

WILLAMETTE UNIVERSITY
Office of Campus Life
Selected Policies Manual 2002 – 2003

This manual constitutes a guide to the standards that help to maintain and define
Willamette as a vital learning community.

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Dear Willamette University Community Member,

As a residential liberal arts institution, Willamette University is committed to the ideals of both individual autonomy and community citizenship. This means that we recognize and seek to balance the rightful claims of personal freedom and privacy with the needs of membership in the campus at large.

We understand students to be citizens of the Willamette academic community, having responsibilities to the whole in addition to rights as individuals. This campus citizenship flourishes in two ways. First, there are a variety of opportunities for service, both on and off campus. Participating in such service activities reaffirms a basic component of our community and gives concrete expression to the motto, "Not unto ourselves alone are we born." Second, citizenship flourishes when members of the community live by standards of conduct that embody the ideals of honesty, integrity, civility and mutual respect. As a community of learning, dedicated to open inquiry, we must consistently work to put these ideals into practice.

The Selected Policies Manual constitutes a guide to the standards that help to maintain and define Willamette as a vital learning community. I hope you will take a moment to read the guidelines that are included in this handbook. This handbook offers a great deal of useful information about what makes our community congenial and functional. If you have questions, please don't hesitate to contact me. I'd be happy to explain a policy in more detail and explain why we feel that it is important to our community.

Sincerely,

Jim Bauer

Dean of Residential Life and University Judicial Officer

POLICIES RELATED TO STUDENTS

Disability Grievance Policy

Students who believe they have a grievance about a disability issue should contact the director of Disability and Learning Services for information and assistance, 503-370-6471.

Emergency – Medical or Psychological

In case of an extreme medical or psychological emergency in which a student appears to be at risk to him or herself or another, a campus official should be contacted who will call for emergency assistance. The student will be transported to Salem Hospital for evaluation and determination of appropriate care.

All costs incurred are the responsibility of the student. Student health insurance is billed automatically through the Business Office at the beginning of the academic year. The policy is for 12 months. Students not covered by another policy must maintain coverage through the plan offered by the University. Students covered by another health insurance plan may sign a hard waiver form to option out of the university plan. This must be done within 10 days of the first day of class in the fall. For assistance with claims or insurance questions call 503-370-6972. Counseling and health services are available on campus to students. See those sections in the Student Handbook for available services.

Non-Discrimination Policy

Willamette University opposes discrimination in the recruitment and hiring of students and graduates based on sex, race, age, marital status, disability, sexual orientation, religion or national and ethnic origin. The University will not allow its facilities or services to be used by an organization that practices unlawful discrimination or whose employment practices violate the University's equal opportunity policy. In the case of employers who follow policies of legal discrimination but who do not practice a policy of equal opportunity, the University will permit employer information to be made available to assist students in making choices and contacting potential employers but will not permit on-campus interviews.

Any complaints concerning practices by employers during the recruitment and hiring process that are inconsistent with the terms of this policy should be reported to the Dean of the appropriate graduate school of the University or the Dean of Campus Life for the College of Liberal Arts who will investigate by following a procedure developed within each school.

The University has instructed each Career Services office to obtain a signed copy of the University's non-discrimination policy from each organization interviewing on campus as an indication of a willingness to comply with the University's policy.

Non-Smoking Policy

Willamette University takes seriously its obligation to provide a safe, healthy environment for staff, students and guests. Recognizing that smoke from tobacco products has direct adverse effects on the health of smokers and non-smokers alike and responding to growing concerns expressed by employees, all University buildings shall be designated no-smoking areas. In and around University residences the rights of the non-smoker take precedence over the rights of the smoker. Designated smoking areas will be established near University Residence facilities.

Individual complaints or concerns regarding this policy should be directed to the appropriate Residence Life staff member or the Dean of Residential Life.

Publicity Policies for Students and Student Organizations

Below are some guidelines for posting publicity on campus. If a student or student organization wishes to go beyond posting flyers, posters, and/or table tents, they must consult a member of the Student Activities staff on the 2nd floor of the University Center for more information and approval. Every effort will be made to accommodate a special request, as long as the following principles are followed:

- publicity that contains obscene language or references to alcoholic beverages or illegal substances will not be approved,
- publicity may not be anonymous; the name of the sponsoring individual or group must be displayed as well as contact information such as an email address or phone number,
- a cleaning charge will be assessed if materials are not removed 24 hours after the event (e.g., painting windows, sidewalk chalking, helium balloons, etc.), and
- the Office of Student Activities reserves the right to discuss concerns with the individual or group prior to posting the material.

Some buildings on campus have special policies that are listed below.

Academic Buildings

To post publicity in academic buildings, the department secretaries in each of the buildings must grant approval.

Bistro and Willamette Store

Contact the managers individually about their posting policies.

Cat Cavern and Goudy Commons

Table Tents:

- There is space for 25 table tents in the Cat Cavern and 90 in Goudy Commons.
- Table tents should be constructed of light or pastel colored paper to avoid staining the tables if the tents become wet.
- Please note that table tents will be discarded for special brunches.

Posters in Goudy Commons:

- Only one poster per event may be posted on the designated posting area.

Grounds

Upon approval, outside publicity is permitted as long as nothing is attached to the foliage or outside of buildings. The placement of stakes in the ground must be approved ahead of time so as not to damage underground systems. Chalking is permitted on sidewalks only. Portable sandwich boards are available in the Office of Student Activities on a first-come first served basis. Portable barriers are available in the Grounds Department by contacting x6143.

Library Boards

The Office of Student Activities will post flyers and posters, space permitting.

Mail Services Center

Only registered student organizations can stuff mailboxes. A form is available in the Office of Student Activities or the Mail Services Center.

Residence Halls

All publicity, with the exception of posting during ASWU elections, must be approved by the Office of Residence Life. For information on this policy, refer to the Student Handbook.

University Center

Flyers:

- Flyers may be posted on designated bulletin boards on the 1st and 2nd floors.

Banners:

- Banners may be hung outside on the UC railings. Poster paper is available in the Office of Student Activities for registered student organizations. Non-registered groups or individuals may purchase the same paper in the Willamette Store. Please tie the banner to the railing (string is available in Student Activities) and do not use tape.
- Banners may be hung inside the UC, but the space is limited so a sign-up is available at the UC Information Center. Use a 78" long piece of banner paper folded in half for a double sided banner.

Sexual Conduct Information

Willamette University is committed to fostering a supportive learning community. Sexual misconduct in any form is a direct violation of this commitment and will not be tolerated. Such misconduct is an affront to the dignity of the individual and it diminishes the perpetrator. It also undermines the trust and respect essential in an institution of higher learning and represents a breach of specific provisions of the student code of conduct.

Information About Sexual Conduct

College students, often away from home for the first time, may be unsure of how to handle rapidly expanding social circles and a lack of parental restrictions. Moreover, they may be unsure about what constitutes sexual misconduct or how to react when confronted by it. The information that follows is designed to provide a clear understanding of expectations and outcomes regarding sexual conduct on this campus. It includes a definition of terms and discussion of responsibilities and resources.

Definitions of Sexual Misconduct

At Willamette University, rape is any nonconsensual sexual intercourse (anal, oral or vaginal), however slight, with any object, by a man or a woman. Rape may be accomplished by fear, threats of harm and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent, or is prevented from resisting, due to being intoxicated, drugged, unconscious or asleep.

Sexual assault is a broader term than rape. It includes rape as well as various types of unwanted sexual touching, however slight, with any object, by a man or a woman.

It is important to realize that rape or sexual assault may occur even though:

- the victim knew the assailant
- the victim didn't yell or scream
- the victim didn't fight back and/or have physical injuries
- the victim had been intimate with the assailant previously, or with someone else
- the victim agreed to go to the assailant's room alone or invited the assailant to his/her room

Sexual harassment is unwelcome sexual advances, a request for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following applies:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
- Such conduct has the purpose or effect of interfering with an individual's academic performance or creating an intimidating, hostile, or offensive living or academic environment (see General Student Conduct Regulations).

Sexual harassment may occur regardless of whether the alleged harasser and person being harassed are members of the same or opposite sex.

Consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent may not be obtained through the use of force (actual or implied, immediate or future), whether that force be physical, threats, intimidation, or coercion. The survivor of sexual assault is not required physically or otherwise to resist a sexual aggressor.

Silence, previous sexual relationships and/or current relationship with the perpetrator may not be taken as an indication of consent. Use of alcohol or other drugs by the perpetrator is not an excuse for violation of the sexual conduct policy.

Consent may not be given by someone who is not of legal age or who is incapacitated or affected by physical or mental illness, or by drug or alcohol consumption. Consent may not be given by someone who is unconscious or unaware, or for any reason is unable to communicate her/his intentions.

Responsibilities

All members of the University community have an obligation to act responsibly in the realm of sexuality. This includes accepting personal responsibility for choices made about alcohol and drug use that might lead to behavior that violates another person. In addition, all members of the University community have the responsibility to recognize and challenge any form of sexual misconduct.

Responsibilities for both men and women include:

- Getting to know your partner and discussing sexual expectations before you find yourself in an intimate situation. Don't let sex "just happen."

- Clearly communicating your desires and limits. Don't make assumptions.
- Avoiding excessive use of alcohol.
- Being assertive. If you say "no," say it clearly.
- Listening and hearing. Being told "no" is not a rejection of you as a person, nor does it mean you reject someone else to say "no."
- Paying attention to your nonverbal actions and those of others.
- Accepting your partner's decision. Don't try to coerce or manipulate.
- Understanding and accepting that you are responsible for your behavior and choices.
- Trusting your instincts. If you think something is wrong, you are probably right. Get out of the situation immediately.

Incapacitated Sex

Many of the sexual assaults experienced by college students occur in situations that involve drinking or drug use – by the survivor, assailant or both. Often, survivors who were impaired at the time of the assault have intense feelings of self-blame. They are also more likely to encounter blaming responses from other people. A survivor is NEVER responsible for a sexual assault. The responsibility rests completely with the assailant.

For example, if a man has sex with a woman when she is unable to consent or is prevented from resisting because of the effect of alcohol or other drugs, it is nonetheless rape if the man knew or reasonably should have known that the woman was incapacitated.

Being drunk or high is not an excuse for sexual misconduct under any circumstances. It may help to know that:

- At least 70% of all sexual assaults involve alcohol.
- The use of alcohol can be a factor for the survivor, the aggressor or both.
- Alcohol and other drugs lower inhibition and impair judgment, which can lead to dangerous situations.
- Alcohol and sex can be as dangerous as drinking and driving.

What To Do If You Are Raped or Sexually Assaulted

- Go to a safe place
- If you want to report the assault, notify the police or campus safety immediately. Reporting the event can help you regain a sense of personal power and control, and it can also help to ensure the safety of other potential victims.
- Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.
- Preserve all physical evidence of the assault. Do not shower, bathe, douche or brush your teeth. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.

- Go to a hospital emergency department or a specialized forensic clinic that provides medical care for sexual assault victims. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from sexual assault.
- If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can call a hot line, a rape crisis center or a counseling agency to find someone who understands the trauma of sexual assault and knows how to help. You can also contact a campus resource, such as a campus sexual assault advisor or the Wellness Center. (Contact information is listed in the Sexual Assault Resources and Information section at the back of this manual.)

Judicial Process for Sexual Misconduct

The University's judicial procedures should be viewed as a resource to the survivor of sexual assault or rape. Sexual assault and rape are criminal violations and violations of the Willamette University Standards of Conduct. Even if the survivor does not file a complaint with civil authorities, a student charged with any type of sexual misconduct will be subject to the University disciplinary process.

A. Filing a Complaint

The Dean of Residential Life (Doney, x6212) is the University judicial officer. Telling the University judicial officer about an alleged incident of sexual misconduct does not commit you to filing a complaint. Finding out more about the procedure for filing a complaint and having questions answered may help you make a decision.

In order for a formal complaint to be filed, the complainant will be asked to write a factual account of the alleged incident. Within two working days, the student(s) named in the complaint will receive a letter outlining that a violation of the Standards of Conduct is alleged to have occurred and that the student(s) has/have been named as the complaint respondent(s).

B. What Will Happen Next?

When a written complaint is filed, both parties (the complainant and the complaint respondent) will be sent letters which require that they not have any contact until the matter is resolved. Failure to abide by these statements of "no contact" is considered a serious violation and will be grounds for immediate judicial action. This no-contact directive will provide for reasonable access to campus resources and activities. In addition, there may be situations in which one or both of the parties is temporarily moved out of his or her room into another space on campus.

Neither of these actions is an indication of guilt or responsibility; rather, they are ways of protecting all involved parties until the matter is formally resolved.

If the complainant requests, the University will make every reasonable attempt to assist her/him should s/he desire to change her/his residence. The student may request consideration in the completion of academic work in progress. This request should be made to the associate dean of the appropriate College.

C. If You Are Accused of Sexual Misconduct

You are also strongly encouraged to talk with someone who can be helpful and supportive at this time. The University judicial officer will make available to you an advisor to help you understand the process and give referral information if needed.

