challenge must be submitted at least three (3) business days prior to the Community Standards Hearing. The AVP/ DOS, or designee, will review the challenge and make a final decision that is not appealable.

### **Postponements**

Any request to postpone a Community Standards Hearing must be submitted in writing to Community Standards and Care at least three (3) business days prior to the hearing. The request must state

the reason(s) for the postponement request. The Director of CSC, or their designee, will review the request and make a final decision. The University may, but is not required to postpone the Community Standards Process pending the outcome of any civil or criminal case.

### **Failure to Attend**

If a respondent(s) or complainant(s), in specific cases, fails to attend a scheduled Community Standards Hearing, the hearing will occur, and an outcome will be made in absentia. Students who fail to attend their hearing, or for whom a hearing was held in absentia forfeit the right to appeal.

### **General Principles of Formal Hearings**

The following general principles apply to all Community Standards Hearings regardless of hearing forum. The respondent(s) and complainant(s), in specific cases, will receive information that outlines the Community Standards Hearing proceedings prior to the hearing.

1. Community Standards Hearings are private and will be closed to spectators, unless otherwise specified (e.g. advisor(s), witness(es)).
2. The burden of proof in a Community Standards Hearing is on the University. The standard of proof is the preponderance of the evidence (more likely than not). The finding of responsible or not responsible on the alleged violations are solely based on the information presented at a Community Standards Hearing.
3. Community Standards Hearings, excluding deliberations, will be recorded by audio or video. The hearing may only be recorded by the University and the recording will remain the property of the University and retained in accordance with the University's Record Retention Policy.
4. Community Standards Hearings are not subject to the Federal Rules of Evidence or other procedures governing criminal and civil court proceedings.
5. A respondent(s) and complainant(s), in specific cases as described in this document, have the opportunity to present relevant information.
6. No irrelevant information, including character statements, should be discussed or considered in the hearing.

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due to a scheduling conflict of any witness.

In the event a witness is unable to participate in the scheduled Community Standards Hearing, the witness may submit to the Hearing Officer a written statement at least one (1) business day prior to the hearing for consideration. A late witness statement submission will not be considered. The respondent(s) and as applicable, the complainant(s), must be provided an opportunity to respond to the written witness statement. The inability of the respondent(s) and as applicable, the complainant, to question a witness who has provided a written statement is not a violation of their due process rights. The respondent(s) and as applicable, the complainant(s), have the opportunity to review and respond to the written statement and may offer information to rebut the witness statement and other information presented at the Community Standards Hearing. If a witness fails to attend the hearing, their written statement, should one exist, will be considered by the Hearing Officer.

All parties have the opportunity to review all available relevant information to be used in the hearing supporting the charges of Prohibited Conduct of the Code at least one (1) business day prior to the hearing. In order for that review to happen all relevant records, exhibits, and written statements must be submitted by the respondent(s) and as applicable, the complainant(s), for review and acceptance to the Hearing Officer at least three (3) business days prior to the hearing. Acceptance or denial of information is made at the sole discretion of the Hearing Officer.

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The respondent(s) may challenge the impartiality of the Hearing Officer. The challenge must be submitted in writing to Community Standards and Care and must detail an actual bias (such as conflict of interest) that would significantly impact the right to a fair and impartial hearing. The challenge must be submitted at least three (3) business days prior to the Community Standards Hearing. The AVP/DOS, or designee, will review the challenge and make a final decision that is not appealable.

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A request to postpone a Community Standards Hearing must be submitted in writing to Community Standards and Care at least three (3) business days prior to the hearing. The request must state

the reason(s) for the postponement request. The Director of CSC, or their designee, will review the request and make a final decision. The University may, but is not required to postpone the Community Standards Process pending the outcome of any civil or criminal case.

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If a respondent(s) or complainant(s), in specific cases, fails to attend a scheduled Community Standards Hearing, the hearing will occur, and an outcome will be made in absentia. Students who fail to attend their hearing, or for whom a hearing was held in absentia forfeit the right to appeal.

### **General Principles of Formal Hearings**

The following general principles apply to all Community Standards Hearings regardless of hearing forum. The respondent(s) and complainant(s), in specific cases, will receive information that outlines the Community Standards Hearing proceedings prior to the hearing.

1. Community Standards Hearings are private and will be closed to spectators, unless otherwise specified (e.g. advisor(s), witness(es)).
2. The burden of proof in a Community Standards Hearing is on the University. The standard of proof is the preponderance of the evidence (more likely than not). The finding of responsible or not responsible on the alleged violations are solely based on the information presented at a Community Standards Hearing.
3. Community Standards Hearings, excluding deliberations, will be recorded by audio or video. The hearing may only be recorded by the University and the recording will remain the property of the University and retained in accordance with the University's Record Retention Policy.
4. Community Standards Hearings are not subject to the Federal Rules of Evidence or other procedures governing criminal and civil court proceedings.
5. A respondent(s) and complainant(s), in specific cases as described in this document, have the opportunity to present relevant information.
6. No irrelevant information, including character statements, should be discussed or considered in the hearing.

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7. The Hearing Officer has the discretion to limit the number of witnesses whose testimony maybe redundant or not in dispute.
8. The Hearing Officer may limit the length of testimony and may provide advice regarding the scope, direction, or tone of questioning.
9. Prior student conduct may only be considered in determining appropriate community standards outcomes.
10. In cases involving multiple charged students, information presented at a Community Standards Hearing maybe used in a related case as long as all Community Standards Hearing procedures contained within the Student Code of Conduct are satisfied.
11. The respondent(s) and complainant, in specific cases, will receive written notice of the formal hearing outcome within five (5) business days of the Community Standards Hearing. The hearing outcome will include the determination regarding responsibility for prohibited conduct violations and applicable outcomes.

## Title IX Sexual Harassment Policy

### **Policy Number: #901**

Responsible Executive(s):  
President

Responsible Office(s):  
Legal Affairs, Equal Opportunity and Title IX

Date Adopted: 08-14-2020

Date Revised: 03-28-2025

### **A. Purpose**

Consistent with Regis's Jesuit values, it is the Policy of Regis University that no person shall be unlawfully excluded from participation in, be denied the benefits of, be subjected to discrimination or harassment, or face retaliation in any academic, extracurricular, research, occupational training, employment, or other education program or activity on the basis of sex in accordance with Title IX. Therefore, Regis takes all reported sexual misconduct and Sexual Harassment seriously and will promptly discipline any individuals within its control who are found responsible for violating this Policy. Additionally, reported sexual misconduct, harassment, and retaliation that does not meet the definitions and jurisdiction of this Policy will

be referred for review under the Ranger Guide or Employee Handbook. The University reserves the right to promote the teachings of the church and to exercise lawful preferences for Jesuit Catholics.

### **B. Scope**

1. **This Policy** is applicable to employees where the Respondent is an employee of Regis at the time of the alleged conduct, the alleged conduct includes Sexual Harassment under this Policy, the alleged conduct occurs in the Education Program or Activity of Regis University, and the alleged conduct occurs against a person within the United States.
2. **This Policy** is applicable to students where the Respondent is a Student of Regis at the time of the alleged conduct, the alleged conduct includes Sexual Harassment under this Policy, the alleged conduct occurs in the Education Program or Activity of Regis University, and the alleged conduct occurs against a person within the United States.

### **C. Policy**

3. **Policy Statement. It is the Policy of Regis University** that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination in employment or in any educational program or activity of the University on the grounds of sex. Sexual Harassment and Retaliation under this Policy will not be tolerated and are grounds for disciplinary action, up to and including permanent dismissal and/or termination of employment.
4. **Effective Date.** The effective date of this Policy is April 1, 2025. Conduct alleged to have occurred prior to April 1, 2025 will be referred for review under the 2020 Non-Discrimination Sexual Misconduct and Retaliation Policy and Procedure.
5. **The University** prohibits any member of the faculty, staff, or students from unlawful discrimination against any other faculty, staff, students, or visitors (including guests, patrons, vendors, independent contractors, or clients) to campus in violation of this Policy.
6. **Conduct prohibited under this Policy.** Sexual Harassment, defined as conduct on the basis of sex that satisfies one or more of the following:

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- a. An employee of Regis conditioning the provision of an aid, benefit, or service of Regis on an individual's participation in unwelcome sexual conduct;
- b. Unwelcome conduct determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Regis University's education program or activity<sup>1</sup>;
- c. Sexual Assault<sup>2</sup>, Dating Violence, Domestic Violence, or Stalking as defined in this Policy.<sup>3</sup>

### 7. The Title IX Coordinator and Key Title IX

Official. Individuals who believe they have been subject to Sexual Harassment as defined in this Policy are strongly encouraged to report such incidents to the Equal Opportunity and Title IX Coordinator (TIXC). The Title IX Coordinator will respond promptly to all reports and Formal Complaints of Sexual Harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain Regis University's policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators to facilitate these responsibilities. The Title IX Coordinator contact information is as follows.

Interim Equal Opportunity & Title IX Coordinator.  
Brittany Gates  
Phone. 303-964-6435  
Email. [titleix@regis.edu](mailto:titleix@regis.edu)  
Office. 3333 Regis Boulevard A-20  
Main Hall 133  
Denver, CO 80221-1099

In addition to the Title IX Coordinator, Regis University appoints investigators, decision-makers, and informal resolution facilitators who have roles in the formal grievance process. The Title IX Coordinator, Deputy Title IX Coordinators, investigators, decision-makers, and informal resolution facilitators receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of Formal Complaints of Sexual Harassment. All materials used to train these administrators will be publicly made available on the Regis website in

accordance with Title IX requirements.

Protected Speech. Freedom of speech and principles of academic freedom are values of Regis University. Constitutionally protected expression cannot be considered Sexual Harassment under this Policy, including discussions, communications, or actions that invoke a protected status in nature but are part of a legitimate academic exchange of ideas or artistic performance.

### 8. Reporting Requirements and Options.

**Anyone may** file a report at any time via the [Equal Opportunity and Title IX Webpage](#) on Regis's website pursuant to the EO and Title IX Resolution Processes as proscribed below. Employees and students may also file a criminal complaint with the Denver Police Department, Adams County Sheriff, or the Thornton Police Department for crimes committed at the Thornton Campus.

#### a. Reporting Requirements

- i. **All Community Members.** It is the responsibility of every member of the University community to foster an environment free from Discrimination, Harassment, Sexual Misconduct, and Retaliation. Colorado law requires that anyone who has reason to believe a minor (17 years of age or less) has been sexually assaulted immediately report the matter to the Denver Police Department or other local law enforcement.
- ii. **Employees.** All Regis University Employees (except for Confidential or Privileged Employees) are considered Responsible Employees. Responsible Employees are expected to promptly report when the Responsible Employee knows of a possible incident of discrimination, harassment, or sexual misconduct. Failure to report constitutes a violation of this Policy and may subject the violator to disciplinary action. Confidential or Privileged Employees who are not Responsible Employees are required to explain their confidential status by stating they are not required to disclose to the Title IX & EO Coordinator (TIXC).

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### iii. **Students and Student Employees.**

Students and Student Employees are encouraged to report knowledge of prohibited conduct.

### iv. **Campus Security Authorities.**

Students, staff, or faculty who have been identified under the Clery Act must report the crimes of sexual assault, dating violence, domestic violence and stalking to the designated department who collects crime statistics for inclusion into the Annual Security Report. The designated department is Campus Safety.

b. **Choice.** An alleged victim of discrimination, harassment, sexual misconduct, or retaliation has the right to choose whether to report to the University themselves.

While a Complainant can choose not to report allegations of prohibited conduct, please be aware that the University cannot act to address situations if not notified or otherwise made aware of an incident(s).

c. **Anonymous Reporting.** Anonymous reports will be reviewed and addressed in the best manner possible. Anonymity may greatly limit Regis University's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Policy.

d. **Amnesty.** Sometimes complainants or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they may be accused of policy violations, such as underage drinking, at the time of the incident. 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, such as personal consumption of drugs or alcohol. Regardless of the provision, voluntary use of drugs or alcohol is never a valid defense to a violation of this policy.

e. **Privileged or Confidential vs. Non-Confidential Resources.** A student or employee who has either been a target of or accused of discrimination, harassment, or sexual misconduct, and wishes to keep

their identity and information private and confidential, should seek a confidential resource listed below. A student or employee who has either been a target of or accused of discrimination, harassment, or sexual misconduct, and wishes to report an incident, should seek a non-confidential resource listed below. The non-confidential resources will protect a student or employee's privacy by limiting the people with whom they share the reported information; however, non-confidential resources cannot guarantee complete confidentiality, as they must notify and report to TIXC. Both on and off campus confidential resource contact information can be found on [Regis's Equal Opportunity and Title IX Webpage](#).

### i. **Privileged or Confidential**

**Reporting Resources.** Privileged or Confidential Employees are employees who are not required to report to the EO and Title IX Coordinator (TIXC) or law enforcement unless there is a statutory duty to do so, such as instances of child abuse and neglect or threats of homicide or suicide. Individuals may elect to report to privileged or confidential resources first if they are unsure of what next steps they would like to take. Privileged or Confidential Employees include:

1. Office of Counseling and Personal Development Counselors and Staff
2. Jesuits and those studying to become a Jesuit (when acting in the capacity as a priest)
3. University Ministry Staff (excluding peer ministers)
4. Assistant Director of Victim Advocacy and Violence Prevention
5. Victim Advocacy and Violence Prevention's Confidential Victim Advocates
6. Student Health Services Providers and Staff

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### ii. **Non-Confidential Reporting**

**Options.** Non-confidential reporting options will take action in response to your report.

#### 1. **Equal Opportunity and Title IX Coordinator (TIXC).**

The TIXC is an employee charged with receiving and implementing university processes in response to allegations of discrimination under this Policy. This may include assigning supportive measures, investigating allegations of discrimination, convening hearings, and providing preventative training. The TIXC is not a victim's advocate and administers their duties in a neutral and unbiased manner. They make no determination as to whether there has been a violation of this Policy or what sanctions should be implemented. The TIXC is not an emergency contact person that provides immediate assistance for anyone who has been sexually assaulted or is a victim of a crime. The Title IX Coordinator (TIXC) can be reached at the following:

**By mail or in person.**

3333 Regis Boulevard A-20  
Main Hall 133  
Denver, CO 80221-1099

**By phone.** 303-964-6435

**By email.** [titleix@regis.edu](mailto:titleix@regis.edu)

**Online.** [Equal Opportunity and Title IX Webpage](#)

#### 2. **Regis University's Campus Safety.**

Regis University does not tolerate violence and strongly encourages all persons who feel they may have been a victim of violence while on campus or participating in a University endeavor to report the incident to Regis University's Campus Safety Office. Victims may

notify proper law enforcement authorities, including Regis University's Campus Safety and local police; be assisted by Regis's Campus Safety Office in notifying law enforcement authorities if the victim so chooses; or decline to notify such authorities. The TIXC will assist a victim in notifying Regis's Campus Safety Office and/or local police if requested by the victim. An individual who believes they have been a victim of sexual violence is encouraged to immediately contact the Regis's Campus Safety at (303) 458-4122. An officer will:

- a. Provide for the person's immediate need for safety;
- b. Notify 911 for medical assistance as needed;
  - a. Provide a transportation taxi-voucher to the emergency room if requested;
  - a. Gather information pertaining to the incident;
  - a. Advise the person on obtaining a restraining order, and by request, notify TIXC, Student Conduct, or Human Resources so contact between the two parties can be limited; and
  - f. Call the TIXC to assist in the matter.

It is important to preserve any evidence of the incident as it may be necessary to prosecute a crime or obtain an order of protection. An individual is strongly encouraged not to shower, douche, brush teeth, eat, or change clothing in an effort to preserve physical evidence. If a victim changes clothes, a victim is encouraged to put all clothing worn at the time of the incident into a paper bag.

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### 3. Reporting to Regis's Bias Incident Response Team (BIRT).

