



# UNIVERSITY OF PROVIDENCE

## **University of Providence- Student Handbook**

The Student Handbook contains the rules, regulations and policies that establish the official parameters for student life at the University. These standards are binding on all University students. It is the student's responsibility to be aware of these expectations and conduct themselves accordingly as members of the University community. Responsible behavior is expected of University students wherever they may be. University students are reminded that as members of the University community they are expected to be familiar with all relevant University policies and procedures, including but not limited to those set forth here and in the other volumes of the University of Providence Policy Manual, as well as in the applicable [University Catalogs](#).

The University of Providence Policy Manual, which contains more detailed information related to policies referenced in this handbook is available to currently enrolled students via UP's SharePoint site: <https://uprovidence.sharepoint.com/sites/students/studentengagement/SitePages/Student-affairs.aspx>

## **University of Providence- Student Handbook Disclaimer**

This University Student Handbook is a document of record. This student handbook contains current information regarding the University Code of Student Conduct, institutional policies, Residential Life policies, and campus life information. It is not intended to be and should not be relied upon as a statement for the University's contractual undertakings. The University reserves the right to modify any University policies and procedures whenever it is deemed necessary or desirable; in any such case, notice thereof will be given as is reasonably practical under the circumstance. An updated digital copy of the Student Handbook can be found on the University's website.

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## **Student Engagement and Athletics**

There are many opportunities for students to get involved at the University of Providence. The different offices within Student Engagement and Athletics provide resources for residential and non-residential students. Whether it is helping in a time of need, providing social engagement, or finding ways to complement academic pursuits, the Student Engagement Team is here to help all students make the most of their college experience. Student Engagement coordinates and advises the following campus programs and services: Athletics, Campus Recreation, Career Services, New Student Orientation, Residential Life, Student Activities and Events, Student Conduct, Student Government, Student Organizations, and Student Well-being Services.

The Student Engagement team strives to foster experiential and personal development opportunities that engage students in becoming life-long learners and responsible citizens. The mission of the Student Engagement division is to facilitate student engagement designed to promote learning and personal development by providing exceptional services, distinctive co-curricular programs, leadership growth opportunities, and fostering a safe and diverse living and learning community. The programs and services offered create opportunities and experiences that support students in achieving their academic, career, athletic, and life goals.

### **Departments and Offices**

#### **Athletics**

Our student-athletes help propel the University of Providence to reach our highest potential. With 15 top-notch NAIA and ACHA varsity programs, the University of Providence is home to over 325 Argo student-athletes. Our coaches and administrators pride themselves on promoting academic excellence, personal growth and wellness for not only our varsity competitors, but our entire Argo student body. <https://upargos.com/>

#### **Director of Community Standards and Residential Life**

The Director of Community Standards and Residential Life at the University of Providence directly supervises Student Conduct and Residential Life. The Director of Community Standards and Residential Life is responsible for the administration of the Code of Student Conduct and non-academic disciplinary processes including informal meetings. The Director of Community Standards and Residential Life also responds to questions and concerns from students regarding non-academic issues. The Director of Community Standards and Residential Life refers students to the most appropriate campus resources available for problem resolution and handles complaints that may fall under the jurisdiction of the Code of Student Conduct. The Director of Community Standards and Residential Life's office is adjacent to the North entrance of the Student Center.

#### **Career Services**

Career Services assists students in developing, evaluating and implementing career and life planning. Career development programs are offered in individual and group sessions using career assessment instruments in workshops and in-class presentations. Career Services assists students in preparing for and locating appropriate internships and cooperative educational experiences. Career Services is located on the lower level of the Student Center. <https://www.uprovidence.edu/student-life/career-services/>

### **Basecamp U.**

Basecamp U. offers students the equipment they need to explore “Montana as their classroom.” This equipment is available for students to reserve and check out with little or no fee. Located in the Student Activities and Events Office in heart of the Student Center lower level, Basecamp U is where many student adventures begin. <https://www.uprovidence.edu/student-life/student-activities-and-events/>

### **New Student Orientation**

Students are required to attend New Student Orientation in their first semester of attendance at University of Providence. New Student Orientation programs are held at the beginning of each semester for the purpose of connecting new students to the programs, resources and community of the University. New Student Orientation for the fall semester is a multi-day program that includes, academic advising, meetings with faculty and staff, social events, parent programs, residence hall activities, and outdoor excursions into Montana’s recreational areas. New Student Orientation for the spring semester is conducted in one day and focuses on mid-year transitions to University and academic life. <https://www.uprovidence.edu/admissions/new-student-orientation/>

### **Campus Activities and Organizations**

Campus Activities offer students a wide range of programs and activities that reflect the social, cultural, intellectual, and recreational needs of students within the context of a Catholic University. Clubs, organizations, programs and events provide a full range of activities to get involved on campus and to enjoy the social opportunities at the University. Students learn to develop interests, activities, leadership skills, and community that will positively impact their life during, and after graduation from the university. <https://www.uprovidence.edu/student-life/student-activities-and-events/>

### **Residential Life (Student Housing)**

Residential Life is designed to facilitate a safe, healthy, and enjoyable living and learning environment that promotes the spiritual, social, and academic well-being of all residents within the context of the University of Providence Mission and Catholic Identity. Each resident is expected to learn, accept, and share the responsibilities of living with others and to develop the skills of cooperation and communication. <https://www.uprovidence.edu/student-life/residential-life2/>

### **Student Well-being Services**

Well-being is closely linked to success, both academically and professionally. Student Well-being Services are coordinated by the Campus Advocate and Counselor, whose office is located near the east entrance of the Student Center. Services include advocacy, counseling, medical care, health coaching, basic needs assistance, student success assistance, care navigation, peer support and digital self-care. <https://www.uprovidence.edu/student-life/student-well-being-services/>

## **Key Partnerships**

### **Campus Ministry**

Celebrating the richness of our identity as a Roman Catholic university, Campus Ministry fosters the active sacramental life of our campus community while inviting students to personal and spiritual growth through reflection, faith formation, fellowship, service, and retreats. Inspired by the heritage and spirituality of the Sisters of Providence we proclaim Providence as the loving presence of God, made present to the world in and through us. Ever mindful that all persons are made in the image and likeness of God (Genesis 1:27) Campus Ministry programming is open to all students, regardless of faith tradition or life situation.

<https://www.uprovidence.edu/faith-service/campus-ministry/>

### **Campus Safety**

Campus Security provides twenty four-hour security coverage to the University of Providence Great Falls Campus. Campus Safety personnel are reachable by phone at 406-791-5911. The Campus Safety office is located near the northeast corner of the soccer field. Daily incident logs are filed with the Director of Campus Safety and made available to the Director of Community Standards and Residential Life to review for incidents involving safety or conduct issues. The University of Providence is also served by the Great Falls Police Department, Great Falls Fire and Emergency services. If you need assistance or escort from building to building please contact Security at 406-791-5911. <https://www.uprovidence.edu/about/campus-safety/>

### **Title IX**

Title IX prohibits discrimination on the basis of sex in educational programs or activities. The University of Providence takes sexual and interpersonal misconduct seriously and is committed to providing an inclusive, safe, and welcoming environment for all members of its community. It is a violation of University Policy to engage in prohibited conduct, which includes sexual assault, sexual harassment, dating violence, domestic violence, stalking, sexual exploitation, complicity, and retaliation. The University encourages the community to report incidents of prohibited conduct immediately to the University Title IX Coordinator. Brittany Budeski is UP's Title IX Coordinator and can be reached at 406-791-5207 or [titleix@uprovidence.edu](mailto:titleix@uprovidence.edu).

<https://www.uprovidence.edu/about/title-ix/>

### **Campus Assessment, Response, and Evaluation (CARE) Team**

The CARE Team is an essential ingredient to enhancing student support and retention at UP. The CARE Team is an interdisciplinary team with members from various University units that supports the campus community by responding to concerns regarding student, faculty, staff, or visitor behavior that may appear troubling, disruptive, or threatening to the campus environment. The CARE Team protocol is designed to help detect early indicators of the potential for disruptive conduct, self-harm, and the risk of violence to others. The CARE Team also supports students who are struggling with academic, personal, or emotional difficulties.

When notified of concerning behavior, the CARE Team will initiate a full and prompt review, assessing the level of concern and formulating a response plan.

<https://www.uprovidence.edu/student-life/care-team/>

**University of Providence**  
**Student Engagement and Athletics Staff Directory**

Joel Bluml – Vice President for Student Engagement and Athletics	<a href="mailto:joel.bluml@uprovidence.edu">joel.bluml@uprovidence.edu</a>	406-791-5254
Doug Hashley – Athletic Director	<a href="mailto:doug.hashley@uprovidence.edu">doug.hashley@uprovidence.edu</a>	406-791-5966
Rod Johanson – Director of Career Services	<a href="mailto:rodney.johanson@uprovidence.edu">rodney.johanson@uprovidence.edu</a>	406-791-5216
Trapper McLean – Director Community Standards and Residential Life	<a href="mailto:trapper.mclean@uprovidence.edu">trapper.mclean@uprovidence.edu</a>	406-791-5279
Residential Life – Emilie Hall Room 110	<a href="mailto:housing.up@uprovidence.edu">housing.up@uprovidence.edu</a>	406-791-5225
Jessic Johnson – Residential Life Community Coordinator	<a href="mailto:jessica.johnson@uprovidence.edu">jessica.johnson@uprovidence.edu</a>	406-791-5233
Garrett Swanson – Residential Life Community Coordinator	<a href="mailto:garrett.swanson@uprovidence.edu">garrett.swanson@uprovidence.edu</a>	406-791-5218
Ian Bechtel – Director Student Activities and Events	<a href="mailto:ian.bechtels@uprovidence.edu">ian.bechtels@uprovidence.edu</a>	406-791-5215
Student Well-being Services	<a href="mailto:wellbeing.up@uprovidence.edu">wellbeing.up@uprovidence.edu</a>	406-791-5989
Nikki Lewis-Clark – Campus Advocate and Counselor	<a href="mailto:nikki.lewisclark@uprovidence.edu">nikki.lewisclark@uprovidence.edu</a>	406-791-5986

**Other Important Contacts**

Campus Safety	406-791-5911
Residential Life Community Coordinator On-Duty	406-468-5343
Residential Life Resident Advisor On-Duty Emilie and Mother Joseph Halls	406-781-0987
Residential Life Resident Advisor On-Duty 20 <sup>th</sup> Street Apartments	406-836-0672
Information Services <a href="mailto:servicedesk@uprovidence.edu">servicedesk@uprovidence.edu</a>	406-791-5326
Maintenance Requests <a href="https://www.uprovidence.edu/student-life/residential-life2/maintenance-request-form/">https://www.uprovidence.edu/student-life/residential-life2/maintenance-request-form/</a>	
Maintenance Request Emergencies	406-791-5284 or 406-791-5911 (after hours and on weekends)

**POLICIES**

**UNIVERSITY OF PROVIDENCE CODE OF STUDENT CONDUCT**

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**Preface**

**University of Providence Catholic Identity**

Founded by the Sisters of Providence, the University of Providence is a Roman Catholic institution of higher learning called to be the manifestation of the Providence of God in the lives of those we serve.