D. Administrative Hearings

Within two working days of receipt of the letter, the accused student(s) must schedule a conference with the University judicial officer. The complainant will not be present at this conference. At the conclusion of the conference, the judicial officer will determine how that complaint will move forward. In the case of an administrative hearing, he/she shall appoint administrative hearing officers, one of each gender. The hearing officers shall consider the case in accordance with the Administrative Hearings Procedures outlined in Section VII of the Standards of Conduct in the Selected Policies Manual.

E. Standards Committee Hearings

Either party may request that the case be heard by the Standards Committee. Standards Committee hearings are closed and confidential. If the accused student(s) is/are found responsible, the sanctions will follow those outlined in the Standards of Conduct. See Standards of Conduct, sections IX-X for information regarding the Standards Committee and Sanctions.

Standards of Conduct

I. Purpose

The chief purpose of Willamette University is the creation of a community which offers the development of intellectual skills, character and values that contribute to the pursuit of knowledge and the search for excellence. As such, the University strives to promote independent thought and intellectual curiosity, respect for differences and for the rights of others and a commitment to the development of ethically sensitive and responsible individuals.

The University therefore has the obligation to protect this educational community and to maintain socially and educationally responsible behavior among its members. Consistent with its purposes, reasonable efforts are made to support the personal, academic and social development of those students who are held accountable for violations of University regulations.

The purpose of the Standards of Conduct is to set forth:

1. the rights and responsibilities of students;
2. the authority and responsibility of the University in maintaining discipline and in pursuing the central purpose of the University;
3. the general principles and policies upon which Willamette University operates;

4. the process for determining student accountability for violating these University regulations and Standards;
5. the guidelines for ensuring that this process is fair and based on tolerance, mutual respect, and compassion; and this document is intended to provide substantial justice and, in rare cases, procedural modifications may be necessary to accomplish this end.

II. Jurisdiction

The Willamette University Standards of Conduct apply to all University undergraduate and graduate students and student organizations.¹ “Student(s)” includes persons enrolled in credit or non-credit courses or educational programs offered through Willamette University; “student organization” includes any group of students that is officially recognized by the University. The term “student” throughout the Standards of Conduct shall refer to an individual student or student organizations. The Standards of Conduct apply to any officially recognized organization, event or academic program, whether it is on- or off-campus. Student status, for purposes of enforcement of the Standards of Conduct, continues whether or not the University is in session and includes persons who were enrolled during the immediately preceding semester. In the case of a student’s involvement in an egregious infraction while off-campus, the University may be compelled to act.

III. Application of Law

The University does not seek to create an academic community detached from the reach of civil authorities, social customs or the important responsibilities of citizenship. In addition, Willamette abides by the Drug-Free Schools and Communities Act Amendments of 1989 (see Alcohol Policy). The University’s Judicial System is not a substitute for any civil or criminal court proceedings. Students do not surrender their constitutional rights as citizens by becoming members of the Willamette community.

IV. Students’ Rights and Responsibilities

A. Student Rights

1. Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, political creed, marital status, age, sexual orientation or disability.
2. Students have a right to fair and impartial academic evaluation.
3. Students have a right to be free from involuntary disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors.
4. Students have a right to have the University maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.

¹ The College of Law, Graduate School of Management and College of Liberal Arts subscribe to the principles of the Standards of Conduct. However, the implementation of academic standards is governed by the College of Law Student Grievance Procedure, Graduate School of Management Grievance and Complaint Procedures, or the CLA Plagiarism and Cheating Policy, and shall be accomplished through those procedures. The determination of whether a matter falls within academic standards shall be made by the Dean of the College of Law, the Dean of the Graduate School of Management, or the CLA Academic Status Committee.

5. Students, through student representatives, have a right to participate in formulating and evaluating institutional policies.
6. Students have a right to organize and join associations to promote interests held in common with others.
7. Students have a right to peaceful protest on University premises. These protests may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process or damage property.
8. Individual students, student groups and campus organizations have a right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to University requirements regarding reasonable time, place and manner for the use of its facilities.
9. Students have a right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the University, subject to the Non-Discrimination Policy and requirements for the use of University facilities.
10. Students have a right to a press free of any censorship, subject to state, local and federal laws and University policies.
11. Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
12. Students have a right to a confidential disciplinary process, as outlined in the University Standards of Conduct.

B. Student Responsibilities

1. Students are responsible for acting in a manner that does not infringe upon the rights of other members of the University community.
2. Students are responsible for maintaining an atmosphere that promotes respect for learning and human dignity.

V. General Student Conduct Regulations

The University may take disciplinary action against a student or student organization that willfully engages or attempts to engage in any of the actions listed below. The University may take disciplinary action against a student organization when the alleged violation may reasonably be held to be a collective act of that organization.

1. Falsification, forgery, unauthorized alteration or misuse of University documents, records, keys, student identification or combination door locks;
2. Disruption, obstruction or material interference with the process of instruction, research, administration, career placement, discipline or any other service or activity provided or sponsored by the University;
3. Lying, withholding of information or misrepresentation in any transaction with the University, whether oral or written;
4. Damage, destruction, theft or misuse of University property or personal property located on the University campus;

5. Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;
6. Conduct which threatens the health or safety of any person on University property or at University-sponsored activities;
7. Aiding and abetting another in a violation of the Standards of Conduct;
8. Failure to comply with a directive from a University staff member in the performance of his/her duty;
9. Lewd or indecent conduct on University property or at University sponsored activities;
10. Acts that threaten, intimidate, harass, degrade or disgrace another;
11. Sexual harassment (quid pro quo and hostile work environment) – see Prohibition of Harassment Selected Policies Manual, 2002-2003;
12. Sexual harassment (peer) – Unwelcome sexual advances, requests for sexual favors and other verbal, physical or written activity of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive living or academic environment, regardless of whether the alleged harasser or person being harassed are members of the same or opposite sex;

The University standard for differentiating between an isolated instance and harassment is "...when the conduct is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment."

Each incident is to be judged individually and is subject to a "reasonable person" standard, which would include such criteria as whether a reasonable person would subjectively feel harmed, or if a reasonable person would actually incur harm².

The following examples are intended to clarify where harassment is not severe enough to create a hostile environment:

- *Single comment (e.g., "You have a nice figure")*
 - *Single request for a date, even if unwelcome*
 - *Single gift of flowers, even if unwelcome*
 - *Single incident or comment regarding student's muscles, even if sexual in nature and unwelcome*
 - *Student actively participates in sexual banter and gives no indication that he/she doesn't like it*
13. Non-sexual harassment – Includes harassment on the basis of race, ethnicity, national origin, gender, religion, sexual orientation, as well as the existence of a hostile environment that is created, encouraged, accepted, tolerated or left uncorrected (see Standards of Conduct, IV, A. 1. for the inclusive list);
 14. Sexual offenses – the following are sexual offenses when the alleged victim does not consent or is incapable of consenting.*

- a. Intercourse – penetration of the penis into the vagina, sodomy, oral sex and/or penetration with a foreign object.
- b. Sexual contact – any touching of intimate parts of the alleged victim or causing the alleged victim to touch the intimate parts of the alleged perpetrator for the purpose of arousing or gratifying sexual desire of either party.

** Incapacity to consent - if at the time of the alleged offense, the alleged victim is rendered incapable of making or communicating a decision to the alleged perpetrator for any of the following reasons:*

- i. the alleged victim is under the influence of a controlled substance or other intoxicating substance*
- ii. the alleged victim is unconscious*
- iii. the alleged victim has a mental disability*
- iv. consent is obtained by force or threat of force*
- v. for any other reason the alleged victim is unable to communicate his/her intentions*

If a student is found responsible for violation of Standard 14, he/she is subject to minimum sanctions that must include one of the following:

- disciplinary probation
 - education, assessment and treatment programs at the student's expense
15. Possession, use or threatened use of firearms, ammunition, explosives or any other objects on University property or at University-sponsored activities (see Firearms/Weapons Policy);
 16. Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities;
 17. Violation of the University Alcohol Policy (see Alcohol Policy);
 18. Disorderly conduct (including disorderliness resulting from drunkenness), unreasonable noise or behavior which results in material inconvenience, annoyance or alarm;
 19. Tampering with fire equipment, turning in a false alarm or engaging in behavior which constitutes a fire hazard;
 20. Making harassing phone calls, misuse or abuse of University telephone equipment, computer access lines, mail services or telecommunication resources;
 21. Failure to abide by any published University policy or procedure, applicable local, state and federal laws (e.g., including, but not limited to Residence Life policies, catalogs);
 22. Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.

VI. Enforcement Procedures

If a student is charged with a violation of the General Student Conduct Regulations or other applicable regulations, then Formal Resolution is required. In other situations, Informal Resolution is encouraged.

A. Informal Resolution

Willamette community members are encouraged to resolve differences, conflicts and misunderstandings directly and informally. In some instances conflicts can be resolved directly by the individual(s) involved.

B. Formal Resolution

A formal charge is considered to have been filed when an incident report – a written factual account of what happened – is submitted to the University judicial officer or his/her designee. Depending upon the potential severity of sanctions, the judicial officer, who has the discretion to make the determination, may resolve the matter through:

1. an Administrative Hearing
2. the Standards Committee

C. Academic Violations

Alleged academic violations will be adjudicated by the dean of the affected college or school using the guidelines and procedures of the appropriate college for formal resolution.

VII. Administrative Hearings

An Administrative Hearing is conducted by the dean of Residential Life, or his/her designee administrator. (In the case of a hearing for sexual offenses, the dean will appoint two hearing officers – one male, one female.) The student who is alleged to have violated a University policy or regulation will be notified in writing of the alleged violation with an appointment letter. The appointment Letter shall require the student to attend a scheduled appointment. If there is any substantial reason the student feels the University judicial officer cannot be fair and impartial, the student may notify the University judicial officer within two working days. Should a student fail to appear at the scheduled appointment, the hearing will be held in his/her absence.

The hearing will be conducted by the administrator. During this hearing the following will occur:

1. The administrator will explain the process, and ask the accused student(s) if s/he has any questions about the process.
2. The administrator will review the available information about the incident.
3. The student(s) will then have an opportunity to present information in defense.
4. When all of the information has been presented, the administrator will render a timely decision.
5. If a violation of University policy or regulation is found, the administrator will make a decision about the appropriate sanction.
6. The sanction(s) will be discussed with the student(s), and a follow-up letter will be sent to confirm the decision.
7. The process for appeal will be explained and the student(s) will be asked if there are any questions about the appeal process.

8. The case cannot be reheard for a specific infraction of the Standards of Conduct.

The hearing administrator will decide the case based on a preponderance of the evidence available through testimony and exhibits.***

VIII. Appeal Procedure of Administrative Hearings

Students have the right to appeal an Administrative Hearing decision to the next higher level authority who was not involved in the process. Students have a right to one appeal. The written appeal must be filed with the University Judicial Officer within three working days from the date of the follow-up letter.

The accused student may appeal his or her Administrative Hearing decision based on one of the following criteria:

1. Procedural error which was significant.
2. The sanction results in either suspension or expulsion, in which case the University Judicial Officer will refer the appeal to the Standards Committee for review. In the case of an agreed settlement, only the validity of the alleged violation may be appealed and not the sanction(s) outlined in the settlement.
3. Newly discovered evidence which by due diligence could not have been discovered in time to be presented at the hearing.

IX. Standards Committee

The Standards Committee will hear matters referred to them by the dean of Residential Life and University judicial officer. The Standards Committee may, at the discretion of the University Judicial Officer, hear cases involving sexual assault. The Standards Committee shall be governed by a commitment to fair process, education and prevention. Committee members will be appointed for two-year, renewable terms. A student who has been found in violation of the Standards of Conduct or the Academic Plagiarism and Cheating Policy may be ineligible to serve as a member of the Committee.

A. Membership

The Standards Committee shall be comprised of the following:

- (2) Faculty, nominated by the College of Liberal Arts faculty council
- (2) Faculty, one nominated from Atkinson Graduate School of Management and one from the College of Law, by their respective Deans
- (2) Staff/Administrators, nominated by the Dean of Campus Life
- (3) College of Liberal Arts students nominated by A.S.W.U.
- (1) Law student nominated by the Student Bar Association
- (1) Graduate student nominated by the Associated Students of the Graduate School of Management

*** Preponderance of Evidence – Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.

A faculty or staff/administrator shall be selected by the President to serve as Chairperson to conduct the hearings according to Standards Committee procedures and serve ex-officio, voting in the case of a tie.

B. Alternate Membership

When nominations are made of persons to serve on the committee, alternate members will also be nominated. One alternate from each category will be nominated and appointed. In the event of absence, unavailability or disqualification of any member, alternate members will serve to assure full committee membership. Alternate members will be selected from the same group, i.e., students replace students, staff replace staff, etc. Alternate members may participate in committee meetings, but will not be present at actual hearings, unless they are serving as alternates. Alternates will be called to serve by the Standards committee chairperson.

