STATEMENT OF STUDENT RESPONSIBILITY

You and Santa Clara University share the responsibility for your education. In keeping with this commitment, the University has developed a Student Conduct Code and related standards, policies, and procedures to guarantee each student’s freedom to learn and to protect the fundamental rights of others. The concept of rights and freedoms carries with it corresponding responsibilities for which students are accountable. It is the responsibility of all students, undergraduate and graduate, those living on campus and off campus, to know and abide by the standards, policies, and procedures that govern their conduct as members of the University community.
Dear Student,

Welcome to the Jesuit School of Theology of Santa Clara University (JST-SCU). To quote our mission statement, we are: “...a theological school faithful to the intellectual tradition and the apostolic priority of the Society of Jesus: reverent and critical service of the faith that does justice. As such, the Jesuit School of Theology shares Santa Clara University’s strategic commitment to a Jesuit education grounded in an engaged pedagogy for the formation of leaders of competence, conscience, and compassion.”

Here at the Jesuit School of Theology, you will study and grow in an international community engaged in theological inquiry, pastoral formation, and professional and spiritual renewal. We are women and men; lay and religious; Roman Catholics and persons of other religious traditions. Diverse in charism and cultural identity, we are united in our shared commitment to honor and learn from each other. As members of the Graduate Theological Union, we strive for ecumenical and interfaith understanding along with our fellow schools in the consortium. As a graduate school of Santa Clara University, we explore the intersection of theology with other disciplines and participate fully in the life of the University.

Our faculty and staff are ready to support you in your educational goals and in your ongoing formation. We encourage you to avail yourself fully of all the resources in the school community that will further your learning and growth in wholeness.

This handbook articulates the values of the Jesuit School of Theology of Santa Clara University, the policies that support them, and your responsibility in upholding these values as a member of the school and university community. Please read and give the handbook your careful attention.

Once again, welcome to the JST-SCU community and best wishes for this academic year.

Sincerely,

Paul A. Kircher

Assistant Dean of Students
# Table of Contents

## COMMUNITY STANDARDS
- Introduction ............................................. 4  
- Statement of Community Values ....................... 4  
- Statement of Responsibilities and Standards of Conduct ... 5  
- Student Conduct Code .................................... 5  

## UNIVERSITY STANDARDS, POLICIES, AND PROCEDURES
- Academic Integrity ..................................... 7  
- ACCESS Card Policy .................................. 7  
- Alcoholic Beverage Policy ............................... 7  
- Responsible Hosting of Events Where Alcohol is Served ... 8  
- Alcohol Policy Within University Housing ............... 9  
- Building Evacuation and Fire Safety .................... 9  
- Communicable Diseases Policy ......................... 10  
- Computing and Electronic Resources Policy ............. 10  
- Contraception Availability Policy Statement ............ 10  
- Crime Reporting ....................................... 11  
- Death of a Student or Parent .......................... 11  
- Disabilities Resources .................................. 11  
- Drug-Free Policies .................................... 11  
- Eating Disorders ....................................... 12  
- Medical Marijuana Policy .............................. 12  
- Missing Person Notification Policy ..................... 12  
- Policy for Withdrawal for Health Reasons .............. 12  
- Nondiscrimination Policy .............................. 13  
- Nondiscrimination Procedures within the Graduate Theological Union ............................................. 13  
- Posting Printed Material ............................... 13  
- Pregnancy Resources ................................... 13  
- Sexual and Gender-Based Misconduct Policy .......... 14  
- Sexually Transmitted Infections ....................... 15  
- Solicitation Policy ..................................... 15  
- Student Records and Release of Information .......... 15  
- Transportation ......................................... 16  

## UNIVERSITY JUDICIAL SYSTEM
- University Judicial Officers and Boards .................. 17  
- Student Responsibilities and Rights .................... 18  
- Communications With the Student Regarding the Disciplinary Matter ............................................. 18  
- Judicial Procedures for Reviewing Allegations of Sexual and Gender-Based Misconduct ..................... 20  
- Disciplinary Actions .................................... 20  
- Minimum Judicial Sanctions for Alcohol and Other Drug Violations ............................................. 21  
- Judicial Records Policy .................................. 23
INTRODUCTION

Welcome to the Jesuit School of Theology in Berkeley, a graduate school of Santa Clara University. Santa Clara’s distinctive tradition expects from each of its community members an uncompromising commitment to excellence and to social responsibility that seeks to fashion a more humane and just society. Competence, conscience, and compassion are the cornerstones of our community values. To achieve our common goals, we must create a community environment that is shaped by its expressed values. The Student Handbook seeks to reflect the values of the community and unite them into a usable guide.

The Santa Clara University community includes students, faculty, staff, parents, alumni, neighbors, guests, and friends of the University. As a community, enriched by men and women of diverse backgrounds, we respect differences, encourage open dialogue, and commit to caring for all members of the community. Every member of the community serves as a representative to other members of our community, both on and off campus. Members of this community freely affiliate with the University and should be prepared to contribute to and abide by the standards set forth in this handbook.

Santa Clara University believes that the life of the University rests in the hands of each and every community member. Sharing this responsibility should lead all community members to make the most of their talents, to be sensitive to one another and work together, and to seek justice within, and beyond, the Santa Clara University community.

All community members are called upon to promote actions and behaviors that are consistent with the values of Santa Clara University and to confront, challenge, and respond to actions that are inconsistent with the established standards.

This Student Handbook has been designed to frame your role within the Santa Clara University community. Every attempt has been made to provide a clear explanation of the standards, policies, and procedures that reflect the type of community that you are joining. Familiarizing yourself with the contents of this handbook is an investment in time that you will not regret.

STATEMENT OF COMMUNITY VALUES

The Santa Clara University community is dedicated to the promotion of values consistent with academic and personal excellence. Choosing to join this community evidences your acceptance of these values. The following are the values that each member of the community is invited to claim as their own:

As a member of this community, I will practice personal and academic integrity.

As a member of this community, I will respect and care for myself, others, and their property.

As a member of this community, I will value diversity and learn from diverse people, ideas, and situations.

As a member of this community, I will seek, share, and contribute to the common good.

As a member of this community, I will be a leader-in-service to the campus and greater community beyond campus.
STATEMENT OF RESPONSIBILITIES AND STANDARDS OF CONDUCT

A goal of Santa Clara University is to provide students with a general education so that they will acquire the knowledge, skills, and wisdom to deal with and contribute to contemporary society in constructive ways. As an institution of higher education rooted in the Jesuit tradition, the University is committed to creating and sustaining an environment that facilitates not only academic development, but also the personal and spiritual development of its members.

This commitment of the University encourages the greatest possible degree of freedom for individual choice and expression, with the expectation that individual members of the community will:

- Be honest
- Demonstrate respect for oneself
- Demonstrate respect for others
- Demonstrate respect for the law and University standards, policies, and procedures, their administration, and the process for changing them

In keeping with this commitment, this Statement of Responsibilities and Standards of Conduct and related policies and procedures have been formulated to guarantee each student's freedom to learn and to protect the fundamental rights of others. The University administration has established standards, policies, and procedures that are necessary to achieve its objectives as a Catholic, Jesuit university. These standards, policies, and procedures are inclusive of the laws of the nation, the state of California, and the local community.

All members of the Santa Clara University community are expected to conduct themselves in a manner that is consistent with the goals of the institution and that demonstrates respect for self, others, and their property. Students living off campus are members of this community and, as such, are representatives of the University to the community at large. In this regard, students living off campus maintain an equal measure of accountability to the values and expectations of all members of this community, as identified in the Student Conduct Code.

Whether living in, or traversing through the neighborhood, or parking on the streets, students are expected to adhere to the same high standards of conduct and behavior that are consistent with the students' developing role as responsible and accountable citizens and to reflect well upon the Santa Clara University community.

