IDEAS FOR THE STUDENT HANDBOOK

If you are a student at Santa Fe University of Art and Design and want to share ideas about this student handbook, send them to:

Director of Student Affairs 1600 St. Michael’s Drive Santa Fe, NM  87505

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The provisions of this handbook are not intended to be regarded as a contract between the student and the university. The university reserves the right to withdraw or change any provisions or requirements at any time.

The university may make changes to the policies and procedures during the academic year. Please check the online version for updates.

The student handbook is also available at santafeuniversity.edu/handbook
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A MESSAGE FROM STUDENT LIFE

Welcome, and welcome back, to Santa Fe University of Art and Design! As university students, you are entering a world of expanding opportunities but also expanding rights and responsibilities. Santa Fe University of Art and Design values the choices of every student and the responsibilities that come with those decisions. This Santa Fe University of Art and Design Student Handbook is your guidebook to the governing principles by which we live, study, and work on the campus. We want to make Santa Fe University of Art and Design a comfortable, nurturing place to pursue your degree. In order to serve you well, however, we need your cooperation in knowing expectations and obligations we have for you as members of our community.

As Director of Student Life, I urge you to read this handbook at the beginning of the term to become familiar with the various sections that pertain to your well-being at the university. This handbook contains important information that will inform your choices and protect your rights as a student. Please review this handbook and ask any questions that you may have regarding its contents.

As we begin the year together, please know that our faculty and staff are here to assist you in working toward your goals.

Have a great year at Santa Fe University of Art and Design.

Ryan W. Davis, M.A.
Director of Student Life

A MESSAGE FROM STUDENT VOICE

As the President of Student Voice, our student governing body, I’d like to take this opportunity to welcome you to Santa Fe University of Art and Design. We are a school with history, a reputation of stellar art, and a future that begins with you.

Student Voice’s role is to represent you, the student, to the administration. Please don’t hesitate to visit our office in Mouton Hall with any concerns, for any advice, and even when you just need a friendly face to help make you feel at home.

As a senior that’s been here since my freshman year, the best advice that I can give you as a student is to take advantage of every resource available to you here, both on campus and in the community abroad. So make new friends, have fun, better yourself, excel, and do what you do best: create.

I look forward to meeting you,

Nicholas E. Thomas
Student Voice President
MISSION STATEMENT

Our mission is to prepare talented students around the world for successful careers as creative professionals in the fields of art, design, entrepreneurship, and innovation.

We achieve this mission by cultivating students’ artistic, academic, and professional skills and knowledge, while enriching their learning experience through meaningful community engagement, exciting campus activities, and participation in the global arts community.

Santa Fe University of Art and Design provides extraordinary spaces to create, where exceptional teachers and practicing artists inspire, challenge, and mentor their students as they develop their creative and professional identities.

MISSION STATEMENT

Student Life aims to foster unique student leaders by providing an artistic and collaborative learning environment where students can engage and create together. We are committed to empowering students by providing outstanding student-centered programming focused on meeting their diverse personal, social, and intellectual needs.
STUDENT RESOURCES

The following section gives a brief overview of the student resources and services available at Santa Fe University of Art and Design. For academic departments and resources, please consult the university catalog.

The college experience is a time to challenge ideas and beliefs, to learn new ideas, and to develop a sense of self. University staff members are here to help students with personal development. Many programs and services are available to assist students individually. We want to help students utilize their in-class and out-of-class time for productive learning experiences. Let us know how we can help you get the most out of your university experience.