BIRT is a team of Regis University staff who voluntarily oversee cases in which the allegations don't fulfill the severe, pervasive, and objectively offensive threshold necessary to substantiate a Formal Complaint under this Policy. If the TIXC determines that a report does not meet the severe or pervasive threshold, and upon Complainant's request, the matter is assigned to BIRT. BIRT's function requires voluntary participation from all parties.

### 4. Reporting to Law Enforcement.

Complainants and witnesses have the option to report or decline to report all incidents of sexual misconduct and other incidents of discrimination and harassment that rise to potentially criminal violations to law enforcement. An investigation conducted by the University is distinct from any investigation conducted by law enforcement, and will not automatically be shared with Regis University. A Complainant who wishes for both a Regis University response and a Law Enforcement response will need to report in both locations.

a. Denver Police Department  
1311 West 46th Avenue  
Denver, CO, 80221  
Non-Emergency Phone:  
720-913-0560  
Email: [1.Dist@denvergov.org](mailto:1.Dist@denvergov.org)

b. Thornton Police  
Department

9551 Civic Center Dr.  
Thornton, CO 80229  
Non-Emergency Phone:  
720-997-5124  
Email: [policedept@thorntonco.gov](mailto:policedept@thorntonco.gov)

c. Adams County Sheriff  
4430 S. Adams County  
Pkwy, Suite W5400  
Brighton, CO 80601  
Non-Emergency Phone:  
303-288-1535  
Email:  
[communityconnections@adcogov.org](mailto:communityconnections@adcogov.org)

### 5. Reporting externally to the US Department of Education.

A person may also file a complaint of discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, or Title IX of the Higher Education Amendments of 1972 by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html), or calling 1-800-421-3481. The U.S. Department of Education Office of Civil Rights is also located at Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW Washington, DC 20202-1100.

f. **Time Limits on Reporting.** There are no time limits on reporting Sexual Harassment to the TIXC or Regis University. If the Respondent is no longer subject to the Education Program or Activity of Regis University or significant time has passed, Regis will have limited ability to investigate, respond, and/or provide disciplinary sanctions and remedies.

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### 9. Retaliation<sup>4</sup>, False Complaints, False

Information. Retaliation, false complaints, and false information are prohibited under this Policy. Any individual who retaliates against an individual for the purpose of interfering with any right or privilege secured by this Policy, including but not limited to reporting information, making a complaint, acting as a witness, assisting, or participating or refusing to participate in any manner in any investigation, proceeding, or hearing, including an informal resolution process, or who knowingly or recklessly files a false complaint claiming a violation of this Policy, or who knowingly or recklessly provides false information in the implementation of the process to enforce this Policy, may be subject to disciplinary action<sup>5</sup>. Regis will not discipline a party, witness, or others participating in the grievance procedures for making a false statement based solely on the determination whether a violation of this Policy occurred.

### 10. Initial Response to Reported Sexual

Harassment. Upon receipt of a report of Sexual Harassment, the TIXC will promptly contact the Complainant, regardless of whether the Complainant was the individual who initiated the report. During the initial contact with the Complainant, the Title IX Coordinator will provide the Complainant with notice of their option to have an advisor, explain the process for filing a Formal Complaint, explain the Grievance Process, discuss the availability of Supportive Measures regardless of whether a Formal Complaint is filed, and consider the Complainant's wishes with respect to Supportive Measures.

#### a. Availability of **Supportive Measures**.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available to the Complainant or Respondent before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Supportive Measures are designed to ensure equal educational access, protect safety, and/or deter any continuation of any prohibited conduct. They may not unreasonably burden either party. They

may terminate at the conclusion of the grievance process, unless Regis permits their extension.

- i. With the advice and consultation of the TIXC, and where appropriate, the Victim Advocate and Violence Prevention Office, the Office of Student Affairs, Student Disability Services, or Human Resource Services, assists students or employees with Supportive Measures such as no contact directives or/and academic, housing, counseling, increased security and monitoring of certain areas of the campus, leaves of absence, changes in class, work, housing, or extracurricular or any other activity, and transportation accommodations, as are reasonably available, regardless of whether or not there is a comparable alternative. Regardless of whether a student or employee decides to report a violation of this Policy, supportive measures and accommodations are available upon the either party's request and will be implemented when they are reasonably available.
- ii. Regis will maintain any accommodation or supportive measures provided to the victim confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or supportive measure(s).
- iii. At any time, a student or employee may seek a court-issued protective order at the Denver Court Clerk's Office via phone number 303-606-2300. If an order of protection, no contact directive, restraining order, or another similar lawful order issued by a criminal, civil, or tribal court is obtained, a copy should be provided to Regis University's Campus Safety Department and the TIXC. The University and Regis's Campus Safety Department will take all legal and reasonable steps to implement such an order.

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- b. The TIXC will provide written notification to students and employees about existing resources available for victims within the institution for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid, and other services, available for victims.
- c. Emergency Removal. In cases where University officials have reasonable fears about safety on campus due to a Respondent's continued presence on campus following a report of Sexual Harassment, the University reserves the right to remove the Respondent on an emergency basis. Regis University will only conduct an emergency removal after:
  - i. Undertaking an individualized safety and risk analysis,
  - ii. Determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and
  - iii. Providing the Respondent with notice and an opportunity to challenge the decision to the TIXC within three (3) Business Days following the removal.
- d. Administrative Leave. Regis may place a non-student employee Respondent on administrative leave during the pendency of the grievance process in this Policy.

### 11. Formal Complaint. Regis University

will investigate all allegations of Sexual Harassment in a Formal Complaint.

- a. A Formal Complaint must:
  - i. Contain an allegation of Sexual Harassment against a Respondent;
  - ii. Request that Regis University investigate the allegation; and
  - iii. Be signed by the Complainant or Title IX Coordinator
- b. In limited circumstances, if a Complainant does not sign a Formal Complaint, the

TIXC may sign a Formal Complaint. In determining whether to sign a Formal Complaint, the TIXC will consider factors that include but are not limited to:

- i. Whether there have been other reports of Sexual Harassment and other relevant misconduct concerning the same Respondent, whether or not the incidents occurred while the Respondent was a Regis University student or employee;
  - ii. Whether the Respondent threatened further Sexual Harassment or other misconduct against the Complainant or others;
  - iii. Whether the alleged Sexual Harassment was committed by multiple perpetrators;
  - iv. The nature and scope of the alleged Sexual Harassment including whether the Sexual Harassment was perpetrated with a weapon;
  - v. The ages and roles of the Complainant and the Respondent;
  - vi. Whether Regis can pursue the investigation without the participation of the Complainant (e.g., whether there are other available means to obtain relevant evidence of the alleged Sexual Harassment such as security cameras or physical evidence);
  - vii. Whether the report reveals a pattern of perpetration (e.g., perpetration involving illicit use of drugs or alcohol) at a given location or by a particular group.
- c. Consolidation of Formal Complaints. Regis may consolidate Formal Complaints of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations arise out of the same facts or circumstances.

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### 12. Dismissal of Formal Complaints.

a. Required Dismissal. The TIXC will dismiss a Formal Complaint of Sexual Harassment if:

1. The complaint would not constitute a violation of this Policy even if proved;
2. The conduct alleged did not occur in the Education Program or Activity of Regis University; or
3. The conduct alleged did not occur against a person in the United States.

b. Permissive Dismissal. The TIXC may dismiss a Formal Complaint or any allegations within the Formal Complaint, if at any time during the investigation or hearing:

1. The complaint notifies the TIXC in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein and the TIXC declines to initiate a complaint;
2. The Respondent is not participating in Regis's education program or activity and is not employed by Regis; or
3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

c. Appeal of Dismissal. Either party may appeal the dismissal of a Formal Complaint or any allegations therein. For information on how to appeal, see Appeals below.

**13. Grievance Process.** Regis University has adopted a grievance process that provides for the prompt and equitable resolution of Formal Complaints. This process provides procedures for formally or informally addressing Formal Complaints of Sexual Harassment. Remedies are provided to a Complainant where a determination of responsibility for Sexual Harassment has been made against a Respondent, and Disciplinary Sanctions are not imposed against a Respondent prior to the completion of the grievance process.

a. General Grievance Process Information.

- i. Timeframes for Grievance Process. The University will strive to resolve a complaint within one hundred and twenty (120) calendar days of receiving it, though certain resolutions may take longer depending on the circumstances. If resolution will take longer than one hundred and twenty (120) calendar days for good cause, the parties will be given notice and an explanation in writing. Examples of good cause for delay may include but are not limited to considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or an accommodation of disabilities. Delays for good cause will typically not exceed 10 calendar days. The University's internal investigation is separate from the investigation of outside law enforcement agencies, and the University will only delay its investigation due to an outside investigation if particular circumstances warrant such a delay.
  - ii. Notice of Meetings, Interviews, and Hearings. Parties and witnesses will be provided notice of any meeting, interview, and/or hearing with sufficient time to prepare to participate. The notice will include the date, time, location, participants and purposes of the meeting, interview, and/or hearing.
- b. Notice of Allegations. Upon receipt of a Formal Complaint, Regis will provide Notice of Allegations to the parties who are known. The Notice of Allegations will contain the following information:
- i. The party's rights and options.
  - ii. Regis's grievance process and any informal resolution process.
  - iii. Sufficient information available at the time to allow the parties to respond to the allegations, including the

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- identities of the parties involved in the incident(s), the conduct alleged to violate this Policy, and date(s) and location(s) of the alleged incident(s).
- iv. The Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
  - v. The parties may have an advisor of their choice, who may be, but is not required to be an attorney, and that the advisor may inspect and review evidence.
  - vi. The Employee Handbook and Ranger Guide provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
  - vii. A statement that Retaliation is prohibited.
  - viii. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence. If, in the course of an investigation, Regis decides to investigate additional allegations of violations of this Policy by the Respondent that are not included in the notice, Regis will update the Notice of Allegations and notify the parties in writing of the additional allegations.
- c. **Investigation and Procedures.** The University investigation and resolution proceedings shall be an prompt, fair, and impartial investigation of Formal Complaints.
- i. **Presumption of Not Responsible.** The Respondent is presumed not responsible for the alleged conduct unless a determination regarding responsibility is made at the end of a grievance process.
  - ii. **Burden of Proof and Burden of Gathering Evidence.** The burden is on Regis, not the parties, to conduct an investigation that gathers sufficient evidence to reach a determination regarding responsibility. All investigations and proceedings, including hearings, related to Sexual Harassment will be conducted using a “preponderance of the evidence” (more likely than not) standard.
- iii. **Medical Records.** Regis will not access, consider, disclose, or otherwise use party’s records that are that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Regis obtains that party’s voluntary, written permission to do so for the grievance process within the Policy.
  - iv. **Privileged Information.** Regis will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
  - v. **Investigation of Formal Complaint.** During the investigation and resolution of a Formal Complaint, Regis will treat Complainants and Respondents equitably. During all meetings and interviews the parties may be accompanied by an advisor of their choice, which can be, but is not required to be an attorney. The advisor’s role is limited to assisting, advising, and/or supporting a Complainant or Respondent. An advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent.

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### 1. **Opportunity to Provide Information and Present Witnesses.**

Each party will be provided an equal opportunity to provide information to the investigator and present witnesses for the investigator to interview. The information provided by the parties can include inculpatory and exculpatory evidence. The witnesses can include both fact witnesses and expert witnesses.

### 2. **Opportunity to Inspect and Review Evidence.**

Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which Regis does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence that is obtained by a party, witness, or other source. Each party and their advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) Business Days to review and submit a written response to the investigator. The investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available for the purposes of the hearing.

a. **Investigative Report.** Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the investigator will create an investigative report that fairly summarizes relevant evidence obtained during

the investigation. At least ten (10) Business Days prior to the hearing, the investigator will provide each party and the party's advisor (if any) an electronic copy of the investigative report for their review and written response.

b. **Investigation Timeframe.** The investigation of a Formal Complaint shall be concluded within 90 Business Days of the filing of a Formal Complaint. The parties will be provided updates on the progress of the investigation.

d. **Live Hearing.** At the conclusion of the investigation, Regis will provide for a live hearing for all allegations of Sexual Harassment that have not been dismissed or resolved through the Informal Resolution Process<sup>6</sup>. At the request of either party, or at the discretion of the TIXC, Regis will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-makers and parties to simultaneously see and hear the other party or witness answering questions.

i. **Decision-Makers.** The TIXC will convene Regis's Hearing Panel, who will oversee the hearing and make a determination regarding responsibility based on the preponderance of the evidence standard. The Hearing Panel shall consist of three (3) volunteer employees. The Hearing Panel will not include the Title IX Coordinator or the individual who served as the Investigator. The Hearing Panel will be trained, impartial, and without a conflict of interest. The TIXC or designee will appoint a Chair of the Hearing Panel.

ii. **Challenge to the decision-makers.** Either party may challenge the appointment of a decision-maker, based on conflict of interest or bias, in

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writing to the TIXC no less than five (5) Business Days prior to the scheduled hearing.

- iii. Right to an Advisor. The Complainant(s) and Respondent(s) may each have one (1) advisor of their choice at the live hearing or any related meeting. The advisor may be, but is not required to be, an attorney. If a party does not obtain their own advisor, the University will appoint one for them from a voluntary pool of Advisors trained by the TIXC. Advisors are required to cross-examine all parties and witnesses but may not answer questions on behalf of their party or otherwise participate in the hearing. Regis University may permit parties to have more than one Advisor upon special request to the TIXC. The decision to grant this request is at the sole discretion of the TIXC and will be granted equitably to all parties.
  1. Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Hearing Panel.
  2. The parties are expected to inform the Investigator(s) and TIXC of the identity of their Advisor at least two (2) Business Days before the date of their first meeting with Investigators, or as soon as possible if a more expeditious meeting is necessary or desired.
  3. A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout.
  4. The parties are expected to provide timely written notice to the TIXC if they change Advisors at any time. It is assumed that if a party changes Advisors consent to share information with the previous

Advisor is terminated, and a release for the new Advisor must be secured. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Regis University community.

5. If the parties choose an Advisor from outside the pool of those identified by the TIXC, the Advisor may not be trained by the TIXC and, thus, may not be familiar with University policies and procedures.
6. Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing and must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, the TIXC will appoint a trained Advisor for the limited purpose of conducting any cross-examination. A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, TIXC will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself.
7. The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and investigation interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

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8. All Advisors are subject to the same University policies and procedures, whether or not they are attorneys.
  9. Advisors are expected to advise their advisees without disrupting proceedings.
  10. The parties are expected to respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.
  11. Any Advisor who oversteps their role as defined by this Policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. The TIXC will determine how to address the Advisor's non-compliance and future role.
  12. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the university. The university may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the university's privacy expectations.
  13. Regis University generally expects an Advisor to adjust their schedule to allow them to attend meetings, including investigation interviews.

Scheduled meetings may change to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.
  14. Regis University may make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.
- iv. **Recording of the Hearing.** Regis will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.
  - v. **Hearing Process Facilitator.** Regis may designate a hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing, the logistics of physical or virtual rooms for parties and/or witnesses, including separation of parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The facilitator may also be the Title IX Coordinator. The facilitator may invite the parties and their advisors, separately, to a meeting prior to the hearing to review the hearing process for the purpose of ensuring a smooth hearing. This meeting is separate from any pre-hearing conference as discussed below.
  - vi. **Pre-Hearing Matters.** To streamline the hearing process, the Hearing Panel may request the submission of questions prior to the hearing through electronic submission and/or a pre-hearing conference.
    1. **Pre-Hearing Submission of Questions.** The Hearing Panel Chair may request the parties submit questions, in writing, prior to the hearing. This submission does not preclude the advisor from asking

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additional questions live during the hearing. The Chair may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.