Sharing in the mission of the Church to proclaim the Good News, the University of Providence continues the teaching and healing ministry of Jesus Christ, being especially mindful of those populations most in need.

Guided by our Catholic faith, and the charism of the Sisters of Providence, we celebrate the inherent dignity of every person as a child of God and strive to form students into compassionate servant-leaders prepared to walk in solidarity with the poor and marginalized.

Our faculty and staff are committed to building a community of higher learning which is rooted in the person of Jesus as revealed in Sacred Scripture and Sacred Tradition. Compelled by love, we strive to form our students in the model of Jesus Christ.

**University of Providence Core Values**

- **Compassion:** Jesus taught and healed with compassion for all. –Matthew 4:24  
We reach out to those in need and offer comfort as Jesus did. We nurture the spiritual, emotional and physical well-being of one another and those we serve. Through our healing presence, we accompany those who suffer.
- **Dignity:** All people have been created in the image of God. –Genesis 1:27  
We value, encourage and celebrate the gifts in one another. We respect the inherent dignity and worth of every individual. We recognize each interaction as a sacred encounter.
- **Justice:** Act with justice, love with kindness and walk humbly with your God. –Micah 6:8  
We foster a culture that promotes unity and reconciliation. We strive to care wisely for our people, our resources and our earth. We stand in solidarity with the most vulnerable, working to remove the causes of oppression and promoting justice for all.

- **Excellence:** Whatever you do, work at it with all your heart. –Colossians 3:23  
We set the highest standards for ourselves and our ministries. Through transformation and innovation, we strive to improve the health and quality of life in our communities. We commit to compassionate, safe and reliable practices for the care of all.
- **Integrity:** Let us love not merely with words or speech but with actions in truth. –1 John 3:18 We hold ourselves accountable to do the right things for the right reasons. We speak the truth with courage and respect. We pursue authenticity with humility and simplicity.

## **Section 1: Philosophy Statement**

The University of Providence is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Engagement is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

A community exists on the basis of shared values and principles. At the University of Providence, student members of the community are expected to uphold and abide by certain standards of conduct within a set of core values that include compassion, dignity, justice, excellence, and integrity. This expectation forms the basis of the Code of Student Conduct. These standards are embodied in the idea that University of Providence students build and enhance their community, are just and equitable in their treatment of all members of the community, and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

Each member of the University of Providence community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five core values by engaging in behavior that violates the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the University of Providence is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of University of Providence policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

## **Section 2: Jurisdiction and Definitions**

The Director of Community Standards and Residential Life shall be the principal officer responsible for implementing the Code of Student Conduct. The Director of Community Standards and Residential Life, or designee, shall provide due process for students by following the proper steps related to the initiation, investigation, and disposition of complaints against a student as outlined in this document.

Students at The University of Providence are provided a copy of the Code of Student Conduct annually in the form of a link on The University of Providence website. Hard copies are available upon request from



the Office of Student Engagement. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct. The Code of Student Conduct and the student conduct process apply to the conduct of individual students at the University of Providence, both undergraduate and graduate, and all University-affiliated student organizations.

The term “**UNIVERSITY OF PROVIDENCE**” or “Providence” or “University” located in Great Falls, Montana shall mean The University of Providence, including but not limited to its major academic and student engagement and athletic units. The term “university premises” includes all land, building, facilities, and property in the possession of or owned, used, or controlled by the University.

For the purposes of student conduct, the University of Providence considers an individual to be a “**STUDENT**” when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University of Providence.

The term “**MEMBER OF THE UNIVERSITY COMMUNITY**” includes any person who is a student, faculty or staff member, University official, or any other person employed by the University or representing the University.

The term “**UNIVERSITY OFFICIAL**” applies to any employee with assigned administrative or professional responsibilities.

The term “**STUDENT CONDUCT ADMINISTRATOR**” means a University Official authorized on a case-by-case basis by the Director of Community Standards and Residential Life to determine whether a student has violated the Code of Student Conduct and to impose sanctions upon any student(s) found to have violated the Code of Student Conduct.

“**SANCTION**” is an action affecting the status of a student which is taken by the University in response to misconduct that violates the Code of Student Conduct. The purpose of such action shall be to establish behavioral expectations which uphold the educational mission of the community, as well as to help students recognize acceptable boundaries to their actions and the consequences of future behavior choices. In some circumstances, such actions may also serve to ensure the safety of members of the University community.

The term “Appeals Board” means any person or persons authorized by the Vice President for Student Engagement and Athletics, or designee, to consider an appeal from a Student Conduct Administrator’s determination as to whether a student has violated the Code of Student Conduct or from the sanctions imposed by the Student Conduct Administrator.

**Notice of Non-Discrimination:** The University, mindful of its mission as a Catholic and Sisters of Providence institution, strives to provide an education and working environment that is free from all forms of unlawful discrimination and harassment and is committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. As part of this commitment, the University does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, sexual orientation, marital status, military status, genetic predisposition or carrier status, gender identity, familial status, domestic victim status, pregnancy, citizen status, disability, or any other status protected by federal, state, or local law in administration of its educational policies, employment practices, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Brittany Budeski, Title IX Coordinator, The University of Providence, 1301 20<sup>th</sup> Street South, Great Falls, MT 59405, 406-791-5207, [titleix@uprovidence.edu](mailto:titleix@uprovidence.edu).

Complaints of discrimination (harassment, sexual violence, and retaliation) are to be made to the Title IX Coordinator. If such a complaint is filed with the Director of Community Standards and Residential Life, the complaint will be forwarded to the Title IX Coordinator. The University of Providence’s non-

discrimination policy and procedures can be found here: <https://www.uprovidence.edu/about/title-ix/>

The University of Providence retains conduct 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. If sanctioned, a hold may be placed on the student's account, which may affect their ability to re-enroll and/or obtain official transcripts and/or graduate. To be eligible to re-enroll, all sanctions must be satisfied. In the event of serious misconduct, committed while still enrolled but reported after the Respondent has graduated, The University of Providence may invoke these procedures. Should the former student be found in violation of the Code of Student Conduct, The University of Providence may revoke that student's degree.

The Code of Student Conduct applies to behaviors that take place on the campus, at The University of Providence-sponsored events and may also apply off-campus when the Director of Community Standards and Residential Life, or designee, determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission, in clear conflict with the core values and Catholic Identity of the institution, and/or interests of The University of Providence;

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University of Providence does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. However, most online speech by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
- Speech posted online about The University of Providence, or its community members that causes a significant on-campus disruption.

The Code of Student Conduct applies to guests of Providence students whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers, and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to, and guests of, The University of Providence may seek resolution of violations of the Code of Student Conduct committed against them by Providence students.

There is no time limit on reporting violations of the Code of Student 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 of Providence'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 the Director of Community Standards and Residential Living (406-791-5279) and/or to the University of Providence Campus Safety Department (406-791-5911).

A responding student facing an alleged violation of the Code of Student Conduct will not cause an investigation to be terminated by withdrawing from the University. A responding student who does withdraw will still be given the same notice and opportunity to participate in the investigation as though he/she were still a student at Providence.

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

### **Section 3: Violations of the Law**

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs, over which The University of Providence has jurisdiction, The University of Providence's conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University of Providence 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 below, on p. 18). Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Director of Community Standards and Residential Life to show cause why the interim suspension should be lifted. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed, and The University of Providence is delayed or prevented from conducting its own investigation and resolving the allegation. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

### **Section 4: Standards of Student Conduct**

University of Providence students are expected to conduct themselves in a manner that is consistent with the Core Values of the University as well as the principles embodied in the idea that the University of Providence students build and enhance their community, are just and equitable in their treatment of all members of the community, and act to discourage and/or intervene to prevent unjust and inequitable behaviors. The University of Providence considers the behavior described in the following sub-sections as inappropriate and in opposition to the core values of the University as well as the principles described above.

The University of Providence encourages individuals to report to University officials all incidents that involve the following actions.

Any student found to have committed or to have attempted to commit misconduct described under the following headings is subject to the sanctions outlined in Section 7.

1. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
2. **Academic Misconduct.** Acts of academic misconduct as outlined in the [Academic Policies and Procedures](#) section of the [Catalog](#).
3. **Collusion.** Action or inaction with another or others to violate the Code of Student Conduct;

4. **Election Tampering.** Tampering with the election of any University-recognized student organization (minor election code violations are addressed by Student Government);
5. **Taking of Property.** Intentional and unauthorized taking of University property or the personal property of another, including goods, services and other valuables. This includes retaining without consent or refusing to return someone's property after having gained consent to possess it for a temporary period of time. As an example, if a person lets a student look at their phone to read a text message and then the phone owner asks for the phone back, failure to return the phone at that time would be a violation of this provision;
6. **Stolen Property.** Knowingly taking or maintaining possession of stolen property;
7. **Disruptive Behavior.** Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or authorized non-University activities which occur on campus;
8. **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
9. **Unauthorized Access/Entry.** Misuse of, or unauthorized access to, University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed/locked doors for entry into or exit from a University building, unauthorized possession, duplication or use of means of access to any university building or failing to timely report a lost University identification card or key;
10. **Unauthorized use of University Marks, Symbols, Logos, Etc.** Unauthorized use (including misuse) of University or organizational names and images. Please reference The University of Providence's [brand guidelines](#) for detailed information;
11. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another;
12. **Gambling.** Gambling as prohibited by the laws of the State of Montana. Gambling may include raffles, lotteries, sports pools and online betting activities;
13. **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than four (4) inches, including the improper storage of any item that falls within the category of a weapon in a vehicle parked on University property<sup>1</sup>;
14. **Violation of Fire Safety Standards.** Violation of local, state, federal or campus fire policies including, but not limited to:
  - a. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
  - b. Failure to evacuate a University-controlled building during a fire alarm;
  - c. Improper use of University fire safety equipment; or
  - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions;
15. **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the University.