The Assistant Dean of Students at the Jesuit School of Theology works under the guidance of the Office of Student Life at Santa Clara University, when addressing matters that pertain to Standards of Conduct.

STUDENT CONDUCT CODE

All members of the University community have a strong responsibility to protect and maintain an academic climate in which the fundamental freedom to learn can be enjoyed by all and where the rights and well-being of all members of the community are protected. To this end, certain basic regulations and policies have been developed to govern the conduct of all students, as members of the University community.

The University reserves the right to review student conduct that occurs on and off campus when such behavior is inconsistent with these expectations and the Student Conduct Code. In addition, students are responsible for the actions of their guests and will be held accountable for any violations of University standards, policies, and procedures by a guest. Students should accompany their guests while on campus. If necessary, the University reserves the right to limit the guest privileges of a student.

The following acts may subject students to disciplinary action:

1. Engaging in any form of academic dishonesty such as plagiarism (i.e., representing the work or ideas of others as one's own without giving proper acknowledgment), cheating (e.g., copying the work of another person, falsifying laboratory data, sabotaging the work of others), and other acts generally understood to be dishonest by faculty or students in an academic context.

2. Illegal use, possession, or distribution of drugs. The use or possession of equipment, products, or materials that are used or intended for use in manufacturing, growing, using, or distributing any drug or controlled substance. Possessing, concealing, storing, carrying, or using any drug paraphernalia as defined in California Health and Safety Code § 11364.5, including, but not limited to, objects intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body. A reported violation of this section will result in the confiscation and immediate disposal of drugs and drug paraphernalia by University officials.

3. Falsification or misuse, including non-authentic, altered, or fraudulent misuse, of University records, permits, documents, communication equipment, or identification cards and government-issued documents.

4. Knowingly furnishing false or incomplete information to the University, a University official, or judicial hearing board in response to an authorized request.

5. Disorderly, lewd, indecent, or obscene conduct; excessive or prolonged noise; behavior that interferes with the orderly functioning of the University, or interferes with an individual's pursuit of an education on University-owned property.
or controlled property, or during an authorized University class, field trip, seminar, competition or other meeting, or University-related activity

6. Detention, physical abuse, or conduct that threatens imminent bodily harm or endangers the physical well-being of any person, including harm to self

7. Nonconsensual physical contact of a sexual nature such as sexual misconduct, sexual assault, and rape

8. Destruction, damage, or misuse of University property or the property of any other person or group

9. Theft or conversion of University property or the property of any other person or group

10. Hazing, harassing, threatening, degrading language or actions, including stalking, or any practice by a group or individual that degrades a student or employee, endangers health, jeopardizes personal safety, or interferes with an employee's duties or with a student's class attendance or a person's educational pursuits

11. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities; or obstruction or disruption that interferes with the freedom of movement, both pedestrian and vehicular

12. Possessing, concealing, storing, carrying, or using any real or simulated weapons (including toy guns). The definition of weapons includes, but is not limited to, firearms (including BB/pellet, Airsoft, and paintball guns—regardless of whether they are disassembled), knives (switchblade, double-edged, hunting-style [fixed-blade] of any length, throwing, folding [pocket-style with a blade that locks into place], and knives with blades of 2.5 inches in length or greater), explosives (including, though not limited to, fireworks and firecrackers), ammunition, dangerous chemicals, or any other dangerous weapons or instruments, or chemicals as defined by, though not limited to, California State Law except if expressly authorized by University policy or procedure. A reported violation of this section will result in the immediate confiscation and disposal of real or simulated weapons by University officials

13. Unauthorized entry into, or use or defacement of, University facilities, including residence halls and other buildings and grounds, including unauthorized entry into, or presence in or on, a University building; unauthorized erection or use on University property of any structures including specifically, but not limited to, tents, huts, gazebos, shelters, platforms, and public address systems; or unauthorized use of University property for dances, concerts, assemblies, meetings, sleeping, cooking, or eating, if said activity interferes with the operation of the University or surrounding community

14. Publication, posting, or distribution through the use of University resources (e.g., computer networks, telephone lines, email services, Internet connections), or at authorized University activities of material that violates the law of libel, obscenity, postal regulations, the fair use of copyrighted materials, or any law or statute or University policy

15. Failure to comply with a reasonable request or order of a University executive or other authorized official(s); refusal or failure to leave such premises because of conduct prescribed by this code when such conduct constitutes violations of this code or a danger to personal safety, property, or educational or other appropriate University activities on such premises; or refusal or failure to identify oneself when requested by a University official provided the official is identified and indicates legitimate reason for the request

16. Possession, consumption, sale, or action under the influence of alcoholic beverages by persons under the age of 21; furnishing alcoholic beverages to persons under the age of 21; consumption of alcoholic beverages in a public place (all areas other than individual residences, private offices, and scheduled private functions); excessive and inappropriate use of alcoholic beverages. (See also “Alcohol Policy Within University Housing” on page 9.) A reported violation of this section will result in the confiscation and immediate disposal of alcoholic beverages and related equipment.

17. Misconduct in which a student is detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws that materially or adversely affect the individual's suitability as a member of the Santa Clara University community

18. Tampering with, removing, damaging, or destroying fire extinguishers, fire alarm boxes, smoke or heat detectors, emergency call boxes, and other safety equipment anywhere on University property; creating a fire, safety, or health hazard; or failure to respond to fire alarms, evacuate buildings during alarm activation, or respond to the directions of emergency personnel

19. Any behavior that disrupts or causes disruption of computer services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks; or uses data, computer systems, or networks to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property, or data

Students who are alleged to have violated the Student Conduct Code may be subject to disciplinary action and, if applicable, may also be subject to criminal prosecution.

Under the guidance of the Office of Student Life, the Assistant Dean of Students and the Jesuit School of Theology is the primary, though not the only, hearing officer for student conduct judicial cases.
The following standards, policies, and procedures are designed to foster a climate in which students can succeed during their time at the University. All students are expected to familiarize themselves with these standards, policies, and procedures and adhere to them.

ACADEMIC INTEGRITY
The JST Plagiarism Policy and the Student Handbook outline the expectations that all members of the JST-SCU community are expected to be honest in their academic endeavors. Engaging in any form of academic dishonesty or other acts generally understood to be dishonest by faculty or students in an academic context subjects a student to academic and judicial action. For the full text of the policy, go to www.scu.edu/jst/academics/plagiarism.cfm.

ACCESS CARD POLICY
Card Use
The ACCESS card is Santa Clara University’s multipurpose photo identification card issued to each student. Beyond identification of student status, this card enables library circulation and access to some facilities. The card and access privileges are nontransferable. The individual identified by the card is responsible for all usage of his or her card and is the only one authorized to present the card for services or access. A student using a card that does not belong to him or her may have that card confiscated and may be referred to the Office of Student Life for disciplinary action. The ACCESS Card Office is responsible for the issuance of all ACCESS cards and the maintenance of all card reader locations. If a card does not function properly at any location, the card owner should seek assistance at the ACCESS Card Office.

Lost/Stolen Cards and Replacement Fees
The card owner is responsible for suspending any lost or stolen ACCESS card immediately 24 hours a day, seven days a week. The loss may be reported and the card suspended anytime online at www.scu.edu/access/report.cfm, in person at the ACCESS Card Office during business hours, or by phone at 408-551-1647. After hours, Campus Safety Services (open 24 hours a day) may be notified either in person, or by phone at 408-554-4441. The card owner is responsible for all card usage prior to the request for card suspension, whether the card was used online, at the ACCESS Card Office, or at Campus Safety Services. Damaged or defaced ACCESS cards are no longer valid and must be replaced. A $15 fee is charged to replace a lost, stolen, or damaged card.