2. **Pre-Hearing Conference.** The Hearing Panel Chair may hold a pre-hearing conference to further streamline the live hearing, especially in complex cases involving multiple Complainants, Respondents, and/or a significant number of witnesses. During the pre-hearing conference, parties and their advisors will meet with the Chair separately to review written questions previously submitted and/or to submit, in writing, any questions they wish to ask during the live hearing so that the Chair can be prepared to respond to the relevancy of said questions during the live hearing. The Chair may discuss any preliminary relevancy determinations regarding submitted questions and/or discuss alternative ways in which to ask questions; however, the Chair will make final relevancy determinations in real-time, orally, during the live hearing. This conference does not preclude the advisor from asking additional questions live during the hearing. At the pre-hearing conference, the decision-maker may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant, and/or related to the allegations.

vii. **Hearing Documents.** The Hearing Panel or hearing facilitator will provide parties with a copy of all materials provided to the Hearing Panel about the matter.

viii. **Accommodation Requests.** Participants in need of disability related accommodations and/or interpretation services during the hearing must

contact the TIXC with said requests five (5) Business Days prior to the hearing.

ix. **Participants in the Hearing.**

Participants in the hearing include the Hearing Panel, the investigator(s) who are conducting the investigation, the parties, advisors to the parties, witnesses and anyone providing authorized accommodations. In addition, Regis may have a hearing facilitator present. Any witnesses scheduled to participate in the hearing must have been first interviewed by the investigator or have provided a written statement or answered questions from the investigator in writing. The Hearing Panel Chair or hearing facilitator will provide the names of all persons participating in the hearing to the parties in the Notice of Hearing described below.

x. **Hearing Process.** The live hearing will include the following phases.

1. **Notice of Hearing.** After the investigative report has been completed and at least ten (10) Business Days prior to the date set for the hearing, the parties and their advisors (if any) will be provided with a Notice of Hearing. The Notice will include the date, time, location, names of the Hearing Panel, names of all participants in the hearing, and the location (virtual or in person) of the hearing.

2. **Opening Statements.** Each party will have the opportunity to present an opening statement to the Hearing Panel.

3. **Questioning of Hearing Participants.** Questions of parties and witnesses will occur in the following manner.

- i. By the Hearing Panel, the Hearing Panel Chair will ask initial questions of the participants at the hearing.

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- ii. By the Advisors. After the Hearing Panel Chair asks questions of a participant, each party's advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly.
  - iii. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
4. Evidence and Questions Excluded. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Regis to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used).
- i. Sexual Predisposition or Prior Sexual Behavior of the Complainant<sup>7</sup>. Questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, unless offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's Consent to the alleged Sexual Harassment or preclude determination that Sexual Harassment occurred.
  - ii. Privileged Information. Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality
  - iii. Medical Records. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Regis obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
5. Party or Witness Does Not Submit to Cross-examination. If a Complainant or Respondent or witness fails to appear at a scheduled hearing, the Hearing Panel may proceed with the hearing, unless the Chair excuses the absence at which point a new hearing date will be selected. If a party or witness does not submit to cross-examination by an advisor at the live hearing, the Hearing Panel will not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, members of the Hearing Panel may not make negative inferences regarding responsibility based solely on refusal to participate in the process, submit to cross-examination or answer questions from the Hearing Panel.
6. Closing Statements. Each party will have the opportunity to present a closing statement to the Hearing Panel.
- 14. Determination Regarding Responsibility.** Following the hearing, the Hearing Panel shall meet and render a determination regarding responsibility by a majority vote. Hearing Panel

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deliberations shall not be recorded. Within ten (10) Business Days after the hearing, the Hearing Panel's determination shall be written by the Chair and provided to the Complainant and Respondent simultaneously.

- a. The written notice of determination will include the following:
  - i. Identification of the allegations,
  - ii. description of the procedural steps taken from the receipt of a Formal Complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held),
  - iii. findings of fact supporting the determination
  - iv. conclusions regarding the application of this Policy to the facts
  - v. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility
  - vi. any disciplinary sanctions that Regis imposes on the Respondent,
  - vii. whether remedies designed to restore or preserve equal access to the education program or activity of Regis will be provided to the Complainant<sup>8</sup>, and
  - viii. the procedures and permissible bases for the Complainant and Respondent to appeal.
- b. The decision of the Hearing Panel shall be final and binding unless appealed following the process outlined below. A copy of the Hearing Panel's written determination shall be provided to the TIXC and the Dean of Students for student Respondents, or the immediate supervisor for employee Respondents.
  - i. In cases against employees, the direct supervisor of the Respondent may postpone the sanctions or suspend the Respondent, with pay, until the time to

appeal the determination has expired or the appeal process has been exhausted.

- ii. In cases against students, the Dean of Students or designee may execute an interim suspension pending appeal under the Interim Action section of the Student Handbook.
- c. Following a determination that a violation of this Policy occurred, the TIXC will, as appropriate,
  - i. Coordinate the provision and implementation of remedies to a Complainant and other people Regis identifies as having had equal access denied by discrimination;
  - ii. Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
    - a. Upon written request, Regis will disclose to the Complainant of a crime of violence or a non-forcible sex offense the report on the result of any disciplinary proceeding conducted by the institution against a student
    - b. If the Complainant is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the Complainant only for purposes of this paragraph.
  - iii. Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Regis's education program or activity.

### 15. Disciplinary Sanctions.

- a. Violations of this Policy are subject to disciplinary action. Neither the Hearing Panel nor any appeals body or officer(s) will deviate from the range of recommended sanctions unless compelling justification exists to do so. This will be documented in the

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decision-making process, if applicable, and included in the written outcome. Decisions are made with consideration of the severity of the incident, and any previous disciplinary violations, as well as discipline imposed in similar cases. Possible sanctions for a person found to be in violation of this Policy include, but are not limited to, the following:

- i. Oral or written reprimand;
- ii. Required attendance at a harassment/discrimination sensitivity program;
- iii. Oral or written warning;
- iv. Loss of salary or benefits or demotion;
- v. Transfer or change of job, class, residential assignment, or location, including removing the person from being able to retaliate or further harass or discriminate against the Complainant;
- vi. Suspension, probation, termination, dismissal, expulsion, or removal from campus;
- vii. Educational and Developmental sanctions; or
- viii. Other action Regis University deems appropriate under the circumstances including termination of contractual arrangements with the University.
  1. While counseling is not considered a sanction, it may be offered or required in combination with sanctions.
  2. If a student or student groups are found to be in violation of this Policy, any of the sanctions set forth in the Student Handbook may also be implicated.
  3. If faculty or employees are found to be in violation of this Policy, any of the sanctions set forth in the Employee Handbook or any Faculty Handbooks may also be implicated.
- ix. Failure to comply with sanctions shall constitute a violation of this Policy

and will ordinarily result in further disciplinary action.

b. **For sanctions following Formal Complaints against students.** The Hearing Panel will recommend sanctions after the hearing. The Dean of Students or designee will review and implement sanctions.

c. **For sanctions following Formal Complaints against faculty or staff.** The Hearing Panel will recommend sanctions after the hearing. The employee's respective supervisor will review and implement sanction(s). However, should the supervisor or Provost seek to impose suspension or expulsion of a tenure or tenure-track faculty member, additional process may be due pursuant to the [Faculty Handbook](#).

**16. Appeals Process.** The Complainant or Respondent can appeal the Hearing Panel's determination regarding responsibility, or the dismissal of a Formal Complaint or any allegations therein, by submitting a written appeal to the TIXC within three (3) Business Days from the date of receipt of the Hearing Panel's determination. The appeal must be dated, signed by the party appealing, indicate the basis for the appeal, and include a copy of the determination. The non-appealing party will be notified in writing when an appeal has been filed. The non-appealing party will be provided five (5) Business Days to submit a written statement in support of the outcome of the determination or dismissal.

- a. **Basis for Appeal.** Appeals of the determination of responsibility or the dismissal of a Formal Complaint may be made on the following bases.
  - i. Procedural irregularity that affected the outcome of the matter;
  - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and

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- iii. The TIXC, investigator(s), or Hearing Panel had a conflict of interest or bias for or against the Complainants or Respondent that affected the outcome of the matter.
  - b. Appeal Procedures. The Dean of Students for Students shall serve as the Appeal Body for all students, and the AVP of Human Resources shall serve as the Appeal Body for Employees, with exceptions permitted as appropriate. The Appeal Body shall not include the same decision-makers as the Hearing Panel that reached the determination regarding responsibility, the investigator, or the Title IX Coordinator. The Appeal Body will issue a written determination within fifteen (15) Business Days of the receipt of the notification of appeal that includes the result of the appeal and the rationale for the result. A copy of the written decision shall be provided to all parties simultaneously, the TIXC, immediate supervisor, Dean of Students, or Human Resources, and the parties' personnel or student files. All decisions of the Appeal Body are final and binding.
  - c. Appeal Outcomes. The Appeal Body may take one of the following actions in response to the appeal:
    - i. Affirm the Hearing Panel's determination regarding the Respondent's responsibility and affirm the disciplinary sanctions and remedies, if applicable;
    - ii. Affirm the Hearing Panel's determination regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable.
    - iii. Remand the process back to the hearing stage for the Hearing Panel to remedy any procedural irregularity or consider new evidence;
    - iv. Reverse the Hearing Panel's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies;
- if applicable.
- 17. Informal Resolution.** At any time after a Formal Complaint has been signed and before a determination regarding responsibility, the Parties may choose to participate in an Informal Resolution facilitated by Regis, that does not involve a full investigation and adjudication. The informal process is voluntary for all parties. If the Complainant and Respondent are able to reach a resolution, the results will be documented, signed by both parties, retained by TIXC for seven (7) years and the matter will be resolved. If an informal resolution cannot be reached, the formal grievance process will resume, and all statements made during the informal resolution process will not be used for or against either party (and the Hearing Panel and/or Appeal Body may not consider any such statement made during informal resolution).
- a. Informal Resolution Notice. Before the initiation of an informal resolution process, Regis will explain in writing to the parties:
    - i. The allegations
    - ii. The requirements of the informal resolution process
    - iii. That any party has the right to withdraw from the informal resolution process and resume the grievance process at any time before agreeing to a resolution
    - iv. That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume a Formal Complaint arising from the same allegations
    - v. That potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
    - vi. That the informal resolution records will be maintained by Regis for seven (7) years but will not be used by investigators or the Hearing Panel if the Title IX grievance process resumes.

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- b. Agreement to Enter Informal Resolution. Prior to entering the informal resolution process, the parties must voluntarily agree, in writing to the use of the informal resolution process.
- c. Informal Resolution Availability. The informal resolution is not permitted to resolve allegations that an employee committed Sexual Harassment against a student.
- d. Informal Resolution Timeframe. Informal Resolution of a Formal Complaint will be concluded within 45 Business Days of notice to Regis that both parties wish to proceed with the informal resolution process. Such notice that parties wish to proceed with an informal resolution process will “pause” the counting of the timeframe to conclude the grievance process of this Policy, should the informal resolution process fail and the parties resume the grievance process.

**18. Recordkeeping.** Regis will maintain all documentation related to reports of Sexual Harassment, Formal Complaints, the grievance process, and informal resolution process for seven (7) years in accordance with state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under Family Education Rights and Privacy Act (FERPA). Regis will complete and maintain publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 USC 13925(a)(20)).

**19. Notification.** Regis will use email communication for purposes of communication and notification under this Policy.

**20. Dissemination of Policy.** This Policy will be made available to all Regis faculty, staff, and students online at the Regis University Title IX webpage and Annual Security and Fire Safety Report.

**21. Modification and Review** of this Policy. Regis reserves the right to modify this Policy to take into account applicable legal requirements. Regis will regularly review this Policy to determine whether modifications should be made. Regis will follow the law when there is conflict between the Policy and the law.

**22. Other Policies.** This Policy takes precedence over other Regis University policies and procedures concerning Sexual Harassment under Title IX in the event of a conflict. Additionally, alleged violations of the Ranger Guide, Employee Handbook, or other policies that arise from the same events as the alleged Sexual Harassment under this Policy will be investigated and resolved under the grievance process in this Policy unless the Sexual Harassment has been dismissed under this Policy.

**23. Regis University internal confidential resources.** Regis' TIXC will provide written notifications to students and employees about existing resources available for Complainants within Regis University in the following areas: counseling, health, mental health, victim advocacy, legal assistance, visa, immigration assistance, student financial aid, and other services available for victims.

- a. University Ministry and Jesuits  
Student Center  
Office 212  
Phone: 303-458-4153
- b. Office of Counselling and Professional Development  
Coors Life Direction Center  
Office 114  
Phone: 303-458-3507
- c. Center for Counseling and Family Therapy  
500 E. 84th Avenue  
Thornton Campus  
Phone: 303-964-5786
- d. Confidential Victim Advocate  
Phone: (Call/Text) 720-772-6656  
Equal Opportunity and Title IX  
TitleIX@regis.edu

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### 24. External Agency Confidential Support and

**Resources.** Regis' TIXC will provide written notifications to students and employees about existing resources available for Complainants outside of Regis in the following areas: counseling, health, mental health, victim advocacy, legal assistance, visa, immigration assistance, student financial aid, and other services available for victims.

- a. Rocky Mountain Crisis Partners  
Website: [www.metrocrisiservices.org](http://www.metrocrisiservices.org)  
24-hour crisis intervention services:  
844-493-TALK (8255)
- b. Denver Health Hospital  
Website: [www.denverhealth.org](http://www.denverhealth.org)  
Phone: 303-602-3007  
SANE nurse available by request in the Emergency Department
- c. Safehouse Denver  
Website: [www.safehouse-denver.org](http://www.safehouse-denver.org)  
24-hour domestic violence hotline:  
303-328-9989
- d. The Blue Bench  
Website: [www.thebluebench.org](http://www.thebluebench.org)  
24-hour sexual assault hotline:  
303-322-7273
- e. Emergency Department Social Worker  
Website: [www.denverhealth.org](http://www.denverhealth.org)  
24-hour ER Contact: 303-602-3308

### D. Definitions

#### 1. Definitions of Prohibited Conduct Under this Policy

- a. Sexual Harassment. Sexual Harassment is a form of sex discrimination and means conduct on the basis of sex that satisfies one or more of the following:
  - i. An employee, agent, or other person authorized by Regis to provide an aid, benefit, or service under Regis's education program or activity conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct (Quid Pro Quo); Ex. Direct or implied threats that submission to sexual advances will be a condition of advancement or promotion in any

endeavor, including but not limited to employment, work status, promotion, or academic grades;

- ii. Unwelcome conduct determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Regis's education program or activity;
  - iii. Sexual Assault, Dating Violence, Domestic Violence, and Stalking as defined in this Policy.
- b. Sexual Assault. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program and as defined in this Policy.
  - c. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.
  - d. Fondling. The touching of the private parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - e. Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - f. Statutory Rape. Sexual intercourse with a person who is under the statutory age of Consent.
  - g. Dating Violence. Violence committed by a person:
    - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors.