C. Temporary Disqualification

The committee shall consider, upon request of the accused student or any committee member, the temporary disqualification of one committee member. Disqualification will be on any grounds. Students or committee members must submit their request in writing to the chairperson for consideration and a decision 48 hours prior to the Standards of Conduct hearing of the particular case.

D. Quorum

A quorum shall consist of the chairperson and six members. The six members shall consist of a minimum of three students and three faculty/staff. A quorum is required for any official business of the Standards Committee.

E. Standards Committee Procedures

1. At least two working days prior to a hearing, the student(s) will receive a written notice of the alleged violation. The notice will also contain the time, date and place of the hearing. Requests for postponement will be considered if extraordinary circumstances exist.
2. Either party may review all information to be submitted at the hearing, including a list of witnesses if requested. Parties shall not discuss the substance of the case with committee members prior to the hearing.
3. The student may elect not to appear at the hearing; however, the hearing will then be conducted in the student's absence.
4. During the hearing, either party may have an advisor present in an advisory capacity; the advisor is not permitted to participate in the proceedings. The complainant and respondent may appear in person, hear all testimony, present any relevant information, call witnesses (see below) and ask questions at the hearing. A decision to appear does not obligate either party to testify. Failure to testify will not be held against either party.
 - a. Up to two (2) people speaking to the character of the complainant and/or respondent may be called at a hearing (two character witnesses per complainant and/or respondent).

- b. In the case where a complainant or respondent asks for a clarification or change in a hearing procedure, the chairperson is authorized by the committee to make a ruling on this request, subject to approval by committee members in person or through email. If committee members do not respond to email, then the chairperson will consider this an affirmation to the request.
5. Hearings will be conducted by the chair in an informal manner, using committee guidelines for the type of hearing to be conducted, with appropriate regard for the conduct of a fair, sensitive and respectful process. The hearings of the Standards of Conduct committee are closed unless otherwise determined by the committee.
 - a. The Standards of Conduct committee operates on the general philosophy that all members, complainants, respondents, witnesses, advisors and representatives use a standard of “courtesy” when conducting themselves in a hearing. This includes, but is not limited to:
 - i. allowing witnesses to finish statements before committee members’ questioning begins
 - ii. directing questions to the chairperson when appropriate
 - iii. allowing clarification or restating of questions by the chairperson in order to promote a courteous atmosphere
 - iv. seeking recognition from the chairperson before asking questions of witnesses, etc.
 - v. The chair, upon affirmation of the committee, has the authority to remove any party who is disruptive and/or obstructs the hearing or its procedures.
6. The chair of the committee is responsible for scheduling the hearing and notifying the participants. The administrative assistant to the University judicial officer will be available to assist the chair with these responsibilities.
7. The chair of the committee shall make a tape recording of the hearing. The complainant/respondent may listen to the tape recording in the presence of the chair.
8. The chair may only vote to break a tie.
9. After all evidence has been presented, the committee will meet in private to discuss the case and reach a decision. Finding of violation of a University policy or regulation shall be based upon a preponderance of evidence.
10. All statements, information, or comments given during the hearing will be held in strictest confidence by Standards Committee members.
11. After the hearing, the chair of the committee shall notify both parties in writing of the committee’s findings.
12. The dean of Residential Life and University judicial officer shall enforce compliance with sanctions imposed by the Standards Committee.

X. Sanctions

Willamette University's Student Code of Conduct is intended to be educative, rather than punitive; thus, permanent records of disciplinary conduct action are not kept beyond three years after a student's date of graduation, except where the behavior has been so egregious as to cause suspension or expulsion from the University. Willamette University adheres to a progressive disciplinary system. A pattern of offenses or repeat offenses will have a cumulative impact that will result in more severe sanctions. Any record of prior offenses will be taken into consideration when determining the severity of the sanction. If a student is found responsible for violating Standard 14 (sexual offenses), he/she is subject to a minimum sanction that must include one of the following: disciplinary probation; or education, assessment and treatment programs at the student's expense.

A. Warning

The student is given written notice of the outcome of the hearing and that future violations of the Standards of Conduct may result in the imposition of more serious sanctions.

B. Service to the University

The student or organization is required to render a designated number of hours in the service of the academic, on-campus, or off-campus community under the direction of the University judicial officer or his/her designee.

C. Restitution

The student is required to reimburse personal injury costs or replace or restore damaged, stolen or misappropriated property.

D. Fine

The student is required to pay a designated amount of money to the University as penalty for a violation. Unfulfilled University service sanctions may be converted to a fine at a rate of \$20.00 per hour.

E. University Conduct Probation

The University may require the student to acknowledge specific terms of the probation and specific outcomes should the student fail to abide by the terms of probation.

F. Disciplinary Probation

The student's participation in University life is placed on provisional status, with or without loss of designated privileges, e.g., suspension of participation in campus activities, clubs, etc. In the case of a violation of Standard 14 (sexual offenses), this will be a minimum sanction.

G. Suspension

The student's participation in University life is severed including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the suspension takes place. As applied to student organizations, this sanction is equivalent to loss of University recognition and all privileges associated with such recognition.

H. Expulsion

The student's participation in University life is severed indefinitely, including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the expulsion takes place.

I. Other

The University may impose other sanctions as deemed necessary and appropriate. This may include but is not limited to required education, assessment and treatment programs at the student's expense. The University may limit participation in University activities or organizations and/or revoke designated privileges to participate in University life. If a student is found responsible for violating Standard 14 (sexual offenses), he/she is subject to a minimum sanction that must include one of the following: disciplinary probation; or education, assessment and treatment programs at the student's expense; suspension; or expulsion.

XI. Immediate Removal From Campus

If the presence of a student poses a potential threat to the physical safety or emotional well-being of a member or members of the Willamette community, or if the student poses a threat to him/herself, then the University judicial officer or designee may remove the student from campus or their residence community. Such removal will take effect immediately upon actual notice to the student. This notice shall be accompanied by notice of a hearing.

XII. Appeal of a Standards Committee

Sanction

Decisions of the Standards of Conduct committee are final as to both the existence of a violation and as to any sanction imposed. Committee decisions are not subject to appeal.

A sanctioned student may seek committee reconsideration by delivering a letter to the University judicial officer within three working days of receipt of the chair's notice of committee findings:

1. If the letter identifies significant procedural error previously called to the attention of the committee and specifies particular unfair prejudice to the student resulting from that error, the University judicial officer may direct the Committee to reconsider and correct the error; or
2. If the letter specifies newly discovered evidence which by due diligence could not have been discovered in time to be presented at the hearing, the University judicial officer shall submit the letter to the chair of the Standards Committee who may poll committee members. If a majority of the members voting at the former hearing now elect to consider the new evidence, a committee hearing will be scheduled.
3. In all other cases, the reconsideration request is deemed denied. If reconsideration is granted, the chair of the Standards of Conduct committee may suspend all or part of the sanctions pending that reconsideration.

XIII. Publication and Revision of the Standards of Conduct and Alcohol Policy

The Standards of Conduct and Alcohol Policy is published in the annual Willamette University Selected Policies Manual. Additional copies will be available in the Office of Residence Life. Proposed revisions to the Standards of Conduct may be submitted by any member of the University community to the dean of campus life who will refer the proposed revision to the campus life committee for action.

Recommended revisions of the Standards of Conduct by the campus life committee will be forwarded to the dean of campus life for submission to the board of trustees campus life committee for approval.

Student Grievance Policy

This policy does not apply to Standards of Conduct violations, nor is it an appeal or process to supersede the Standards of Conduct. In cases of sexual harassment or sexual assault, please refer to those policies for appropriate procedures.

1. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaint with that faculty or staff member. Students in the College of Law, Atkinson Graduate School of Management and Graduate School of Education shall be governed by their respective procedures.
2. In the case that students and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the immediate supervisor of the faculty or staff member. After the initial meeting, the faculty or staff member, the appropriate supervisor and the student may meet if all parties agree.
3. If the student is not satisfied by steps 1 and 2, he/she should submit a written complaint to the dean of Residential Life, if the matter is nonacademic, or the dean of the respective college if the matter is academic. In either case, the respective dean will establish a Hearing Board. In cases involving rights or a matter which is not readily categorized as either academic or non-academic, the dean of Residential Life and the dean of the college will review the situation together and decide which classification is most appropriate.
4. The Hearing Board will be composed of five members – one student and one faculty member from the campus life committee, one student from the student senate, one faculty member from the faculty council, and the appropriate dean/director who serves as chairperson.
5. Within five class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Hearing Board chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.
6. The Hearing Board will convene upon receipt of the response. After reading and discussing the complaint and the response, the Hearing Board may request interviews with faculty, staff members or students involved. The Hearing Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the appropriate supervisor.
7. If after five class days, the Hearing Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., appropriate vice president or dean).
8. A written appeal of the outcome by the student or faculty/staff involved to the chairperson of the Hearing Board may be filed within five class days after the receipt of the recommendation. The appeal must be based upon one of the following criteria: 1) procedural error which was significant, or 2) newly discovered evidence which by due diligence could not have been discovered in time to be presented at the Hearing. Upon receipt of the written appeal, the chairperson of the Hearing Board shall submit a copy of the original complaint, response, Grievance Board recommendations and rationale, and the appeal to the appropriate dean.

9. All proceedings of a Hearing Board shall be kept confidential and not noted in the student's permanent record.

Student Refund Policy

Students are admitted to Willamette University with the understanding that they will remain until the end of the semester unless unforeseen circumstances necessitate their withdrawal. Students who are suspended or expelled from the University forfeit all refunds of tuition and fees.

In compliance with the Higher Education Amendments of 1998 (Section 668.22), Willamette University's refund policy is as follows:

1. A student's withdrawal date is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period for a student who leaves without notifying the institution.
2. Refunds for tuition will be prorated on a per day basis based on the academic calendar up to the 60 percent point in the semester. There are no refunds for tuition after that point in time.
3. Withdrawing students are responsible for applicable room and board charges through the date they checked out of their campus housing with Residence Life.
4. Students withdrawing for medical reasons may petition for a medical withdrawal. In the case of an approved medical withdrawal, the student refund is the same as a student who withdraws from the University; however, the student's transcript will indicate a withdrawal for medical reasons. Applications for a medical withdrawal may be obtained from the registrar's office.
5. Health insurance charges and student body fees will not be refunded to withdrawing students.
6. In the case of a student's death during a term, a full tuition refund will be granted to the student's estate.

Students who withdraw and have received financial aid will receive their refund after the required portion of their financial aid is returned to the aiding programs. The required portion of financial aid that is returned to the aiding programs is calculated as follows:

- Title IV aid and all other aid is earned in a prorated manner on a per day basis based on the academic calendar up to the 60 percent point in the semester. After the 60 percent point, no refunds are granted for tuition.
- Recalculation of financial aid is based on the percent of earned aid using the following formula:
$$\text{Percent Earned} = \frac{\text{Number of days completed up to the withdrawal date}}{\text{total days in the semester (105)}}$$
- Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:
- $\text{Aid to be returned} = (100 \text{ percent} - \text{percent earned}) \times \text{the amount of financial aid applied to the student's account.}$

- When financial aid is returned, the student may owe a balance to the University. The student should contact the Business Office to make arrangements to pay the balance.

Questions regarding this refund policy should be directed to the assistant controller located in the University's business office.

Telephone Harassment: Procedure to Order a Phone Number Change

If a residential student is receiving harassing phone calls, he/she should take the following steps:

1. Report the incident to the Campus Safety office.
2. If it is deemed necessary to change the phone number for the protection of the student, Campus Safety will order a new unlisted number from WITS. When the number is changed, Campus Safety will give the student and Residence Life the new number. Also, a trace can be put on the phone to try and locate the origin of the incoming calls.
3. Residence Life will enter the unlisted number in the appropriate file and secure it from publication.
4. WITS will notify the Business Office that an unlisted number has been issued so they can adjust their long distance billing records.

All-Campus Policies

Alcohol Policy¹

I. Introduction

Willamette University does not approve of the illegal consumption of alcoholic beverages by underage persons. Moreover, Willamette University condemns the abuse of alcoholic beverages. No person under the age of 21 years shall attempt to purchase or acquire an alcoholic beverage, and no person under the age of 21 years shall have personal possession of an alcoholic beverage. Evidence has shown that underage consumption of alcoholic beverages is prevalent on university campuses despite state laws and university rules and regulations. Due to the persistence of underage consumption of alcoholic beverages, Willamette University's policy and procedures implements an educational as well as regulatory aspect in addressing this situation. This alcohol policy is intended to serve the following objectives:

- A. to promote legal and responsible behavior and attitudes among all members of the University community;
- B. to create programs and services to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making;
- C. to aid individuals experiencing difficulties associated with the use of alcohol.

This alcohol policy is a component of the University Standards of Conduct and its procedures. It applies to all students, faculty, staff and administrators. Failure to observe the following policies and regulations shall constitute a violation of the University policy and may subject the individual(s) or group(s) to sanctions outlined in the Standards of Conduct and the appropriate employee handbook. Ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

II. Policies Governing Use of Alcohol

- Individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- Individuals not of legal drinking age (not yet 21 years old) are not permitted to consume or be under the influence of alcohol.
- No person shall misuse or abuse alcohol.
- No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.