ACADEMIC ADVISING

Academic advising is a central part of each student's experience at Santa Fe University of Art and Design. Each traditional student is assigned an advisor upon registering for his or her first semester. The goal of the academic advisor is to provide the student with the best possible support in which to achieve academic success while attending Santa Fe University of Art and Design. The academic advisor provides information regarding university courses and curriculum requirements in an effort to assist students in building semester schedules with appropriate courses that move them along their departmental paradigm in a logical and timely fashion. The academic advisor coordinates with all student services offices on campus to provide a network of support and information essential to facilitate clerical processes, increase academic success, and preserve the physical and emotional well-being of the student. The academic advisor also serves as an advocate for the student with faculty and other staff members. Academic advisors are available to meet with students during office hours and by appointment. Students need their advisors’ signatures to register for courses, to add/drop a course, and to withdraw from the university.

Students are urged to maintain regular contact with their advisors throughout the semester and to keep their advisors informed about their academic progress as well as any potential problems. The Academic Advising Center is located in Mouton Student Service Center. The Academic Advising Center assists students with academic planning from freshman year through graduation.

ACADEMIC AFFAIRS OFFICE

The provost is responsible for overseeing the faculty and all aspects of academic affairs. The Academic Affairs Office is located in the Administration Building and advises students on the academic appeal process and reviews academic appeals as well as concerns about academic programs. Academic Resource Center

The Academic Resource Center (ARC) houses the following important programs that help Santa Fe University of Art and Design students achieve their full academic potential:

- **Tutoring:** The tutoring program is open to all students and provides service options to help them excel in their coursework, including individual course tutoring, study groups, and writing tutors. Tutoring schedules will be available at the beginning of each semester.

- **Disability Services:** All students with documented disabilities should register with the Disability Services Office when they arrive on campus in order to receive appropriate accommodations such
as alternative testing, assistive technology, note takers, readers, and interpreters for the hearing impaired.

- **Academic Advising and Time Management Strategies:** Students can seek assistance from our professional staff in course selection and time management strategies to work toward achieving academic success. The ARC is located in Mouton Hall, and services are available on an appointment or walk-in basis.

**ACADEMIC PROGRAMS**

The core curriculum is the most important part of a student’s education. It defines the intellectual breadth, depth, and approach to the process of lifelong learning. The principle of a liberally educated person is central to the mission of the university. It defines this university and several of its core values in creativity, character, civic capacity, and student centeredness. Please refer to the university catalog for information on specific academic programs and requirements.

**ADMISSIONS**

The Office of Admissions is the clearinghouse for all new applicants to Santa Fe University of Art and Design. This office acts as the liaison between academics and enrollment and helps ensure that applicants meet the recommended guidelines for admission. Transfer of credit is also reviewed by the Office of Admissions and is typically provided at the time of acceptance.

**CAMPUS DINING**

The Campus View Café is located in St. Michael's Residence Hall and serves as the campus dining facility. Food service will be provided by Bon Appétit, a company known for their culinary expertise and commitment to socially responsible business practices. Bon Appétit prides itself on using local, sustainable, and other green practices. They are committed to serving great tasting, authentic and nutritious food that exceeds the expectations of their guests including vegetarian, vegan, and international diners. Find out more about Bon Appétit at: http://www.bamco.com.

**CAMPUS VIEW CAFÉ HOURS**

Campus View Café hours are as follows (subject to change):

- Breakfast (Monday–Friday) .............................................................. 7:45 am–8:45 am
- Lunch (Monday–Friday) ................................................................. 12:00pm–1:30pm
- Saturday and Sunday Brunch ......................................................... 11:15am–1:15 pm
- Dinner (Monday–Friday) ................................................................. 5:00 pm–6:00 pm

**MEAL PLANS**

The on-campus meal programs are designed to be flexible and to meet the needs of each individual. **ALL STUDENTS RESIDING IN UNIVERSITY HOUSING ARE REQUIRED TO HAVE A MEAL PLAN.** If a student fails to enroll in a plan, Meal Plan A1 will automatically be billed to the student’s account. On-campus residence hall residents are required to choose from A Plans or B Plans: Mountain View Apartment residents and commuter students may choose any of the available plans. Students should also note that unused meals do not carry over from one week to the next or from one semester to the next.
Meal plan options are as follows:

- Meal Plan A1: 19 meals a week
- Meal Plan A2: 12 meals/week + 350 Flex/semester
- Meal Plan B1: 15 meals a week
- Meal Plan B2: 10 meals/week + $250 Flex/semester
- Meal Plan C: 7 meals a week
- Meal Plan D: Flex Only

Students may only change to a lower meal plans during the first two weeks of each semester (prior to the second Saturday of the semester); however, they can increase their meal plan at any time. Requests for changes must be submitted in writing to the Housing and Residential Life Office. The student’s account will be adjusted accordingly. Refunds will not be issued for unused meals.