ALCOHOLIC BEVERAGE POLICY
The Alcoholic Beverage Policy of Santa Clara University is based on the central and fundamental educational focus of the University of creating an environment that fosters learning. The University believes in personal responsibility, moral growth and development, awareness of communal consequences of personal choices, obligation of citizenship, and responsible decision making. The University strives to build a community that is welcoming, hospitable, fair, inclusive, rooted in mutual understanding and appreciation, and respectful of diverse perspectives, traditions, and practices. Therefore, it is critical that the members of the University community be committed to the physical and emotional health and well-being of those who work, study, or congregate at the University. The policy serves as a guide and applies to all members of the campus community including students, parents, staff, faculty, alumni, and guests of the University.

The Alcoholic Beverage Policy is set in the context of the legal requirements governing the sale, consumption, and distribution of alcoholic beverages, and in the context of community expectations for not only upholding the laws, but also for sharing responsibility for the safety and welfare of other members of the
community. The University will not tolerate disregard for the law, or behaviors and practices that counter the education of the whole person, compromise rigorous and imaginative scholarship, inhibit moral and spiritual development, or constrain the University's fundamental values. Consequently, the University does not condone underage drinking and considers intoxication, disorderliness, or offensive behavior deriving from the use of alcoholic beverages to be unacceptable, regardless of a person’s age or on-campus or off-campus status.

To cultivate a campus environment consistent with the stated goals and purposes of an educational institution, the University has adopted the following policies and procedures for the use of alcoholic beverages.

1. The service and consumption of alcoholic beverages on the University campus and at University-sponsored events off campus shall be done in compliance with applicable municipal, state, and federal laws and regulations, and in accordance with University policies and procedures. All persons on the University campus or at any University-sponsored event off campus where alcoholic beverages are being served or consumed are expected to abide by, and respect all such laws, regulations, policies, and procedures. (Copies of applicable laws are available from the Office of Student Life. See the following section for a partial listing of laws.)

2. Alcoholic beverages at events held on campus shall be supplied and sold only by the University food service provider or another designated, licensed agent of the University, except in situations covered by No. 5 of this policy. No other individual person or private party shall supply or sell alcoholic beverages at on-campus events or hold the license for the sale of alcoholic beverages on campus.

3. Alcoholic beverages shall not be served or consumed in public areas of the University except at authorized University events. Public areas include all indoor and outdoor spaces on the campus except individual residences and private departmental work areas and offices.

4. Alcoholic beverages shall not be served or consumed at any University-sponsored intercollegiate or club sport athletic event or recreational sports activity.

5. The sponsorship of events by alcoholic beverage companies or distributors is limited to cash donations; donated products (other than those that directly promote or advertise alcoholic beverages) in support of fundraising or other special events as approved by the appropriate vice president, vice provost, or dean; and materials for University educational programs. The use of donated products for events that are held in Benson Memorial Center must also be approved by the University liaison to the food service contractor.

6. Alcoholic beverages may be served at on-campus events sponsored by University-affiliated student organizations whose membership is predominantly 21 years of age or older, provided that University operating funds are not used to purchase the alcohol for the event.

7. The service of alcoholic beverages at all events on campus shall be in accordance with the Office of Student Life's Alcohol Management Plan, which should be submitted and approved by the Vice Provost for Student Life or designee.

8. For student organization-sponsored events off campus that include the service of alcoholic beverages, and that require University approval of the contract or agreement with the off-campus facility, an Addendum to Agreement must be signed by the service provider and received by the Vice Provost for Student Life or designee. (Copies of this addendum are available in the Center for Student Leadership.)

RESPONSIBLE HOSTING OF EVENTS WHERE ALCOHOL IS SERVED

The event manager for events where alcoholic beverages are served is responsible for implementing the following practices:

1. A University-affiliated student organization must identify an event manager responsible for planning and managing the event. The event manager must be present throughout the entire event and must remain alcohol-free prior to, and during the event. The event manager and the manager of the facility or his/her designee will work together to ensure that all University event planning requirements are met.

2. An appropriate crowd management and security plan shall be developed for the event to monitor excessive drinking, control disorderly behavior, and as appropriate, implement the Responsible Guest Policy.

3. The location used for the event should have controllable points of ingress and egress.

4. Alcoholic beverages should not be the primary focus of an event (e.g., progressive drinking party, kegger, or happy hour). Alcoholic beverages shall not be used as an inducement to participate in an event.

5. Promotions for the event shall not portray symbols of alcoholic beverage consumption (e.g., foaming mugs, glasses, or kegs), shall not include any form of abusive consumption (e.g., drinking contests or competitions), and shall not emphasize frequency or quantity of alcoholic beverage consumption.

6. Promotions for the event should state that “identification will be required.”
Questions regarding compliance with this policy are to be directed to the Assistant Dean of Students at the Jesuit School of Theology. The Assistant Dean of Students works in consultation with the Vice Provost for Student Life and Dean of Students and/or designee regarding the implementation of this policy.

Partial Listing of Laws

California State Laws on Alcohol
1. It is a crime to sell, furnish, or give alcoholic beverages to a person under the age of 21 or to any obviously intoxicated person.
2. It is a crime for a person under the age of 21 to purchase or possess alcoholic beverages.
3. It is a crime to sell alcohol without a valid liquor license or permit.
4. It is a crime for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol.
5. It is a crime to be intoxicated in a public place.
6. Intoxication is presumed at blood levels of 0.08 percent or higher, and may be found with blood alcohol levels from 0.05 percent to 0.08 percent.

Penalties for Drunk Driving Offenses
1. First offense: required attendance at an alcohol/drug program, fines of up to $1,000, up to six months in jail, and driver’s license suspension up to six months.
2. Second offense: fines up to $1,000, imprisonment up to one year, driver’s license suspension up to 18 months, and/or a required drug/alcohol program of up to 30 months.
3. Third offense: similar sanctions to Nos. 1 and 2 above plus revocation of driver’s license.
4. Fourth offense: revocation of driver’s license; one year in a state prison or county jail.
5. Refusal to submit to a blood alcohol content test: driving privileges are suspended for one year, for two years if there is a prior offense within seven years, and for three years if there are three or more offenses within seven years.
6. Drivers under the age of 21 found with any measurable amount of blood alcohol will have their driver’s license suspended for one year. If the driver does not have a license, there will be a one-year delay in obtaining one.

University Sanctions
See “Minimum Judicial Sanctions for Alcohol and Other Drug Violations” on page 21.

ALCOHOL POLICY WITHIN UNIVERSITY HOUSING

Students of legal drinking age (21 years or older) may consume alcoholic beverages in the privacy of their own rooms in the residence halls and apartments, provided the space is not shared with an underage roommate. Regardless of age, excessive and inappropriate use of alcoholic beverages is strictly prohibited whether or not consumption occurred on or off campus. Drinking games are prohibited in residential housing facilities. Students hosting guests (including fellow SCU students and non-SCU guests) are responsible for their guests’ adherence to the policy. Any person under the age of 21 who is in possession of alcohol or is in a room where alcohol is knowingly or unknowingly present will be assumed to have been consuming alcohol, as it is difficult to determine who was drinking and who was not.

Possession and/or consumption of alcoholic beverages in public areas is prohibited. Public areas are all areas other than individual living spaces. Rooms with open doors, rooms with closed doors to which public attention is attracted by excessive noise, hallways, lounges, restrooms, and outdoor areas, including private patios, are considered public areas.

No kegs, beer bongs, or other equipment for the sole use of consuming alcohol will be allowed in the residence halls or apartments. Empty alcohol containers and/or packaging within a student’s room will be considered the property of the student.

Students and their guests can be held in violation of the Alcohol Policy if empty containers and/or packaging are in their rooms. See “Student Conduct Code” on page 5 for additional information.

BUILDING EVACUATION AND FIRE SAFETY

The following standards are for the safety of all resident and nonresident students. Any violation of many of these standards is also punishable by local and state law.

Evacuation for fire alarms is required of all occupants of University buildings whenever an alarm is sounded. Be familiar with emergency evacuation routes from buildings in which you spend time.