A. Individual Student Rooms

University residences include fraternity and sorority houses, residences and apartments.

1. Consistent with Oregon State law, private gatherings in individual student rooms will not be considered social functions and need not be registered. Occupants and participants are responsible for abiding by all University policies.
2. Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room. The University defines “safe and manageable occupancy” as no more than three (3) times the residential occupancy for that room.
3. Regardless of the number of persons in an individual student room, a University employee may enter a room to ensure compliance with health and safety standards, or if there is reason to believe that there have been violations of University policy or state and federal law.

B. Other University Facilities/Common Areas

1. When alcohol is to be served or consumed in any Willamette University approved facility, an Alcohol Use Request Form must be submitted to the dean of Residential Life twelve (12) working days prior to the event. Form copies will then be sent to the following offices as deemed appropriate: campus safety, food service, the appropriate building manager, and the director of scheduling and conference services.
2. Consistent with the general alcohol policy regulations, alcohol may be served or consumed in the following buildings (excluding classrooms) on campus upon approval of the Alcohol Request Form:
 - a. University Center
 - b. Playhouse
 - c. Art Building
 - d. Smith Fine Arts Building
 - e. Law School
 - f. Atkinson Graduate School of Management

- g. Waller Hall
 - h. Common areas in most University residences
 - i. McCulloch Stadium patio
 - j. Montag Center recreation area
3. Upon approval of the Alcohol Request Form, alcohol may be served at catered events (i.e., receptions, dinners) in:
 - a. Goudy Commons
 - b. Sparks Recreational Center
 - c. Mary Stuart Rogers Music Center
 - d. Hallie Ford Museum of Art
 - e. Hatfield Room in the Hatfield Library
 - f. Tokyo International University of America
 - g. Thetford Lodge (by permission)
 4. A notice of the approval of the Alcohol Request Form shall be displayed at the event.
 5. In instances where a registered event is only utilizing a portion (i.e., room) of a building, the serving and consumption of alcohol must be confined to the specific registered or designated area (i.e., room).

C. University Trips and Off-Campus University Events

1. This University alcohol policy is in force on all University travel and at off-campus, University functions, as applicable.
2. Prior to any University travel, participants are encouraged to review the University Standards of Conduct, including review of this alcohol policy. All participants will be held responsible for their behavior during University travel and at off-campus, University functions.
3. Employees or students on University business or driving University vehicles are prohibited from consuming alcoholic beverages before driving.

D. Regulations and Procedures

1. Alcohol may not be served or consumed in any outdoor areas of the campus.
2. Direct or indirect sale of alcohol is prohibited without the written permission of the dean of Residential Life.
3. To sponsor an event where alcohol will be served, contact the Office of Residence Life for the proper forms and procedures at least twelve (12) working days prior to any scheduling.
4. Alcohol must be distributed through a Willamette approved third party vendor, unless otherwise approved by the dean of Residential Life.

5. When alcohol has been approved to be served in University facilities, it is approved with the intent that participants will not leave the facility and operate a vehicle under the influence of alcohol.
6. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Willamette community and their guests.
7. Willamette participants in a sponsored event must produce current Willamette University ID. A guest of any Willamette University community member must produce identification (e.g., driver's license, University ID) verifying at or above University-age status.
8. Willamette University community members are responsible for their guests.
9. Alcoholic beverages will not be mentioned or implied in publicity for an event.
10. Alcohol will not be the main focus of an event.
11. Appealing non-alcoholic beverages and food must be served at all events while alcohol is being consumed or served. Food and non-alcoholic drinks must be displayed as prominently as alcoholic beverages.
12. The area where alcohol was served or consumed must be cleared and cleaned immediately following the event. Sponsors of the event will clear and clean this area or will make arrangements to have this done.
13. Kegs, party balls and other common-source containers are not permitted on campus without the written permission of the dean of Residential Life.
14. Student body activity fees may not be used for purchase of alcoholic beverages.
15. An event where alcohol is present may not exceed a safe and manageable number of people at any one time. This number will be determined by the University.
16. All entrances and exits of University facilities where alcohol is served must be monitored. In the case of a large event (as defined by the University), organizers must arrange with Campus Safety for security officers for the duration of the event.
17. A member of the University staff shall take measures to stop an activity at which alcohol is served or consumed if there is any problem which cannot be corrected. Food Service staff also has the responsibility of monitoring the use of alcohol at catered events.
18. Students, faculty, staff and administrators will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action by the University or by local, state or federal law enforcement.
19. All events must comply with applicable Oregon Liquor Control Commission guidelines.

20. Open containers of alcoholic beverages are not permitted in public areas. A student room or apartment is considered public if the door to the hallway is open.
21. Students and guests consuming alcohol may be required to present identification and verification of age.
22. The University defines “under the influence” as any detectable level of alcohol or noticeable or perceptible impairment of mental or physical faculties.

III. Procedures for Enforcement

- A. The dean of Residential Life shall be responsible for the enforcement of the Alcohol Policy. Any other member of the University community may refer violations of this policy to the dean of Residential Life for possible action.
- B. Violations of the Alcohol Policy by students or student groups will be adjudicated through the Standards of Conduct Policies and Procedures in this handbook.
- C. Violations of the Alcohol Policy by University faculty, staff or administrators, departments or their department-sponsored groups will be adjudicated by the appropriate dean/administrator, in consultation with the Dean of Residential Life.

IV. Corrective Measures and Sanctions

- A. Sanctions will be administered under the policies and procedures of the Standards of Conduct, or as outlined in the employee handbook, whichever is appropriate. Sanctions will be administered for the abusive use of alcohol. Sanctions will always include an educational component. Students should expect a required alcohol education class for first time violations of the Alcohol Policy. The University may require additional sanctions such as, but not limited to, Risk Management and liability or leadership education programs. Repeat or egregious behavior will require more comprehensive educational sanctions including outpatient treatment and assessment. Repeated violations may require that the University contact a parent under FERPA guidelines. Repeated violations may lead to suspension.
- B. Sanctions may include suspension of privileges to serve, possess or consume alcohol on campus in University-owned facilities. The University may require students to be absent from functions where alcohol is served or consumed including, but not limited to, their own private residences.

End notes:

¹Passed by the Willamette University Board of Trustees as part of the official University Standards of Conduct. Revised in 1998.

The Board of Trustees has the authority to challenge this policy and change it as necessary.

Campus Security Act

This report is prepared on an annual basis by the Office of Campus Safety based on incidents reported during prior calendar year.

I. Campus Crime Statistics

Willamette University does not allow anonymous reporting of crimes. Community members are encouraged to report immediately any criminal and suspicious activity to a campus safety officer

by calling 503-370-6911. Every appropriate effort will be made to maintain confidentiality. Persons wishing to discuss a situation in strict confidentiality may do so by speaking with the University's chaplain, a counselor in the Counseling Center or Health Center staff.

A log of all crimes reported to the Office of Campus Safety is maintained and is available and open for public inspection during normal business hours. This daily crime log includes the type of crime, the location of occurrence, the date and time reported, and disposition of the situation (if known).

Statistics on the following crimes during the current year and during the three preceding years are listed below.

Specific Categories of Federal Offenses

	2001	2000	1999	1998
Homicide	0	0	0	0
Sexual Offenses, forcible	2	4	1	1
Sexual Offenses, non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	24	32	50	33
Arson	2	0	2	0
Motor Vehicle Theft	1	4	0	6
Liquor Law Violations	161	43	27	24
Drug Abuse Violations	19	9	9	12
Weapons Possessions	0	0	0	0
Hate Crimes (total)	0	2	0	1
Because of Race	0	1	0	0
Because of Gender	0	0	0	0
Because of Sexual Orientation	0	1	0	1
Because of Ethnicity	0	0	0	0
Because of Disability	0	0	0	0

2001 Crime Statistics

	On Campus	In Residences	Buildings	Property
Criminal Homicide	0	0	0	0
Sexual Offenses, forcible	2	0	0	2
Sexual Offenses, non-forcible	0	0	0	0

Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	24	15	9	0
Motor Vehicle Theft	1	0	0	0
Arson	2	0	0	0
Liquor Law Violations	159	139	20	2
Drug Abuse Violations	18	14	0	0
Weapons Possessions	0	0	0	0
Hate Crimes (total)	0	0	0	0
Because of Race	0	0	0	0
Because of Gender	0	0	0	0
Because of Sexual Orientation	0	0	0	0
Because of Ethnicity	0	0	0	0
Because of Disability	0	0	0	0

II. Campus Security Information

The Office of Campus Safety is responsible for the security of the structures on campus. The officers are responsible for checking all facilities to ensure that they are in fact secured and locked. The residence halls are locked 24 hours a day. Campus academic buildings are kept locked at all times when no classes are in session. Students can gain access to study, rehearse or perform research by obtaining an “After Hours Pass” from their professors. Campus Safety will admit students to academic facilities according to the instructions on the pass.

All emergencies, suspicious activity, and criminal behavior should be reported immediately to Campus Safety by calling x6911 (503-370-6911). Telephones are available on the outside of many buildings in red metal boxes. When appropriate, Campus Safety will publish information regarding any current danger that reported criminal activities may present. Willamette University has a Director of Campus Safety and seven (7) Campus Safety officers. Officers patrol the campus checking for anything out of the ordinary and responding to any dispatch call.

Willamette University has defined Campus Security authorities as: Jim Bauer, Dean of Residential Life; Ross Stout, Director of Campus Safety; Marilyn Derby, Associate Director of Residence Life; the Area Coordinator (AC) on-call; and the Campus Safety officers. All crimes observed or reported to either the Campus Safety staff or Residence Life staff are reported to both the Dean of Residential Life and the Director of Campus Safety within 24 hours of the incident. The University begins the academic year with residence hall and floor meetings that discuss safety/security procedures. The goal is to ensure that every residence on campus has a minimum of one safety/security program per semester.

The Office of Campus Safety annually prepares and distributes a brochure entitled, “Watching Out for Yourself on Campus” to all students, faculty and staff. Similarly, the Counseling Office annually prepares and makes available a brochure entitled, “Getting Help ... Resources and Options for Survivors of Rape and Sexual Assault.”

Dogs on Campus

1. Dogs must be kept on a leash while on Willamette University property.
2. Dogs are not allowed in residences, Goudy Commons, The Bistro, Cat Cavern or the Montag Center (except for dogs to aid persons with disabilities).
3. Dog owners are expected to clean up after their dogs.
4. Dogs are not to be left unattended by their owners.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act, Public Law 93-380, effective Nov. 19, 1974, is intended to ensure a student’s right to inspect and review his/her educational records and to protect the student’s right to privacy by limiting the transferability and disclosure of information in his/her records without prior consent.

Under the guidelines of FERPA, a student has the right to:

1. Inspect and review his/her educational records.
2. Seek amendment of his/her educational record which the student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights.
3. Consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that the Act authorizes disclosure without consent.
4. File with the Department of Education a complaint under the Act concerning alleged failures by Willamette University to comply with the requirements of the Act.
5. Refuse the designation of any or all information as Directory Information by requesting a Directory Information Hold on that category of information. All requests for Directory Information Holds must be in writing and submitted to the Registrar’s office. Although the initial request may be filed at any time, Willamette University will honor the request for no more than the current academic year, at the end of which a new request must be filed. Without such a hold in place, the University may disclose the following Directory Information from student records without the student’s consent: name, address, telephone number, photographs, honors and awards, dates of attendance, date and place of birth, major field of study, sports participation history, height and weight of athletes, email address, current enrollment status, previous institutions attended, and degrees conferred and dates.

Public notice of these categories and of the right of a student to request a Directory Information Hold will be given annually. Failure to respond to such notice may result in the routine disclosure of one or more of the designated categories of personally identifiable information. The University will continue to exercise informed discretion in responding to requests for information contained in student records.

Willamette University has developed institutional procedures to ensure compliance with the Family Educational Rights and Privacy Act. University policy is consistent with the intent, guarantees and safeguards embodied in the legislation. Departmental policies may vary procedurally, but are to be in alignment with the institutional guidelines. A complete version of Willamette University's Education Records Policy can be found at the Office of the Registrar (x6206) or the Office of Residence Life (x6212).

Fire Alarm Response

For Persons with Mobility Impairment

First, always assume it is a REAL FIRE and follow the general evacuation procedures listed in "Watching Out For Yourself on Campus" published by the Office of Campus Safety (Call x6911 for a copy).