**FLEX POINTS**

Flex, or Flex Points, gives students the flexibility and convenience of a debit card to use at the Campus View Café. Students can use Flex Points during and in between meal periods. Flex Points are convenient and can be used in combination with a meal plan and are applied to the Student ID card.

Non-campus residents may purchase meals on an individual basis. Students must present their Student ID card to use their meal plans. Meal plans may be used only by the student to whom it is registered. Only one Meal Point can be used per meal period, up to the weekly number of points in his/her plan. Cashiers are instructed to confiscate any ID card used by someone other than the assigned individual.

Meals are provided when traditional classes are in session. Food service is not available during Winter Break. The board calendar for all meals during the academic year is available in the Campus View Café.

**TAKEAWAY “TO GO” FOOD PROGRAM**

Students may take food “to go” using the Campus View Café’s Ecotainer program. The Ecotainer is a reusable takeaway food container that can be purchased from the Café for $5. Ecotainers can be purchased with cash only – Flex Points cannot be used. Once purchased, students can use the Ecotainer to take food away from the café. No other to go containers are allowed and the Café does not provide disposable to go containers. The Ecotainer program replaces the previous disposable to go container program.

To participate in this program, the following steps must be followed:

- Buy a reusable Ecotainer from the cashier for $5. This is a one-time cost unless the Ecotainer is lost or destroyed. If the Ecotainer is lost or destroyed, another $5 must be paid to continue participating in the program. The $5 purchase price is non-refundable.
- Let the cashier know you are taking your food to go and leave your ID card at the cashier stand.
- Get a disposable cup and disposable utensils from the cashier, if needed. Students may also bring their own reasonable size (16 oz.) cup to use.
- Ecotainer must be able to close upon leaving. When utilizing the Ecotainer program, time in café must be limited to 10 minutes.
- One additional piece of fruit or dessert, if desired, can be selected in addition to the items inside the Ecotainer.
- Retrieve your ID card from the cashier before leaving.
• Each time you need food to go, bring in your used Ecotainer to the cashier and you will be given a clean container to use. Please rinse container so that it is free of excessive food particles and trash. The Café will wash and sanitize all containers returned.

• If you do not plan on using your Ecotainer for an extended time, you will need to either wash it yourself or exchange your dirty container for a clean one. Please do not keep dirty containers in your room for an extended period of time.

Residential students wishing to appeal the meal plan requirement due to special dietary needs must follow the appeal process:

• Submit an appeal in writing to the Housing Office, addressing special dietary needs. The Housing Office will serve as a liaison to determine whether or not the needs can be met by the food service provider. Supporting documentation is required from a physician or nutritionist.

• Written appeals need to be submitted prior to the start of the semester in which the student wishes to have the meal plan waived or modified. Appeals submitted after the start of the semester for the current semester will not be considered.

The Housing and Residential Life Office is available to assist students with questions regarding meal plan options and food service regulations.

CAREER SERVICES
The Office of Career Services helps students make the transition to working professional. We facilitate industry internship opportunities, coach job readiness skills, and assist alumni with career planning and professional resources. Through seminars and workshops, one-on-one counseling, guest speakers, and other initiatives, we help students explore the myriad options available to them with a degree in the arts. In conjunction with College Central Network, the Office of Career Services manages an online career services resource site for enrolled students and alumni. With an open-door policy, Career Services assistance is available on a drop-in basis or by appointment, and remains available to alumni at any time in their careers.