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1. The length of the relationship
  2. The type of relationship, and
  3. The frequency of interaction between the persons involved in the relationship
- h. Domestic Violence. Felony or misdemeanor crimes committed by a person who:
- i. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
  - ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner,
  - iii. Shares a child in common with the victim; or
  - iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - v. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction
- i. 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 substantial emotional distress.
- i. 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.
  - ii. Substantial Emotional Distress. mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - iii. Reasonable Person. A reasonable person under similar circumstances and with similar identities to the Complainant
2. Definitions Related to Sexual Harassment (Coercion, Consent, Force, Incapacitation).
- a. Coercion. Coercion occurs when an individual is pressured, psychologically or emotionally manipulated, tricked, threatened, or forced in a nonphysical way, to engage in unwanted sexual activity. Coercion occurs when an individual is caused to believe that sex is owed to another person because of that person's position of authority or based on the parties' relationship. Coercion can involve persistent attempts to have sexual contact after an individual has already refused to engage in sexual activity.
  - b. Consent. Regis uses an Affirmative Consent standard when determining if there was consent to engage in sexual activity of any kind. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to participate in sexual activity.
    - i. Consent cannot be inferred from the absence of a "no."
    - ii. Consent to one form of sexual activity does not imply Consent to other forms of sexual activity
    - iii. A current or previous relationship shall not be sufficient to constitute Consent
    - iv. Consent can be withdrawn
    - v. 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 and in instances where the adult is in a position of trust
    - vi. Consent cannot be given by individuals who are asleep, or mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason

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- vii. Submission under the influence of fear shall not constitute Consent
- viii. Consent may not be given by an individual who is under duress, threat, coercion, or force
- ix. A person who initially Consents to sexual activity is deemed not to have Consented to any sexual activity that occurs after Consent is withdrawn
- x. Consent to previous sexual activity does not imply Consent to future sexual activity
- c. Force. Force includes physical violence, abuse of power, threats, intimidation, and/or coercion to engage in sexual activity without a person's Consent and against a person's will.
- d. 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. A person violates this Policy when they engage in sexual activity with someone who is - or based on the circumstances should reasonably have known to be - mentally or physically incapacitated.
- c. Complainant. An individual who is alleged to have been subjected to conduct that could constitute a violation of this Policy. Complainants and Respondents are referred to collectively as "parties" throughout this Policy.
- d. Disciplinary Sanctions. Consequences imposed on a Respondent following a determination that the Respondent violated this Policy, or an agreement through the informal resolution process.
- e. Education Program or Activity. Includes locations, events, or circumstances over which Regis exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs. This includes conduct that occurs on Regis University's property.
- f. Formal Complaint. A document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Regis investigate the allegation of Sexual Harassment.
- g. Investigative Report. A summary of the evidence directly related to allegations of Sexual Harassment. An Investigative Report is provided simultaneously to both parties for review at the conclusion of an Investigation.
- h. Officials with Authority. Any individual who has the authority to institute corrective measures and is required to report Sexual Harassment to the EO and Title IX Coordinator to initiate Regis's response to the Sexual Harassment allegations. Officials with Authority Include:

### Other Defined Terms

- a. Actual Knowledge. Actual knowledge means notice of Sexual Harassment or allegations of Sexual Harassment to Regis's TIXC or any official of Regis who has authority to institute corrective measures on behalf of Regis.
- b. Business Day. Any weekday not designated by Regis as a holiday or administrative closure day. When calculating a time period of Business Days specified in this Policy, the Business Day of the event that triggers a time period is excluded.
- i. President
- ii. Provost
- iii. VP for Mission
- iv. VP for University Advancement
- v. VP & Chief Financial Officer
- vi. AVP and Dean of Students
- vii. Chief of Staff
- viii. Academic Deans
- ix. Director of Campus Safety
- x. Title IX Deputy Coordinators

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- i. Relevant. Related to the allegations under investigation as part of the grievance process described in this Policy. Questions are relevant when they seek evidence that may aid in showing whether the alleged conduct occurred, and evidence is relevant when it may aid the Hearing Panel in determining whether the alleged conduct occurred.
- j. Remedies. Measures provided, as appropriate, to a Complainant or any other person Regis identifies as having had their equal access to Regis's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to Regis's education program or activity after Regis determines that a violation of this Policy occurred.
- k. Report. The submission of any allegation in part or in full of Discrimination, Sexual Misconduct, or Retaliation to the TIXC.
- l. Respondent. An individual alleged to be the perpetrator of conduct that could violate this Policy.
- m. Responsible Employees. Any individual who is employed by Regis and not deemed to be a Confidential Employee or Official with Authority. Responsible Employees are expected by Regis to report Sexual Harassment to the EO and Title IX Coordinator promptly upon receiving a report of Sexual Harassment.
- n. Retaliation. Intimidation, threats, coercion, or discrimination against any person by Regis University, a student, or an employee or other person authorized by Regis to provide aid, benefit, or service under Regis's program or activity, for the purpose of interfering with any right or privilege secured by this Policy, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.
- o. Sexual Misconduct. Sexual Misconduct is an umbrella term that includes a range of unwelcome behaviors or conduct directed at a person based on sex.
- p. Supportive Measures. Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
  - i. Restore or preserve that party's access to Regis's education program or activity, including measures that are designed to protect the safety of the parties or Regis's educational environment; or
  - ii. Provide support during Regis's grievance procedures or during an informal resolution process.Additional supportive resources may be accessed through the external agencies listed in the Policy section above.

### E. Related Policies, Procedures, Forms and Other Resources

1. Amorous Relationship Policy
2. Discrimination and Bias Incident Report Form
3. Employee Handbook
4. Pregnant and Parenting Student Policy and Accommodation Process
5. Student Employee Handbook
6. Student Handbook
7. Annual Security and Fire Safety Report

### F. Footnotes

<sup>1</sup>Severe, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the frequency of the offensive conduct, the nature of the unwelcome sexual acts or words, such as whether the harassment was physical, verbal, written or a combination thereof; whether the harassment was merely an offensive utterance; and the number of Complainants involved and the relationship between the parties including, but not limited to, the ages of the Respondent and the Complainant. In evaluating whether conduct is severe, pervasive, and objectively offensive, Regis will look at the

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totality of the circumstances, expectations and relationships.

<sup>2</sup>Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the Uniform Crime Reporting system (UCR) of the Federal Bureau of Investigation, including Rape, Fondling, Incest, and Statutory Rape as defined in section D of this Policy.

<sup>3</sup>See section D of this Policy for definitions related to prohibited conduct under this Policy.

<sup>4</sup>Retaliation is defined in Section D of this Policy.

<sup>5</sup>Alleged violations of Retaliation will be referred to the Ranger Guide or Employee Handbook.

<sup>6</sup>The Informal Resolution Process is described in #15 of this section of this Policy.

<sup>7</sup>CRS § 18-3-407 (Rape Shield)

Subject to constitutional limitations, evidence of specific instances of the victim's or a witness's prior or subsequent sexual conduct, opinion evidence of the victim's or a witness's sexual conduct, and reputation evidence of the victim's or a witness's sexual conduct may be admissible only at trial and shall not be admitted in any other proceeding except at a proceeding pursuant to subsection (2)(c) of this section.

<sup>8</sup>The TIX is responsible for the implementation of any Remedies.

### Disciplinary Records Maintenance and Retention

Responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings rests with the Provost, or their designee, 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, faculty, staff, and advisor(s) will be determined by the Provost, or their 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 community standards outcomes of suspension or expulsion will remain on file indefinitely.

#### **Maintenance**

1. Student and student organization community standards records are maintained in the Office of Student Affairs.
2. All community standards records resulting in alleged violations will be kept in compliance with university policy, but not for less than seven (7) years from the date of the last incident that the respondent or student organization was involved in that resulted in community standards violations.
3. If a student is suspended or expelled, a record of a violation of University regulations and/or policies will be permanently maintained in the student's or student organization's conduct file in the Office of Student Affairs and a record of separation may be maintained in the Office of Academic Records and Registration.
4. Student Affairs maintains all student conduct records in accordance with the Family Educational Rights and Privacy Act (FERPA). Student Affairs will abide by all laws requiring privacy with regard to the Community Standards Process. In addition, as FERPA does not protect the names of students found responsible for crimes of violence, including forcible sex offenses, or an alleged perpetrator of a non-forcible sex offense when the allegations support a finding that a student has committed a violation of the University's rules or policies, the University may be required to release that information as required by law.
5. A student may choose to sign a release form granting Student Affairs staff permission to discuss/release information related to the Student's disciplinary file with any individual that the student designates. This form is available in Student Affairs or can be obtained by emailing studentaffairs@regis.edu. Although this form may provide access to information to a third party, the student

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remains the primary responsible party for compliance.

6. Any agency (educational or otherwise) requesting conduct information about a current or former University student is required to submit the request in writing. Those requests must include the signature of the student granting the release of information related to the student's community standards record.
7. Transcripts of recorded hearings will not be prepared or provided by the University. In cases of external legal review that may require a transcript of a recorded hearing, the student or advisor may contact the Office of Legal Affairs to arrange for the preparation of the written transcript by a court reporting service on the student's behalf and at the expense of the requestor. The court reporting service will provide the transcript to the Office of Legal Affairs, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requestor will be responsible for the cost of the transcript preparation and confidentiality review.

### Disciplinary Record Expungement

Record expungement allows a student conduct record on file with Student Affairs to be sealed after a period of time. This includes all information related to the student's documentation, investigation, hearing, and disposition. In general, when completing background check inquiries, expunged records will not be reported as an incident when the student was found responsible. The student will not need to report the record based on the language/ definitions of the requesting institution or agency in a background check that the incident ever occurred. The record will still be used for federal, state, and local University reporting requirements but will not be associated with the student name or student ID.

#### **Eligibility:**

A request for expungement will be available for consideration if:

1. One year from the date of graduation has passed, and

2. All assigned outcomes have been successfully completed, and
3. An expungement has not been previously granted, and
4. The conduct violation (s) did not:
  - a. Cause personal Injury.
  - b. Cause significant property damage.
  - c. Include a drug violation that could qualify as a felony charge in the legal system.
  - d. Disrupt the orderly operation of the University.
  - e. Violate the weapons or hazardous materials policies of the University.
  - f. Violate the Sexual Misconduct and Non-discrimination Policy.
  - g. Violate the Abusive Conduct Policy.
  - h. Result in Suspension or expulsion.

#### **Expungement Petition Requirements**

A student meeting the eligibility requirements must submit their petition to the Associate Vice President/Dean of Students, or their designee. The student must submit a signed statement explaining the justification for the request, a description of what occurred in the conduct incident, and what they learned from the incident. The statement must also include:

1. Student's name
2. University identification number
3. E-mail address
4. Phone number
5. Date of incident

#### **Process**

The Associate Vice President/Dean of Students, or their designee, will review the statement, the conduct record, and any other pertinent information they choose to request and/or consider. The decision is at the sole discretion of the Associate Vice President/Dean of Students, or their designee. The student will receive written notice regarding their petition within ten (10) business days of receipt of petition. The decision of the Associate Vice President/Dean of Students, or their designee,

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regarding the expungement of the conduct record is final and not appealable.

### 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 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 community standards 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 Director for Community Standards and 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 Director for

Community Standards and Care to provide the appropriate University documentation about the incident.

- Under this policy, the community standards 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 community standards action may be reinstated and added on to the appropriate outcome. 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 community standards action, the student will be required to meet with either the University’s Office of Counseling, 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 community standards 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 community standards 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

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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 community standards 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 community standards process will result.

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

### 1.0 Abuse of or Interference with the Community

**Standards Process:** Abuse of 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.** Attempting to or failure to provide, destroying, and/or concealing information during an investigation of an alleged Student Code of Conduct violation;

**C.** Attempting to discourage an individual's proper participation in, or use of, the community standards process;

**D.** Harassment (verbal, physical, or virtual) and/or intimidation of a member of a community standard 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 Community Standards and Care or pursuant to exclusions from participation afforded by the Student Code of Conduct.

### 1.1 Involvement in a University Violation:

Presence during any violation of the Student Code of Conduct and/or the University Policies for Student Life in such a way as to condone, support, or encourage that violation will constitute involvement in that specific violation(s) and may lead to inclusion in the Community Standards process as it relates to that violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from involvement and are encouraged to report the violation.

**2.0 Abusive Conduct:** Any use of words or acts that intend to or cause physical injury, harass, threaten, intimidate, or coerce any individual, or interfere with any individual's

rightful actions, including but not limited to the following:

**2.1 Assault:** Words or actions that would cause an individual to reasonably fear for their immediate safety. Words can constitute assault when they are accompanied by the ability to inflict immediate harm.

**2.2 Injurious Behavior:** Intentional touching or striking of an individual(s) against their will, or any action causing or attempting to cause potential damage, injury, or harm. This includes, but is not limited to, punching, slapping, scratching, or striking another with one's own body or with any object.

**2.3 Reckless Injurious Behavior:** Unintentional touching or striking of an individual(s) against their will, or any action causing or attempting to cause potential damage, injury, or harm that is with conscious disregard for consequences.

**2.4 Harm to Self:** Deliberate 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.

**2.5 Health and/or Safety Hazards:** Creating health and/or safety hazards, including, but not limited to, dangerous horseplay or pranks, throwing any object out of a window, hanging out of or climbing from/on/in windows, balconies, roofs, etc.

**2.6 Threats of Violence:** A threat by word and/or action to do violence to an individual or group of individuals.

**2.7 Harassment:** Conduct, not of a sexual nature, (including but not limited to physical, verbal, graphic, written, or virtual) that is sufficiently severe, pervasive, or persistent so as to threaten individual(s) or limit their ability to work, study, or participate in the activities of the University.

**2.8 Hazing:** Hazing includes the following willful acts, with or without the consent of the individual involved: physical injury; assault or battery; kidnapping or imprisonment; physical activity that knowingly or recklessly subjects a person or persons to an unreasonable risk of physical harm or to severe mental or emotional harm; degradation, humiliation, or

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compromising of moral or religious values; forced consumption of any substance; placing an individual in physical danger, which includes abandonment; and undue interference with academic endeavors. Acts of hazing only include those acts which are done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization. Acts of hazing include acts inflicted by an individual onto one or more people.

**A.** Soliciting and/or coercing any individual to commit or be actively involved in the planning of any act of hazing.

**B.** Having knowledge of or being witness to any act of hazing without reporting to appropriate University Official(s).

**2.9 Bullying and Cyberbullying:** Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or attempt to control another person physically or emotionally and are not protected by freedom of expression.

**2.10 Recording and/or Distribution of Audio/ Visual Material Without Consent:** Making, attempting to make, sharing, or distributing an audio or video, or photographic recording of any person(s) without the knowledge and consent of all participants subject to such recordings, in locations where there is a reasonable expectation of privacy, and when the action is likely to cause injury, distress, embarrass, harass or damage to one's reputation. Students are not permitted to install or use any recording devices in any property owned, operated or leased by the University.

**2.11 Retaliation:** Words or action(s) taken against an individual because of the individual's participation in a protected activity that would discourage a reasonable person from engaging in a protected activity. Retaliation may include intimidation, threats, coercion, physical harm and/or adverse employment or educational actions. Protected activity includes an individual's participation in the reporting, investigation and/or resolution of an alleged violation of the Student Code of Conduct. Additionally, protected activity includes an individual's opposition to policies, practices

and/or actions that the individual reasonably believes are in violation of the Student Code of Conduct. Retaliation may be found even when an underlying report made in good faith was not substantiated.

**2.12 Stalking:** Repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

**2.13 Sex and/or Gender-based Abusive Conduct:** The University prohibits any conduct including but not limited to, sexual harassment, nonconsensual sexual contact, non-consensual sexual penetration, sexual exploitation, intimate partner violence, dating violence, stalking and/or retaliation. Violations of this policy may be pursued as a matter of community standards if, and/or when, the conduct occurs off-campus, outside of the United States or is otherwise is not subject to the University's Nondiscrimination, Sexual Misconduct, and Retaliation Policy.

**2.14 Bias-Motivated Abusive Conduct:** Engaging in bias-motivated behavior toward other university community members. A bias-motivated act or behavior is one that:

**A.** Intimidates, demeans, mocks, degrades, marginalizes and/or threatens an individual or group; and/or

**B.** Is reasonably believed to be motivated by prejudice or bias against actual or perceived race, ethnicity, color, creed, religion, age, sex, gender identity or expression, sexual orientation, national origin, citizenship status, veteran status, marital or parental status, pregnancy, disability, genetic information or any classification protected by law or Regis University policy.

**C.** A bias-motivated incident may or may not meet the definition of a crime, harassment or discrimination or otherwise violate University policy.