Specific procedures are:
- Exit the building immediately by the proper pathway.
- Lock your door and take your key, if you are a resident and in your room at the time the alarm sounds.
- Use stairways; do not use elevators.
- Once outside, move to your designated emergency assembly point.
- Do not return to an evacuated building until the all-clear signal is given by the designated incident commander.
Failure to evacuate for an alarm is a violation of city and state ordinances and will be treated as a serious violation of the Student Conduct Code.

Fire alarms and fire-safety equipment are located in each building to save lives and property. Initiating a false alarm or tampering with fire-safety equipment is a violation of University policy and Santa Clara City Ordinance Number 103.4. Violators face criminal prosecution with penalties of $1,000 and/or six months in jail, in addition to University sanctions.

Tampering with fire-safety equipment or transmitting false alarms is a violation of Berkeley City Ordinance No 7, 157-NS. Violators face a misdemeanor charge punishable by up to a $1,000 fine and/or one year in jail.

COMMUNICABLE DISEASES POLICY

Communicable diseases may be a potential health problem for the University population. As with any community, students studying and functioning in close proximity to one another are susceptible to communicable diseases. Communicable diseases are transmitted from one person to another by direct contact, through inhalation of infectious droplets, or through contact with contaminated objects.

The Cowell Student Health Center on the Santa Clara University campus provides evaluation, diagnosis, and treatment of infectious disease. Educational materials are available at the Cowell Student Health Center and the Wellness Center, also on the university campus.

One measure to prevent communicable diseases is to maintain appropriate immunizations/vaccinations. Santa Clara University encourages incoming students to have completed all recommended immunizations and to be aware of the availability of the meningococcal and influenza vaccines.

Students diagnosed with certain communicable diseases, such as pandemic influenza, chicken pox, etc., must be isolated during the infectious period of their illness. Students who are isolated may not continue attending classes, obtaining meals in the various University dining facilities, or living in the residence halls. There is no provision made by the University for offering accommodations to contagious students who are required to leave the residence halls. However, depending upon the nature of the communicable disease, for example pandemic flu, the University may offer a limited number of accommodations for students with communicable diseases who live in a residence hall, need to travel home, stay with local relatives or friends, or stay at a nearby hotel or motel. Off-campus housing and travel arrangements are made at the student’s expense.

Cowell Student Health Center routinely communicates and coordinates with the Santa Clara County Public Health Department. Should a communicable disease occur that requires campus-wide notification and/or treatment, Cowell Student Health Center would coordinate this process with the Public Health Department as needed, and with other appropriate agencies when applicable.

COMPUTING AND ELECTRONIC RESOURCES POLICY

The computing and other electronic resources at SCU are provided solely for the support of students and employees in the pursuit of their scholarly or required academic activities, and for conducting the business of the University. General guidelines for use of computing, communication, and electronic resources on campus are based upon principles of etiquette, fairness, security and legality. In using these resources at SCU, community members are expected to be respectful of other individuals’ ability to enjoy equal access to the resources, refrain from malicious or annoying behavior, and abide by state and national laws, including those related to intellectual property and copyright. More details are available in the University’s Network and Communications Policies and Guidelines accessible at https://it.scu.edu/about/policies or from the Information Technology office on the main university campus.

CONTRACEPTION AVAILABILITY POLICY STATEMENT

Santa Clara University, a Catholic, Jesuit university, provides educational information regarding contraception and related issues. The Cowell Student Health Center strives to ensure students have clear, up-to-date, and candid information regarding contraception, sexual health, and related issues. The Cowell Student Health Center does not provide condoms or prescribe contraception.

Cowell Student Health Center's staff of qualified physicians, nurse practitioners, physician assistants, registered nurses, and health educators provide education regarding contraception and related health issues. The goal of this educational approach is not only to provide information, but to assist students in clarifying their values, making decisions, and assuming personal and social responsibility for their choices.
Resources

The Office of Disabilities Resources has been designated by the University to ensure access for all qualified students with disabilities to all academic programs and University resources. Types of disabilities include medical, physical, psychological, attention-deficit, and learning disabilities. Reasonable accommodations are provided to minimize the effects of a student’s disability and to maximize the potential for success. Disabilities Resources is located in Benson Center, second floor, Room 216 on the main university campus. Disabilities Resources is open Monday through Friday from 8 a.m. to 5 p.m.

Jesuit School of Theology students may also access resources, services, and accommodations through the Graduate Theological Union (GTU). For further information, contact the Jesuit School of Theology of Santa Clara University (JST-SCU) Assistant Dean of Students at 510-549-5029, who will coordinate with the GTU Dean of Students.

DRUG-FREE POLICIES

It is the goal of Santa Clara University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Santa Clara University campus, in the workplace, or as part of any of the University’s activities. This includes the unlawful use of controlled substances or alcohol in the workplace, even if it does not result in impaired job performance or in unacceptable conduct.

The unlawful presence of any controlled substance or alcohol in the workplace and campus itself is prohibited. The workplace and campus are presumed to include all Santa Clara premises where the activities of the University are conducted. Violations will result in disciplinary action up to, and including, termination of employment for faculty and staff or expulsion of students. A disciplinary action may also include the completion of an appropriate rehabilitation program. Violations may also be referred to the appropriate authorities for prosecution.

The policy information is distributed on an annual basis to all faculty, staff, and students. New staff employees are given a copy at New Employee Orientation. New faculty employees are given a copy at New Faculty Orientation. The policy is reviewed at least biennially by the Office of Student Life, Affirmative Action Office, and the Department of Human Resources. Contact the Office of Student Life for a complete copy of the policy.
EATING DISORDERS

Santa Clara University recognizes the prevalence of eating disorders, eating-related problems, exercise obsession, and body-image concerns in students. Eating disorders affect student learning in numerous ways including depleting students' energy, distracting their attention, diminishing their intellectual resources, causing depression and social withdrawal, and adversely affecting the morale of students around them. The University is committed to educating the whole student and sees the student's mind, body, character, and spirit as interrelated.

Our approach to students with potential eating disorders is to do a thorough medical and psychological evaluation. The medical and psychological staffs work as a team. If a student is determined to have an emerging or existing eating disorder, the medical and psychological practitioners will recommend a treatment plan. In many cases these students benefit from brief psychological therapy at the SCU Counseling and Psychological Services (CAPS) combined with medical monitoring at Cowell Health Center.

Santa Clara University and Cowell Health Center do not have the expertise or the specialized comprehensive resources and extended time to treat students who present themselves or are referred for evaluation of severe eating disorders. This is particularly the case with students who resist treatment. Students with serious eating disorders may be referred to outside providers or treatment facilities when so doing is deemed necessary for appropriate medical management.

MEDICAL MARIJUANA POLICY

Students who qualify under California Proposition 215 to use marijuana for medical reasons are encouraged to inform the Office of Student Life for the purpose of notifying Santa Clara University that they are authorized users within the law. For students who live in University housing, the Office of Student Life informs the appropriate personnel in Residence Life. Santa Clara University does not permit the use of marijuana for any purpose on University property. Students who qualify under California Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on University-owned or controlled property (including, but not limited to, residence halls, academic buildings, athletic facilities, and parking lots), or during a University-sanctioned activity, regardless of the location. Students who fail to follow this policy are in violation of the Student Conduct Code and are subject to disciplinary action. See “Student Conduct Code” on page 5 for more specific information.

Jesuit School of Theology students should notify the JST-SCU Assistant Dean of Students at 510-549-5029.

MISSING PERSON NOTIFICATION POLICY

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

Any concern that a resident student is missing should be immediately directed to Campus Safety Services at 408-554-4441. A resident student is considered to be missing if the person’s whereabouts have not been established for a period of 24 hours, or if there is information within the 24-hour period that suggests the person is missing. In such circumstances, staff, faculty, and students are required to immediately notify Campus Safety Services. Campus Safety Services will implement the Emergency On-Call Protocol for the Office of Student Life and Office of Residence Life and will notify the appropriate law enforcement agency upon receipt of information establishing that a resident student is missing. Such notification shall be made in a timely fashion and within 24 hours of the receipt of this information. SCU Campus Safety will coordinate with the JST-SCU Assistant Dean of Students regarding missing students.