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<sup>1</sup> Subject to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus.

16. **Unauthorized Use or Possession of Animals.** Animals, with the exception of animals that provide assistance (e.g. service animals or approved emotional assistance animals), and pets as outlined in the Residential Life Handbook, are not permitted on campus except as permitted by law.
17. **Discrimination and Harassment.** The University, mindful of its mission as a Catholic and Sisters of Providence institution, strives to provide an education and working environment that is free from all forms of unlawful discrimination and harassment and is committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. As part of this commitment, the University does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, sexual orientation, marital status, military status, genetic predisposition or carrier status, gender identity, familial status, domestic victim status, pregnancy, citizen status, disability, or any other status protected by federal, state, or local law in administration of its educational policies, employment practices, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Complaints alleging violation of item 17 are to be made to the Title IX Coordinator.
  - a. **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from The University of Providence's educational or employment program or activities<sup>2</sup>.
18. **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code. Complaints alleging violation of item 19 are to be made to the Title IX Coordinator.
19. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, University processes including conduct and academic misconduct hearings including, but not limited to:
  - a. Falsification, distortion, or misrepresentation of information;
  - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
  - c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
  - d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
  - e. Failure to comply with the sanction(s) imposed by the campus conduct system;
  - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
20. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
21. **Threatening Behaviors:**
  - a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
  - b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
22. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that the student knew or should have known would intimidate, intentionally harm or control

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<sup>2</sup> This policy attempts to balance the need of the community to create a civil climate while also embracing the 1<sup>st</sup> Amendment protection that attaches to most harassing speech that is simply offensive.

another person physically or emotionally, and are not protected by freedom of expression.

23. **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.
24. **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another. Complaints alleging violation of item 25 are to be made to the Title IX Coordinator.
25. **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear. Complaints alleging violation of item 26 are to be made to the Title IX Coordinator.
26. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. Complaints alleging violation of item 27 are to be made to the IX Coordinator.
27. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
28. **Alcohol.** Use, possession, distribution, or being under the influence of alcoholic beverages or paraphernalia on University premises or at University sponsored events, except as expressly permitted by law, [Residential Life policy](#), or when explicitly authorized by The University of Providence Policies, Regulations and Procedures. Persons having control of and/or in the area in which and when the prohibited beverage is found shall be charged with violating this section of the Code of Student Conduct.
29. **Drugs.** Use, possession, distribution or being under the influence of illegal drugs and/or other controlled substances or drug paraphernalia on University premises or at University-sponsored events, except as expressly permitted by law, Residential Life policy, or when explicitly authorized by University of Providence Policies, Regulations, and Procedures. Persons having control of and/or in the area in which and when the prohibited substance is found shall be charged with violating this section of the Code of Student Conduct.
30. **Unauthorized/Illegal Use of Prescription Medications.** Misuse, sale, or distribution of prescription or over-the-counter medications;
31. **Failure to Comply.** Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
32. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
33. **Health and Safety.** Creation of health and/or safety hazards (tampering with safety equipment, disturbing or removing, smoke detectors, fire extinguishers, alarmed doors, or other campus safety devices, creating a fire, safety, or health hazard, failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal, dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
34. **Failure to Comply with Other Policies and Regulations** Violating any University policies or procedures including but not limited to Residential Life policies, Community Policies, University catalog, Information Technology policies, parking regulations, and student organization policies.

## Section 5: Overview of Code of Student Conduct Process

- A. This overview gives a general idea of how The University of Providence's campus conduct process works, but it should be noted that not all situations are of the same severity or complexity. Thus, student conduct procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. More detailed information about formal conduct procedures can be found in Section 7.
- B. Any member of the University community may file a complaint against a student for violations of the Code of Student Conduct. A complaint shall be prepared in writing and directed to the Director of Community Standards and Residential Life.
- C. Incident Reports filed with Campus Safety will be forwarded to the Director of Community Standards and Residential Life for review and processing.

*Complaints of discrimination (harassment, sexual violence, and retaliation) are to be made to the Title IX Coordinator. Policies on Title IX (including Non-Discrimination and Harassment) can be found at: <https://www.uprovidence.edu/about/title-ix/>*

- D. The Student Conduct Administrator may conduct an investigation to determine if the complaint has merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of administratively by mutual consent, the Student Conduct Administrator will initiate the procedures detailed below. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including an appeal hearing if necessary, shall be limited to determining the appropriate sanction(s).
- E. All charges shall be presented to the Respondent in written form. A time shall be set for a Student Conduct Hearing, not less than five (5) (unless all parties wish to proceed more quickly) nor more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Hearings may be extended at the discretion of the Student Conduct Administrator, and all parties will be so notified.
- F. Student Conduct Hearings shall be conducted by a Student Conduct Administrator according to the following guidelines except as provided by Section 5, item G below:
  - 1. Student Conduct Hearings normally shall be conducted in private.
  - 2. The Complainant, Respondent, and their advisor(s), if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Presence of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Administrator.
  - 3. In Student Conduct Hearings involving more than one Respondent, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
  - 4. The Complainant and the Respondent have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - 5. The Complainant, the Respondent and the Student Conduct Administrator may arrange for witnesses to present pertinent information to the Student Conduct Administrator. The University will try to arrange the attendance of possible witnesses who are members of the University



community, if reasonably possible, and who are identified by the Complainant and/or Respondent at least two (2) business days prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Administrator.

6. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. Such questions will be directed to the Complainant and/or Respondent or other witnesses by the Student Conduct Administrator rather than the Complainant and/or Respondent directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Queries of whether potential questions will be asked shall be resolved at the discretion of the Student Conduct Administrator.
  7. Pertinent records, exhibits, and written or video statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Administrator, at their discretion.
  8. All procedural questions are subject to the final decision of the Student Conduct Administrator.
  9. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct Administrator shall determine whether the Respondent has violated each section of the Student Code which the student is charged with violating.
  10. The Student Conduct Administrator's determination shall be made on the basis of whether it is more likely than not that the Respondent violated the Code of Student Conduct.
  11. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code of Student Conduct proceedings.
- G. The Student Conduct Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video conferencing, video recording, audio recording, written statement, or other means, where and as determined in the sole judgment of the Director of Community Standards and Residential Life to be appropriate.
- H. The decision of the Student Conduct Administrator and the sanction(s), if applicable, shall be delivered orally upon conclusion of deliberations. The decision will also be reduced to writing and will be delivered via the student's address on file with the University and/or the Respondent's The University of Providence email address. The Respondent is responsible for having accurate mailing information on file with the University.

## **Section 6: Student Conduct Appeals**

### **A. Appeals**

1. A decision reached by, or sanction imposed by, the Student Conduct Administrator may be appealed by the Respondent(s) or Complainant(s) to an Appeals Board within five (5) business days of the decision, barring exigent circumstances. Any exceptions are made at the discretion of the Director of Community Standards and Residential Life. Failure to file an appeal within the required time period will constitute, and will be construed as, full acceptance of the findings by all Parties.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents. Appeal requests are limited to one or more of the following grounds, which must be substantially addressed in the written appeal request:



- a. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.). Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. New information or other relevant facts not brought out in the original hearing, sufficient to alter a decision, are available, and such information and/or facts were not known to the person appealing at the time of the original Student Conduct Hearing.
  - c. The sanction(s) imposed was inappropriate for the violation of the Code of Student conduct which the student was found to have committed.
  - d. The decision was not supported by the preponderance of evidence or is arbitrary, capricious, or unreasonable.
3. Appeal requests must be made in writing and shall be delivered to the Director of Community Standards and Residential Life.
  4. Timely appeal requests will be shared with the other party (parties) when appropriate under procedure or law (e.g., if the Respondent appeals, the appeal is shared with the Complainant, who may wish to file a response, or request and appeal on the same grounds or different grounds). The other party will have five (5) business days to respond in writing to the appeal request.
  5. If Director of Community Standards and Residential Life finds the appeal request not to be timely or substantively eligible, the original finding and sanction will stand.
  6. Appeal requests found to be timely and substantively eligible will be forwarded to the Appeals Board for a hearing, typically within five (5) school days. All decisions of the Appeals Board are to be made within five (5) school days of the appeal being submitted to the Appeals Board.
  7. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Board must limit its review to the challenges presented.
  8. If an appeal is upheld by the Appeals Board, by majority vote, the matter shall be returned to the original Student Conduct Administrator for re-opening of the Student Conduct Hearing to allow reconsideration of the original determination and/or sanction(s). In cases where the original Student Conduct Administrator may be unduly biased by a procedural or substantive error, the case will be referred to a new Student Conduct Administrator for reconsideration.
  9. On reconsideration, the Student Conduct Administrator may affirm or change the original findings and/or sanctions. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.
  10. If an appeal is not upheld, by majority vote of the Appeals Board, the original finding and sanction of the Student Conduct Administrator will stand.
  11. A Respondent or Claimant disagreeing with the decision of the Director of Community Standards and Residential Life to not forward an appeal to the Appeals board, or who disagrees with the decision of the Appeals Board, or who disagrees with reconsideration of the Student Conduct Administrator, may make a final appeal to the Vice President for Student Engagement and Athletics. Such appeals must be made in writing following the same guidelines as the original appeal. The decision of the Vice President for Student Engagement and Athletics shall be final.

## **B. Appeals Board**

Three-member Appeals Boards are selected by the Director of Community Standards and Residential Life from an appeals board pool, with the following requirements to serve:

1. they did not participate in the initial hearing in any way
2. they were not involved in the investigation in any way
3. they have been properly trained in appeals procedures

Students serving on Appeals Boards must:

1. Be in academic good standing and have completed a minimum of fifteen (15) hours of academic credit at The University of Providence, with a cumulative GPA of at least 2.0.
2. Be in good standing with respect to the conduct process throughout the term in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel, as well as not currently being on any probation. A serious history of misconduct could disqualify a student for service.