CASHIER’S OFFICE
The Cashier, Bursar Office is located in Mouton Hall. Hours of operation will be posted each semester along with additional information. Students can check account balances and make payments to their student accounts by check, cash, or credit card (Visa, MasterCard, American Express, and Discover).

DISABILITY SUPPORT SERVICES
In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Santa Fe University of Art and Design provides academic adjustments to students with documented disabilities. All students with documented disabilities should register with the Disability Services Office when they arrive on campus in order to receive appropriate accommodations such as alternative testing, assistive technology, note takers, readers, and interpreters for the hearing impaired.

DRISCOLL FITNESS CENTER
Driscoll Fitness Center seeks to meet the physical fitness needs of the university community. The center’s staff is committed to enhancing the quality of education and improving the well-being of each individual.
Opened in 1992, Driscoll Fitness Center houses a gymnasium, weight room, outdoor tennis courts, multipurpose room, indoor track, squash/racquetball courts, the Outdoor Recreation Program (ORP) equipment rental shop, and locker rooms. Intramural athletics as well as personal fitness classes are offered at the center. The center’s rules, regulations, and safety and emergency procedures are designed to make health, physical education, and recreation safe and enjoyable. Rental equipment is free to all students with a current ID. Driscoll Fitness Center staff is available to answer questions and provide assistance in using the facility and equipment.

The university community is encouraged to participate in the many activities offered through the center. Please note that some activities may require a nominal fee.

**INTRAMURAL PROGRAM**

The purpose of the Intramural Program is to provide university students, faculty, and staff the opportunity to participate in organized individual and team events. The program focuses on promoting sportsmanship and fun.

**GARSON STUDIOS**

Garson Studios is the home of 3 professional sound stages and production offices. Stage A is a 14,000 square foot stage with the largest green screen in New Mexico and Stage B is 7,500 feet. Stage C (2,800 square feet) is primarily reserved for student use: it offers a fully rigged lighting grid controlled by a light board, as well as a professional set and green screen. Garson Studios shares a space with The Film School and the intersection of professional and academic use provides several unique opportunities for students.

Film students also have the opportunity to intern on commercial film and television productions on the Garson stages. For the past 2 years, Garson Studios has been the production home for A&E Channel's highly rated *Longmire*. In Spring ‘14, approximately 10 Film School students were placed as interns on *Longmire*.

**GREER GARSON THEATRE CENTER**

The Performing Arts Department is located in the Greer Garson Theatre Center, named in honor of the great screen and stage actress who was a friend and supporter of the university. The building contains two professionally equipped theatres and a dance studio. The main theatre seats more than 500 people and is used for multiple major theatrical productions each year. The Weckesser Studio Theatre is used for student productions, concerts, recitals, and experimental productions. Greer Garson Theatre hosts visual arts exhibits as well as local and international cultural festivals and conferences. Students receive a significant savings on tickets for university productions when they present a valid Student ID at the box office.

**HEALTH AND COUNSELING SERVICES**

University Student Health Clinic is located next to Mouton Hall and provides care through Presbyterian Medical Services. Medical Clinic hours are 10 am to 6 pm, Monday, Tuesday, Wednesday, and Thursday during the traditional academic calendar. Appointments are NOT required for medical concerns.
Counseling services are available three days a week during clinic hours and appointments ARE required. Contact Counseling Services by phone at 1-505-473-6362 to make arrangements. There is no charge for any service rendered in the Student Health Clinic.

Students who need medical attention outside the formal clinic hours can either reach the Healthy Tomorrows Van at 1-505-467-1575 or the Santa Fe Community Guidance Center at 1-505-986-9633.

HEALTH SERVICES

Full-time students have unlimited access to the Student Health Center during clinic hours. Examinations and a limited number of laboratory tests done in the office are free. Lab tests that are more involved, X-rays, and all medications needed to treat illnesses or injuries are the financial responsibility of the student. The Student Health Center does not require any sort of payment or insurance from full-time students.