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### **2.15 Violation of Speech and Expression Policy:**

Freedom of speech and expression are not without limits. University policies regarding the time, place and manner of speech and of expression ensure that the University can carry on its ordinary activities. The University may also restrict speech or expression that breaks the law, constitutes an immediate threat, incites violence, damages or defaces University property, violates University policies or codes of conduct or is otherwise directly incompatible with the safety of the community, the functioning of the University, or the University's mission or Jesuit Catholic character.

**3.0 Misuse of Alcohol:** Each student is expected to comply with the alcohol regulations of the State of Colorado and the University. Members of the University community are accountable for their decisions regarding the use of alcohol as well as behavior that occurs as a result of these decisions. All state and international laws apply to Regis University students. Please refer to the complete University Alcohol and Drugs Policy, also found in this handbook, for additional information.

**3.1 Intoxication by Alcohol:** Any alcohol 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).

**3.2 Sale or Intent to Sell:** Unlawful sale or intent to sell, distribute or manufacturing of alcohol.

**3.3 Providing to Person not of Legal Age:** Hosting an event or gathering at which underage consumption of alcohol may or has occurred or otherwise providing alcoholic beverages to underage person(s).

### **3.4 Possession and/or Consumption:**

Unauthorized possession, use of alcoholic beverages regardless of age. Underage possession or use of alcoholic beverages at any time. The possession of alcoholic beverages that are otherwise prohibited as outlined in the Alcohol and Drugs Policy.

### **3.5 Possession of Large Quantity and/or Common Source Alcohol:**

Use and/or

possession of devices or methods with the intent to use or designed for rapid, excessive or common source (greater than is reasonable for an individual) consumption of alcohol, including but not limited to funnels, ice luges, beer bong, kegs, party balls, coolers, drinking games and/or other common source containers/modes of consumption.

**3.6 Operation of Vehicle:** Control or operation of any mode of transportation while impaired by alcohol.

**3.7 Public Consumption/Intoxication:** Public consumption and/or intoxication of alcohol contrary to University policy or local ordinance.

**3.8 Knowing Presence:** Being knowingly present in an area of a University building or other Property owned, operated, or leased by the University where alcohol is being illegitimately used or is present without authorization of the University. This includes presence of an alcoholic beverage container, whether empty, full, or partially full, in any University Property unless otherwise authorized.

**3.9 Attending a class, organizational or University event while under the influence of Alcohol.**

**3.10 Violation of other University alcohol policies, as outlined in the University Alcohol and other Drug Policy.**

**4.0 Misuse of Controlled Substances and/or Illegal Drugs:** The illegal use and/or possession of any controlled substance is strictly prohibited by the University. The illegal use of controlled substances is incompatible with the goals of the academic community. Illegally possessing, using, manufacturing, possessing with intent to manufacture, selling, dispensing or distributing any substance controlled under state or federal law is prohibited. Possession of used or unused drug paraphernalia is also prohibited. Additionally, misusing and abusing medications or prescribed medications (controlled under state or federal law) is prohibited. Community Standards Outcomes may be increased based on type of drug(s) addressed in violation based on severity, as outlined by the federal schedule of Illegal and Controlled Substances, and

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students may be suspended or dismissed from the university for a first offense. Students who are also university employees are also subject to employee discipline. Please refer to the complete University Alcohol and Drugs Policy for additional information.

**4.1 Misuse or illegal possession of a regulated or controlled substance:** Unauthorized possession and/or use of any illegal or controlled substances. This includes medical marijuana, edibles, concentrates and synthetic cannabinoids.

**4.2 Manufacturing, distributing, selling, or attempting to obtain any controlled substance:** Actual or intended sale or intent to sell, distribute, manufacture or obtain any illegal or controlled substances as prohibited by federal and state law. This includes use of mail or other similar post for purposes of distribution for sale or for gift.

**4.3 Un-prescribed use, possession, distribution, selling or attempting to obtain any prescription drug:** Actual or intended sale or intent to sell, distribute or manufacture, use or obtain any illegal, controlled, or prescription drug (one's own or another's) prohibited by federal and state law.

**4.4 Possession of Paraphernalia:** Possession of paraphernalia used for the consumption and/or use of drugs that may include, but not limited to, bong, hookahs, rolling papers, torches, baggies, scales, grinders, vaporizers and pipes.

**4.5 Knowingly misusing, inhaling or ingesting a substance (e.g. nitrous oxide, glue, paint, etc.) that may alter one's mental state.**

**4.6 Operation of Vehicle:** Control or operation of any mode of transportation while under the influence of illegal and/or controlled substances.

**4.7 Knowing Presence:** Being knowingly present in an area of a University building or other Property owned, operated or leased by the University where such controlled substances and/or illegal drugs are being illegitimately used or are present.

**4.8 Attending a class, organizational, or University event while under the influence of controlled substances and/or illegal drugs.**

**4.9 Violation of other University Drug Policies, as outlined in the University Policy on Alcohol and other Drugs.**

**5.0 Smoking:** Smoking, or use of any smoke producing products, in University vehicles and/or 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, bong, etc.

**6.0 Damage or Destruction:** Damage and/or destruction of Property owned, operated and leased by the University and/or property owned by another person/organization is prohibited. Littering or dumping trash on University grounds or common areas is likewise prohibited.

**7.0 Disorderly or Disruptive Conduct:** Engaging in conduct that results in the substantial disruption of University operations, including without limitation, blocking of entrances and egresses, obstruction of teaching/learning, research, administration or other University activities, and/or other authorized non-University activities which occur on campus.

**8.0 Failure to Comply:** Failure to comply with the reasonable directives of University officials, or law enforcement officers, during the performance of their duties. Failure to identify oneself to these persons when requested to do so, failure to keep or attend a required meeting, failure to leave an area when requested to do so by a University official. Verbally threatening, abusing or harassing any of the above persons while in the performance of their duties. Upon the request of the questioned student, University officials must identify themselves and state the source of their authority.

**9.0 Failure to Observe Rules and Regulations:** Failure to observe rules and regulations issued by the University, including all publications and notices pertaining to student life and student services.

**10.0 Fire and Life Safety:** Violation of University, local, state and federal fire and life safety policies.

**10.1 Misuse of Fire Equipment:** Misuse of firefighting equipment, including tampering

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with, removing or discharging a fire extinguisher or any other fire emergency equipment except when there is a emergent need for such equipment.

### **10.2 Unauthorized Burning:**

Unauthorized burning of any material in any property owned, operated or leased by the University, including arson.

### **10.3 Disregard of Fire Alarm Signals:**

The disregard of a fire alarm signals or refusal to evacuate abuilding or a section of a building when a fire alarm is sounding.

### **10.4 Tampering with Fire Safety Equipment:**

Tampering with detection or suppression equipment, including deliberately initiating false alarm or creating conditions that result in a false alarm, or any tampering that would cause a malfunction or non-function. Such action may result in a local ordinance related fines in addition to Community Standards action.

### **10.5 Intentionally or recklessly causing a Fire:**

Intentionally or recklessly causing a fire which damages property owned, operated, or leased by the University and/or the property of others, or which causes personal injury.

### **10.6 Intentionally initiating or causing a false report:**

Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.

### **10.7 Intentionally or recklessly misusing or damaging Fire and Life Safety equipment:**

Intentionally or recklessly misusing or damaging fire or life safety equipment including, but not limited to: security cameras, telephone lines, safety signs and automatic emergency defibrillators (AEDs). This includes hanging any item on sprinkler heads, covering or otherwise tampering with smoke detection devices, etc.

### **10.8 Propping, blocking or misuse of entrance or exit doors:**

Propping, blocking or misuse of entrance or exit doors while on University Property.

### **10.9 Possession and/or use of unauthorized combustible devices and/or Hazardous Materials:**

Unauthorized possession or use of fireworks, explosives, torches or other hazardous materials including those that could pose a health risk. This includes chemicals that

when combined with other substances could be hazardous or present a danger to others.

### **11.0 Possessing/Providing False and/or Misleading Information**

**11.1 Furnishing False Information:** Furnishing false information to University Officials or law enforcement officers acting within the scope of their job duties.

**11.2 Forgery:** Forgery, alteration or misuse of University documents and/or records.

**11.3 Fraud:** Any attempts to obtain any item of value under false pretenses or falsifications.

### **11.4 Possession, Use and/or Attempted Use of False Identification:**

The unauthorized possession, use, or attempted use of another's University identification, government issue identification or other identification documents.

### **11.5 Manufacture, Distribution and Sale of False Identification:**

Manufacture, distribution or sale of false identification or intent to manufacture, distribute or sell false identification. This includes University identification, Government Issued identification or other identification documents, etc.

### **11.6 Transferring, lending, borrowing, unauthorized use and/or altering of University Identification:**

Use of University identification by any person other than the intended user in order to gain access, purchase goods, provide identification, etc.

### **11.7 Providing false testimony or evidence in a University Community Standards proceeding:**

Giving false testimony or other false evidence as part of a university community standards investigation or adjudication proceeding.

### **11.8 Intentional False Reporting of a University Violation:**

Intentionally filing and/or reporting a violation of University policy to create an adverse experience for another member of the University community, or that unnecessarily uses University resources designed to ensure community safety and security.

### **12.0 Lewd Behavior**

**12.1 Lewd Acts:** Engaging in lewd, indecent, or obscene behavior and/or speech.

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**12.2 Public Urination or Nudity:** Any act or attempted act of public nudity, including but not limited to streaking, mooning, topless exposure and urinating in public regardless of gender identity or expression.

### 13.0 Misuse of University Property

#### 13.1 Tampering with University Equipment:

Tampering with, or intent to tamper with, University equipment, including but not limited to any elevator, wiring, plumbing, doors, locking mechanisms or other University equipment without prior authority from the appropriate university official. Tampering with equipment so as to endanger oneself or others may result in serious community standards action for a first offense

**13.2 Unauthorized Entry:** Misuse of access privileges, or intent to misuse, University Property or unauthorized entry to or use of University buildings or other property, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building.

**14.0 Improper Use of Technology:** Improper use of technology hardware or software including but not limited to computers, e-mail, cell phones, video cameras and drones and/or otherwise failing to comply with the University Responsible Use of University Technology Resources policy.

**15.0 Theft:** 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.

**16.0 Visitation/Guests:** Students or organizations will be held responsible for the conduct of their guests. Students or organizations who invite guests to campus and the residence halls are expected to inform them of all university rules and regulations. Refer to the housing contract and Housing and Dining Community Policies for additional information regarding residence hall visitation rules and regulations.

#### 17.0 Violation of Residence Hall Policies:

Actions which disrupt, 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, community expectations, cohabitation, smoking, guests, personal trash and fire safety.

**18.0 Violation of University Policies:** Violations of University regulations or policies or University agreements.

**19.0 Violation of the Law:** Evidence of violation of local, state or federal laws, when substantiated through the University's community standards process.

#### 20.0 Violation of Community Standards

**Outcomes:** Knowingly violating the terms of any Community Standards Outcome imposed in accordance with the Student Code of Conduct or failing to fulfill all conditions that are imposed as part of an assigned outcome.

**21.0 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 Property owned, operated, or leased and/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.

## Community Standards Outcomes

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. Community Standards Outcomes 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

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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.

Authority for determining and imposing Community Standards Outcomes, requirements, or conditions ultimately rests with the Provost, or their designee (s) carrying out the Community Standards Process. In using the established guidelines, the Hearing Officer should give primary consideration to the seriousness of the offense and the prior disciplinary record of the student which will only be viewed after a determination of responsibility is made.

Community Standards Outcomes may affect a student's employment with the University.

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

### **Formal Warning:**

An official notice that the student's actions have violated University policies and are, therefore deemed inappropriate. Further violations may result in more severe conduct action 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 of time the student may be considered for suspension or expulsion from the University. Regular probationary meetings may also be imposed at the discretion of the University.

### **Deferred Outcome:**

In some cases, a sanction of suspension, expulsion or denial of privilege may be deferred for a specified period of time. In cases where the student is found responsible for any violation during their deferred period, they will be subject to the sanction previously deferred without further review in addition to the community standards action appropriate to the new violation. For students involved in serious misconduct, the conferring of academic degree may be deferred during the duration of the sanction.

### **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/DOS, or their designee. Eligibility for return may be contingent upon satisfaction of specific conditions noted at the time of suspension. Upon suspension, the student is required to vacate the campus within 24 hours of notification, though this deadline may be extended upon application to, and at the discretion of the AVP/DOS, or their designee. During the suspension period, the student is banned from University Property, functions, events and activities without prior written approval from the AVP/DOS, or designee.

### **Expulsion:**

Permanent separation from the University. The student is required to vacate the campus immediately upon notification, though this deadline may be extended upon application to, and at the discretion of the AVP/DOS, or their designee. The student is banned from University Property and the student's presence at any University sponsored activity or event is prohibited. If the decision to expel a student is made, imposition of the expulsion may be delayed until the following semester at the discretion of the University. Expulsions effective for the subsequent semester will be effective immediately following the conclusion of the current semester. However, if the hearing officer feels that the health and safety of the student or the university community is at risk, the expulsion may be effective immediately.

### **Removal from Housing:**

Removal from University housing for a specified period of time, after which the student may be eligible to return. Conditions for their return to housing may be specified by the hearing officer in conjunction with the Director of Housing and Residential Engagement (HRE). Under this sanction, a student is required to vacate University housing within twenty-four (24) hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of HRE. 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.*

# SECTION FOUR

## COMMUNITY STANDARDS: PROHIBITED CONDUCT

### **Loss of Privileges or Associations:**

The student will be denied specified privileges for a designated period of time, including, but not limited to, restrictions on accessing certain university facilities, participation in campus activities/athletic events, participation in campus organizations and/or sport teams, campus presence, residence hall visitation, revocation parking privileges or contact with individuals or groups on campus.

### **No Contact Directive:**

Official directive requiring a student refrain from contacting another individual or group of individuals. Prohibited contact includes communication by telephone, in writing, electronically, by third party or in person both on and off campus.

### **Behavioral Requirement:**

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

### **Educational Requirement:**

Requirement to attend, complete, present, and/or participate in a program or assignment that is educational, developmental 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 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.

## Additional Items Related to Outcomes

### **Bias-Motivated Incidents and Outcomes**

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 targeted individual or group, then the Hearing

Officer will treat the behavior as an aggravated offense and impose a more elevated outcome than would be imposed in the absence of such motivation. This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as gender-based violence or stalking.

### **Interim Action**

The Associate Vice President/Dean of Students (AVP/DOS), or their designee, may impose restrictions and/or separate a student from the community pending the completion of an investigation and the scheduling of a 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 AVP/DOS to demonstrate why an interim suspension is not merited. The AVP/DOS 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 community standards 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 AVP/DOS, or their 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 AVP/DOS, or their 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 academic impact as possible on the Respondent.

# SECTION FOUR

## COMMUNITY STANDARDS: PROHIBITED CONDUCT

### 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 AVP/DOS, 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 AVP/DOS, 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 (seven (7) business days) 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/Family 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.

### 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 community standards assigned outcomes, 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 Provost, or designee, has the discretion to request a special record flag that prevents the student from registering for classes or receiving copies of transcripts.

### Review of Expulsion Sanction

In any case where the 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 Handbook, the Provost has the right, but not the obligation, to review the decision within five (5) 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 Handbook.

### 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).

# SECTION FIVE

## UNIVERSITY POLICIES FOR STUDENT LIFE

As of the Fall of 2020, the University began migrating all university policies to a central Policy database located on our website. You may visit [regis.edu/policies](https://regis.edu/policies) for a complete list with links to the most current version of the policy. Included below is a list of select policies that are directly related to student life.