The Vice President for Student Engagement and Athletics will have final authority to approve all those serving on Appeals Boards. The parties may challenge a member(s) of the Appeals Board on the basis of potential bias, and any board member who cannot render an impartial decision must recuse themselves. The Vice President for Student Engagement and Athletics will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Vice President for Student Engagement and Athletics will solicit a replacement from the pool of panelists.

The Director of Community Standards and Residential Life or designee serves as the non-voting advisor to the Appeals Board, with responsibility for training the board and ensuring a fair process for the Complainant and Respondent.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original Student Conduct Administrator are to be implemented during the appellate process. At the discretion of the Director of Community Standards and Residential Life, implementation of sanctions may be stayed pending review, generally only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Vice President for Student Engagement and Athletics and the Director of Community Standards and Residential Life, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

## **C. Interpretation and Revision**

The Director of Community Standards and Residential Life will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Director of Community Standards and Residential Life may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Director of Community Standards and Residential Life may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the Director of Community Standards and Residential Life, whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the Director of Community Standards and Residential Life with a comprehensive revision process being conducted every five (5) years.

## Section 7: Student Conduct Procedures

### A. University as Convener

The University of Providence is the convener of every action under this code. Within that action, there are several roles. The responding student (Respondent) is the person who is alleged to have violated the Code of Student Conduct. The party bringing the complaint (Complainant), who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the Respondent. There are witnesses, who may offer information regarding the allegation. The Student Conduct Administrator will also serve as the investigator, whose role is to present the allegations and share the evidence that The University of Providence has obtained regarding the allegations.

### B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

### C. Amnesty

1. **For Victims** - The University of Providence provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of lesser policy violations, such as underage drinking, at the time of the incident. Educational options will be explored and records regarding provision of amnesty will be maintained, but no conduct proceedings or conduct record will result.
2. **For Those Who Offer Assistance** - To encourage students to offer help and assistance to others, The University of Providence pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Community Standards and Residential Life, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored and records regarding the provision of amnesty will be maintained, but no conduct proceedings or conduct record will result.
3. **For Those Who Report Serious Violations** - Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of The University of Providence are offered amnesty for their minor violations. Educational options will be explored and records regarding the provision of amnesty will be maintained, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Director of Community Standards and Residential Life not to extend amnesty to the same person repeatedly.

4. **Safe Harbor** - The University of Providence has a Safe Harbor rule for students. The University of Providence believes that students who have a drug and/or addiction problem deserve help. If any University of Providence student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

#### **D. Interim Measures**

Under the Code of Student Conduct, the Director of Community Standards and Residential Life or designee may impose restrictions and/or separate a student from the community pending the scheduling of a student conduct hearing on alleged violation(s) of the Code of Student Conduct. Generally interim measures are implemented when a student represents a threat of serious harm to 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 of Providence. Interim measures can include separation from the institution or restrictions on participation in the community pending the scheduling of a student conduct hearing on alleged violation(s) of the Code of Student Conduct. A student who receives an interim suspension may request a meeting with the Director of Community Standards and Residential Life or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, The University of Providence may still proceed with the scheduling of a student conduct hearing.

During an interim suspension, a student may be denied access to University housing and/or The University of Providence campus/facilities/events. As determined appropriate by the Director of Community Standards and Residential Life, 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 Director of Community Standards and Residential Life and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent.

#### **E. Hearing Preparation**

Students for which a conduct hearing will be held will be given a minimum of five (5) days to prepare unless all parties wish to proceed more quickly. Preparation for a conduct hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Student Conduct Administrator, or designee; mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.
2. If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have The University of Providence administration serve as the party bringing the complaint forward. Where there is no alleged victim, The University of Providence administration will serve as the party bringing the complaint forward.
3. If a responding student fails to respond to notice from the Student Conduct Administrator, or designee, the Student Conduct Administrator, or designee, may initiate a complaint against the student for failure to comply with the directives of a University official and give notice of this offense. Unless the student responds to this notice within two (2) business days by answering the original notice, a student conduct hearing may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their University account, deeming them ineligible to register for courses or University housing and/or receive copies of transcripts until such time as the student responds to the initial complaint.
4. At least three (3) business days before any scheduled student conduct hearing, the following will occur:
  - a. The Respondent will deliver to the Student Conduct Administrator, a written response to the complaint;
  - b. The Respondent will deliver to the Student Conduct Administrator, a written list of all witnesses for The University of Providence to call at the hearing;
  - c. The Respondent will deliver to the Student Conduct Administrator, all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Student Conduct Administrator can arrange for its presence;

- d. The Complainant will deliver to the Student Conduct Administrator a written list of all witnesses for The University of Providence to call at the hearing;
  - e. The Complainant will deliver to the Student Conduct Administrator all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Student Conduct Administrator can arrange for its presence;
  - f. The Complainant and the Respondent will notify the Student Conduct Administrator of the names of any advisors/advocates who may be accompanying the parties at the hearing.
5. The Student Conduct Administrator will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing.

#### **F. Student Conduct Hearing Process**

The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Student Conduct Administrator no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless The University of Providence chooses to pursue the allegation on its own behalf, as determined by the Student Conduct Administrator.

The Student Conduct Administrator will conduct the student conduct hearing according to the following guidelines:

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the Student Conduct Administrator.
3. In hearings involving more than one Respondent, the standard procedure will be to hear the complaints jointly; however, the Student Conduct Administrator may permit the hearing pertinent to each Respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each Respondent.
4. The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the Complainant or Respondent during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the Student Conduct Administrator and suggest questions to their advisee.
5. The Complainant, Respondent, and the Student Conduct Administrator will have the privilege of questioning all present witnesses and questioning all present parties. Such questions will be directed to the Complainant and/or Respondent or other witnesses by the Student Conduct Administrator rather than the Complainant and/or Respondent directly. Questions should be submitted in writing to the Student Conduct Administrator in advance (if applicable/possible) or during the hearing. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Queries of whether potential questions will be asked shall be resolved at the discretion of the Student Conduct Administrator. Unduly repetitive witnesses can be limited at the discretion of the Student Conduct Administrator.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Student Conduct Administrator. Formal rules of evidence are not observed. The Student Conduct Administrator may limit the number of character witnesses presented or may accept written affidavits of character instead.
7. All procedural questions are subject to the final decision of the Student Conduct Administrator.
8. After a Student Conduct Hearing, the Student Conduct Administrator will deliberate and determine whether it is more likely than not that the Respondent has violated the Code of Student Conduct. Once a finding is determined, if the finding is that of a policy violation, the Student Conduct Administrator

will determine an appropriate sanction(s) and communicate the sanction(s) to the Respondent. The Director of Community Standards and Residential Life or designee, is responsible for informing the Student Conduct Administrator of applicable precedent and any previous conduct violations or other relevant pattern information about the Respondent.

## **G. Conduct Sanctions**

One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

1. **Warning** – An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University of Providence.
2. **Restitution** – Compensation for damage caused to the University of Providence or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine, but rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Fines** – Reasonable fines may be imposed. Fines will depend on the severity of the violation, previous offenses, degree of involvement, and the circumstances. Fines shall not exceed \$250 per violation.
4. **Community/University Service Requirements** – For a student or organization to complete a specific supervised Community / University service. May include reflection on the service through the lens of an identified student learning outcome.
5. **Loss of Privileges** – The student will be denied specified privileges for a designated period of time.
6. **Confiscation of Prohibited Property** - Items whose presence is in violation of University policy will be confiscated and will become the property of The University of Providence. Prohibited items may be returned to the owner at the discretion of the Director of Community Standards and Residential Life and/or Campus Safety.
7. **Behavioral Requirement** - This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. **Educational Program** - Requirement to attend, present and/or participate in a program related to the violation. 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. Audience may be restricted.
9. **Restriction of Visitation Privileges** - May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. **University Housing Probation** - Official notice that, should further violations of Residential Living or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
11. **University Housing Reassignment** - Reassignment to another University housing facility. Residential Life personnel will decide on the reassignment details.
12. **University Housing Suspension** - Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 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 Community Standards and Residential Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Director of Community Standards and Residential Life, or

designee. This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

13. **University Housing Expulsion** - The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
14. **University (non-academic) Probation** – The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face additional sanctions, including suspension or expulsion. Regular probationary meetings may also be imposed.
15. **Eligibility Restriction** - The student is deemed “not in good standing” with The University of Providence for a specified period of time. Specific limitations or exceptions may be granted by the Director of Community Standards and Residential Life and terms of this conduct sanction may include, but are not limited to, the following:
  - a) Ineligibility to hold any office in any student organization recognized by The University of Providence or hold an elected or appointed office at The University of Providence; or
  - b) Ineligibility to represent The University of Providence to anyone outside the University of Providence community in any way including: student employment, participating in the study abroad program, attending conferences, or representing The University of Providence at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
16. **University (non-academic) Suspension** - Separation from The University of Providence for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus 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 Community Standards and Residential Life. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Community Standards and Residential Life. This sanction may be enforced with a trespass action as necessary.
17. **University (non-academic) Expulsion** - Permanent separation from the University of Providence. The student is banned from University property and the student's presence at any University sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
18. **Other Sanctions** - Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Community Standards and Residential Life or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

- 1) One or more of the sanctions listed above.
- 2) Deactivation, de-recognition, loss of all privileges (including status as a University registered group/organization), for a specified period of time.

### **Parental Notification**

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

## **Notification of Outcomes**

The outcome of a student conduct hearing is part of the education record of the Respondent and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, The University of Providence will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether The University of Providence concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where The University of Providence determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, The University of Providence may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and nonnegligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

## **J. Failure to Complete Conduct Sanctions**

All students, as members of The University of Providence community, are expected to comply with conduct sanctions within the timeframe specified by the Student Conduct Officer. Failure to complete conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions, holds being placed on University accounts, and/or suspension from The University of Providence. In such situations, resident students may be required to vacate University housing within twenty-four (24) hours of notification by the Director of Community Standards and Residential Life, though this deadline may be extended upon application to, and at the discretion of, the Director of Community Standards and Residential Life or the Vice President for Student Engagement and Athletics. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Community Standards and Residential Life.