An experienced nationally certified family nurse practitioner is the primary care medical provider. Services include assessment, examination, diagnoses, treatment plan and written prescriptions. Students may have their prescriptions filled at a local pharmacy of their choice. The nurse practitioner does not prescribe controlled substances. The Student Health Clinic is managed by Presbyterian Medical Services. Students may also choose to seek care from a provider at the local urgent care facility of their choice and at their own expense.

In case of emergency, students should go to the emergency room (ER) at Christus St. Vincent Hospital, which is approximately three miles from campus. Expenses incurred at the ER or in an urgent care facility are the responsibility of the student. Students are encouraged to visit an urgent care facility for minor emergencies to limit their costs. Residential students should notify their resident hall coordinator (RHC) and/or Campus Security prior to going to the ER and should follow up with the family nurse practitioner the next business day.

The Student Health Clinic does not issue excuses for class absences. Students must adhere to each faculty member’s attendance requirements.

In compliance with the 1996 regulations under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, regulations, services provided, and health records are strictly confidential. Students must sign an authorization for release of information designating to whom records may be released, including release to their parents or legal guardians.

COUNSELING SERVICES

The Student Health Clinic staffs one part-time licensed counselor (LISW). Counseling services are free to full-time students by appointment only. Students can make up to six appointments with the counselor. If it is determined that the student needs additional sessions, the counselor and student will discuss outside services. Students are welcome to receive counseling for any topic or concern, focusing primarily on stress, anxiety, adapting to school, depression, alcohol and drug concerns, and relationships. In addition, the counselor is versed in co-managing a range of mental health diagnoses and works in collaboration with a student’s private psychiatrist. Any student requiring psychotropic medications should bring an adequate supply from home and will need to establish care with a local psychiatrist. The Student Health Clinic also provides wellness counseling to assist students with understanding the potential health and life impact of alcohol and/or drugs. These services are voluntary and confidential. This specialized counseling focuses on making healthy choices, communication skills, relationships and achieving goals. These sessions are designed to be brief and to easily fit into a student’s schedule.
***Emergency counseling services are available 24 hours a day by contacting the CRISIS RESPONSE HOTLINE at (505) 820-6333 or at (800) 273-8255***

**HEALTH INSURANCE**

Santa Fe University of Art and Design requires all full-time students and/or those who live in campus housing to maintain medical/hospitalization insurance for the entire period of enrollment at the university. Therefore, full-time and those who live in campus housing will be automatically billed and enrolled in the health insurance plan approved by the university unless they show proof of current coverage. Students may receive a waiver of the student insurance fee by completing the online form.

The Student Accident and Sickness Insurance Program is designed for university students and serviced by Student Educational Benefit Trust (SEBT). To speak with an insurance representative, call 1-800-367-3762

**HOUSING AND RESIDENTIAL LIFE**

The Housing and Residential Life Office, a division of Campus Life, provides students with housing services and offers an extensive program of co-curricular activities for residential students. The Housing and Residential Life Office is located in Mouton Hall.

The university houses four residence hall buildings: Martin Luther King, Jr., La Salle, St. Michael's, and John F. Kennedy. The campus also contains the Mountain View Apartments consisting of four complexes: Jemez, Ortiz, Sangre de Cristo, and Sandia. Each building is named after the local mountain ranges surrounding Santa Fe.

Please see the Housing and Residential Life Policies section for more information on residential living.

**HOUSING AND RESIDENTIAL LIFE STAFF**

The housing and residential life staff works with students to promote both academically and personally rewarding experiences. University staff has received extensive training to assist with programs and activities that support out-of-classroom learning to help students better connect with the university community.