Guidelines Specific to Individuals with Mobility Impairments

- COLLINS SCIENCE CENTER AND HATFIELD LIBRARY: These buildings offer safe areas. Individuals who use wheelchairs or other assistive technology for mobility should be directed to those designated safe areas.
- THE LIBRARIES, SPARKS CENTER, AND ANY OTHER AREA WHERE THERE ARE RANDOM GROUPS: An employee(s) MUST be designated on each floor to make a thorough check of carrels, book stacks, locker rooms, etc. to make certain there are no individuals needing special assistance in the area.
- ALL OTHER BUILDINGS: The procedures listed below should be followed. The Fire Department will carry out the evacuation.
- Until the Fire Department Arrives
- Assign a student to immediately call x6911 (cell phone or nearest phone). Report that there is an individual who uses a wheelchair or other assistive device in Hall __, Floor __, Room __. Instruct the student to report back.
- The professor (or an assigned person) is to remain in the room with the student while the class follows usual evacuation procedures. KEEP the door closed.
- Never enter an elevator. It commonly stops working when the fire alarm rings.
- If the fire is in the room with the student, the student and professor should go into the hall to the nearest stairwell and wait for assistance. (All hallway doors should be closed.)

NEVER CARRY AN INDIVIDUAL UNLESS IT IS A MATTER OF IMMINENT DANGER. IF A STUDENT MUST BE CARRIED, LEAVE THE WHEELCHAIR BEHIND and follow the instructions of the individual as to how he/she is best transported.

Firearm/weapons Policy

Willamette University has a zero tolerance policy regarding firearms and weapons on campus. Firearms and other types of weapons are not allowed on University property, in University vehicles, or at any University-sponsored event off-campus.

This policy prohibits the possession, use or threatened use of firearms, ammunition, explosives, or other objects as weapons.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Willamette University's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Anyone who observes or has knowledge of someone on the Willamette University campus violating this policy should immediately report the incident to the Campus Safety office by dialing x6911. The complainant should be prepared to provide the Campus Safety office with any relevant information that caused them to observe or suspect the violation.

Campus Safety officers have the right to confiscate weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety office while a thorough investigation of the incident is conducted.

Failure to adhere to the University's firearms/weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, which, depending on the circumstances, may include termination of employment.

Guidelines for Responsible Rollerblading, Skateboarding, Bicycling

Pedestrians always have the right of way; in other words, it is the responsibility of individuals rollerblading, skateboarding or cycling to avoid pedestrians and courteously yield right of way.

Reckless boarding is inappropriate on the University campus. Definition of reckless includes but is not limited to jumping on steps and rails, skating which damages University property or behavior which may intimidate or harass others. Rollerblading, skateboarding and cycling activities are limited solely to members of the Willamette University community.

Trick skateboarding is not allowed:

- In any areas with decorative brick paving
- Within 20 feet of entrances to buildings
- After Residence Hall quiet hours
- In any way that inhibits the normal function of any University area
- On raised platforms and concrete structures

Identification

Your Willamette ID card is for the sole use of the person to whom it is issued. Do not loan it to anyone. If, in the performance of duty, a University staff member requests to see your Willamette ID or another form of identification, you must present it promptly. Failure to present it is a violation of the Standards of Conduct.

If you lose your ID card, report it promptly to Campus Safety. Replacement cost for a new ID card is \$10.

Inclement Weather

Because of the normal weather conditions in Salem during the winter months, it is unlikely that Willamette will be closed due to inclement weather. However, when weather conditions are extreme, the decision to close the University will be made in the President's office and

communicated to the Deans and Vice Presidents by 6 a.m. Students and employees can call the Information Center desk at 503-370-6300 to get updated information.

Name and Logo Imprint Policy

The University has implemented a policy that guides us to evaluate the use of our image and identity in clothing and gifts as it relates to the University position against “sweatshop labor.” Any department, employee, student group or affiliated/sponsoring group that uses the University name, logo or affiliated image, must fill out an “Imprint Request Form” before they purchase or place an order for the manufacturing of an item.

The University will review the requested item, evaluate the intended imprint and seek to insure that the manufacturer complies with our anti-sweatshop code of conduct. This is especially important regarding clothing and gift items, as they are specifically part of the code. Contact Tricia Durgin at the Office of Residential Life and Auxiliary Services to obtain the proper form or more specific information.

Parking Regulations

A. General

1. The University strongly encourages people to consider using alternative forms of transportation other than single occupant motorized vehicles, at least on some occasions. All students and employees may ride Salem’s Cherrits buses free of charge by showing their Willamette University ID card. We also encourage other environmentally friendly and parking friendly forms of transportation such as walking, bicycling, carpooling and park-and-ride.
2. It is the responsibility of permit holders to know these regulations. Lack of knowledge of these Parking Regulations will not be justification for appealing parking citations.
3. Parking on campus is considered a privilege. The purchase of a parking permit entitles an individual to park on University property if there is a legal parking space available. This permit does not guarantee a parking space will be available.
4. With the exception of fire lanes, prior permission may be obtained to temporarily park in restricted areas. However, Campus Safety must be notified prior to parking in these restricted areas. Any vehicle parked in a fire lane, no parking area, reserved space, sidewalk, landscaped area, etc., is subject to immediate towing at the owner’s expense. These restricted areas are in effect 24 hours a day, 365 days a year. Visitor parking spaces are enforced 8 a.m. to 5 p.m., Monday through Friday. Loading zones may only be used while actively loading or unloading items. Authority to tow vehicles is found in Oregon Revised Statutes 98.805-98.810.
5. Parking permits are issued to a specific vehicle and may not be transferred to any other vehicle.
6. Permits must be purchased by the owner of a vehicle, or the son/daughter/ward or other non-student owner of a vehicle. If two or more persons are “sharing” a vehicle the owner or agent of the owner must register the vehicle. Giving, selling or purchasing a permit for another person, or registering a vehicle owned by another student is a violation of the Willamette University Standards of Conduct and will result in disciplinary action.

7. Parking in all on-campus facilities is limited to Willamette University and Tokyo International University students, faculty and staff, and their invited guests.
8. All vehicles must display a current Willamette Parking Permit. Parking permits may be obtained from the Campus Safety office. Motorcycles are not required to have a permit and, therefore, must park only in designated motorcycle parking areas.
9. Individuals to whom parking permits are issued are responsible for all parking/traffic violations associated with their vehicle, regardless of who is driving the vehicle.
10. All citations must be paid or appealed within five working days from the issue date. All appeals must be made in writing. Appeal forms are available from the Campus Safety office or the University Information Center on the first floor.
11. The maximum speed limit on campus is 10 miles per hour, except on Mill Street, where it is 20 miles per hour.
12. The parking lots on the west side of Winter Street are closed to parking between 3 a.m. and 6 a.m. Exceptions can be made pursuant to section A, 4. (See map on inside.)
13. All freshmen and sophomores must park in the parking lots behind TIUA between 8 a.m. and 4 p.m., Monday through Friday. See map for the location of these lots.
14. All vehicles parked on campus must be maintained in an operable condition. Vehicles which are not operable, e.g., flat tires, wrecked, etc., will not be allowed to park on campus. All student vehicles must be removed from campus by May 23, 2003.
15. Willamette University and Tokyo International University of America are not responsible for theft or damage to vehicles parked on University property; however, if your vehicle is damaged or items are stolen from your vehicle, contact Campus Safety immediately so an investigation can be performed and an incident report written.
16. For reasons of health and safety, no one will be allowed to sleep in vehicles overnight in a campus parking lot.

B. Parking Permits

1. Parking permits are required to be on all vehicles parked on campus beginning Sept. 10, 2002.
2. The cost of a parking permit is \$80 for the entire year. Permits for the second semester only are \$55. Students may apply to receive a second permit. Application forms are available at the Campus Safety Office. The cost of this second permit will be an additional \$10. Second permits will be issued only for the TIUA parking lots. Resident students are not eligible for a second parking permit.
3. A copy of the vehicle registration must be attached to the permit application to receive an on-campus parking permit. A vehicle not registered to the applicant or to the applicant's home address requires an explanation of the applicant's relationship to the owner.
4. Persons who only drive to campus occasionally may choose not to purchase a campus parking permit. Limited use parking permits are available from the Campus Parking Office. Students and employees may purchase limited use parking permits. These permits can be used any five days. The permits require that the date of issue be written on the

permit. The first permit for the academic year is \$5. Additional limited use permits are \$15 each.

5. Temporary university parking permits can be issued to persons with mobility impairments for a period of two weeks. This permit will allow parking near campus buildings. Handicapped parking spaces cannot be utilized for this purpose. A visitor space or loading zone will be assigned, after consultation with the user, on a temporary basis.
6. Applications for State of Oregon handicapped parking permits are available from the Department of Motor Vehicles. If a person needs a disabled permit for longer than two weeks, the permit from the DMV is the best resource. This permit is valid in all handicapped parking spaces throughout the city and state.
7. Visitor parking permits are available for one day visits to campus. Visitor parking permits may not be used by students, faculty or staff. These permits are available from Campus Safety, the University Information Center and other campus departments.
8. If you change vehicles, you must exchange parking permits. Permits are not transferable between vehicles. If you bring in your old permit, you will not be charged for a new one. If you do not return the old permit, a replacement will cost \$10.
9. All outstanding fines must be paid before a permit will be issued.
10. A permit must be attached to the vehicle in the manner specified on the instructions with the permit. Improperly displayed permits are not valid.
11. Vehicle information may be provided to government agencies on a need-to-know basis. If you do not want this information released, you must notify Campus Safety.

C. Violations and Fines

The following is a list of parking violations and corresponding fines. VIOLATIONS IN SECTION (a) MAY SUBJECT A VEHICLE TO IMMEDIATE TOWING, WITHOUT NOTICE TO THE OWNER.

a) These violations may result in immediate towing 24 hours a day, 365 days a year:

Fire Lane (\$50)

Handicapped Parking (\$50)

Reserved Parking (\$25)

Visitor Parking without a Visitor Permit (\$15)

Parking in a Loading Zone (\$15)

Blocking/Impeding Traffic (\$15)

Parking/Driving on Grass/Landscaped Area (\$25)

Parking/Driving on Sidewalks (\$15)

Parking in a Driveway/Service Road (\$15)

No Parking (\$15)

Parking in an Unauthorized Lot (\$15)

b) Other violations:

- No Permit (\$15)
- Invalid Permit (\$15)
- Altered Permit (\$50)
- Reckless Driving (\$50)
- Apply Boot (\$50)
- Issue Boot/Tow Notice (\$15)
- Tow Vehicle/Call Tow Truck (\$100)
- Speeding (\$25)
- Other (\$15)

D. Payment of Fines

Parking citations may be paid by the following methods:

1. Fines may be paid at the Campus Safety office in Doney Hall.
2. Fines not paid or appealed within five working days will be charged to a student's account. A handling fee of \$5 will be added to each citation.
3. Towing and storage charges must be paid directly to the towing company. The towing company will only accept cash as payment for tow charges.

E. Appeals

Disputed citations may be appealed within five working days from the date the citation was issued. All appeals must be made in writing. Appeal forms are available from the Campus Safety office or the University Information Center. Appeals must be based on firm and verifiable evidence. Lack of knowledge of these parking regulations will not be justification for appealing citations.

Appeals will be reviewed by the director of Campus Safety. The director will reply with a decision based on the information written on the appeal form. Appeal decisions will be returned within five working days from the date the appeal is submitted.

Persons not satisfied with the decision by the director of Campus Safety may appeal to the Parking Review Board. Full payment of fines must accompany the appeal. If the Parking Review Board reduces or suspends the fines for the appealed citation(s), fine payments will be refunded. Students may pay these fines by charging their student account. The PRB is an all-University board, including students from all three colleges and faculty. Persons wishing to appeal to this board must return the bottom portion of the Appeal Decision Form to the Campus Safety office within five working days of the date on the Appeal Decision Form. Persons appealing may submit additional written comments.

The PRB will convene according to its workload. The decisions of the PRB will be final. Persons are expected to abide by its decision. The PRB does not meet from May 1 through Oct. 1. Appeals made during this period will be held until the first meeting of the board in October.

F. Towing Procedures

Vehicles in violation of any restricted area listed in section C may be towed immediately. Vehicles or individuals cited for three violations in restricted areas or any vehicle issued a tow notice the previous academic year will be issued boot/tow notices. This notice is valid for any vehicle driven by the person to whom the tow notice was issued. A tow notice will be in effect from the date of issuance until the beginning of the next academic year (September 1).

Additionally, any vehicle or individual with three unpaid citations will be issued a boot/tow notice. If the fines have not been paid by the date indicated on the notice, the vehicle will be booted or towed if it is found anywhere on Willamette University or TIUA property.

Booted or towed vehicles will not be released until all outstanding citations are paid. Payments must be made in cash or charged to student accounts. Owners are responsible for all costs associated with the booting/towing. The towing company will accept only cash as payment for towing charges.

Any person who has been towed two times during the same academic year may be referred to the University Disciplinary process for violating the University's Standards of Conduct.

Parking of Bicycles

Bicycles must be parked in designated bicycle racks and not locked to building railings or parked in building hallways. Bicycles locked to railings and in building hallways create a fire safety hazard for egress from buildings and also create a trip/injury hazard to sight-impaired people who use the hand railings for navigation. For these reasons, bicycles locked to railings or parked in building hallways are subject to removal by Campus Safety.

Prohibition of Harassment Including Sexual Harassment

This only applies to cases of alleged employee harassment. This does not apply to student-to-student harassment misconduct. Please refer to the Standards of Conduct for policies and procedures related to student-to-student harassment.