## **K. Disciplinary Records**

All conduct records are maintained by The University of Providence for seven (7) years from the time of their creation except those that result in separation (non-academic suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.



## **STUDENT ACCOMODATIONS (ADA) POLICY**

It is the policy of the University of Providence to comply with the Americans with Disabilities Act of 1990 (ADA), the Disabilities Amendments Act of 2008 (ADAAA), applicable provisions of the Rehabilitation Act of 1973, and applicable local laws that forbid discrimination against qualified individuals with disabilities. Accordingly, the University provides reasonable accommodations to qualified students and applicants for admission who have disabilities where such accommodations would not cause the University undue hardship. The University of Providence strives to foster a culture where such students feel no hesitation about requesting accommodations that will enable them to participate in social, academic, and University-sponsored extracurricular programs.

### **Residential Life Accommodation Procedures**

The University is committed to providing accessibility to all residential housing for students with registered disabilities. To register as a student with a disability, a student must contact the Director of Student Support Services and submit required documentation.

All documentation is kept confidential in accordance with guidelines set forth by FERPA. Requests for disability-related housing accommodations are reviewed by the Director of Student Support Services in consultation with the Director of Community Standards and Residential Life. Each request is reviewed and determined on a case-by-case basis. Determinations are based on the documentation and information received. Complete applications should be submitted by the identified deadline date. An application that is incomplete or received after the deadline may result in a housing assignment that does not meet the applicant's need.

## **IMMUNIZATION POLICY**

In accordance with the Montana immunization law (MCA 20-5-401 through 410), University of Providence students must meet the following requirements before they will be permitted to attend any classes at the University of Providence or any other post-secondary school in Montana:

- Students, who were born after December 31, 1956, must show proof of two measles and one rubella vaccination.
- It is highly recommended that students who live in the residence halls get the meningococcal vaccine. The meningococcal virus is a serious illness which is easily passed in group living and can result in disfigurement or death.
- The measles vaccinations must have been administered after December 31, 1969.

Academic programs may require additional proof of vaccinations. Please consult with program director.

The following students are exempt from the state of Montana regulation:

- Students who are enrolled in less than 6 credits;
- Students who are registered exclusively in Distance Learning and do not attend any classes on campus; and
- Students who qualify for religious or medical exemptions based on criteria or listed in MCA 20-5-401-410.

If a student in one of the above categories changes his/her status, the student must submit proof of immunization at the time of his/her status change.

Immunization may be shown by the written record of a physician, health agency, or a school record. Immunization against measles and rubella can also be shown by a written physician's record of

diagnosis of the disease. Proper evidence or documentation of such immunization must be presented before a student will be permitted to register for classes.

Exemption to this Policy can be made only with a statement from a physician or with the form filed when requesting religious exemption.

### **STUDENT IDENTIFICATION CARDS POLICY**

Students enrolled on the main campus are required to carry their University ID Card. ID cards for students enrolled on the main campus, as well as distance learners, are issued by Campus Security to all new full-time and part-time students at registration. A lost or stolen card must be immediately reported to Campus Security. A replacement card can be obtained for a replacement fee.

The ID grants admission to student activities on campus, entry into controlled access buildings on campus, use of the Wellness Center, use of food service, and free admission to all athletic events. A student on campus must show proper identification when asked by any University official. Failure to produce proper identification may result in the person's removal from campus in addition to possible disciplinary sanctions.

### **STUDENT GRIEVANCE (Non-Academic) POLICY**

Students have the opportunity to raise grievances which have remained unresolved after previous attempts to do so, and that these concerns be dealt with in a just and fair manner. Academic grievances are addressed through the University's Academic Affairs Policies. The University extends the right to any student or recognized student club or organization of to file a grievance in writing in accordance with the procedures and guidelines set forth in this Policy.

An action or decision is disputable pursuant to this Policy only if it involves a misapplication or misinterpretation of University policy or procedure, or a violation of state or federal law. This Policy may **not** be used to grieve:

- Claims based on purchases or contracts;
- Claims against a University employee on matters that are unrelated to the employee's job or role at the University;
- Student disciplinary decisions, since this is addressed via the Code of Student Conduct;
- Formal complaints of harassment or discrimination, since there are separate reporting and resolution policies for them; or
- Where any other University standard, policy or procedure could have been used for the matter being grieved (e.g., Grade Grievances, FERPA grievances, etc.).

Any other concern will be treated as a complaint and students are invited to express their viewpoints in an appropriate manner to any University official. Upon request from any student, the Director of Community Standards and Residential Life will provide guidance about the appropriate system for redress of a particular complaint.

## **STUDENT COMPLAINT POLICY**

Title 34 CFR §668.43(b) requires that institutions “make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution’s accreditation and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student’s complaint.”

In compliance with Title 34 CFR §668.43(b), the University provides multiple alternatives for individuals who wish to submit complaints regarding the above. The University expects that students initially discuss concerns with the University administration or file a formal complaint in accordance with established appeals, complaint, and grievances procedures before resolution is sought from a state agency, an accreditation body, or other outside agency.

## **CHAPEL USE POLICY**

The campus Chapel is a holy and sacred place of quiet prayer and reflection. The Chapel is used primarily for Catholic Mass and Catholic worship. However, other uses that are not incompatible with the quiet sacred nature of the space may be authorized by the Vice President for Mission Integration or designee. Because of the holiness of the Altar table, Ambo (pulpit) and the Tabernacle, those sacred objects may never be moved under any circumstances except by the Vice President for Mission Integration or designee. All requests to use the Chapel must be approved by the priest Chaplain or, in his absence, the Vice President for Mission Integration.

## **RESIDENCY POLICY**

To be eligible for University housing, the student must be enrolled full-time, or with approval by the Director of Community Standards and Residential Life as a part-time student, for the upcoming academic semester. Any student who leaves the University due to either disciplinary reasons or an official leave of absence shall be required to vacate the room and remove all personal property within twenty-four hours of such action being taken, or immediately if circumstances dictate.

The University does not have established graduate, married, or family housing options. All unmarried students on campus under the age of 21, including transfers, are required to live on campus for two (2) academic years.

All unmarried student athletes are required to live on campus for three (3) academic years and are encouraged to live on campus for all four (4) years. All unmarried athlete transfer students are required to live in campus housing for a minimum of two (2) academic years. Failure to live on campus for the stated times may result in loss of athletic scholarships.

Requests for exception to this policy must be filed in writing to the Residential Life Office and should be made prior to housing assignments. Exceptions may include:

- Student living with parents, legal guardian, or immediate relative within 50 miles of the University of Providence campus; or
- Student who has valid reasons with supporting professional documentation may be allowed to live off campus.

All students are required to make a housing damage deposit which is refunded (if no damages are occurred) upon leaving the University.

## **Meal Plan Requirements**

All students residing in University residence halls are required to have a meal plan. If a student does not live on campus, University meal plans are optional and available for purchase. More information regarding meal plans can be sought at either the Residential Life or the Office of Student Accounts. Residential Life offices are located in Emilie Hall and the Office of Student Accounts is located in the University Center.

**A full list of Residential Life Policies and procedures are available in the Residential Life Handbook on the University of Providence web site here: <https://www.uprovidence.edu/student-life/residential-life2/residential-life-handbook/>**

## **CLUBS AND ORGANIZATIONS POLICY**

Official University recognition is required for all Student Clubs and Organizations to receive and maintain privileges on campus. When students are functioning in the capacity of members of a recognized student club and organization, they are accountable for their conduct individually and collectively and must adhere to the University Code of Student Conduct, as well as applicable University policies and federal, state, and local laws.

### **STUDENT CLUBS AND ORGANIZATIONS EVENT POLICY**

It is the policy of the University of Providence to promote safe events and activities on University property by recognized student clubs and organizations. As such, a Recognized Student Club or Organization seeking to hold an event either on and off campus are required to the adhere to the policy guidelines and procedures set forth in this Policy, as well as the University's Facilities Use and Rentals Policy

### **STUDENT CLUBS AND ORGANIZATIONS TRAVEL POLICY**

It is the policy of the University of Providence to promote safe travel to events and activities occurring beyond the boundaries of University property by recognized student clubs and organizations that are officially representing the University. As such, Recognized Student Clubs and Organizations seeking to travel off-campus are required to adhere to the policy guidelines and procedures set forth in this Policy.

Note: This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in study abroad travel, academic field trips, student teaching, internships, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

## **FREEDOM OF EXPRESSION POLICY**

As a Catholic University, the University of Providence fosters an environment in which a variety of ideas can be reasonably proposed and critically examined. Faculty and students have a right to invite speakers to campus within reasonable limitations applied by the University (see Guest Speakers and Performers Policy). The University recognizes that the free exchange of ideas and expression may produce conflict. This exchange is an important element in the pursuit of knowledge and a necessary part of the Catholic Intellectual Tradition (CIT). Implicit in the pursuit of this exchange is the privilege to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance in a manner consistent with the University's Mission, Catholic identity, federal and state laws, and University

policies. The University expects that those who enjoy this privilege also accept the responsibility for their actions and for maintaining order. The University also recognizes the rights of those who desire not to protest and who wish to continue to participate in the normal activities of the University. As responsible participants in the University community, students, alumni, and employees can expect fair and impartial treatment in their relations with the University and their dealings with University officials.

## **GAMBLING POLICY**

Gambling while on University property or at University-sanctioned events is neither acceptable behavior nor permitted. The following forms of gambling or bookmaking are prohibited on University property or as part of any University activities:

- Betting on, wagering on, or selling pools on any athletic event, whether professional or amateur; or betting on brackets, fantasy leagues, video game tournaments, or internet gambling;
- Possessing on one's person (or in a room, car, etc.) any card, book, or other device for the express purpose of registering bets;
- Using or knowingly permitting the use of one's premises, computer, telephone, or other electronic communication device for illegal gambling;
- Knowingly receiving or delivering a letter, package, parcel, or electronic communication related to illegal gambling;
- Offering, soliciting, or accepting a bribe to influence the outcome of an athletic event;
- Involvement in bookmaking with respect to sporting events or games of chance;
- Playing cards or other games of chance for money;
- Participation in unauthorized raffles or lotteries; and
- Any similar acts of gambling or betting, as those terms are commonly understood or as identified under Montana or federal law.