### **Academic Integrity Policy**

Please refer to:

[regis.edu/policies/academic-integrity](https://regis.edu/policies/academic-integrity)

### **Alcohol and Drugs Policy**

Please refer to:

[regis.edu/policies/alcohol-and-drugs-policy](https://regis.edu/policies/alcohol-and-drugs-policy)

### **Non-Discrimination, Sexual Misconduct and Retaliation Policy and Procedure**

Please refer to:

[regis.edu/policies/non-discrimination-sexual-misconduct-retaliation-policy-procedure](https://regis.edu/policies/non-discrimination-sexual-misconduct-retaliation-policy-procedure)

### **Family Educational Rights and Privacy Act (FERPA) Policy**

Please refer to:

[regis.edu/policies/ferpa](https://regis.edu/policies/ferpa)

### **HIPAA Privacy and Security**

Please refer to:

[regis.edu/policies/hipaa](https://regis.edu/policies/hipaa)

### **Posting Policy**

Please refer to:

[regis.edu/policies/signage-posting-policy](https://regis.edu/policies/signage-posting-policy)

### **Responsible Use of University Technology Resources**

Please refer to:

[regis.edu/policies/technology-policy](https://regis.edu/policies/technology-policy)

### **Skateboard Policy**

Please refer to:

[regis.edu/policies/skateboard-policy](https://regis.edu/policies/skateboard-policy)

### **Speech and Expression**

Please refer to:

[regis.edu/policies/speech-and-expression-policy](https://regis.edu/policies/speech-and-expression-policy)

### **Student Grievance/Complaint**

Please refer to:

[regis.edu/policies/student-complaints](https://regis.edu/policies/student-complaints)

### **Signage Posting Policy**

Please refer to:

[regis.edu/policies/signage-posting-policy](https://regis.edu/policies/signage-posting-policy)

### **Anti-bullying policy**

Please refer to:

[regis.edu/policies/anti-bullying](https://regis.edu/policies/anti-bullying)

### **Stop Campus Hazing**

Please refer to:

[regis.edu/policies/stop-campus-hazing-act](https://regis.edu/policies/stop-campus-hazing-act)

## **Policies Regarding Facilities and Campus Property**

### **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.

### **Open Fire Pit**

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.

### **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 (25) 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.

# SECTION FIVE

## UNIVERSITY POLICIES FOR STUDENT LIFE

### Policies Regarding Parking and Transportation

#### **Parking**

All students who 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 [regis.edu/parking](https://regis.edu/parking).

### Policies Regarding Safety and Security

#### **Access to Campus**

Any person who engages in unlawful or disruptive conduct or violates university policy may be asked by an authorized university official to leave campus. The Director of Campus Safety and the AVP/DOS, or their designees, have the authority to ban a person from campus. Failure to comply with such requests and failure to abide by regulations governing the use of university facilities constitute trespassing and may lead to disciplinary action and/or arrest if local authorities are involved.

Access to certain University facilities may be limited to currently enrolled students. Students should be prepared to present their University identification cards in order to access a facility or service. Students who misuse identification cards in order to access university facilities or services may be referred to Community Standards and Care for appropriate action.

#### **Duty to Report Arrests and Convictions to the University**

Students have a continuing duty to promptly report to the Dean of Students Office any arrests or convictions for violation of federal, state or local laws, or laws of other countries, excluding minor traffic violations that do not include injury to others. This duty applies regardless of where the arrest occurred (inside or outside the State of Colorado), and regardless of whether the university is in session at the time of the arrest or conviction.

Students must notify the Dean of Students Office in writing within ten (10) business days of the incident that led to their arrest or within five (5) business days of the incident that led to their conviction.

Failure to comply with this continuing duty will result in the immediate referral of a student to Community Standards and Care and may also result in imposition of an interim suspension by the Associate Vice President/Dean of Students, or their designee.

#### **Missing Person's Policy**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify the Department of Campus Safety ("Campus Safety") at 303.458.4122. Campus Safety will generate a missing person report and initiate an inquiry.

After inquiring about the missing person report, should Campus Safety determine that the student is missing and has been missing for more than 24 hours, Campus Safety will notify appropriate authorities and work with the university to notify the student's emergency contact, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Campus Safety will work with the university to notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours.

#### **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.

#### **Weapons Prohibition**

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

# SECTION FIVE

## UNIVERSITY POLICIES FOR STUDENT LIFE

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 evidence of a Weapon exists or not.

### Policies Regarding Student Services

#### **Career Services**

##### **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 must 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:

1. A letter of apology to the recruiter with whom you were to interview; and
2. 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 (CCPD) reserves the right to approve or not approve any employer’s access to employer services. CCPD has adopted the following guidelines to determine the eligibility of an employer to do on-campus recruiting or to use any other employer services. The employer:

- 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 person’s 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.

### Counseling and Health

#### **Communicable Disease**

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.

#### **Health Insurance Requirement**

As a condition of enrollment, all full-time Regis College, fulltime students in the DPT in Physical

# SECTION FIVE

## UNIVERSITY POLICIES FOR STUDENT LIFE

Therapy, Pharm.D. 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:

1. Purchasing the University sponsored Student Health Insurance plan; or
2. Waiving the University plan and presenting proof of coverage by an alternative health insurance plan of the student's choosing.

### **Immunization (pre-matriculation)**

Policy is in process of being posted on the University Website. If you need to access before it is posted, please contact the Dean of Students Office.

## **Disability Accommodations and Services**

### **Student Disability Services**

Please refer to: [regis.edu/policies/accommodations-for-students-with-disabilities-grievance-policy](http://regis.edu/policies/accommodations-for-students-with-disabilities-grievance-policy)

### **Service Animal and Emotional Support Animal Policy**

Please refer to: [www.regis.edu/policies/service-animal-and-emotional-support-animal-policy](http://www.regis.edu/policies/service-animal-and-emotional-support-animal-policy)

## **University Ministry**

### **Policies for Religiously Affiliated Groups/Organizations at Regis**

As a Jesuit Catholic University, Regis seeks to build a more just and humane world through transformative education at the frontiers of faith, reason and culture. We celebrate and embrace our identity as a Jesuit, Catholic institution of higher education.

Our tradition compels us to welcome and celebrate the many different expressions and practices of faith and spirituality on campus. We believe that spiritual diversity enriches our community, and we strive to cultivate respectful dialogue that will help all of us to learn more about one another and build an inclusive community at Regis where all students feel at home.

The Office of University Ministry has been empowered by the University to serve the spiritual

needs of all Regis students of any or no faith tradition. Because we take seriously this role, University Ministry:

- Makes the physical, emotional and spiritual safety of our students our highest priority.
- Empowers students to assess an organization's practices and discern their involvement in any program or opportunity that has a religious or spiritual component.
- Expects transparency and cooperation from all partner organizations that engage Regis students.
- Refrains from any attempt to proselytize students through our programs, sponsored activities, or approved partner organizations.
- Proselytization is understood as any effort to influence people's faith convictions, choices or commitments in ways that depersonalize or deprive them of their inherent value as persons. This includes the use of any exploitive techniques or manipulative appeals which bypass a person's critical faculties; play on psychological or other weaknesses; use physical coercion, moral compulsion, psychological pressure, inducements for conversion, or exploit a lack of education.
- Additional activities that might be indicators of proselytizing include, but are not limited to:
  - Making unjust or uncharitable references to others' beliefs and practices;
  - Comparing faith traditions by emphasizing only the achievements and ideals of one, and the weaknesses and practical problems of the other;
  - Using advertising or promotional techniques that might bring undue pressure on persons;
  - Ignoring the religious realities and identities of other faith traditions or their particular approaches to pastoral practice.

For all the above reasons, we enact this policy for all Religiously Affiliated Student Groups. It is our expectation that any religiously or spiritually affiliated groups will adhere to these parameters and that Regis students will familiarize themselves with the policy objectives.

### **Becoming an Approved Religiously Affiliated Student Group:**

# SECTION FIVE

## UNIVERSITY POLICIES FOR STUDENT LIFE

There are three types of Religiously Affiliated Student Groups (RASG):

1. Student: Those with no organizational affiliation, no outside adult relationship and led entirely by Regis students (with a Regis faculty or staff advisor).
2. Internal: Those sponsored or affiliated with a local, regional or national organization, and actively led and staffed by a member of the Regis staff or faculty community.
3. External: Those sponsored or affiliated with a local, regional or national organization and staffed in any capacity by an adult, non-student member(s) of said organization (with a designated Regis faculty or staff advisor who will have regular contact with the External RASG).

To be recognized as a student group on campus, Student RASG's and Internal RASG's must apply via the regular avenue to become a student club with Student Engagement and Leadership. They must agree to refrain from any form of proselytization. In addition, both Student RASG's and Internal RASG's must schedule a meeting with representative(s) of the University Ministry professional staff to initiate collaboration and relationship. This meeting must be held towards the beginning of each year that the RASG is a chartered organization at Regis.

### **The following is also needed from External Religiously Affiliated Student Groups:**

- A covenant agreement to work within the bounds of the Mission of Regis University and the Jesuit Values that guide our community
- Credentials of the adult leader (resume, CV)
- Job Description/Job Contract (including any fundraising expectations)
- Name(s) of supervisor(s) and board
- Description of accountability processes with affiliate organization
- Work Schedule for Adult leader (activities, events, days, times on campus)
- Officially Adopted Statement of Purpose and Mission by affiliate group
- Credentials for completed or engagement in boundary training, Title IX, sexual misconduct,

etc.

- A written statement about how this ministry supports and honors Jesuit values and the Mission of Regis University.
- Documentation regarding any policies or practices regarding sexual orientation (LGBTQIA+) or gender identity/expression.
- A scheduled conversation with member(s) of the University Ministry Professional Staff to initiate collaboration and relationship.
- A scheduled conversation with member(s) of the Student Life Staff review University policies for student organizations.

## Policies Regarding University Technology

### **Responsible Use of University Technology**

Please refer to:

[regis.edu/policies/technology-policy](https://regis.edu/policies/technology-policy)

### **Email**

Please refer to:

[regis.edu/policies/responsible-use-of-email](https://regis.edu/policies/responsible-use-of-email)

### **Online Privacy**

Please refer to:

[regis.edu/policies/privacy-policy](https://regis.edu/policies/privacy-policy)

## 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 ensure 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

# SECTION FIVE

## UNIVERSITY POLICIES FOR STUDENT LIFE

facts, circumstances and actions.

### Use of University Name for Solicitation of Funds is Prohibited

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.

### Withdrawal from the University

If a student is seeking to withdraw from the University they should first speak to their academic advisor, or the Dean of Students Office to learn about the steps to withdraw.

# SECTION SIX

## HOUSING AND DINING COMMUNITY POLICES

### Dining Policies and Procedures

Regis University community members that have a dining plan are required to know and to comply with Dining policies and terms. Violations of policy can be adjudicated by Auxiliary Services and/or Community Standards and Care, when appropriate.

#### **Required Dining Plans**

All students living on campus at Regis are required to purchase a meal plan for each semester they reside in University operated housing. The minimum lowest required meal plan for residential students in their first year is Weekly 15 Plan, Weekly 12 Plan for second year students and for upperclassman the All-Dining Dollar Plan is the minimum lowest. (Weekly 15 Plan will be automatically added to freshmen, Weekly 12 Plan to sophomore's student accounts, and Weekly 7 Plan will be added for all upper-class residents). Students may always opt in for a higher meal plan by filling out the form on the Ranger Dining website. [www.regis.edu/life-at-regis/campus-life/dining](http://www.regis.edu/life-at-regis/campus-life/dining)

#### **Dining Plan Change Window**

The deadline to make meal plan changes is 5 p.m. on the first Friday of classes of each semester. Contact Auxiliary Services at [auxservices@regis.edu](mailto:auxservices@regis.edu) for more information.

After these deadlines, no reductions or cancellations are permitted; however, declining additional flex dollars may be added at any time by filling out the form at: [www.emailmeform.com/builder/form/mcs6ax25lrBdu](http://www.emailmeform.com/builder/form/mcs6ax25lrBdu)

Students are welcome to upgrade their meal plan at any time during a semester.

#### **Dining Plan Expectations**

Dining plans are to be purchased by individuals, for individuals. Students may, on occasion, take a guest to join them you for a meal; however, buying a dining plan to be used collectively by more than one individual, or used to pay for another individual's meals on a recurring basis, is a conduct community standards violation and will be addressed with accordingly.

Removing any items from a dining hall without purchase is considered theft and will be reported as appropriate. This includes but is not limited to food, utensils, hardware and furnishings.

Individual Dining Plans are non-transferable.

#### **Sick Meal Accommodation**

Students who are sick or unable to visit a dining facility due to a temporary physical disability (e.g. broken leg or back injury) can make special arrangement for meals. To authorize a friend to pick up a meal, call the management staff of the dining center in advance, or use the online ordering system and coordinate with your friend on pick up instructions. If you need assistance, please contact dining services staff.

#### **Roll-over and Expiration of Declining Balances**

Declining balance dollars will roll over from Fall to Spring semester. The rollover does not take the place of the required meal plan for the Spring semester but will be added to it. Any Declining

Balance Dollars remaining at the end of the academic year will expire and no refunds will be issued. for remaining flex.

#### **ID Requirement**

All students must present their Regis ID to purchase items in any of the dining locations, unless accommodations are being made for a sick meal.

### Housing and Residential Engagement Policies

The purpose of the Housing and Residential Engagement Policies is to add specific details about on-campus living, as an addition to the Student Code of Conduct, in order to provide a safe and inclusive living community. As a member of the Regis residential community, each student is responsible for understanding and following all standards, policies, and procedures in the Ranger Guide Student Handbook, the Ranger Front Porch, and the Housing contract. Students are expected to engage in responsible and appropriate conduct that reflects the University's Mission.

As a member of the residential community, students are expected to abide by all of the standards of responsibility and behavior outlined in this publication as well as the terms and conditions of the housing/dining contract. Each student who resides on campus is required to sign a housing contract prior to assignment. Students are responsible for familiarizing themselves with the terms and conditions of the contract. When the contract is signed and returned, it becomes a

# SECTION SIX

## HOUSING AND DINING COMMUNITY POLICES

binding agreement — a legal contract — between the student and the University.

### Abandoned Items

Any personal property left in the residence hall room, common area or in any storage area after termination of the housing contract occupancy period will be considered abandoned. Any personal property left in any unassigned space at any time will also be considered abandoned.

Abandoned items deemed to have value are tagged with the date and location of discovery and stored in a temporary holding area by the Housing and Residential Engagement (HRE) Staff. If the item can be identified as belonging to a specific occupant or room, an email will be sent to the resident's university email address. If the item remains unclaimed at the end of one week (seven business days) after such notification, the HRE staff, at their sole discretion, may discard the item directly.

Any unclaimed item must be retrieved by its owner within seven (7) business days of being found, or it will be discarded as stated above. Abandoned Items or Unapproved Furniture: Items left behind after check-out, including large or unapproved furniture, will result in fees ranging from \$25 to \$100 per item depending on size and removal needs.

The University assumes no liability for damage or loss of any abandoned property on its premises.

### Alcohol and Other Drugs

All items pertaining to alcohol/other drugs, including beer cans/bottles/cap displays (full or empty) or alcohol/drug-related items (i.e. shot glasses, signs, posters, flags, etc.) may not be displayed in any University residence hall.

Residents may possess prescription drugs (except medical marijuana) that are prescribed to them by a licensed health professional but are prohibited from distribution and/or sale to others.

Alcohol and other drug related games ("water pong," "root beer pong," "flip cup," etc.) are not allowed in the residence halls.

If any resident or guest of a room or unit is under the legal age of consumption (21 years), then alcohol is not allowed in the space regardless of the age of any other resident or guest.

Housing staff reserve the right to limit the amount of alcohol allowed and/or present in a space if it is determined to be excessive or beyond individual consumption. The University maintains an Alcohol and Drugs Policy.

### Bikes and Scooters

Bikes and scooters are to be secured using the racks provided on campus. It is prohibited to lock a bicycle to any railings, sign, light post or bench or to have in individual residence hall rooms. For more information seek *Bikes, Motorcycles and Other Vehicles* section below. Access to the DeSmet Bike storage room is limited and subject to approval and DeSmet resident have priority to the available space and access.