Willamette will not tolerate harassment of any individual. Tolerance and respect for dignity and worth should be the guiding principles for our relations with each other. The University strives to provide a community where students, faculty, staff and others work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination. Harassment is demeaning to all persons involved, and subverts the mission of the University.

The University can fulfill its distinctive mission only in an arena where ideas are vigorously debated, including those which some find offensive, and in an arena where staff, students, and faculty respect one another's dignity in their common membership in a community of inquiry. We must take great care neither to stifle discussion nor to make it dangerous to speak one's mind. However, harassment compromises academic freedom and damages the trust that we must all repose in one another and will not be tolerated. Furthermore, harassment is a violation of state and federal law.

A. Harassment

Harassment is verbal or physical conduct that demeans or shows hostility toward an individual because of his/her race, color, religion, gender, national origin, age or disability, sexual orientation, or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (2) has the purpose

or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or sexual orientation and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation and that is placed on walls, bulletin boards, or elsewhere on the University's premises, or circulated in the workplace.

B. Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of sexual conduct influences employment or academic decisions affecting the individual, or (3) sexual conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work or academic environment.

Prohibited sexual harassment may include, but is not limited to sexual jokes, calendars, posters, cartoons, magazines, derogatory or physically descriptive comments about or towards another individual; sexually suggestive comments; inappropriate use of University communications including email and telephone; unwelcome touching or physical contact; punishment or favoritism on the basis of an individual's sex; sexual slurs, negative sexual stereotyping.

Harassment will not be tolerated at Willamette University. It is against the policies of the University for any individual to harass another individual. This includes acts between supervisors and employees, between fellow employees or between employees and students, and between third parties such as vendors or visitors and employees or students.

Where one party is in a position to extend academic or employment benefits to another, even a completely welcome, consensual, romantic or sexual relationship raises at least the appearance of impropriety and can create an appearance of favoritism and bias. Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome. Sexual harassment is not limited to situations where there is an unequal power relationship between parties, but such a relationship may make sexual harassment more likely.

Any employee, faculty member or student who believes he or she has been the subject of harassment by an employee of the University should report the circumstances immediately to their supervisor or the Director of Human Resources. An employee, faculty member or student may contact the Director of Human Resources without first contacting their supervisor. The University will not tolerate any retaliatory treatment or adverse consequences as a result of acting in good faith to report harassment or participating in an investigation.

Reports of harassment or retaliation will be promptly, thoroughly and impartially investigated. Consistent with the University's need to conduct an adequate investigation and, where a reasonable person would consider an action to be in violation of this policy, prompt corrective

action to rectify any harassment or retaliation will take place. Confidentiality will be maintained to the extent possible.

Any employee or faculty member found in violation of this policy will be subject to discipline up to and including discharge.

Raffles

Willamette University policy permits raffles to be held under the parameters of State of Oregon “Class B” Raffle License:

Class B – Authorizes raffles with handles NOT to exceed \$5,000 per raffle; raffles with handles between \$1,000 and \$5,000 may not exceed 12 per license year.

All staff, faculty, students and organizations responsible for the planning and production of a raffle must register their raffle through the Office of Residence Life to assure compliance with state and local laws. Contact the Office of Residence Life at 503-370-6112 for a Raffle Registration Packet.

Scheduling Policy

Philosophical Statement

Willamette University’s facilities and grounds are primarily designed and reserved for supporting the educational mission of the institution. Secondarily, Willamette space is used to facilitate related activities of significant interest to the University. The facilities and grounds also may be made available to other users for approved purposes (most often activities that are related to Willamette’s mission) if space is available after meeting all other needs.

These policy guidelines are intended to reflect Willamette University’s general practices in scheduling the use of facilities and grounds, and to provide a basis for people’s expectations in scheduling the use of campus space. Though the institution commits itself to handling requests for space use in a manner that is not arbitrary, capricious, or in violation of the University’s nondiscrimination policy, Willamette expressly reserves the right to deny the use of space at any time.

Procedures

In order to reserve space on campus, individuals or groups should first fill out a Willamette University Scheduling Request Form found on the web, or contact the Office of Scheduling Events and Conferences at 503-375-5442 to determine space availability. The Office of Scheduling Events and Conferences is responsible for scheduling most spaces on campus. Several additional facilities are available through other facility schedulers and requests for use of these facilities will be coordinated through the Office of Scheduling Events and Conferences. All reservations in any university facility will be considered tentative until confirmed by the Office of Scheduling Events and Conferences.

For further information on scheduling facilities, please refer to the Scheduling Policy on the Web, or contact the Office of Scheduling Events and Conferences.

Student Travel Procedures for the Advisor/Coach

Pre-Departure

1. A Trip Form is filed in Campus Safety by the advisor or coach accompanying the students on the trip, referred to as the trip leader. If the advisor or coach is not accompanying the students on the trip, he/she will select a student to serve as the trip leader and insure that the form is completed and filed in Campus Safety prior to departure. The trip leader picks up an official cell phone and telephone calling card provided by Willamette University. Any trip deviations are reported to Campus Safety immediately.
2. Student participants must carry medical insurance information with them and wear or carry medical alert bracelets for serious allergies or unique medical conditions. In the case of athletic or other teams that travel regularly, the advisor or coach should carry this information as well.
3. In order to serve as a driver for travel in a University vehicle, a person must meet the following qualifications:
 - a. current Willamette University employee or student
 - b. passed "Coaching the Van Driver" training test
 - c. possess a driver's record that meets Willamette's requirements (monitored by Campus Safety)
 - d. be at least 19 years of age
 - e. possess a valid U.S. driver's license with a minimum of two years driving experience
4. Private cars may be used for student travel, as long as the drivers are student volunteers or University employees.
5. The trip leader will clearly communicate expectations of student participants during a pre-trip meeting. If the advisor or coach is not accompanying the students, he/she will still attend this meeting. For groups that travel regularly, one meeting each academic year is sufficient. During the meeting, the following items are addressed:
 - a. Participants should carry little cash (travelers checks recommended) and leave valuables at home.
 - b. Trip leader has authority to return a participant home in the event of misconduct or medical emergency.
 - c. Standards of Conduct are in effect and enforced, e.g. alcohol, drugs, conduct, sexual harassment, etc.
 - d. Buddy system enforced at all times.
 - e. Curfew for overnight trips (recommended, but coach/advisor's discretion).
 - f. Signing of appropriate waivers.
 - g. Need to bring health insurance information, medical alert bracelet, etc.
 - h. Decision on whether to travel in bad weather is not influenced by class schedules for the next day.

- i. Inform student participants of emergency procedures should an accident or student injury occurs. At this time, a back-up trip leader will be selected in case the trip leader is unable to enact these procedures during the trip.

General Travel Policies – Vans/Rental Cars

1. Maps are obtained and travel routes are determined before the trip.
2. No driver may drive more than four (4) hours per shift and must take at least a two- (2) hour break between driving shifts. The shotgun passenger must stay awake to keep the driver awake.
3. Travel should be interrupted, postponed or cancelled if the schedule does not allow adequate rest for the driver(s), there is bad weather or the budget is inadequate for overnight accommodations when needed.
4. Groups are not permitted to travel or return to campus after 1 a.m. without prior approval of the department head (i.e., director of student activities, director of athletics, department chair, etc.).

Student Travel Emergency Procedures

In case of an accident or student injury, the trip leader enacts the following emergency procedures. If the trip leader is unable to carry out this process, the student captain or trip leader's designee will take the place of the trip leader.

1. Trip leader calls appropriate emergency number, probably 911.
2. Trip leader then contacts Campus Safety, who alerts crisis management team leader.
3. Campus Safety will ask scripted questions depending on situation – death involved, etc.
4. Crisis management team leader dispatches appropriate individuals to hospital, accident scene, etc. and goes to Campus Safety to oversee communications. If the incident takes place out of state or the country, the team leader will decide the University personnel and travel plans to reach the scene in an expedient manner.
5. All students, regardless of whether they are injured, are taken to the hospital to be checked out and released. Campus Safety may assist in process if the vehicle is not driveable.
6. Once the students have officially been released from the hospital or if they refuse care, Campus Safety officers or assigned University personnel will escort each student back to campus and his/her residence hall.

Willamette Integrated Technology Services Policies

University Policy on Appropriate Use of the Campus Computing Facilities and Network

Introduction

The Willamette University campus computing facilities and network are provided as a service to students, faculty, staff and other members of the Willamette community to support the instruction, research and service missions of the University. The University strives to provide fair and distributed access to computing and network facilities for a large number of users. Proper use follows the same standards of common sense, courtesy and restraint in the

consumption of shared resources that govern the use of other campus facilities. Improper use violates those standards by preventing others from accessing shared facilities.

Individual Responsibilities

The interplay of privileges and responsibilities within each individual situation and across campus engenders the trust and intellectual freedom that form the heart of our community. This trust and freedom depend upon each person developing the skills necessary to be an active and contributing member of the community. These skills include an awareness and knowledge about information and the technology used to process, store, and transmit it.

This policy applies to all computers connected to the campus network, including those in all campus buildings and facilities, and also those using remote access connections. Use of the computing facilities and network is a privilege, not a right. The University provides uncensored access to information on the Internet. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system which could interfere with University purposes.

In addition to access to its own system, the University provides access to other networks or computers. Each network or system has its own set of policies and procedures. Users must abide by the policies and procedures of these other networks and systems.

Policies

The University does not guarantee the confidentiality of any information entering or residing on the system. It also reserves the right to access and examine any information on the system.

All users must respect the integrity of the physical computing facilities and controls, and respect all pertinent policies, laws, licenses, and contractual agreements. In accord with the University Standards of Conduct, it is a violation of policy to:

- copy, rename, alter, examine or delete the files or programs of another person or a Willamette University department without permission
- use a computer for any of the following prohibited actions:
- sending abusive, threatening, or harassing messages, sending messages that are likely to result in the loss of recipients' work or systems, sending 'chain letters' or 'broadcast messages' to lists or individuals, any other uses that would cause congestion of the networks or otherwise interfere with the work of others, inserting programs on another's computer without permission
- create, disseminate or run a self-replicating program ('virus') whether destructive or not
- tamper with the switch settings, move, reconfigure or otherwise damage terminals, computers, printers or other equipment
- collect, read or destroy output other than your own work without the permission of the owner
- use the computer account of another person with or without permission unless the account is designated for group work
- forge or misrepresent one's identity in electronic communication for any purpose

- copy any copyrighted software provided by Willamette University. Users should be aware that it is a criminal offense to copy any software that is protected by copyright
- use licensed software in a manner inconsistent with the licensing arrangement as provided by WITS
- access or attempt to access a host computer, either at Willamette University or through a network, without the owner's permission, or through the use of log-in information belonging to another person
- make use of the facility for commercial purposes or financial gain

Procedures

The content and maintenance of a user's electronic mailbox are the user's responsibility. Users are expected to check their electronic mail frequently and delete unwanted messages as soon as possible.

Note that the University does not provide facilities for sending or receiving confidential messages, as outlined in the Electronic and Communications Privacy Act of 1989, Title 18, United States Code, Sections 2510 and following. This means that electronic mail messages are not private and can be accessed by others.

The contents and maintenance of a user's own storage area is the user's responsibility. As such, the user is expected to keep the number of files to a minimum, and routinely check for viruses.

Enforcement

Alleged violations of policy shall be investigated under provisions of the appropriate employee or faculty handbooks or the University Standards of Conduct, as applicable. During an investigation, University representatives, with due regard for the right of privacy of users and the confidentiality of their data, reserve the right to suspend or modify computer access privileges, monitor network access, examine files, passwords, and accounting information, printouts, tapes, and any other material which may aid in an investigation of possible violation. Whenever possible, the cooperation and agreement of the user will be sought in advance. Users are expected to cooperate in such investigations. Violations of policy may result in disciplinary actions as prescribed by University policies and procedures.

Additional information on policies and procedures may be found in the documents relating to electronic mail, the Web site, hardware and software support and the administrative system.

Electronic Mail

Electronic mail is a useful tool for communication within the University. A series of internal email lists serving different functions and constituencies will be created. Following are the categories and functions of email lists:

1. University announcement lists

The function of these lists is to enable University officials to circulate announcements to the community. An appropriate header will be devised that indicates the official nature of the announcement, e.g., Official Announcement. Posting to the list is reserved for administrative council members, or their designees. No reply is expected to these announcements, but replies can be sent to the sender. Members of the community who do not have access to

email will have access to printed copies of all University announcements through their supervisors. Only messages from “@willamette.edu” addresses will be allowed to post to these lists.

Membership on a list is by virtue of membership in a specific University population and is not optional. The following lists currently exist: College of Liberal Arts faculty, Law faculty, School of Education faculty, Atkinson faculty, School of Education students, Law students, Atkinson students, classified staff, administrative staff, related lists. We propose that a list for CLA students be initiated. Related lists include, for example: TIUA, Governors’ School, Bon Appetit, Salem Chamber Orchestra. Alumni lists might also be developed. Additional lists may be designated as needed by members of the Administrative Council. These lists may be accessed either individually or as a group (All Official Lists). The lists are generated by Human Resources (for faculty and staff) and the University registrar (for students) and maintained by WITS.