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

POLICY FOR WITHDRAWAL FOR HEALTH REASONS

Students may experience an illness, injury, or psychological condition, herein referred to as a health condition, which significantly impairs their ability to function successfully or safely in their roles as students. In these instances, time away from the University for treatment and recovery can restore functioning to a level that will enable them to return to the University.

The Vice Provost for Student Life or designee, in consultation with the appropriate mental and medical health professionals and other staff as deemed necessary, is responsible for the implementation of this policy.

For more details, see the Student Handbook at www.scu.edu/studentlife/osl or contact the JST-SCU Assistant Dean of Students at 510-549-5029.
2. Students should initially attempt to resolve their complaint at the host school by raising the issue directly with the individual whose conduct is the focus of the complaint.
3. If the matter cannot be resolved directly, the student should bring the complaint to the attention of the dean of the student’s own school.
4. The dean of the student’s school will then contact the dean of the host school in order to help the student determine which policies and procedures at the host school are relevant to their situation.
5. The dean of the host school will follow the normal policies and procedures of the host school and keep the dean of the student’s school informed of the progress made during the complaint resolution process.
6. At the conclusion of the complaint resolution process, the dean of the host school will report the outcome in writing to both the student and the dean of the student’s school.

POSTING PRINTED MATERIAL

Any printed materials for posting at the Jesuit School of Theology must be approved and posted by the JST-SCU Assistant Dean of Students and shall only be posted on bulletin boards. Any materials that have not been reviewed by the Assistant Dean’s office will be removed.

PREGNANCY RESOURCES

JST-SCU makes every effort to provide any student who should experience an unplanned pregnancy with a supportive environment that assures respectful, caring, nonjudgmental, professional assistance and support. In keeping with its mission as a Jesuit and Catholic university, Santa Clara is committed to offering resources that support the choice of life. The University community will do its best to accommodate the student’s needs and concerns regarding classes, housing, and personal counseling during and after the pregnancy.

If you are pregnant, or if you know someone who is pregnant, the following support services are resources that are available at the University and in the local community. Please feel free to contact any of the individuals or offices listed. All consultations will be handled confidentially.
The University seeks to provide a consistent, caring, and timely response when sexual and gender-based misconduct occurs within the University community. Sexual misconduct includes sexual harassment, sexual assault (non-consensual sexual contact and non-consensual sexual intercourse), and sexual exploitation. Gender-based misconduct includes violent actions, discrimination, hazing, bullying, domestic violence, dating violence, and stalking, when such behaviors are perpetrated because of one’s gender. Members of the University community, guests and visitors have the right to be free from sexual and gender-based misconduct, and the University prohibits such behavior. Sexual and gender-based misconduct can occur between people of different sex or gender or of the same sex or gender. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

This policy was created to:
• Increase the safety of the campus community;
• Clarify expectations of behavior;
• Cultivate a campus environment that both expedites and encourages the prompt reporting of sexual and gender-based misconduct;
• Cultivate a climate of community involvement in sexual and gender-based misconduct prevention;
• Adjudicate cases through the University Judicial System;
• Facilitate the recovery of a victim by providing prompt and compassionate support services;
• Ensure accurate reporting of crime statistics; and
• Maintain compliance with Title IX which is federal legislation that protects against sex discrimination, inclusive of sexual harassment and sexual assault, in education programs that receive federal funding, and other related legislation: the Campus Sexual Violence Elimination Act, Campus Sexual Assault Victims’ Bill of Rights, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Women Act.

Individuals are encouraged to report all instances of sexual and gender-based misconduct. Complainants who have engaged in alcohol or other drug use at the time of the misconduct will not be subject to disciplinary action for such use. Every effort will be made to ensure that students are informed of rights and resources, including options for reporting through the University and/or the appropriate police department.

The complete policy, reporting protocol, and student judicial procedures is available in the Office of Student Life and the Affirmative Action Office. It is also available at Jesuit School of Theology of Santa Clara University at www.scu.edu/jst.
SEXUALLY TRANSMITTED INFECTIONS
Santa Clara University, a Catholic, Jesuit university, is aware that sexually transmitted infections are a potential health problem for the entire population. Santa Clara University and the Cowell Student Health Center provide educational opportunities about the transmission and prevention of sexually transmitted infections. These educational opportunities are provided with consideration of confidentiality, sensitivity, and compassion. Educational programs address medical information, issues of prevention, and the social, psychological, spiritual, and legal ramifications related to sexually transmitted infections.

The Cowell Student Health Center provides confidential appointments with physicians, nurse practitioners, physician assistants, and registered nurses regarding sexual health issues. These appointments may include evaluation, testing, and treatment of sexually transmitted infections.

SMOKING POLICY
The purpose of the smoking policy is to promote and foster the health, comfort, and safety of all members of the Santa Clara University community.

Santa Clara University, in compliance with the City of Santa Clara Ordinance No. 1654, has adopted a nonsmoking policy. Smoking is prohibited at all times in all University facilities that house offices, work areas, classrooms, or residence rooms. Members of the community who choose to smoke must maintain a distance of 25 feet from any building openings (doors, windows, air intakes).

The Jesuit School of Theology is in compliance with the City of Berkeley’s Public Commons for Everyone Initiative (PCEI), which prohibits smoking within 25 feet of doorways and windows of any building open to the public.

SOLICITATION POLICY
In order to protect students’ right to privacy, and to maintain and promote efficient operations, the University has established rules applicable to all students, faculty, and staff that govern solicitation, distribution of written material, and entry into premises and work areas. (Staff members are also directed to Staff Policy 308: Solicitation and Distribution.) Solicitation that is prohibited includes, but is not limited to, selling products or services, door-to-door collections or campaigning, flier delivery or posting of materials in facilities owned, operated, or controlled by SCU, including kiosks, light poles, and in parking lots. Solicitors or tradespeople, including those who may be Santa Clara University students, faculty, or staff, are prohibited from entering University housing facilities for the purpose of transacting business and should be reported immediately to the Event Planning Office, Campus Safety, and/or the building staff.

Jesuit School of Theology students should direct their inquiries to the JST-SCU Assistant Dean of Students at 510-549-5029.

STUDENT RECORDS AND RELEASE OF INFORMATION
The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the confidentiality of the University records of Santa Clara University students. A student is any person who attends or has attended classes, which includes courses taken through videoconference, satellite, Internet, or other electronic and telecommunication technologies, and for whom the institution maintains education records. The University is authorized under provisions of the Act to release directory information to any person on request, unless a student explicitly requests in writing that the University not do so and keep directory information confidential.

A student’s directory information is designated as follows:
1. Student’s name
2. Address: Campus post office box, local, and permanent addresses (residence hall and room numbers are not disclosed)
3. Telephone number
4. Email address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Classification level/academic level
9. Dates of attendance (defined as academic year or quarter)
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees (including expected or actual degree date), honors, and awards received and dates
13. Most recent educational agency or institution attended

During the registration period and throughout the academic year, students may request in writing through the Office of the Registrar that directory information be kept confidential. Once filed, the request remains in effect until the beginning of the next academic year or a shorter period if designated by the student. Graduating students must notify the Office of the Registrar in writing to remove the nondisclosure notation from their record.
Vehicles

Parking on the main SCU campus requires a valid parking permit or visitor pass at all times. Parking permits are available at the Main Gate kiosk, Monday through Friday from 6 a.m. to 8 p.m. and at Campus Safety Services in the parking structure 24 hours a day. A copy of the current traffic and parking regulations is available at www.scu.edu/cs.