**RESIDENT ASSISTANTS**

RAs are student employees carefully chosen by the university for their leadership qualities and relationships with fellow students. RAs live on floors with residents and receive special training. They initiate, organize, and facilitate floor meetings, programs, and activities. They also serve as a resource regarding campus information and document policy violations. Among their most important tasks is to help floor members feel that they belong to a group or community that shares common interests, concerns, and activities.

University Housing provides a rotating schedule of on-call personnel. Residents can be assured that they will have access to professional resources at all times. In addition, Campus Security officers are on patrol at all times.

On-Call professional staff phone numbers are posted in each building. Please be sure to take advantage of this service if you need assistance or have any questions.
CUSTODIANS

As members of the campus residential community, each student is expected to help maintain a clean environment. Though each residence hall has custodians who are assigned to clean the public areas in the hall, Monday through Friday, students are responsible for cleaning their personal rooms and suites. Students should help the custodians by properly disposing of all trash. Pizza boxes and other larger trash items should be thrown into the dumpsters outside, not in hallway trash bins. Health and Safety Checks are conducted on a monthly basis. Students who do not maintain appropriately clean facilities, or commit other residential hall violations, may be billed for charges.

MAINTENANCE AND WORK ORDERS

University staff will periodically enter rooms to perform routine or requested maintenance repairs. Maintenance problems should be reported using the School Dude System on the housing portal. For help completing a School Dude, please see your RA.

LIVING LEARNING COMMUNITY

GENDER NEUTRAL COMMUNITY

The Gender Neutral Community offers a dedicated floor in St. Michaels Hall for students seeking an alternative to traditional housing.

HEALTHY LIFESTYLES COMMUNITY

The Healthy Lifestyles Community focuses on living a healthy lifestyle and is completely substance free. Programming focuses around areas that promote healthy lifestyles such as fitness programs, spiritual programming, and mental health awareness.

GENDER NEUTRAL COMMUNITY

The Gender Neutral Community offers a dedicated floor in St. Michaels Hall for students seeking an alternative to traditional housing.

INFORMATION TECHNOLOGY

The Information Technology (IT) Department, located in the basement of the Forum, provides computer support and services to the campus community. Students should contact their advisor or onlinesupport@santafeuniversity.edu for Campus Cruiser email and MySF issues (e.g., account access, password reset). Campus Cruiser is the students’ university e-mail account and is located through MySF portal, which is the students’ information center (e-mail, registration, bill paying etc.). The IT Department can advise students on specifications for personal computer purchases. Residential students experiencing WiFi Internet issues can submit a work order through support@santafeuniversity.edu. The IT Department maintains and operates the Digital Center in Fogelson Library. IT also supports the computer labs located in Onate, Thaw, Benildus Hall, The Film School, Alexis Hall and the Marion Center for Photographic Arts.
STUDENT INTERNET ACCESS

Wireless Internet access points are available in the main areas of campus and residential housing. To connect to the residential wireless network students must use their username, which is their student ID number as it appears on their Student ID card, and their password, which is their date of birth in the format MMDDYY. Connecting in the academic buildings requires only the network name and the network password which will be supplied to students through Residential Life.

THE DMCA AND ILLEGAL FILE SHARING

The Digital Millennium Copyright Act requires the University to effectively respond to complaints received concerning illegal file-sharing. The first complaint received is handled between IT and the student or Residential Life and the student as a warning. The second complaint will be referred to Judicial Affairs and a fine of $100 will be levied against the student. Upon receiving a third complaint, Internet access for the student is canceled on campus for one year. If a student’s Internet access is restored and more complaints are received then that student’s Internet access, on campus, will be permanently removed.

Peer to Peer file-sharing is resource intensive for our computer network. As a matter of routine network management, the IT department makes every effort to prevent illegal file-sharing from occurring to ensure equal and reliable Internet availability to all.

INTERNATIONAL OFFICE

The International Student Support Office manages student requests and activities concerning the Laureate International Universities network for incoming network students as well as international non-network students. Contact the International Office by phone at 1-505-473-6011 or through email at international@santafeuniversity.edu.