2. Announcement/limited discussion lists

The function of these lists is to enable members of the University community to circulate general announcements and undertake limited discussion. An appropriate header will be devised that indicates the nature of the announcement, e.g., Announcement, Discussion. Members of any list may post to any or all of these lists. Replies are possible only to the sender. A new message must be composed to address the entire list. Personal postings (e.g., for sale, house wanted) are not appropriate for these lists and should be sent to an appropriate newsgroup. Protracted discussions should be transferred to a topical list (see below).

Initial membership on a list is automatic by virtue of membership in a specific University population, but one can make a request for removal from the list. These lists currently include the following: CLA faculty, Law faculty, SOE faculty, Atkinson faculty, Law students, SOE students, Atkinson students, classified staff, administrative staff. The new CLA student list will be added. The lists are generated and maintained by WITS. Requests for removal from a list should be addressed to WITS.

3. Discussion lists

Discussion lists are initiated through a request to WITS by a sponsor. Students may not sponsor a list. For categories A and B below, the sponsor will determine the membership of the list, whether or not membership is required, and the ability of members to post and reply. For any particular list, the sponsor and WITS will decide who is responsible for making changes in the list.

- A. – Instructional lists – Membership by virtue of enrollment in a class, sponsored by a faculty member. A class list can be generated automatically from the class roster.
- B. – Employee, organization, special interest lists – Membership by virtue of employment in a unit of the University, membership in a campus organization, academic major, or other interest.
- C. – Topical and discussion lists – Membership on the list is by subscription, usually through an automated system of subscribe/unsubscribe. All members can post and receive replies. List is generated by WITS upon request of sponsor.

Glossary of terms:

email group: All the lists and functions described above fall into the category of email group, or mail group. When a message is received, it is forwarded on to every address that has been entered on the list for that group.

list-serve: These are similar to email groups, except that additions or deletions to the list can be made by software. Typically, there is an address for subscription requests and a different address for sending a message to members of the list. We recommend that some topical/discussion lists (3C) be maintained as list-serves.

newsgroup: Newsgroups are separate from email, in that notices are stored centrally and must be accessed by subscribers. There is no automatic notification of new postings.

alias: An alias is an email address that does not belong to a unique account, rather, to a person or persons in a particular role. An alias is created by WITS when mail is to be sent to a particular function, e.g., Webmaster, which may go to several people in different departments.

Lists in all of the above groups reside centrally on WITS servers. Members of one list can contact the entire list. This contrasts with address-book lists that individuals develop and maintain through their individual email system. Such lists can only be accessed by the person on whose email the list resides.

Approved by Administrative Council April 23, 1999

Willamette University AIDs (hiv-disease) Policy and Administrative Guidelines

In recent years, HIV-Disease has become the most publicized health concern worldwide. Although a great deal of medical progress has been made and the specific means of transmission of the virus identified, a cure has not been found. The most important goal for the University in response to HIV-Disease is to prevent further spread of the disease through education, increased awareness and the timely dissemination of current information.

As an institution concerned with the personal growth and welfare of students and employees, Willamette University has established a policy that prohibits discrimination against or harassment of employees and students based on HIV-Disease. As part of this policy, the University will endeavor to address HIV issues in a caring, compassionate, informed manner and ensure the confidentiality and dignity of persons with HIV-Disease.

HIV-Disease is a viral infection that weakens the body's immune system. HIV-Disease is not highly contagious. It is specifically transmitted through genital contact including sexual intercourse, or by sharing needles, the sharing of bodily fluids, or by direct infusion of infected blood or blood products.

The American College Health Association emphatically states that people with HIV-Disease are no threat to those with whom they go to class, share bathrooms, eat, work or sit. Moreover, the disease is not transmitted through the use of swimming pools, whirlpools, saunas or telephones. HIV-Disease also cannot be transmitted by coughing or sneezing. Finally, medical researchers point out that no cases of HIV-Disease transmission by food, water, insects or casual contacts with others have been reported.

The current state of medical evidence regarding HIV-Disease and its transmission indicates that in the majority of circumstances persons with a positive HIV antibody test do not pose a substantial risk to the safety and health of others. In the interest of flexibility, sensitivity and the

balancing of legitimate interests, the most appropriate policy is one of analyzing and responding to each case individually.

A University-wide HIV-Disease Task Force, appointed each year, will meet on a regular basis to (1) keep abreast of any new developments concerning HIV-Disease; (2) assess the effectiveness of campus programs and policies; and (3) assume responsibility for the review and coordination of existing educational programs and recommend new ones, as deemed appropriate. The Task Force will be Chaired by the Dean of Campus Life. The membership of the Task Force shall consist of:

1. Directors of Counseling, Health, and Disabilities
2. Dean of Residential Life
3. University Legal Counsel
4. One student
5. One faculty member, to be appointed by the Dean of the faculty member's college
6. The University Chaplain
7. Director of Human Resources

A sub-Committee of the Task Force consisting of the Dean of Campus Life, Director of Counseling, Health and Disabilities, University Legal Counsel and the University Chaplain, shall review and make recommendations to the President on specific situations and issues related to HIV-Disease that may arise with students or University employees.

Adopted by Willamette University Board of Trustees February 16, 1991.

Administrative Guidelines for the Willamette University AIDS (HIV-Disease) Policy

I. Students

On the basis of current medical and legal information, the University adopts the following guidelines:

- A. HIV status of students applying for admission will not be solicited or used in making admission decisions.
- B. University students who have HIV-Disease will be allowed regular classroom attendance and campus employment so long as they are able to attend class and perform their job duties satisfactorily.
- C. Students with HIV-Disease will not be restricted from access to instructional, library, recreational, dining, common areas or facilities and
- D. equipment.
- E. Decisions about residential housing of students with HIV-Disease will be made on a case-by- case basis by the Office of Residence Life in consultation with the Task Force sub-Committee. Current information does not support the existence of risk to roommates. There is, however, cause for concern for persons with HIV-Disease, because of their increased risk of infection from certain contagious diseases (e.g., measles or chicken pox) in a close living situation. It may be appropriate to assign a single room in the interest of protecting a student whose immune system is impaired.

- F. No specific or detailed information concerning complaints or diagnosis of HIV-Disease will be provided to anyone without the expressed written permission of the student in each case.
- G. Students with HIV-Disease are encouraged to inform the Director of Health Services to guarantee optimal medical care. Early diagnosis can significantly improve quality of life and long-term survival. As with other infectious diseases, the University may insist on certain appropriate restrictions based on current medical information. Such restrictions shall be based entirely on well-documented, current medical information.
- H. University health policy encourages regular medical follow-up for those who have been diagnosed positively for HIV-Disease.

Information

Alcohol and Drugs: An Informational Guide

The use of mood-altering chemicals is common in our society. Willamette University takes seriously its responsibility to educate and inform members of its community – students, faculty and staff – about the hazards of chemical use. The following text describes various drugs of abuse, hazards and short and long-term effects. For further information, you may wish to check out the web site at: www.drugfreeamerica.org. This information has been prepared by Dr. Deborah Loers, Dean of Student Development and Director of Counseling Services, with the assistance of New Step staff, Director Skip Bonham. For further information, contact them, the staff of the Bishop Wellness Center or any of the resources listed below.

Self-Help Groups

The following resources can be of help to people with substance abuse problems or to their friends and family. In Salem, call these self-help groups:

Alcoholics Anonymous	503-829-9090
Alcohol Abuse 24 Hour Assistance and Treatment	1-800-234-1253
Alcohol & Drug Helpline/Youthline	1-800-923-HELP
Alanon/Alateen (for friends, family)	503-370-7363
Cocaine Anonymous	503-256-1666
Cocaine Abuse Helpline	1-800-888-9383
Narcotics Anonymous	503-393-7281
Crisis Hotline-NW Human Services	503-581-5535 or 1-800-560-5535
TDD	503-588-5833
For meeting information, call	503-393-6054

Private Inpatient and Outpatient Treatment:

Bishop Wellness Center Health Services (students)	x6062
Counseling Services (students)	x6471
Employee Assistance Program, Cascade Centers, Inc.	503-588-0777

(Willamette University employees)	1-800-826-9231
New Step Behavioral Health	503-364-9957
Pacific Recovery, Inc.	503-362-4980
Pacific Ridge	503-361-7758
Serenity Lane – Salem	503-588-2804
Eugene	1-800-826-9285
Sundown Ranch (near Yakima, Wash.)	1-800-326-7444 or 509-457-0990

State Laws

State, federal laws and penalties related to possession, use and/or delivery of controlled substances are available for review through the Director of Campus Safety. Please contact Ross Stout, Director of Campus Safety, for updated schedules related to controlled substances.

Oregon has strong laws allowing cars, boats, etc. that transport illegal drugs to be seized and forfeited.

Alcohol is an illegal drug for those under 21 years of age. For a driver under 18 ANY detectable amount of alcohol (above .00 BAC) is grounds for losing the license.

There are many more laws pertaining to alcohol and other drugs. This is a sample to demonstrate that most drugs are ILLEGAL, and a criminal conviction may bar a student from his/her chosen career path.

Where to go for help

Students

If you believe that you, a friend, or a family member is harmfully involved with alcohol or other drugs, seek help. There are resources available. Willamette University offers no-cost professional assessment, counseling and referral services to all students. There is an on-campus group for Adult Children of Alcoholics, an abstinence support group, and members of Alcoholics Anonymous willing to talk with you. We can work with you to find appropriate treatment services in Salem or in your hometown, if you prefer.

Counseling Services is located in the Bishop Wellness Center, South side of the Baxter Complex, and is open Monday through Friday, 8 a.m.-5 p.m. Students may call 503-370-6471 for an appointment. Indicate if it is urgent and you will be seen immediately. In case of an after hours emergency, contact your Resident Assistant for immediate help. Counseling staff will be contacted. Senior Residence Life staff are also available 24 hours a day in case of an emergency.

In an after-hours emergency, call Campus Safety, 503-370-6911, or go directly to Salem Hospital, 665 Winter Street (phone 503-561-5373). If someone needs medical help immediately, call 911.

Employees

For employees, the University provides counseling and referral services through Cascade Counseling Center. This is a completely confidential service. An employee or family member can call directly for an appointment, 503-588-0777. In case of an after-hours emergency, call 1-800-826-9231.

Index

Type of Drug	Classification
Alcohol	depressant
Amphetamine	stimulant
Cocaine	stimulant
Codeine	narcotic
Dalmane	narcotic
Demoral	narcotic
Dextroamphetamine	stimulant
Ecstasy/MDMA (3-4 methylenedioxymethamphetamine)	stimulant
Heroin	narcotic
Librium	depressant (barbiturate/sedative)
Lysergic Acid Diethylam (LSD)	hallucinogen
Marijuana	hallucinogen
Mescaline	hallucinogen
Methamphetamine	stimulant
Morphine	narcotic
Mushrooms	hallucinogen
Peyote	hallucinogen
Psilocybin	hallucinogen
Rohypnol	depressant (barbiturate/sedative)
Valium	depressant (barbiturate/sedative)
Xanaxdepressant	(barbiturate/sedative)

A significant risk of all drug and alcohol use is accidental injury. Alcohol or drug use impairs perception and motor coordination. Driving and operating motorized equipment under the influence of drugs and alcohol is the leading cause of accidents and Emergency Room admissions in all age groups. Purity of street drugs is always suspect as drugs are almost always cut with other substances, including rat poison and baking soda.

Depressants

Barbiturates, sedatives and alcohol are central nervous system depressants. There are over 2500 different forms of barbiturates. Barbiturates and sedatives have long been used for medical reasons. The medical use ranges from treatment of migraine headaches, peptic ulcers and as an

anticonvulsant. Method of administration is oral, intravenous or intramuscular. Examples: Valium, Librium, Xanax, Rohypnol.

Psychological effects

- calming effects ranging from less tension and anxiety to the euphoria of a “high”
- hypnotizing effect, which impairs judgement
- sense of “no worry”
- disinhibition

With the progression of use there are increased mood swings, depression, irritability, manipulation, abusive behavior and drug-seeking behavior.

Physical effects

Short term:

- calm anxiety
- relax muscles
- induce sleep
- affect brain stem-inducing sleep
- speech and movement
- affect brain stem, including heart and lungs
- tolerance (develops quickly)

Long term:

- cardiovascular: bradycardia, hypertension
- digestive: nausea, vomiting and constipation
- nervous: agitation, confusion, ataxia, nightmares and nervousness
- reproductive: fetal abnormalities, infant will experience withdrawal symptoms
- respiratory: hypoventilation, apnea
- other: liver damage, anemia

Psychological and physical dependence and addiction - high potential for both

When combined with alcohol, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

Alcohol

Alcohol is the oldest and most commonly used central nervous system depressant. Within the last month approximately 98 million Americans consumed some form of alcoholic beverage. About 5,000,000 college students also had a drink, as did approximately one half of the 2,500,000 high school students. Last week 1,500,000 college students had 5 or more drinks during one sitting. Yesterday about \$200,000,000 was spent on alcoholic beverages.