Permits

Permit parking is enforced Monday through Friday from 6 a.m. to 8 p.m., SCU holidays excepted, or unless otherwise posted. Visitor parking spaces are reserved for University guests. Temporary visitor permits may be obtained at the main entrance guard station or from Campus Safety Services. Certain spaces marked “Reserved” or “Enforced 24 Hours” may result in the vehicle being towed at the owner’s expense.

Enforcement of parking regulations is carried out by Campus Safety Services. All citations are turned over to a contract citation-processing administrator. Unpaid parking fines will result in the placement of a hold on the student’s University account. The accumulation of three or more unpaid parking citations may result in the towing and storage of the vehicle by any law enforcement agency until the citations are cleared. Three or more unpaid citations may result in the vehicle being immobilized.

Parking is authorized only in designated lots and spaces according to the class of the permit displayed on the vehicle. Anyone parking a car on campus should check for signs posted at the entrances plus interior signs and surface stencils to ensure that he/she is parking in an authorized space. The parking regulation brochure also includes a map showing the type of parking authorized in the various spaces.

Red zones are emergency access lanes and must be kept clear at all times. Vehicles parked in red zones will be towed at the owners’ expense.

Jesuit School of Theology Campus in Berkeley

Only street parking is available at the JST campus in Berkeley. Two-hour limits are enforced Monday through Friday from 8 a.m. to 7 p.m., unless a residential parking permit from the City of Berkeley is properly displayed on the vehicle.
The President of Santa Clara University delegates general supervision for matters of student conduct to the Vice Provost for Student Life. Specific responsibility and authority for the University Judicial System is assigned to the Associate Dean for Student Life.

A judicial officer or the appropriate judicial board can review student disciplinary cases. The Associate Dean for Student Life or designee determines which course of action is taken based on the nature of the case.

Judicial officers and members of judicial boards are appointed by the Vice Provost for Student Life or designee and have varying degrees of sanctioning authority. A judicial officer/board can recommend a higher level sanction to the Office of Student Life, if that judicial officer/board does not have the authority to assign it. All requests for appeal are made to the Office of Student Life, which acts on behalf of the University President.

In exceptional circumstances, the Vice Provost for Student Life may suspend the normal structure of the University Judicial System and establish an appropriate procedure for the particular needs of the pending case.

UNIVERSITY JUDICIAL OFFICERS AND BOARDS

The University Judicial System includes the following judicial officers/boards:

Judicial Officers

University judicial officers are staff members or faculty members whose job descriptions include responsibility for reviewing judicial cases, or are appointed to be judicial officers by the Office of Student Life. The sanctioning authority of an individual judicial officer outside the Office of Student Life ranges from a warning, up to, and including housing contract cancellation. The sanctioning authority of the Assistant Deans, Associate Dean, and the Vice Provost for Student Life ranges from a warning, up to, and including expulsion.

Peer Judicial Board

The Peer Judicial Board is composed of students who are appointed as hearing officers on an annual basis by the Office of Student Life. When a Peer Judicial Board convenes to review student conduct, the board includes three to five students selected from the pool of members. The sanctioning authority of the Peer Judicial Board ranges from a warning, up to, and including housing contract cancellation.

University Discipline Council

The University Discipline Council is a board composed of students, faculty, and staff who are appointed as hearing officers on an annual basis by the Office of Student Life. When a University Discipline Council convenes to review student conduct, the board includes three students, one faculty member, and one staff member selected from the pool of members. The sanctioning authority of the University Discipline Council ranges from a warning, up to, and including expulsion.

Sexual and Gender-Based Misconduct Board

The Sexual and Gender-Based Misconduct Board is composed of faculty and staff who are appointed as hearing officers on an annual basis by the Office of Student Life. When a Sexual and Gender-Based Misconduct Board convenes for a hearing, the board includes three faculty and/or staff from the pool of members. The sanctioning authority of the Sexual and Gender-Based Misconduct Board ranges from a warning, up to and including expulsion.

University Board of Appeals

The University Board of Appeals conducts appellate hearings for cases when directed to do so by the Vice Provost for Student Life. The board is composed of student(s), staff, and faculty members who are judicial officers or serve as members of the University Discipline Council. The sanctioning authority of the University Board of Appeals ranges from a warning, up to, and including expulsion.
STUDENT RESPONSIBILITIES AND RIGHTS

In any case of alleged misconduct, a student has the following responsibilities and rights:

1. To be notified of student responsibilities and rights in the University judicial process.
2. To cooperate throughout the entire judicial process by meeting any deadlines, providing requested information, and abiding by any requests or instructions of the judicial officer/board.
3. To be notified at least three (3) business days prior to the hearing of the alleged violation of the Student Conduct Code and/or University standards, policies, and procedures and to be notified of the date, time, and location of the hearing.
4. To object to the judicial officer or member(s) of the judicial board if the student believes the officer/board member cannot act in a fair and impartial manner. The student must explain the reason(s) for his/her objection. The University reserves the right to either honor or deny the request to assign a new judicial officer or judicial board member.
5. To discuss the incident and his/her alleged involvement in it, and to review the policies that were allegedly violated with the judicial officer/board.
6. To respond to information used in determining the outcome of the hearing.
7. To present pertinent information and witnesses on his/her behalf.
8. To identify witnesses on his/her own behalf and submit anticipated testimony to the judicial officer/board in advance of the judicial hearing. It is the student’s responsibility to assure witness participation in the hearing process.
9. To submit questions for the judicial officer/board to ask of the complainant or witnesses. The judicial officer/board can refuse to ask a submitted question if the judicial officer/board determines the question is irrelevant to the proceedings.
10. To be accompanied by one support person. (See “Support Person” for further explanation.)
11. To be notified in writing within five (5) business days of the outcome of the hearing. Notification could include the finding, judicial sanctions, or information concerning the date, time, and location of a secondary judicial hearing in the event the case is forwarded to a different judicial officer/board.
12. To be informed of the appeal process and given the opportunity to file a request for appeal within five (5) business days of the date of the hearing outcome document. (See “Appeal Process” for further explanation.)

COMMUNICATIONS WITH THE STUDENT REGARDING THE DISCIPLINARY MATTER

The University judicial process is an educational process. University officials communicate and engage with the student throughout the judicial process to promote student learning and so the student assumes responsibility for managing his/her own affairs. University staff interact with the student and his/her parent or guardian to the degree that it is appropriate and permissible by the Family Educational Rights and Privacy Act of 1974 (FERPA). When doing so, the intent of the interaction with the parent or guardian is to inform the parent or guardian and appropriately engage them in promoting the educational experience of the student. University staff does not interact with legal counsel who is representing a student.

Judicial Procedures

Initial Review or Hearing

1. Incident report: Members of the University community and nonaffiliate persons may file a report regarding the behavior of a student. If the reported information constitutes a potential violation of the Student Conduct Code and/or University standards, policies, and procedures, the University will pursue the matter through the University Judicial System, beginning with either an initial review or a hearing.
2. Initial review: The assigned University judicial officer/board reviews the report, notifies the involved student(s) of the report, gathers relevant information, and interviews any witnesses. The judicial officer/board may elect not to interview a witness who does not have first-hand knowledge of the incident, presents information that is deemed unnecessary for the deliberation process, or presents information about the involved student’s character. After the judicial officer/board has gathered all relevant information, the judicial officer/board conducts a hearing or refers the case to another judicial officer/board.
3. Hearing: The assigned University judicial officer/board reviews the incident report(s) and statements presented by the complainant(s), respondent(s), and witness(es). The judicial officer/board may elect not to interview a witness who does not have first-hand knowledge of the incident, presents information that is deemed unnecessary for the deliberation process, or presents information about the
involved student’s character. A student is not entitled to be present for every interview related to the case that the judicial officer/board conducts. The judicial officer/board may conduct the hearing in a student’s absence if the student does not report for a scheduled hearing, or if the student does not set an appointment for a hearing as directed. In some circumstances, the hearing process may take place over multiple meetings on multiple days.