In addition to the restrictions listed above, Athletics Department staff and student-athletes must adhere to NAIA regulations, and are therefore prohibited from participating in any sports gambling activities, whether on- or off-campus, concerning any intercollegiate or professional athletics team or competition on any sport in which the NAIA sponsors a championship in any division. Moreover, University employees may not gamble while on duty regardless of location. These prohibitions apply without regard to whether the activities are legal under federal or state laws.

The University may hold, or authorize others to hold, gaming events (such as casino nights and raffles) for fundraising or other legal purposes upon approval.

## **GUEST SPEAKERS AND PERFORMERS POLICY**

All speakers and/or performers who are not employees of the University must be approved in accordance with the procedures and guidelines set forth within this Policy before speaking or performing on campus or at off-campus University events. The University reserves the right to adopt and enforce rules and regulations as it may deem necessary and proper in regard to the issuance of invitations to outside or off-campus speakers or performers in order to serve the interest of health and safety, prevent disruption of the educational process or working environment, and to protect against the invasion of the rights of others. Moreover, the University President may cancel any event or lecture that creates a public health or safety

concern, or disrupts the educational or working environment. See the University's Freedom of Expression Policy. Finally, an invitation to speak or perform at the University of Providence does not include license for unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the community or any of the community's physical facilities, nor any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction.

**Note:** Any guest speaker speaking solely within a classroom, to students enrolled in a specific course, authorization must come from the Division/Department Chair, in consultation with the applicable Academic Dean, and must be approved by the VP for Mission Integration. For any guest speaker (excluding those going into a specific class), must be approved by the VP for Mission Integration.

## **NON-DISCRIMINATION AND HARASSMENT POLICY**

The purpose of this Non-Discrimination and Harassment Policy ("Policy") is to ensure compliance with applicable federal and state laws prohibiting unlawful discrimination and harassment and to foster the University of Providence commitment to providing an educational and working environment free from unlawful discrimination and harassment.

The University of Providence, mindful of its mission as Catholic and Sisters of Providence institution, strives to provide an educational and working environment that is free from all forms of unlawful discrimination and harassment and is committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. As part of this commitment, the University does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, sexual orientation, marital status, military status, genetic predisposition or carrier status, gender identity, familial status, domestic victim status, pregnancy, citizen status, disability, or any other status protected by federal, state, or local law in administration of its educational policies, employment practices, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

This Policy applies to all student-applicants, students, faculty, staff, and third parties. Furthermore, the University forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or as a result of participating in an investigation of a complaint of discrimination or harassment.

The Chief Operating Officer has been designated to handle discrimination or harassment inquiries regarding this Policy.

Title IX of the Educational Amendments of 1972 provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Title IX Coordinator has been designated to handle sex or gender-based inquiries regarding the University's Title IX Policy: <https://www.uprovidence.edu/about/title-ix/>

Brittany Budeski

1301 20<sup>th</sup> Street South Great Falls, MT 59405

Phone: 406-791-5207

Email: [titleix@uprovidence.edu](mailto:titleix@uprovidence.edu)

## **Ombudsperson for Civil Rights & Disability Complaints**

In addition, the President shall appoint an Ombudsperson to assist with inquiries of students or employees of the University of Providence who wish to file a complaint with the University and provide advice on alleged civil rights violations. Where appropriate, a specialist in a particular civil rights area may be appointed. The ombudsperson will be announced by the President on an as needed basis. The Ombudsperson is charged:

1. To monitor the University of Providence Affirmative Action Plan itself, and the Human Resources Office for compliance with the plan; and
2. To be an advisor for those employees or students who wish to press a complaint in respect to Equal Opportunity or Sexual Harassment or Affirmative Action alleged violations by the University or by individuals on civil rights issues

## **POLITICAL ACTIVITIES AND SPEAKERS POLICY**

The University of Providence is a tax-exempt institution, qualified by the Internal Revenue Service as a 501(c)(3) corporation. It is absolutely essential that the University protect its tax-exempt status, as it exempts the University from the payment of real property and sales taxes and it qualifies contributions from alumni and friends as charitable deductions.

As a tax-exempt institution, the University as an entity and members of the University community individually are not permitted to use University resources in the pursuit of political objectives and Political Activities (see Definition section below). Individuals are permitted to make political contributions and work on campaigns, but University resources may not be used in political campaigns. Accordingly, on campus distribution of promotional campaign literature for political candidates (by University employees, students, or others) is prohibited. Moreover, as a tax-exempt organization, the University may not provide financial or other forms of campaign support to any candidate, political action committee, or political party; may not provide political endorsements or non-endorsements; and is prohibited from distributing materials such as voter guides, candidate questionnaires and various forms of voter education materials prepared by other organizations. Similarly, University facilities cannot be used to host political fundraisers.

Apart from the tax-exempt issue, as a general policy, members of the University community must refrain from using University stationery or University e-mail addresses as a return address when expressing personal political views. Again, individuals are free to express their own views, but it is essential that personal views not be construed as being the views of The University of Providence. See the Political Activities Guidelines below for additional information.

## **STUDENT RECORDS (FERPA) POLICY**

The Family Educational Rights and Privacy Act (“FERPA”) (20 USC Section 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Additional information on FERPA is available online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> . The guiding principle of FERPA is that education records are private and that students have the right to limit their disclosure to third parties.

It is the policy of the University of Providence to comply with the requirements of FERPA. Consistent with FERPA, University students will be granted access to their Education Record and, except in limited circumstances as set forth in the Procedures/Guidelines section of this Policy, a student's Education Records will not be disclosed without the student's consent.

### **VOLUNTEERS POLICY**

University divisions may use volunteers to accomplish certain work as well as extend their budgets. Volunteer services must be properly authorized by the host department and Human Resources and be able to comply with ethical standards of conduct and applicable laws and regulations. Authorized volunteers are agents of the University, therefore qualifications, background and suitability of the individual must be considered before offering an opportunity to volunteer. Unauthorized volunteers may not be permitted to perform any duties or services on behalf of the University. Moreover, any individual listed on a sex offender registry or who has been convicted of an offense for which he or she must register as a sex or violent offender may not serve as a Volunteer. No department may discriminate in selecting Volunteers based on age, race, religion or creed, color, sex, national or ethnic origin, sexual orientation, marital status, military status, genetic predisposition or carrier status, gender identity or expression, familial status, domestic victim status, pregnancy, citizen status, disability, or any other status protected by state or federal law.

Under federal law, individuals holding F-2, J-2 and H-4 visa statuses are prohibited from volunteering in the same departments and on similar projects as paid University employees. Individuals holding B-1 or B-2 visas are prohibited from volunteering in any capacity at the University.

### **ALCOHOL AND DRUG PREVENTION PROGRAM POLICY**

Pursuant to the Federal Drug-Free Schools and Communities Act Amendments of 1989, the University of Providence has a drug and alcohol prevention program in place for its students and employees. The program includes an annual disclosure to each student and to all employees outlining the standards of conduct expected of students and employees respectively in relationship to the possession, use, or distribution of illicit drugs and alcohol on campus or as part of any University activity; a description of the applicable legal sanctions under local, state and federal law which may arise from the unlawful possession or distribution of illicit drugs; a description of the health risks associated with the use of illicit drugs; and a clear statement of the disciplinary sanctions which may be imposed by the University upon students and employees for violations of the standard of conduct.

The University's Alcohol and Drug Prevention Program is reviewed biennially by the Office of Student Engagement to determine effectiveness and to implement changes (if needed) to ensure that the University's disciplinary sanctions are consistently enforced. The biennial review includes a determination as to: (a) the number of drug- and alcohol-related violations and fatalities occurring on campus or as part of University-sanctioned activities that are reported to campus officials; and, (b) the number and types of sanctions the University imposed on students and employees as a result of such violations or fatalities.

### **STUDENT DRUG POLICY**

University of Providence does not tolerate the illegal use of drugs, narcotics or paraphernalia. The University considers the use, possession, manufacture, distribution or sale of illicit drugs, narcotics or



paraphernalia as detrimental to the welfare of the individual and to the health, security and safety of the University community. The university has a responsibility to maintain a safe and secure environment for students to pursue their educational goals free from the use and/or presence of illicit drugs. Additionally, federal and state drug abuse control laws are applicable to all members of the campus community. Violators of the University's drug policy will be encouraged to seek professional help and their enrollment at University of Providence may be terminated.

### **Alcohol or Drug Intoxication or Overdose Emergencies**

Individuals concerned about a person's intoxication, condition, consciousness, or safety, should call 911. In the event that 911 is not an option, take the individual to a hospital. Also, please contact Campus Security or, if the incident involves a resident student, a staff member from residential life to report the incident and/or transportation of an individual to the hospital.

After calling 911, turn the person on his or her side, with their arm extended and supporting their head. Never allow an intoxicated or drugged person to "sleep it off."

Walk or drive an intoxicated person(s) home. Do not let or leave anyone alone outside when intoxicated. Make certain intoxicated individuals are safe INSIDE once home.

### **Signs of Alcohol Poisoning**

- Person is known to have consumed large quantities of alcohol in a short period of time;
- Person is unconscious and cannot be awakened;
- Person has cold, clammy, unusually pale, or bluish skin;
- Person is breathing slowly or irregularly – usually this means less than eight times a minute or eight seconds or more between any two breaths;
- Person vomits while unconscious and does not wake up during or after.

## **SMOKING AND TOBACCO USE POLICY**

It is the policy of the University to provide a tobacco-free environment on campus, in campus facilities, and in vehicles in which University functions or services are carried out. Smoking of any material is prohibited on campus, including University-owned and leased vehicles.

Use of chewing tobacco, cigarettes, or other related products is prohibited in all areas of Residential Life. Disposal of the tobacco in destructive or unsanitary means will be cause for disciplinary response.

In addition, University employees may not smoke or use smokeless tobacco while performing the University's business.

## **CAMPUS LAW ENFORCEMENT POLICY**

### **Law Enforcement Authority**

The University of Providence provides 24-hour security coverage through Campus Safety department. Safety officers are available on campus at all times and reachable by phone at 406-791-5911. The safety office is located in the small building located at the North end of the Argo Soccer Field.