Psychological effects

Alcohol affects the body and mind upon consumption. Effects include:

- euphoria
- increased risk-taking behavior
- aggressive humor/behavior
- feeling of decreased inhibitions
- delusion
- denial
- tolerance
- blackouts (amnesiac state during which individual appears to be functioning with awareness, but has no memory of any events at a later time)

Tolerance, blackouts and morning tremors are signs of the development of physical dependency.

Physical effects

Short term:

- alteration of perception
- feelings of no fear
- sleepiness
- increased urine output
- elevated heart rate
- lowered motor coordination

High levels can cause coma and death.

Long term:

- mouth oral lesions run the risk of becoming cancerous
- deterioration of the stomach lining, can cause hemorrhage and ulceration
- kidney: inflammation and possibility of waste accumulating in the body
- increased risk of high blood pressure, strokes and arteriosclerosis
- calcium depletion causing brittle bones and increased fractures and back pain
- loss of muscle tone
- hormonal changes

Psychological and physical dependence/addiction

When combined with sedatives or narcotics, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

Rohypnol

A sedative (related to benzodiazepines, i.e., Valium, Xanax) that is legal in Europe but not in the United States. Its legal use is for sleep disorders and as an anesthetic. It is known currently for its abuse as a drug used to rape, because the victims are quickly incapacitated and have impaired memory. In these instances, it has been put into the drink of the intended victim. It is also taken intentionally for the sedating effects. Street names are Rophies, LaRoche.

Psychological dependence – moderate to high dependence potential

Physical effects

Same as other sedatives, but impaired memory, especially when used with alcohol, is severe, and may last 8-24 hours.

Physical dependence and addiction – high potential

When combined with alcohol, there is a high potential for toxic overdose and death.

Hallucinogens

The only approved medical use of hallucinogens was as an anesthetic. The medical use of PCP was discontinued due to the hallucinogenic side effects. Native Americans use the hallucinogens, peyote and mescaline, during religious ceremonies. Examples: LSD, mushrooms, psilocybin, PCP.

General symptoms of users

- trance-like states
- confusion
- hallucinations
- euphoria
- depression
- dilated pupils
- increased pulse
- incoordination
- labile mood
- time/space distortion

Psychological effects

- distortions in perceptions
- euphoria
- disturbed judgement
- impaired short term memory
- depression

Physical effects

- increased pulse
- withdrawal
- tolerance

Severe adverse effects

- anxiety reaction
- flashbacks
- accidents
- schizophrenia-like episode; sometimes long-lasting and difficult to treat
- irrational acts done while under the influence

Physical dependence and addiction - none or low potential

Psychological dependence - low to moderate potential

Marijuana

The psychoactive components of marijuana are actually hallucinogens; the difference lies in their effective dose. Cannabis is less potent and must be taken in very large doses to obtain all the effects caused by the other hallucinogens. Method of ingestion is smoking or eating.

Psychological effects

- mild euphoria
- decreased inhibitions
- depression
- acute panic reactions
- toxic psychosis
- amotivational syndrome

Neurological effects

- incoordination
- involuntary movements
- tremors
- headaches
- light sensitivity
- short-term memory impairment
- numbness
- mild slowing in alpha-wave frequency

- dizziness
- increase in stage 4 sleep and decrease in REM sleep

Physical effects

- disruption of menstrual cycle
- possible infertility or difficulty with conception
- long-term use may result in birth defects similar to Fetal Alcohol Syndrome
- lowering of body temperature (compounding problem of infectious disease)

Physical and psychological dependence and addiction – low to moderate potential.
(Withdrawal effects reported. Moderate to high potential for psychological dependence.)

Narcotics

Narcotics vary in potency, speed by which effects are produced, the degree to which they are effective, and the duration of action. They are unique in their ability to reduce or eliminate severe physical pain, which is their major medical use. Ingested by smoking, orally or intravenously. Examples: morphine, codeine, dalmane, demoral, heroin (see below).

Psychological effects

- euphoria

Physical effects

- drowsiness
- lethargy
- slurred speech
- bobbing head
- constipation
- flushing skin, face, neck, chest, pupils
- nausea
- rapid tolerance

High and rapid physical and psychological dependence and addiction – high potential for both
When combined with sedatives or alcohol, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

Heroin

Heroin is a highly addictive drug derived from morphine, which is obtained from the opium poppy. It is a “downer” that affects the brain’s pleasure systems and interferes with the brain’s ability to perceive pain.

Psychological effects

- euphoria

- clouded mental functioning

Physical effects

Short term:

- flushing of the skin
- heavy extremities
- dry mouth
- alternating wakeful/drowsy
- slowed, slurred speech
- constricted pupils
- slow gait
- vomiting
- constipation

Long term:

- collapsed veins
- infection of the heart lining/valves
- abscesses
- cellulite
- liver disease

Physical dependence and addiction – highly addictive – with regular use, tolerance develops and the abuser must use more heroin to achieve the same effect

Steroids

These are psychoactive chemicals made of male hormones.

Effects

- elevated mood
- aggressiveness, rage
- difficulty concentrating
- paranoia
- liver cancer
- females – increase in body hair, lowered voice
- males – testicular atrophy

High risk of injury because muscle mass is all that increases; tendon strength remains the same.

Physical and psychological dependence and addiction – high potential

Stimulants

Synthetic CNS stimulants consist of amphetamines, methamphetamines, Ecstasy and dextroamphetamine. These include diet pills, Cylert, Ritalin and Preludin.

Natural CNS stimulants are caffeine:

- chocolate
- coffee
- colas
- No Doz, Alert, Vivarin
- tea
- chai

Nicotine:

- chewing tobacco
- cigarettes, cigars
- pipe tobacco
- snuff

(Cocaine is the best known CNS stimulant and will be addressed below.)

Methods of administration are drinking, snorting, injecting and smoking.

Psychological effects

- anxiety
- irritability
- insomnia
- loss of appetite
- paranoia
- excitability
- toxic psychosis

Physical effects

- increased motor activity
- increased and rapid speech
- dilated pupils
- dry mouth
- tolerance develops quickly

Physical and psychological dependence and addiction — high potential for both

Cocaine

Cocaine is sometimes cut with amphetamine or local anesthetics such as benzocaine or lidocaine. It is also sometimes mixed with heroin to intensify effects; this is called “speedballing.” The reactions to cocaine and route of ingestion are similar to other CNS stimulants.

Chronic high dose use:

- hyperstimulation
- intense paranoia
- headaches
- auditory and visual hallucinations
- loss of appetite
- nosebleeds
- irregular heart beat
- seizures/convulsions
- shortness of breath
- intense anxiety and depression
- cardiac arrest

These reactions can occur the second or third time a person uses cocaine. Some individuals are highly sensitive to cocaine.

Physical and psychological dependence and addiction — high potential for both

MDMA-Ecstasy (3-4 methylenedioxyamphetamine)

This amphetamine-like drug is an analogue of MDA. Street names include MDMA, MDA, Adam, Ecstasy and XTC. It produces LSD effects (minus the hallucinations) such as increased self-awareness, removes communication barriers and seems to remove fear response. Synthesized about 70 years ago for use as an appetite suppressant, Ecstasy is now sold in tablets and capsules. The effects last about six hours. Recent studies suggest usage of this drug may have long-term damaging effects on the brain.

Physical effects

- increased heart rate
- increased blood pressure
- irregular heart beat

Psychological effects

- panic attacks
- anxiety
- sleep disorders

- drug craving
- rebound depression

Methamphetamine

Methamphetamine (meth) is a synthetic drug manufactured in clandestine labs, and is categorized as a central nervous system stimulant. It is known as “speed” or “crystal” when it is swallowed or sniffed; as “crank” when it is injected; and as “ice” when it is smoked. All forms are extremely dangerous and induce long-lasting, debilitating effects.

Physical effects

- increased blood pressure
- increased pulse/heart beat
- increased respiration
- sweating
- dry mouth

Psychological effects

- mental confusion
- severe anxiety
- paranoia
- potential for violent behavior
- depression

Physical and psychological dependence and addiction – high potential for both

What Is Dependence?

Dependence results from continued, prolonged use of alcohol and/or other mood-altering drugs. Genetic predisposition is an additional risk factor.

Experimentation: learning the mood swing

Use of a mind-altering chemical two-three times.

Social use: seeking the mood swing

One knows the effect of the chemical and uses to feel the related effect.

Use of chemical with others and/or at social events.

Controlled use of mind-altering chemical.

Chemical use does not interfere in any aspect of one’s life.

Chemical use does not interfere with relationships.

Chemical use is open.

Abuse: harmful use

Socializing is increasingly focused on the chemical of choice being available.
Chemical abuse is interfering with many aspects of a person's life.
Use is interfering with relationships (people are voicing concern about use).
Chemical user is hiding his/her use, minimizing amount and time spent using.
Thinking errors are being employed to continue one's use (justifying, rationalizing, minimizing, denial of level of use and its consequences).
Chemical user is developing self-made contracts (i.e., "I will only use on weekends").
Positive social activities are being discontinued.
Tolerance and preoccupation are occurring.

Dependence: using to feel normal

Failing self-made promises to reduce or quit use.
Social activities are replaced or consumed with chemical use.
Use is interfering with relationships and major areas of life (school, work, etc).
Chemical use is occurring when one is alone and prior to attending social events.
Tolerance, physical and/or psychological dependence exists.

Drug-free Schools and Community Act Amendments

Willamette University abides by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. At a minimum, the University must annually distribute the following to each student and employee:

1. Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on University property or as any part of University activities;
2. A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and
5. A clear statement that the University will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the Standards of Conduct.

Sexual Assault Resources and Information

Sexual Assault Advisors have been designated by the University to provide information about procedures and resources at Willamette and in the community. These individuals have been trained to assist you and, if you choose to file a complaint, can accompany you through the process. You may contact any of them directly. Only the Chaplain is protected by client/patient privilege, but any can give you information in person or over the phone.

Sexual Assault Advisors

Joe Bowersox, Associate Professor of Politics

wk: 503-370-6220 hm: 503-362-4933

Deborah Cagle, Associate Professor of Exercise Science

wk: 503-370-6672 hm: 503-581-8461

Meredyth Goldberg Edelson, Professor of Psychology

wk: 503-370-6133 hm: 503-363-7787

Lisa Holliday, Director of Student Activities

wk: 503-370-6463 hm: 503-587-8795

****Charlie Wallace, Chaplain and Associate Professor***

wk: 503-370-6213 hm: 503-581-1555

University personnel are required to inform civil authorities of any felonies (e.g., murder, sex offenses – forcible/non-forcible, robbery, aggravated assault, burglary, motor vehicle theft) about which they become aware. Therefore, everyone should be aware that when any alleged act that meets the definition of a felony comes to the official attention of a member of the Willamette University community, the appropriate law enforcement agency may be notified.

Women's Crisis Service – 24-hour Hotline: 503-399-7722

The 24-hour hotline is available for anyone who wishes to talk or ask questions in a safe and confidential setting. This service can provide information in a professional manner, enabling you to make an educated decision.

Bishop Wellness Center, south side of Baxter Hall: x6062

Health Services offers: pregnancy tests; screening for HIV; morning after pill: a means of preventing pregnancy

****Vickie Simpson, Director of Health Services***

Hours: Monday-Friday 8 a.m. to 5 p.m. or by appointment,
Bishop Wellness Center, south side of Baxter Hall.

After hours, call x6911 and ask to speak to a health or counseling staff member

Counseling Services: x6471

****Deborah Loers, Director of Counseling, Dean of Student Development***

Hours: Monday-Friday, 8 a.m.-5 p.m., *confidential counseling; information regarding campus regulations and community resources; advocacy-support for survivors, friends and partner

Campus Safety: x6911

Ross Stout, Director

Police Emergency: 911

Non-emergency calls 503-588-6123

College Chaplain: x6213

*Charlie Wallace, Chaplain

University Judicial Officer: x6212

Jim Bauer, Dean of Residential Life

Residence Life Staff Directors

Marilyn Derby – Associate Director: x6212

Jessica Knowles – Eastside (Baxter, Belknap, Matthews, Terra): x6212

Stasha Liesik – Westside and Cornerstone (Doney, Lausanne, Haseldorf and UAP): x6212

Zea Wood – Kaneko: x6212

Amanda Mills - WISH, Shepard, Lee, York, Fraternities: x6212

** Members of the Health Services Staff, the Chaplain or the Counseling Staff are protected by law under the client/patient privilege of confidentiality.*

WILLAMETTE UNIVERSITY
COLLEGE OF LIBERAL ARTS
COLLEGE OF LAW
ATKINSON GRADUATE SCHOOL OF MANAGEMENT
SCHOOL OF EDUCATION

*Willamette University is the first university in the West,
founded in Salem, Oregon, in 1842.*