### Contract Cancellation and/or Release

Housing contracts at Regis University are binding for the full academic year. Students who wish to cancel their housing contract must complete and submit the Housing Cancellation Request Form available through the Ranger Front Porch at <http://www.regis.edu/housing>. This form should be submitted at least two weeks prior to the student's anticipated move-out date.

Under the terms of the Housing and Dining Contract, cancellations may be approved when a student:

- Graduates from Regis University
- Withdraws or takes a formal leave of absence
- Transfers to another institution
- Participates in an approved study abroad program
- Marries
- Is granted a medical necessity accommodation through Student Disability Services

If a student is no longer enrolled at the University, the contract will be automatically terminated. Should the student return within the same contract period, the contract will be reinstated upon re-enrollment.

The University may also terminate housing contracts with appropriate notice in cases involving health and safety concerns, facility needs, or other significant operational impacts.

Requests that do not fall under the categories listed above may still be submitted for review by the Director of Housing and Residential Engagement or their designee. Submission of a request does not guarantee release from the contract. All requests will be considered based on individual circumstances and the potential impact on the University.

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## HOUSING AND DINING COMMUNITY POLICES

### **Cancellations Prior to the Start of the Academic Year**

Students who have signed a housing contract but have not yet received a housing assignment may cancel without financial penalty by submitting a cancellation request prior to the designated pre-term deadline (typically in early June).

Students who have already received a housing assignment and request cancellation before this deadline will be charged a \$300 non-refundable cancellation fee.

Any cancellation submitted after the pre-term deadline, regardless of move-in status, is subject to a \$300 non-refundable fee and reviewed based on eligibility for an Authorized Cancellation.

### **Timing of Request and Associated Charges**

Refunds and charges are determined based on the date of the request and the reason for cancellation. Students whose requests are not approved will remain financially responsible for the full cost of housing for the academic year.

### **Damage Billing**

Residents may be charged for damages, vandalism, missing or stolen furniture, or excessive housekeeping needs in their assigned room, shared spaces, or other areas of University property. Charges reflect the cost of materials and labor required to restore the space beyond normal wear and tear.

All repair and replacement costs are set by Physical Plant, the University's facilities management department. These charges are based on approved rates for parts, materials, and labor. The Office of Housing and Residential Engagement (HRE) cannot adjust or negotiate the cost of repairs, even if a student believes an item or repair could be sourced elsewhere at a lower price. HRE follows Physical Plant's official pricing to ensure consistency and fairness across all billing.

### **Individual and Group Billing**

Students are responsible for the condition of their assigned room. In cases where damage is found in shared or common areas (such as hallways, lounges, suite bathrooms, kitchens, etc.), and the responsible individual(s) cannot be identified, charges may be split among a group. The group billed may include:

- Suitemates

- A portion of the floor
- All residents of a floor
- Some or all residents of a building

The location and nature of the damage will determine how the billing group is defined.

If no responsible party is identified, group billing is typically assessed within one month of the repair being completed.

In most cases, group charges will not be issued if the total cost is less than \$5 per student, unless multiple damages accumulate throughout the term. The Division of Student Affairs reserves the right to bill smaller amounts when appropriate.

### **End-of-Year Damage Billing**

At the end of the academic year, damage assessments are conducted in partnership between Housing and Residential Engagement and Physical Plant. Even if a staff member informs you during a walk-through that your space "looks good," additional damage may still be identified during final inspections—such as behind furniture, under mattresses, or on walls obscured during move-out.

HRE will provide each student who is billed with a detailed description of the damage, including the location and nature of the issue.

### **Appeals Process**

If you believe a charge was assessed in error, you may submit a Damage Billing Appeal Form within 14 calendar days of the billing date. Appeals must include relevant documentation or explanation to support your claim. Late submissions will not be reviewed.

**Note:** Charges related to common area damages are not eligible for appeal unless the responsible individual(s) can be clearly identified.

For questions or to view common billing rates, contact the Housing and Residential Engagement Office at [303.458.4991](tel:303.458.4991) or visit <http://www.regis.edu/housing>.

### **Early Arrival and Late Stay Process and Fees**

With prior approval from the Office of Housing and Residential Engagement (HRE), residents may be permitted to arrive before their scheduled move-in date or remain in the residence halls after the official closing date. Approved early arrivals and late stays are subject to a fee-based structure aligned

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## HOUSING AND DINING COMMUNITY POLICES

with set date options.

Students must submit their request by the deadlines posted on [housing.regis.edu](http://housing.regis.edu). Requests submitted after the posted deadline will not be accepted, and students will not be permitted to move in early or stay late.

To view available early arrival and late stay dates, associated fees, and eligibility details, please visit the Housing Portal or contact HRE at [reslife@regis.edu](mailto:reslife@regis.edu) or 303.458.4991.

### Emergency and Life Safety

Residents are required to respond to a fire/emergency alarm by immediately exiting the premises. Reentry to the premises is permitted only on the signal of authorized HRE Staff, Campus Safety or fire department personnel.

Tampering with or misuse of any emergency device (such as emergency exit door, fire rated door, etc.) is strictly prohibited and is a violation of federal law. Residents should submit a work order to HRE in the event there is a concern with the function of an emergency device (i.e. periodic beeps).

Fire hazards, including but not limited to, incense, candles, halogen lamps, exposed heating elements, hot plates, personal barbecues, torches and flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, butane, etc.) are strictly prohibited in the residence halls.

Doors that open into exit corridors are fire rated and may not be propped open.

All lights, lamps, cords, and appliances must be UL approved.

Nothing may be hung from, block or otherwise obstruct or interfere with sprinkler pipes, sprinkler heads, or any part of the fire sprinkler system.

Storage or use of any materials requiring the use of ventilation hoods, eye wash stations or safety showers (i.e. photograph development supplies) is prohibited.

Personal possessions or University property may not be stored or left in any area where they may become a fire hazard or impede access and/or egress from any door or window (i.e. plants or furniture in a doorway or hallway and posting on doors counter to University policy).

Possession and/or use of explosive materials (i.e. firecrackers of all types, dynamite or any other

similar item) are absolutely prohibited.

Exterior doors should always be closed properly and propping of exterior doors is not allowed.

### Food Deliveries on Campus

Residents may arrange for food deliveries to be made to their assigned residence hall provided they meet the delivery person at the door. Persons who are hired to deliver food or other goods to a residence hall are not permitted to deliver directly to residence hall rooms.

### Furniture, Appliances and Amenities

Window screens shall not be removed for any reason (minimum fine of \$150 being assessed per violation). Damaged screens in the residence halls will be removed and replaced or repaired at the expense of the residents of the residential unit per the damage billing policy. Residents should proactively complete work order with HRE if a window screen is faulty and/or missing. University personnel continually assess residence hall window screens.

No waterbeds, unauthorized lofts or similar furnishings are permitted in housing areas.

Residents are not allowed to disassemble any furniture in the room (including beds, desks, dressers, etc.)

Where appropriate, beds are to be properly bunked using the bunking pegs provided by HRE. Beds cannot be bunked on desks, dressers or any other surface. Residents may request a bed be bunked or unbunked by submitting a work order to HRE.

Removal of community furniture to a private room or use of common area item for personal use is prohibited. Removal of community furniture to a private room will be subject to a \$25 fine per day plus any associated damages per instance.

Removal and/or relocation of any University furniture is prohibited from the residence hall rooms to lounges, walkways, bridges, outdoors or storage companies. A \$25 fine will be assessed for each piece of furniture outside of the residence hall room per 24-hour period plus any additional charges for lost or damaged furniture.

No furniture designed for interior use of any kind is permitted to be outside.

Removal/unhinging of doors (bathroom doors, closet doors, etc.) is prohibited.

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## HOUSING AND DINING COMMUNITY POLICES

Only University leased micro fridges are allowed in the residence halls and only one unit per room is allowed. Personal microwaves or refrigerator units are prohibited.

No personal items (including but not limited to television antennas or dishes, clothing, towels, flags, signs and posters) may be displayed or attached in such a manner that they are visible outside the resident rooms.

Posters, signs or other personal decorations, with the exception of the name tag provided by HRE Staff, are not allowed on the outside of the door (facing the hallway corridor) or on the walls adjacent the doors.

Trampolines, hot tubs, window air conditioners, personal clothing washers and dryers or other items deemed as inappropriate by the HRE staff are prohibited in the residence halls.

Power strips with surge protection are required to be used when additional electrical outlets are needed. Extension cords shall not be used as a substitute for permanent wiring. Extension cords shall only be used when servicing grounded portable appliances. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. Multiple outlet octopus plugs are not permitted. All extension cords and power strips must be UL approved.

Appliances with exposed heating elements are not permitted and will be removed at the discretion of HRE staff.

All residents are required to complete and sign the electronic Room Condition Form (eRCF) within ten (10) days of move-in as directed. The resident forfeits the ability to edit the report and accepts responsibility for the condition of the room in the event the eRCF is not completed during the time provided.

All non-University furniture must meet local, state and federal flammability standards. The standard is in place for the safety of the community.

Abandoned Items or Unapproved Furniture: Items left behind after check-out, including large or unapproved furniture, will result in fees ranging from \$25 to \$100 per item depending on size and removal needs.

### Health, Fire and Life Safety Inspections

Student rooms, common areas, storage and mechanical areas are subject to regular inspection by the State Fire Marshal's office officials, Physical Plant personnel and Student Affairs staff. You are advised to be knowledgeable of the policies prior to moving into a residence hall. Health, fire and life safety inspections will occur at least once per semester. As possible, 48-hour prior notice will be given to residents.

### Housekeeping

Housekeeping staff care for the public areas of the buildings during the academic year, including bathrooms, hallways and lounges. While Housekeeping staff members work to maintain a high level of care for the safety and cleanliness of community common spaces, students residing within the residence halls are held accountable for keeping shared residential areas clean and safe. Students are required to clean their own rooms and shared suite areas, including suite bathrooms.

### Housing Accommodation for Students with Disabilities

HRE works with the Student Disability Services (SDS) office to ensure that students with disabilities receive equal access to education and opportunities within the academic community. SDS has primary responsibility in reviewing accommodation requests and determining reasonable and appropriate accommodations.

Disability accommodations relating to on-campus housing and dining follow mandates required by the Americans with Disabilities Act (ADA) and other applicable federal and state laws. Students with a documented disability desiring assistance or accommodation should notify SDS to begin the review and accommodation process. Reasonable accommodations are considered for qualified individuals with disabilities who provide required documentation from medical professionals.

### ID, Keys and Lockouts

Students should not use any student ID card or hard key other than that which is assigned to them. Loaning out, using or borrowing any student ID card or hard key belonging to another is strictly prohibited. All students are responsible for the use of their ID card or hard key by another person.

Possession/use of an illegally duplicated residence

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hall key/card is prohibited. Students found abusing their ID card and/or hard key will be subject to the Community Standards process.

After 2 lockouts per semester, residents will be charged \$25 for each subsequent key-in or when a temp card is issued. Failure to return a temporary card with a 24-hour period and/or the timeline directed by HRE will result in a \$50 charge per day thereafter. These charges will be billed directly to student accounts. The purpose of this community standard is to encourage students to responsibly carry their room card.

Installation of an unauthorized personal locks on or tampering with any door or window locking mechanism is prohibited.

### **Maintenance and Work Orders**

If a room, suite or common space requires repair, students are expected to submit a work order to HRE. Work orders for common spaces are generally written by hall staff. Please include full contact information when submitting work orders. There is no charge for repairs or maintenance to rooms resulting from normal use. However, repairs needed because of vandalism, misuse or abuse will result in bills for the repair. It is important to understand that residence hall sinks are not intended to have solid food waste disposed in them. Clogged drains caused by disposal of food items may be billable to the individual residents or the community.

Maintenance emergencies, including but not limited to flooding, interruption of electrical power, broken windows and locks or other issues that affect the health and safety of the residents should be reported promptly to hall staff. During the normal weekday business hours students may also contact HRE at 303.458.4991. During evenings, weekends and holidays the students should contact on-call hall staff. In the case of an emergency (i.e. flood with running water, power outage) students should contact Campus Safety.

Physical Plant conducts routine preventative maintenance in all buildings. Preventative maintenance may be performed in rooms during break periods.

### **Opening and Closing of Residence Halls**

Residence halls are at a low-occupancy status during all breaks. Students are required to request to remain in housing during designated break periods and to follow all instructions for preparing

rooms for closures. Designated break periods are winter break, summer break or as otherwise posted. Dining plans are not active during designated break periods.

At the end of each semester, students are expected to check out within 24 hours of completing their last exam. Students found in the building after closing or before opening are subject to trespassing charges and immediate removal. Late departure and early arrival requests should be submitted to and are reviewed and approved by HRE.

### **Prohibited Items**

The following items are prohibited from Student Housing. This list is not all-inclusive. HRE reserves the right to prohibit items and practices which may not appear in this section, but which are deemed hazardous or unsanitary. Prohibited items will be confiscated and not returned.

### **Appliances**

Residence hall rooms are not designed for and are not safe for cooking. Electrical appliances such as electric stoves, George Foreman type grills, air fryers, toaster ovens, toasters, air conditioners, space heaters, hot plates and other open-coiled appliances are not permitted for usage in residence hall rooms. Additionally, the following appliances and or electrical devices are prohibited: personal wireless routers, extension cords, adapters, multi plug or plug extensions that are not part of a surge protector that is UL listed.

### **Bikes, Motorcycles and Other Vehicles**

Bikes, motorized vehicles, hover boards, electric scooters and fuel are prohibited in all areas of the residence halls. Bike racks are provided around campus so students should not chain their bike to light poles, stair rails, etc. Bikes or other devices (skate boards, hoverboards, etc.) may not be ridden inside residence halls. They also may not be placed in stairwells, lounges, corridors, bathrooms or any other public areas in the residence halls. During break periods, we recommend that students take it home to prevent theft or store in the DeSmet Hall bike storage.

### **Firearms, Weapons and Ammunition**

By University policy, students are prohibited from possessing or storing weapons and/or

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## HOUSING AND DINING COMMUNITY POLICES

ammunition on campus. This includes in their vehicles which is considered an extension of their home.

### Flammable Items

Flammable items, such as fuel (propane, lamp oil, solvents, gasoline, etc.), may not be stored in rooms or around residence halls. Items that require an open flame, operate on fuel or produce heat, such as Bunsen burners, grills, torches of any kind, lighted candles, incense and alcohol burners are prohibited. Candles, incense and other items producing an open flame may not be burned in the residence halls, except as part of a regulated religious ceremony approved in advance by University Ministry in collaboration with HRE.

### Pets or Other Animals

Only approved Service Animals and Emotional Support Animals (ESAs) may reside in the residence halls. These animals must be approved through both Student Disability Services (SDS) and Housing and Residential Engagement (HRE) following the outlined application and documentation process. Unauthorized animals—including evidence of animals such as food bowls, cages, or litter boxes—will result in a \$300 fee, and the animal must be removed within 24 hours of notification. Each repeat violation will result in a \$500 fee and may lead to the animal being permanently banned from campus. Permitted animals include: SDS-approved Service Animals or ESAs Housing Violations & Prohibited Items.

## Quiet and Community Hours

Residents are expected to show courtesy for one another. A student's right to sleep and study takes precedence over someone else's desire to generate noise heard in another unit. Residents and their guests are expected to be courteous of others by monitoring their noise level and by responding politely when asked to be quiet. Courtesy hours are in effect 24 hours a day.

Quiet hours are designated for study and sleep time as follows:

- Sunday 10:00 p.m. – 8:00 a.m.
- Monday 10:00 p.m. – 8:00 a.m.