Law enforcement at the University of Providence, including the main campus, and all Residence Halls is left strictly to local law enforcement authorities. University of Providence provides safety officers on campus; however, the officers do not have arrest powers. Safety officers patrol the campus by foot and also by vehicle. Questions concerning safety, their employees or services can be referred to the Chief Operating Officer.

All new students and employees are informed on how to access safety services as part of their orientation. Signs and email communication continually inform the campus of changes in safety services and serve as a reminder for the entire campus.

### **Reporting a Crime 406-791-5911 or 911**

Campus Safety	406-791-5911, Campus Safety Building
Student Engagement / Residential Life	406-791-5279, Student Ctr. Upper Level
Vice President for Student Engagement and Athletics	406-791-5254, University Ctr. Upper Level
Great Falls Police Department	406-771-1180 (non-emergency) or 911
Rape Crisis Line	406-453-4357 (HELP) or 1-888-587-0199

### **CAMPUS PHONES FOR EMERGENCY CALLS (dial 911)**

- Inside:
- Sullivan Hall (middle of first floor)
- McLaughlin Center (in foyer)
- Theater (in foyer)
- Science Building (inquire of a staff member)
- Chapel (in hallway behind side door)
- Mother Joseph Hall (in foyer)

### **CAMPUS SECURITY AND FIRE SAFETY REPORT POLICY (Clery)**

It is the policy of the University of Providence to comply with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act by providing information regarding the University's security policy and procedures and crime statistics to all persons on an annual basis. This information is disclosed annually via the University's Annual Security and Fire Report (ASR), and includes crime prevention, public safety, law-enforcement authority, crime reporting policies, and other important

matters about security on campus. Also included in the ASR are statistics for three previous calendar years of reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus.

In addition, it is the policy of the University of Providence to retain the records included in the ASR for seven years from the latest publication of the ASR to which they apply. Support records must also be retained, including Crime and Fire Logs. These records include but are not limited to: incident reports and referrals for disciplinary action; timely warning and emergency notification reports; correspondences to and from local police, CSAs, and the Department of Education having to do with Clery Act compliance; copies of notices to students and employees about the availability of the ASR. All documentation will be dated.

### **FIRE SAFETY POLICY**

The University of Providence complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Higher Education Opportunity Act of 2008 fire safety policies and reporting requirements by (i) maintaining a fire log and statistics regarding any fires in on-campus housing facilities; (ii) maintaining fire safety systems in all student housing facilities; (iii) conducting regular fire drills in residence halls; (iv) maintaining evacuation plans for each residence hall; (v) providing and publicizing fire safety and training programs for students and employees; and (vi) annually disclosing fire statistics and fire safety program information as part of the University's Annual Security and Fire Safety Report. The components of University's fire safety program are set forth more fully in the Procedures/Guidelines section of this Policy.

### **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

It is the policy of the University of Providence to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act of 2008 and applicable implementing regulations by conducting annual programs that: (i) inform students and employees about the University's campus security procedures and practices; (ii) encourage students and employees to be responsible for their own security and the security of other; and (ii) inform students and employees about crime prevention practices. A summary of the University's programs shall be published annually in the Annual Security and Fire Safety Report.

### **CHILD ABUSE AND NEGLECT POLICY**

Members of the University of Providence community who interact with, supervise, chaperon, or otherwise oversee children in University sponsored programs, activities, and/or residential facilities, as well as those employees classified as Mandatory Reporters pursuant to Montana law, have an affirmative obligation to report immediately suspected cases of Child Abuse or Neglect in accordance with the reporting procedures set forth in this Policy. Moreover, any member of the University community may report a concern if they have Reasonable Suspicion that a child has been abused or neglected. The duty to report may not apply to certain communications where a recognized legal duty of confidentiality applies.

## **EMERGENCY NOTIFICATION AND RESPONSE POLICY**

The University of Providence is committed to providing a safe and secure environment for students, faculty, staff and visitors. The University will utilize an emergency communications system, EverBridge, to communicate with students, staff and faculty in the case of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

## **TIMELY WARNINGS POLICY**

It is the Policy of the University of Providence to issue a Timely Warning Notice in the event it receives notice of an alleged Clery Act crime occurring on campus, on public property within or immediately adjacent to the University's campus, or in or on non-campus buildings or property controlled by the University, where the University determines, in its judgment, that the allegations present a serious or continuing threat to the University community.

## **MANDATORY REPORTERS POLICY**

Pursuant to Title IX, employees at the University are required to report sexual misconduct incidents to the Title IX Coordinator. All members of the University community are strongly encouraged to report concerning behaviors, discrimination, sexual misconduct, and crimes to the Title IX Coordinator or Campus Security.

## **MISSING STUDENT POLICY**

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) (“the Act”) requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing students reports of student who reside on campus. In compliance with the Act, the University will investigate any report of a missing student and take appropriate action to ensure all notifications and actions comply with legal mandates.

Any concerned person should notify Director of Community Standards and Residential Life of a belief that a University student has been missing for 24 hours. Any and all reports of missing residential students will be directed to Vice President for Student Engagement and Athletics.

## **REGISTERED SEX OFFENDERS POLICY**

The federal Campus Sex Crimes Prevention Act (“the Act”) requires institutions of higher education to issue a statement to the campus community about where to find information on registered sex offenders in the state.

In compliance with the Act, it is the policy of the University of Providence to notify students and employees of the location of information pertaining to individuals employed or enrolled on campus who

have been convicted of violent sex offenses or criminal offenses against minors. The website address for Montana's sexual and violent offender registry is: <https://app.doj.mt.gov/apps/svow/default.aspx>. A copy is kept on file in the office of the Vice President for Student Engagement and Athletics and is updated each semester. Unlawful use of the information for purposes of intimidating or harassing another may be a crime and punishable by law.

The Act also requires convicted sex offenders to notify the state and police in the jurisdiction in which they live if they are enrolled, carry on a vocation or are employed in a post-secondary institution. Further, convicted sex offenders who attend the University, or who are employed or carry on a vocation at the University, either on a full or part-time basis, must register with Student Engagement or Human Resources as applicable.

### **SECURITY CAMERAS POLICY**

Responsibility for determining the appropriateness of installing authorized security cameras on campus that will be used for non-instructional purposes, and for disseminating and implementing this Policy is delegated to the Director of Campus Safety.

Security camera use on campus for non-instructional purposes is considered appropriate when it enhances:

- The protection of individuals, equipment and facilities;
- The monitoring of public areas; the monitoring of building entrances and exits; and
- The investigation of criminal activity.

Security camera use on campus is considered inappropriate when it entails:

- The monitoring of private areas; and
- Filming as a means of surreptitiously evaluating employee performance.

Note: The existence of this Policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

### **ACCEPTABLE USE POLICY**

All Authorized User, by virtue of their use of University Technology Resources, accept the responsibility for using such resources only for appropriate activities consistent with the University's mission and other applicable University policies that may be implemented from time to time, as well as all federal, state, and local laws, including copyright and licensing laws. Authorized Users are responsible for reading, understanding, and behaving in a manner consistent with this Policy and other related policies pertaining to the University's Technology Resources. Within reason and in a manner consistent with the University's educational mission, freedom of speech and unimpeded access to information will be honored. Authorized Users who violate the law or University policy regarding the use of the University's Technology Resources are subject to loss of access to those resources as well as to University disciplinary and/or legal action as outlined in this Policy.

## **Electronic Mail**

Authorized Users of University email accounts are responsible for using and maintaining their email account in accordance with the procedures and guidelines set forth in this Policy.

## **Passwords**

It is the policy of the University that anyone who has been issued authentication credentials for an account on any Technology Resource system, has access to the University network, or stores any Institutional Data adhere to the password policy guidelines set forth in this Policy. At no time may an Authorized User grant access to the user's account by providing someone else the password.

## **Wireless Access Points**

In order to provide wireless access to authorized users, the Office of Information Technology (IT) installs wireless "access points" in and around the campus. These access points are generally small, antenna-equipped boxes that connect directly to the local area network (LAN), converting the LAN's digital signals into radio signals. The radio signals are sent to the network interface card (NIC) of the mobile device (e.g. smartphone, iPad, laptop, etc.), which then converts the radio signal back to a digital format the mobile device can use. All Authorized Users employing wireless methods of accessing the University's network must use the University's approved access points. Personally-owned and unauthorized wireless access points that are installed without the knowledge or permission of IT and used by individuals to gain unauthorized access to the University's network are strictly prohibited. Any unapproved personal access point discovered in operation and connected to the University's network is subject to being disabled and/or removed immediately and indefinitely. Use of the University's wireless network is subject to the University's Acceptable Use Policy and Information Security Program.

## **BICYCLES, HOVERBOARDS, SKATEBOARD AND SKATES POLICY**

Every person riding a bicycle within the campus has all the rights and is subject to all the duties of a driver of an automobile. Bicycles must be operated in a safe manner and may not be ridden in campus buildings. Bicycles can be stored in offices or locked on bike racks located outside of buildings. Bicycles may not be secured to trees, light poles, posts, handrails, or buildings.

In addition to the above, the following policies have been established for the safety of the University community:

- Riding bicycles, rollerblades, skateboards, skates, in-line skates/blades, hoverboards, or other conveyances in rooms, hallways, courtyards, lounges, and lobbies, as well on all steps and stairways is prohibited;
- Bicycles, skateboards, skates, in-line skates, hoverboards, or other conveyances may not be ridden on sidewalks or walkways where there is a likelihood that such operation will duly interfere with pedestrian traffic; caution is to be exercised at all times and the right of way yielded to pedestrians;
- Unauthorized motorized vehicles, other than wheelchairs, may not be operated on sidewalks;
- Bicycles, skateboards, skates, in-line skates/blades, hoverboards, or other conveyances may not be ridden on any artificial or specially prepared surface (i.e., running tracks and basketball courts);

- All persons operating bicycles, skateboards, skates, in-line skates/blades, hoverboards, or other conveyances on campus are expected to comply with and are subject to state and local ordinances, including adhering to all posted warning, caution, or speed limit signs;
- In the absence of posted speed limits, operators are expected to act in a responsible manner and in respect of local conditions; and
- No person traveling upon riding bicycles, rollerblades, skateboards, skates, in-line skates/blades, hoverboards, or other conveyances is permitted to cling to or attach themselves to any other moving vehicle or golf cart on campus.