4. **Burden and standard of proof**: The student responding to the reported allegation is presumed not to have violated the Student Conduct Code. The standard for determining a violation of the Student Conduct Code is preponderance of evidence. There must be persuasive information to establish that the involved student(s) “more likely than not” violated the Student Conduct Code.

5. **Deliberation**: The judicial officer/board may deliberate in private. Sanctioning for a Student Conduct Code violation is based upon the nature of the determined violation and any previous violations of the Student Conduct Code.

6. **Notice of outcome**: The judicial officer/board notifies the student of the hearing outcome in writing no later than five (5) business days after the conclusion of the hearing. The judicial officer/board must notify the student of the option to file a request for appeal. (See “Appeal Process” for further explanation.)

**Victims of Crimes of Violence and Non-forcible Sex Offenses**

Upon written request, the alleged victim of any crime of violence or non-forcible sex offense will be informed of the results of the University disciplinary proceedings against the student who is alleged to have committed the crime. A crime of violence includes arson, assault offenses, burglary, robbery, kidnapping/abduction, forcible sex offense, criminal homicide (manslaughter by negligence, murder, and non-negligent manslaughter), and destruction, damage, and vandalism of property.

**No Contact Directive**

In instances such as, though not limited to, a serious dispute involving a student, concern for the safety of a person due to the alleged actions of a student, or a conduct code allegation by a person against a student, the Office of Student Life reserves the right to institute a No Contact Directive to a student. This action is taken for the purpose of protecting individuals and to minimize the chance that a dispute between persons will escalate in the process of the matter being addressed by the Office of Student Life.

A No Contact Directive is an official notice to a student that he/she is not permitted to have any type of contact with an identified person(s). This includes, but is not limited to, person-to-person contact, contact through a third party, and contact by way of mail, email, telephone, voice mail, text messaging, etc. A student who violates a No Contact Directive is subject to disciplinary action by the Office of Student Life.

A No Contact Directive can be issued at the discretion of the Office of Student Life outside of the context of the judicial procedures or as a sanction at the conclusion of a judicial hearing for a defined period of time.

**Support Person**

The support person must be a member of the Santa Clara University community who is a current faculty or staff member, or a currently enrolled student. Parents or guardians who are members of the University community are not permitted to act as a support person for cases involving their own son or daughter. A student who is represented by legal counsel is not permitted to have the legal counsel be his/her support person. A witness is not permitted to serve as a support person.

The role of the support person is to provide emotional support during the judicial hearing. A support person may not review any documents related to a judicial proceeding or present information during the hearing on behalf of the student. If a support person is disruptive to the hearing process, the judicial officer/board may dismiss the support person. In such cases, the student will be given an opportunity to identify a new support person.

**Appeal Process**

1. The outcome of a judicial hearing is subject to one request for appeal. An appeal will be granted only if one or more of the following criteria is met:
   A. The disciplinary action appears to be grossly disproportionate to the conduct infraction.
   B. The procedures provided for in the Student Handbook were not followed in the hearing.
   C. New relevant information is available that was not available at the time of the hearing.
   D. The decision is not supported by substantial information.

2. The request for appeal form, available in the Office of Student Life, must be completed by the student and returned to the Office of Student Life within five (5) business days of the date on the hearing summary. The request for appeal must include answers to the questions on the form, in accordance with the criteria described in No. 1 above.
JUDICIAL PROCEDURES FOR REVIEWING ALLEGATIONS OF SEXUAL AND GENDER-BASED MISCONDUCT

The procedures for reporting, investigating, and reviewing allegations of sexual and gender-based misconduct are addressed in the University’s Sexual and Gender-Based Misconduct Policy, Reporting Protocol and University Response, & Student Judicial System. This information is available at the Office of Student Life and the Office of Affirmative Action. This information is also available at www.scu.edu/studentlife/publications/. For the current procedures, go to www.scu.edu/studentlife/osl/student-Life-Publications.cfm or contact the JST-SCU Assistant Dean of Students at 510-549-5029.

DISCIPLINARY ACTIONS

Judicial Sanctions

The following sanctions are official University actions that may be taken as a result of any disciplinary hearing. Sanctions include, but are not limited to those listed below. Violations of national, state, or local laws subject a student not only to University disciplinary action but also to action by the appropriate court of law.

1. **Warning**: Official notification that certain conduct or actions are in violation of University regulations and that continuation of such conduct or actions may result in further disciplinary action.

2. **Educational sanctions**: Preparation and presentation of a program, preparation of a bulletin board, assigned reading and response paper, attending an alcohol education program, counseling, and/or other educational activities.

3. **Contributed service**: Contribution of service to the University or a designated community agency consistent with the offense committed.

4. **Restitution**: Reimbursement by transfer of property or services to the University or a member of the University community in an amount not in excess of the damages or loss incurred.

5. **Fines**: Financial assessment not to exceed $500.

6. **Loss of privileges**:

   A. Limitation on University-related services and activities for a specified period of time, which is consistent with the offense committed; including, but not limited to, ineligibility to serve as an officer or member of any University organization, to participate in intercollegiate competition, to receive any award from the University, or to participate in graduation-related ceremonies.

   B. Residence hall relocation, housing contract probation, or housing contract cancellation. Housing contract cancellation will result in being placed on disciplinary probation by the Office of Student Life.

   C. Restriction from using specific University facilities and services (including parking facilities).

   D. Denial of the on-campus use of a vehicle.

7. **No Contact Directive**: An official notice to a student that he/she is not permitted to have any type of contact with an identified person(s). This includes, but is not limited to, person-to-person contact, contact through a third party, and contact by way of mail, email, telephone, voice mail, text messaging, etc.
8. **Disciplinary probation**: A specified period of observation and review of behavior, including terms appropriate to the offense committed, during which the student must demonstrate compliance with University regulations and the terms of the probationary period and is ineligible to serve in leadership positions in University co-curricular activities. (Refer to “Eligibility Policy.”)

9. **Deferred suspension**: A specified period of observation and review of behavior, including terms appropriate to the offense committed, during which time the student is ineligible to participate in University co-curricular activities. (Refer to “Eligibility Policy.”) If an additional violation of University regulations occurs, suspension will result.

10. **Interim suspension**: In exceptional circumstances, the Vice Provost for Student Life may suspend a student or take other disciplinary action pending the hearing, especially in matters of safety or for the good of the community.

11. **Suspension**: Exclusion from the University for a specific period of time after which application may be made for readmission.

12. **Expulsion**: Permanent exclusion from the University.

**MINIMUM JUDICIAL SANCTIONS FOR ALCOHOL AND OTHER DRUG VIOLATIONS**

**Introduction**

The sanctions listed in this section are for alcohol and drug violations. These guidelines are a minimum standard. A hearing officer can choose to administer a more severe sanction, if it is determined there is reason to escalate the sanction due to the severity of the violation, or if the student has a previous judicial record that does not include alcohol or other drug offenses. For instance, housing contract cancellation can be assigned on the first or second offense if the violation is coupled with physical confrontation, vandalism, or another serious conduct code violation. If deemed necessary, the University reserves the right to mandate alcohol and other drug assessment or treatment through the University judicial process.

The Counseling and Psychological Services, Cowell Health Center, and the Wellness Center are available to students who have concerns about their own alcohol or other drug use. The Counseling and Psychological Services and Cowell Health Center staff can also refer students to outside counseling and treatment agencies.

**Cumulative Nature of Student Conduct Code Violations**

Sanctioning for a Student Conduct Code violation is based upon the nature of the determined violation and any previous violations of the Student Conduct Code.

If 18 months (from the date of the previous alcohol violation) pass without the student committing an alcohol or other drug violation, then the sanction for an additional alcohol or other drug violation will be in the same category as the previous offense. For example, if a student commits his/her second alcohol violation in October of his/her freshmen year and then commits a third alcohol violation during May of his/her junior year, the offense will be considered a second offense. It will not be considered a third offense unless the violation is serious enough to warrant such action.