- Tuesday 10:00 p.m. – 8:00 a.m.
- Wednesday 10:00 p.m. – 8:00 a.m.
- Thursday 10:00 p.m. – 8:00 a.m.
- Friday 12:00 a.m. – 10:00 a.m.
- Saturday 12:00 a.m. – 10:00 a.m.

*Note: Quiet hours may be modified during exam periods at the discretion of HRE staff.*

No television, radio, stereo (including the bass) or other noise producing instrument may be operated at any time at a volume that is unreasonably loud in the judgment of HRE Staff. In general, if noise emanating from a room can be heard from 3 doors away, it will be considered in violation of this policy. This includes shouting or screaming in a residence hall room, hallway, building or courtyard.

Electric and percussion musical instruments may be stored in the resident's rooms. Use of such instruments must be confined to a University provided practice facility with approval of HRE Staff.

A \$25 fee may be assessed to residents creating noise during University final exam periods.

### Renter's Insurance

The University does not accept responsibility for loss of or damage to student property. Residents are encouraged to have adequate insurance to cover all belongings. If a homeowner's policy does not cover belongings while in the residence hall, the student is strongly recommended and encouraged to have a written rider for this purpose or purchase separate renter's insurance.

For student's convenience, the University has partnered with GradGuard, a third-party rental insurance provider which students may choose to engage for rental insurance needs. Please contact HRE for more information.

### Residence Hall Check-out, Resignations/Withdrawals

Residents must check out of the residence halls 24 hours after their last final or within 48 hours from the time of a student's official withdrawal. In the case of suspension from the University students will be provided a timeframe for which they must vacate. Check-out includes completing the Room Condition Form and returning any issued keys to a HRE staff member or using the express check-out

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## HOUSING AND DINING COMMUNITY POLICES

option.

Failure to properly check out will result in a \$150 improper check-out fee in addition to any charges assessed for damage, key loss, rekey, etc.

Possible refunds for early cancellation, resignation or withdrawal will be calculated based on the day of check out and will be managed in accordance with the housing fee/adjustment schedule.

Residents called to active U.S. military duty are provided a full refund after following the university guidelines for military withdrawal.

All refunds will be calculated from the official room check-out date, which may not necessarily be the last day the student attends class or officially withdraws from the University. No refund will be granted for a retroactive withdrawal that occurred in a previous fiscal year.

### **Residency Requirement**

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) totaling four (4) academic semesters. Limited exceptions may be granted on a case by case basis, according to a waiver process that will be fairly and consistently enforced.

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

Students who meet one or more of the following criteria may request an exception to the 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.
- Student is the parent or legal guardian of a child(ren) that resides with them.
- Student who is 21 years or older prior to the first day of classes for the first or third semester of attendance at Regis or transferring from another post-secondary institution where they lived on-campus for at least two semesters. If the student is transferring from another institution and did not complete at least two semesters at their last institution, they will be required to abide by the residence requirements set forth by Regis.

- Student is living at home with their parent(s) at their parent(s) permanent residence or with legal guardian(s) at their permanent residence within twenty (20) miles from campus and commuting to campus daily.
- Student is 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 exemption form to HRE via the Front Porch portal to request a review of their individual situation.

### **Room/Common Space Cleanliness and Damage Standards**

Decorative stickers may not be applied to the walls, doors, windows, furniture or ceiling of any residence hall room.

Nails, screws, tacks, staples and hooks may not be utilized in the residence hall. Holes left in the wall may be subject to repair charges. Only gummy adhesive is permitted but any residue left behind may be subject to cleaning and repair charges including, as needed, painting. All room repairs (including spackling of holes) must be completed by Physical Plant staff and is subject to damage billing.

Residents are responsible for all burns, stains, or any other physical damage to floors, floor covering, furniture, window coverings or any other surfaces or fixtures in the residential area.

It is expected that residents maintain their rooms in a clean and orderly fashion, agreeable to a reasonable expectations and standards. Residents are expected to quickly adhere to any and all direction provided by University staff during health and safety inspections or at any other time.

In consideration of others living in the residential community, a resident is expected to maintain a reasonably high standard of personal care and cleanliness.

It is expected that residents submit workorders to HRE in a timely fashion and may be responsible for damage due to lack of notification of problems.

### **Room Conduct**

Unauthorized entry/exit through windows or emergency exits is strictly prohibited.

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## HOUSING AND DINING COMMUNITY POLICES

Climbing, throwing items or other activity on the facade, roofs, windows, balcony, ledges or adjacent building extensions is strictly prohibited.

It is prohibited for any student to sell, purchase, print, view, or display obscene, offensive or erotic material in a common/public area of a residence hall area including doors and/or windows.

Respect for roommates, potential roommates, suitemates, other residents and University officials is expected. Residents are expected to engage one another in a respectful manner despite any differences.

If a space is available in a room or apartment, residents are expected to keep the area move-in ready and provide a welcoming environment for potential new roommates. Any open bed space(s) (which includes the desk, dresser and bed) must remain clear of any belongings. Failure to abide by this protocol impacts other members of the community negatively and may result in a fine or having any personal items removed under the discretion of a university administrator. Rendering a space uninhabitable due to using an open bed space (to include desk, dresser and/or bed) may also result in the students being charged for double as a single occupancy.

### Room Decorations, Renovations and Alterations

Room personalization and holiday decorations must comply with regulations governing fire and electrical safety in the residence halls and may not be visible outside of the residence hall room. The hallway side of the room or suite door may not be decorated other than a single nametag placed by HRE Staff. Consult hall staff with any questions. Decorations that do not meet regulations must be removed.

Students are not allowed to move a bed in front of or near a window in such a manner that it would be possible to roll out of bed and through an opened window or obstruct a possible escape route in the event of a fire.

### Room Entry and Search

A University staff member may enter an individual room, suite or apartment under the following guidelines:

- Belief that a policy violation may be occurring
- Belief that someone may be in danger
- Facility or maintenance needs

- Safety or health inspections
- To address behavior that is impacting the hall environment

In addition, the University reserves the right to enter into any residence hall space for the purposes of inspection, improvement, repair, to control the rooms in the event of an epidemic, pandemic emergency or for any other purpose in accordance with the University Policies for Student Life, including unannounced inspections by the State Fire Marshal.

University staff will attempt to perform these functions with minimal inconvenience to residents. Maintenance inspections are not undertaken in order to discover prohibited conduct. However, if illegal substances or other policy violations are found in plain view during maintenance or housekeeping work, residents of the area may be subject to Community Standards Action.

Any person charged with the enforcement of the Student Code of Conduct, University Policies for Student Life and residence hall policies and regulations may enter a room upon reasonable belief that a violation is occurring. Such entry does not constitute a search.

Room Searches by Campus Safety Staff and/or Police authorities are conducted under the applicable provisions of the law. If a search is conducted when you are not present, you will be notified in writing that a search has been conducted.

The University reserves the right to remove any object or material from a student room that violates a University regulation. Community Standards action may be taken with any student(s) found in possession of such items.

### Room and Roommate Changes

All residents are required to complete an electronic Roommate Agreement. The Roommate Agreements will be kept on file with the appropriate HRE staff.

Residents are encouraged to talk to their roommate(s) first to resolve conflicts. In cases where the residents cannot reach resolution on their own, they should consult with their Community Development Advisor (CDA). The CDA will provide options to resolve the situation. If the residents and CDA cannot resolve the situation, the students will be referred to the Assistant Director. The Assistant Director will mediate and resolve the situation.

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In the event that a resolution cannot be reached, the student may request a room change which will be accommodated provided space is available. In cases where both students wish to remain in a particular space, HRE staff reserve the right to administratively move both residents to alternate housing so as not to favor one student over the other. As a rule, no room changes will be allowed within the first three (3) weeks of the academic semester. Students must not move between rooms without formal approval from HRE. Unauthorized relocations may result in conduct action and relocation back to the original assignment.

### **Sex Offender Restriction**

Any individual who must register as a sex offender is prohibited from living on-campus in a University residence hall.

### **Smoking and Vaping**

Residence halls are smoke-free facilities. Smoking is prohibited in all areas of the residence halls, including student rooms. Smokers should not crowd or congregate by doorways. The perimeter of residence halls, within 25 feet of the building, is a smoke-free zone.

Please note that smoking is the lighting or burning of any pipe, cigar, or cigarette or other tobacco product, or the use of any electronic cigarette or vaping device. Violations of this policy in the residence halls will result in a referral to Community Standards.

### **Storage**

On-campus storage for student belongings is not available. Personal items excluding bikes must be stored within the student room. Bike racks are available outside for bike storage.

### **Trash and Waste**

Students are responsible for removing trash and recycling from their rooms in a timely manner. Accumulated garbage attracts pests and is detrimental to the comprehensive pest management strategy of Physical Plant. Students who fail to practice good housekeeping could be responsible for associated charges for pest management.

### **Unauthorized Animals**

For both resident students and guests, animals are not permitted in the residence halls or in

classrooms. The only exceptions are (1) animal for students with documented disabilities that have been approved through Student Disability Services (SDS) Office, and two (2) fish contained in one aquarium, not to exceed 10 gallons, per room.

### **Visitation and Guest Policy**

The University's policies on guests and visitation are based on a concern for residence hall security, the privacy rights of roommates and the community and the maintenance of an atmosphere conducive to academic achievement. HRE relies on the integrity of the community to help staff uphold this policy.

Guests are welcome in all Regis University residential communities. Hosting guests is a privilege, not a right. Violations of the guest policy will result in student conduct sanctions including, but not limited to, suspension of guest privileges, probation or removal from University housing.

### **Cohabitation**

Cohabitation is not permitted in University residential community.

### **Overnight Guests**

Overnight guests are only permitted to stay in their host's residence with prior approval of their roommate and/or apartment mate and in alignment with Residence Hall Overnight Guest procedures. Residents are limited to hosting overnight guests, with prior approval, for two nights in a 30 day period.

Overnight guests must be of the same sex and/or gender as their resident hosts (unless the guest is a member of the host's family) and may not be in an amorous relationship with the resident host.

When hosting minors overnight, the minor guest must be a member of the host's immediate family and prior approval must be obtained from the roommate or apartment mate in addition to approval, in writing, from the Director of Housing and Residential Engagement.

All members of the residential community share the responsibility of helping to secure their community's welfare by communicating to guests the expectations established through these regulations:

### **Occupancy in the residence halls is limited to**

- Each student is allowed to have up to two (2) guests at any one time provided the following:

# SECTION SEVEN

## UNIVERSITY RESOURCES AND DEPARTMENTS

- Not exceeding capacity allowed in any particular space.
- Resident hosts must be present to check-in and be with their guest(s).
- Resident hosts are responsible for the actions of their guest(s) for the duration of their visit and will be held responsible for policy violations of their guests.
- Guest(s) must always be escorted by their host, guest found to be unaccompanied by their host will be asked to leave the halls.
- Guests must check out at the front desk every time they leave the building and will need to sign back in with their host present if/when they return.
- Guests may be asked to leave the building at any time by residence hall or Campus Safety staff.
- All guests, including non-resident guests, are expected to abide by the terms of all housing policies.
- Guests are required to show a photo ID at the front desk. Regis University student IDs, driver's licenses, passports and other forms of valid government issued IDs are suitable.

Service/Department	Phone	Email	Website
Address Change	303-458-4126	<a href="mailto:enrolsvc@regis.edu">enrolsvc@regis.edu</a>	
Athletics	303-458-4070		<a href="http://regisrangers.com">regisrangers.com</a>
Bookstore	303-458-4150	<a href="mailto:bookstor@regis.edu">bookstor@regis.edu</a>	<a href="http://regis.edu/bookstore">regis.edu/bookstore</a>
Campus Safety	303-458-4122	<a href="mailto:safety@regis.edu">safety@regis.edu</a>	<a href="http://regis.edu/safety">regis.edu/safety</a>
Center for Career and Professional Development	303-458-3508	<a href="mailto:careers@regis.edu">careers@regis.edu</a>	<a href="http://regis.edu/ccpd">regis.edu/ccpd</a>
Community Standards and Care	303-458-3508	<a href="mailto:studentaffairs@regis.edu">studentaffairs@regis.edu</a>	
Copy Center	303-458-4380	<a href="mailto:cpc@regis.edu">cpc@regis.edu</a>	<a href="http://one.regis.edu/cpc">one.regis.edu/cpc</a>
Mail	303-458-4380	<a href="mailto:cpc@regis.edu">cpc@regis.edu</a>	
Counseling	303-458-4086	<a href="mailto:perscouns@regis.edu">perscouns@regis.edu</a>	<a href="http://regis.edu/ocpd">regis.edu/ocpd</a>
Community of Belonging	303-964-5301	<a href="mailto:belong@regis.edu">belong@regis.edu</a>	
Harvest Table	720-585-3176		<a href="http://rangerdining.com">rangerdining.com</a>
ID cards (students)	303-458-4991	<a href="mailto:reslife@regis.edu">reslife@regis.edu</a>	<a href="http://regis.edu/housing">regis.edu/housing</a>
Jobs	303-458-3508	<a href="mailto:careers@regis.edu">careers@regis.edu</a>	<a href="http://regis.edu/careers">regis.edu/careers</a>
Learning Commons	303-964-6591	<a href="mailto:tlc@regis.edu">tlc@regis.edu</a>	<a href="http://regis.edu/tlc">regis.edu/tlc</a>
Library	303-458-4030	<a href="mailto:library@regis.edu">library@regis.edu</a>	<a href="http://regis.edu/library">regis.edu/library</a>
Lost and Found	303-458-4122	<a href="mailto:safety@regis.edu">safety@regis.edu</a>	<a href="http://regis.edu/safety">regis.edu/safety</a>
Military and Vet Services	303-964-5354	<a href="mailto:milvetservices@regis.edu">milvetservices@regis.edu</a>	
Housing Engagement	303-458-4991	<a href="mailto:reslife@regis.edu">reslife@regis.edu</a>	<a href="http://regis.edu/housing">regis.edu/housing</a>
Student Life (SEAL)	303-458-3505	<a href="mailto:engage@regis.edu">engage@regis.edu</a>	
Disability Services	303-458-4941	<a href="mailto:disabilty@regis.edu">disabilty@regis.edu</a>	
Health and Counseling Center	303-458-3558	<a href="mailto:hcc@regis.edu">hcc@regis.edu</a>	<a href="http://regis.edu/hcc">regis.edu/hcc</a>
Student Affairs	303-458-4086	<a href="mailto:studentaffairs@regis.edu">studentaffairs@regis.edu</a>	
University Ministry	303-458-4153	<a href="mailto:umin@regis.edu">umin@regis.edu</a>	<a href="http://regis.edu/ministry">regis.edu/ministry</a>
Wellness and Recreation	303-458-3559	<a href="mailto:fitness@regis.edu">fitness@regis.edu</a>	

# SECTION EIGHT

## DEFINITIONS

**Advisor:** In the Community Standards process, an advisor is a student, faculty or staff member from the University community who may appear with a student for support as the student participates in their case. It is the student's responsibility to select an advisor and make the advisor available for the schedule community standards process. Licensed attorneys are not permitted to serve as an advisor.

*Note:* In cases of Non-Discrimination and Sexual Misconduct proceedings, the definition of an Advisor and scope will differ as required by regulation.

**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:

- Intentionally selects the person against whom the offense is committed or intended to be committed or;
- 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.

**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 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 an Initial Review, reaching an Agreed 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.

**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.

**Guest:** A guest is defined as a person(s) that is visiting campus and/or a residence hall room that is not originally assigned to that space. A guest is permitted on campus when performing an official function of the institution, or has been invited by another community member. A guest cannot be a host.

**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. Student(s) have the opportunity to resolve the alleged violations at this time.

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

**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 the Evidence:** The standard of proof used to determine the findings of a community standards case. Such evidence as, when weighed with that opposed to it, has more convincing force and greater probability of truth. 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.

# SECTION EIGHT

## DEFINITIONS

**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.

**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 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.

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

**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.



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