## **CHILDREN IN THE CLASSROOM AND WORKPLACE POLICY**

University grounds and infrastructure are designed to provide an environment conducive to the University's Mission as an institution of higher education. For reasons that include the safety of Minor Children and assuring the efficient performance of academic pursuits, administrative operations and services, the University has adopted the following policies:

- Minor Children must be supervised at all times by a parent, guardian, or caregiver while on campus or participating in a University-sponsored program or activity. During these visits, the Minor may not be left unattended or with other employees or students;
- The University does not allow the continued or reoccurring presence of a non-enrolled minor child in the workplace or classroom setting for the following reasons: (1) the potential for interruption of work; (2) health and safety concerns; and (3) liability to the University;
- Minor Children may be brought to the workplace by parent or caregiver employees in the case of unforeseen or emergency situations or when common sense would dictate that it is more efficient for the employee to bring the Minor Child into the workplace (e.g., following or before a physician's appointment if child is not contagious). Such arrangements should be infrequent and only to be temporary in nature;
- Minor Children are generally not permitted in classrooms while classrooms are in session unless permission is granted by the course instructor. Should a Minor Child become disruptive, the student and Minor Child may be asked to leave by the course instructor.
- The University allows for reasonable break times for lactating mothers to express milk and provides accommodations shielded from view to do so. In addition, mothers who choose to breast feed their infant at the workplace are allowed to do so as an exception to this Policy.
- Employees and students who bring Minor Children to the workplace or classroom are responsible for all aspects of the child's behavior. The employee or student is responsible for the Minor Child's safety and is financially responsible for any damages caused by the child. The University does not accept liability for injuries to children or visitors on University premises in violation of this Policy.
- Minor Children are generally permitted in general use areas and facilities (athletic fields, Public Spaces, academic buildings, food service areas, etc.) with a parent, guardian or caregiver, but may be restricted from certain areas of these areas and facilities or from utilizing certain equipment.
- A Minor Child with an infectious disease should never be brought to campus.
- Even when accompanied by a parent, guardian or caregiver, Minor Children not participating in a University -sponsored program or activity are prohibited from high-risk areas such as: laboratories,

shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.

This policy is not intended to prohibit participation in a University-sponsored event, such as “Take Your Child to Work Day” or other events where families are invited and encouraged to participate.

### **CREDIT CARD MARKETING POLICY**

The University prohibits the advertising, marketing, or merchandising of credit cards to students on University owned, operated, or controlled property, and at any University-sponsored events. This prohibition applies to all banks and other commercial entities (including their third-party representatives) that engage in the on-campus marketing of credit cards to students through solicitation activities.

### **DEMONSTRATIONS ON CAMPUS POLICY**

Demonstrations by members of University community must be registered and approved in writing 72 hours in advance by the President’s Office, which will then notify Campus Security of the approval. Demonstrations may be organized and led only by members of the University community.

Demonstrations or other forms of expression may not compromise the rights of other members of the University community, nor interfere materially with the general operation of the University. Free speech is a cherished foundation of academia. Forms of expression, however, may not be contrary to the University Mission, Catholic identity, or demean or degrade individuals on the basis of a protected class as set forth in the University’s Notice of Non-Discrimination Statement.

Sponsorship or participation in demonstrations in no way relieves the individuals or organizations involved in such activities of responsibility for their conduct. Individuals and organizations sponsoring or participating in demonstrations are accountable for compliance with applicable laws, this Policy, and other applicable University policies.

### **PARKING OF MOTOR VEHICLES POLICY**

Parking a vehicle on the University campus is a privilege. Any person who parks a vehicle on campus agrees to abide by posted parking regulations. Failure to abide by the regulations may, at the University’s sole discretion, result in the imposition of fines, impoundment of the vehicle, towing, and storage of the vehicle at the owner’s expense, disposition of an abandoned vehicle, or any combination of these repercussions. Any unauthorized vehicle parked in a space marked “Handicap,” “reserved”, or in a fire zone will be immediately ticketed and towed at the owner’s expense.



## POSTINGS AND NOTICES POLICY

The purpose of the University of Providence Posting and Notices Policy is to ensure students, faculty, staff, departments, offices, organizations, and campus partners adhere to a standard set of guidelines when posting/advertising on campus. This policy creates consistency for faculty, staff, and students regarding posting/advertising on campus.

### **Administration of Policy:**

The Office of Student Activities and Events administers this Posting and Notices policy. Any questions related to this policy, procedures and posting locations should be directed to the Director of Student Activities & Events or their designee. Appeals to denials may be made to the Vice President for Student Engagement and Athletics.

The Office of Student Activities will regularly clear the posting locations of outdated material(s). Residential Life staff will clear the postings in campus residential spaces. Members of the UP community who notice potential violations of this policy are asked to contact the Office of Student Activities and Events.

Exception: University-wide and/or contracted events, for example those coordinated by the University's Events Coordinator, are not subject to the approval this policy. Temporary posting of materials on doors, windows, etc. needed to successfully execute such events will be left to the discretion of University personnel coordinating the event.

Any proposed variation of this posting policy must be proposed to the Director of Student Activities and Events. Proposed variations proposed with less than two weeks notice may not be considered.

### **Approval Procedure:**

All promotional materials include, but are not limited to, flyers, table tents, yard signs, sandwich boards, chalking, indoor and outdoor banners, sidewalk signage and indoor floor clings. These materials must be approved and adhere to "Compliance Standards" and "Content Guidelines."

All promotional material must be approved by the Director of Student Activities and Events or their designee, prior to being posted on campus. Approval is granted after the materials have been properly registered, compliance with "Compliance Standards" have been verified, and materials have been stamped "Approved for Posting."

- Student promotional material(s) content, need approval from the Office of Student Activities prior to printing or purchase of material.

### **Compliance Standards:**

All materials must comply with the following:

- The content of all materials displayed on UP's campus must be in alignment with the university's Catholic Identity and mission and conform to the University of Providence Code of Student Conduct and University policies.
- Demeaning, sexual, racial, or other discriminatory references are prohibited in materials.
- Materials may be on display for two weeks unless approved and stamped for a longer period. All postings will be removed within 24 hours of the event's conclusion.
- All academic-related and University department postings should adhere to University of Providence Brand Standards.

- All postings with any reference, or implied reference, to alcohol or drugs must conform to the Alcohol and Drug Prevention Program Policy.

**Content Guidelines:**

The following should appear on all postings:

- The name of the sponsoring organization, school, college, division, vendor or individual.
- Contact information (phone, email, website).
- The name, date, time, and location for the event, if applicable.
- The cost associated with the event being advertised, if applicable.
- For fundraising activities/events, the name of the individual or organization benefiting must be present. \*
  - All lottery and raffle winners will be announced to the University community using official forms of communication.

**Campus Posting Bulletin Boards:**

Official Campus Posting Bulletin Boards are available on the main university campus as a service to students, schools, colleges, divisions, organizations, and off-campus vendors.

Campus Posting Bulletin Board guidelines include:

- Materials may be displayed only on boards marked “Campus Posting.”
- Materials may not be attached to building walls, trees, hallways, doors, stairwells, or any painted surface.
- Only one copy of a poster or flyer may be displayed per bulletin board.
- Only staples and pushpins may be used to hang flyers on the boards, no tape, or adhesives.
- Sponsors must supply their own pins or staples when posting.
- Sponsors are responsible for posting their materials. Materials intended to be posted in Residential Life spaces should be delivered to the Director of Community Standards and Residential Life (or designee) for distribution.

**Chalking:**

Chalk must be washable (not spray chalk), and must be removed by the registered student organization, University department or University vendor one day after the event (unless approved otherwise.) All chalking requests will be cleared through the Director of the Physical Plant, prior to approval by the Director of Student Activities and Events.

**Elevators:**

Posting in elevators is prohibited.

### **Handbills:**

Promotional materials may not be handed out to students, faculty, and staff on the University of Providence campus, either inside or outside buildings. Promotional materials are not to be placed on cars in University parking lots.

### **Banners:**

#### **Indoor Banners:**

Indoor banners are to advertise specific events/programs only. Reservations are for two weeks, unless otherwise approved.

#### **Outdoor Banners:**

Outdoor banners must use a weatherproof material. Physical Plant must be contacted regarding the hanging of all outside banners on campus.

#### **Sidewalk Signage/Indoor Floor Clings:**

Any material used to create the sidewalk signage and indoor floor clings must be approved by the Director of the Physical Plant. Minimum temperature of the sidewalk signage application is 50 degrees.

#### **Table Tents:**

Table tent space is limited. Table tents are to advertise campus events and program only. Priority will be given to University sponsored programs and activities.

#### **Yard Signs and Sandwich Boards:**

Yard signs and sandwich boards may be left up overnight. The Student Activities and Events Office is not responsible if yard signs, and sandwich boards are stolen or vandalized.

#### **Violations:**

All promotional materials must conform to the policy stated. Violators of this policy may be subjected to suspension of posting privileges, loss of registration for the sponsoring organization, and/or in extreme cases other University disciplinary action. Materials improperly posted or inconsistent with this policy will be removed, and the violator may be subjected to penalties. If materials are removed, no reimbursements will be provided to the organization. The Office of Student Activities will typically provide a three-strike practice to administer this policy. In the event of a violation, a first warning and a final warning will be issued before a loss of privileges will occur. However, serious violations may result in immediate loss of privileges and/or disciplinary proceedings.

### **UNMANNED AIRCRAFT SYSTEMS (DRONES) POLICY**

All University students, employees, volunteers, contractors, vendors, and visitors are prohibited from operating Unmanned Aircraft Systems, also known as drones, without appropriate permission from the University. If permission is received, operators of an Unmanned Aircraft Systems must comply with the University's appropriate and prohibited uses guidelines (see Procedures/Guidelines). Any operation or use of an Unmanned Aircraft Systems that violates the appropriate and prohibited uses guidelines or any applicable law or regulation is prohibited. It is the responsibility of the operator of the Unmanned Aircraft Systems to ensure that all relevant guidelines, laws, and regulations are adhered to during operation of the Unmanned Aircraft Systems.