**Low-Risk vs. High-Risk Drinking Violations**

Regardless of a student’s age, the University takes into consideration the degree of risk or actual harm done to the person, other individuals, and property or severity of the violation when considering the appropriate sanction to assign to a student who violated the Student Conduct Code. Students who commit an alcohol violation because they are in the presence of alcohol, whereas University policy states they cannot be in the presence and can be reasonably assumed not to be drinking alcohol or under the influence of alcohol are considered to have committed a low-risk violation.

An alcohol violation is considered to be a high-risk violation in the following circumstances, but not limited to: possession or consumption of alcohol when under the legal drinking age, disorderly conduct such as verbally abusive or lewd behavior, excessive consumption of alcohol (i.e., alcohol shots, beer bongs, drinking games, etc.), excessive intoxication, medical attention due to the use of alcohol, providing alcohol to a person under the legal drinking age, driving a motor vehicle while under the influence of alcohol, or assaults of any type.

It is up to the discretion of the University Hearing Officer to determine if an alcohol violation is considered a low-risk or high-risk violation.
Kegs and Excessive Amounts of Alcohol Within University Housing

Any student who is in the presence or possession of a keg or an excessive amount of alcohol is subject to housing contract probation, a University fine not to exceed $500, and parental notification. An excessive amount of alcohol is an amount that is too great to be reasonable or acceptable for individual consumption in the context of the incident report details.

Police Action Related to Alcohol and Other Drug Violations

If a student is taken into protective custody, arrested by the Santa Clara or Berkeley Police Department or a similar law enforcement agency for an alcohol or other drug-related violation, or is charged with criminal alcohol or other drug charges, the minimum sanctions below will be administered.

First Violation
1. Disciplinary probation
2. University fine: $100
3. Parental notification (for any student under the age of 21)

Second Violation
Any subsequent violation will result in either an extension of the student’s disciplinary probation period, deferred suspension, suspension, or expulsion depending upon the nature of the incident and the student’s overall judicial record.

Minimum Sanctions for Other Drug Violations

First Violation
1. Educational sanction: options include, but are not limited to, a paper, community program, contributed work hours, community service, alcohol education class or program.
2. University fine: $50
3. Parental notification (for any student under the age of 21)
4. Housing contract probation (on-campus students)

Second Violation
2. University fine: $75
3. Parental notification (for any student under the age of 21)
4. Housing contract probation (on-campus students)

Third Violation
1. Housing contract cancellation (on-campus students)
2. Disciplinary probation
3. University fine: $100
4. Parental notification (for any student under the age of 21)

Fourth Violation
Any subsequent violation will result in either an extension of the student’s disciplinary probation period, deferred suspension, suspension, or expulsion depending upon the nature of the incident and the student’s overall judicial record.
**JUDICIAL RECORDS POLICY**

The Office of Student Life maintains a hard copy file and a digital record of a student’s judicial history. Judicial records are educational records, and are thereby subject to the Family Educational Rights and Privacy Act (FERPA) and the University’s Student Records Policy.

The judicial record is confidential and is only shared internally with University officials, in instances when the student grants permission to release the record, or there is what FERPA defines “an educational need to know” basis for the request. The judicial record is maintained throughout the student’s enrollment and thereafter, as indicated below. A student’s judicial record will only be released from the hard copy file to a person or party external to the University, if the student has granted permission, where the disclosure of the record is permissible under the provisions of FERPA, or where the University is required to do so by law.

The digital copy of the judicial record will only be released to an external person or party where the University is required to do so by law.

**Retention of Hard Copy of Judicial Records**

1. The hard copy file of a student’s entire judicial history is kept for a minimum of one (1) academic year beyond the academic year in which the date of the last violation of the Student Conduct Code occurred. When a student commits an academic dishonesty, his/her academic records will be cancelled.

2. The files of any student who has received one or more of the following sanctions will be maintained for three (3) academic years beyond the academic year in which the student ends his/her on-campus housing contract:
   - Removal from University housing
   - Disciplinary probation
   - Deferred suspension
   - Suspension

3. The judicial files of a student who has been expelled will be maintained for seven (7) years beyond the academic year in which the student’s tenure at the University has ended.

The University reserves the right to change this policy at any time at its sole discretion.

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**Second Violation**

1. Educational sanction: options include, but are not limited to, a paper, community program, community service, alcohol and drug education class or program. The degree of work and time on the behalf of the student to complete this portion of the sanction will reflect the fact that this is a second alcohol violation.

2. University fine: $200

3. Housing contract cancellation (on-campus students)

4. Disciplinary probation

5. Parental notification (for any student under the age of 21)

**Minimum Sanctions for the Distribution of Other Drugs**

If a student is held accountable for distributing a regulated or illegal drug, then the student will be placed on disciplinary probation, at a minimum. Additionally, if the student lives on campus, his/her on-campus housing contract will be cancelled.

**Academic Sanctions**

In addition to the sanctions imposed under the University Judicial System, individual faculty members are vested with the power to lower a student’s grade on a paper, exam, or other graded product, and/or for the course as a whole, for academic dishonesty.

**Administrative Sanctions**

The administrative sanction gives official notice that a procedural violation has occurred and will advise the student on how the situation is to be corrected.

**Disciplinary Disqualification of University Financial Aid**

Financial aid may be contingent upon a student remaining in good judicial standing within the University. If a student faces significant disciplinary matters, is placed on disciplinary probation, deferred suspension, or is suspended, the financial aid arrangement is subject to review. The review may be initiated by either the Office of Student Life or the Office of Financial Aid.

A student who is placed on disciplinary probation for the first time will continue to remain eligible for federal financial aid unless otherwise prohibited by federal, state, or University regulations. If within two years of being placed on disciplinary probation, a student is placed on suspension, deferred suspension, or probation (a second time), the student will automatically lose all eligibility for institutional aid effective the date the suspension, deferred suspension, or second probation is imposed.
PART I: COMMUNITY STANDARDS

COMMUNITY STANDARDS

The Jesuit School of Theology in Berkeley is committed to establishing and maintaining a community characterized by integrity, respect for persons, justice, and excellence in all of its endeavors. This commitment is reflected in the Community Standards, Policies, and Procedures outlined in this handbook.

INTEGRITY

Integrity is the basis of all personal and professional relationships. Students, faculty, and staff are expected to conduct themselves with honesty and to uphold the highest ethical standards.

RESPECT FOR PERSONS

Respect for persons means preserving and promoting the dignity of every person. This principle applies to all interactions and relationships within the community.

JUSTICE

Justice is the fair and equitable treatment of all members of the community. This includes ensuring that all students have access to the resources and opportunities necessary for their education.

EXCELLENCE

Excellence is the continuous pursuit of the highest standards of performance. This requires dedication, hard work, and the commitment to personal growth and professional development.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is a set of guidelines that outlines the expectations for student behavior. Violations of the Student Code of Conduct can result in disciplinary action.

SCHOLASTIC HONOR CODE

The Scholastic Honor Code is a commitment to academic integrity. Students are expected to respect and honor the work of others and to be accountable for their own work.

PART II: POLICIES

POLICIES

This section of the handbook outlines the policies that govern the operations of the Jesuit School of Theology in Berkeley. These policies are intended to ensure the smooth functioning of the academic and administrative departments.

FINANCE AND BUSINESS

The Finance and Business section of the handbook provides information about the finances of the Jesuit School of Theology in Berkeley. This includes details about tuition, fees, and financial aid.

ADMISSIONS

The Admissions section of the handbook provides information about the admission process. This includes details about the application process, deadlines, and requirements.

LEARNING RESOURCES

The Learning Resources section of the handbook provides information about the resources available to students. This includes details about the library, computer lab, and study rooms.

PART III: PROCEDURES

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