LIBRARY

Fogelson Library’s collection is designed to facilitate faculty and student research and to provide inspiration for the stage, the studio, and beyond. Fogelson Library is our main campus library and serves as an academic commons. In addition to special collections of rare books, graphic novels and artists’ books, the library houses over 150,000 volumes with an emphasis on literature, poetry, film, music, performing arts, studio arts, photography, art history, and critical theory. The library has large collections of music on CD and LP formats and film on DVD.

Special Collections include:

- **Chase Art History Library:** Housed in the Thaw Art History Center, the Chase Art History Library provides resources for research on the art of the Americas from historical, archaeological, and anthropological perspectives. With concentrations in pre-Columbian Mesoamerican and South American art, as well as Native American, Spanish Colonial, and modern Latin American Art, the Chase collection is home to many rare books not available at other institutions.

- **Newhall Library:** Ranked as one of the top resources in the United States for research in the history and aesthetics of photography, the Newhall Library contains the private libraries of Beaumont and Nancy Newhall in addition to several smaller collections from notable and lesser-known publishers, scholars, photographers, and collectors. The collection of the Newhall Library is non-circulating and can be used in library
The library also has several spaces for student use, including the following:

- **Miniver Room:** Named for Greer Garson's Oscar-winning performance in Mrs. Miniver, this 28-seat theater features BluRay/DVD player that runs through a commercial-grade digital projector and 5 channel speaker system. The room is available for class use or to groups of students. Reservations can be made at the circulation desk.

- **Study Rooms:** On Fogelson Library’s lower level are five study rooms for student use. Rooms 1-4 have a computer and desk and can seat two people. Study Room 5 seats four, and has a 32 inch television with a combination VHS/DVD player. Further information can be found at library.santafeuniversity.edu or by calling 505-473-6569.

The library offers many spaces for both individual study and group work throughout its three floors.

**POST OFFICE**

The university post office is located in the lobby of St. Michael's Residence Hall. Mailboxes are for resident students only. All resident students must obtain an assigned mailbox to receive mail.

Students receiving mail at the university should use the following format:

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STUDENT NAME
1600 St. Michael's Drive # (ASSIGNED NUMBER)
Santa Fe, NM 87505
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The post office is open from 10 am to 3 pm, Monday through Friday. Students who leave campus housing before the end of the year must complete a mail forwarding card to continue to receive mail and return their mailbox key or will be charged a $25 replacement fee.

**REGISTRAR**

The Office of the Registrar is responsible for the management and oversight of student and course information systems, the enrollment of students, and the maintenance of academic records. Student records are available via the student portal. Students must use the unique username and password issued by the IT Department to access a portal account.

For a nominal fee, the Office of the Registrar issues both official and unofficial transcripts that reflect the student’s academic records while attending the university.

Finally, the Office of the Registrar oversees the use of all classroom spaces and is responsible for setting the academic calendar. Check the current university catalog and class schedule on the university website for important dates.

**SECURITY**

Campus Security officers maintain a 24-hour patrol of campus 365 days a year and sustain a working relationship with state and local police agencies. Though security officers are essential in maintaining campus safety and security, the actions of individuals are equally important. All students and campus visitors should take time to learn about crime prevention and safety. Information and awareness are the best weapons against crime and accidents.
Any crime committed on the Santa Fe University of Art and Design premises must be promptly reported to the Santa Fe Police Department and Campus Security. In the event of a serious crime or incident on campus that may pose a danger to students, crime watch notices may be posted around the campus, in residence halls, and in other campus buildings to minimize student exposure to such risks.

When calling Campus Security, include all pertinent information including name, location, time, purpose of call, and contact number. Contact Campus Security by phone at ext. 5000 or at 1-505-424-5000.

EMERGENCY PROCEDURES

SFUAD has a comprehensive Emergency Response Plan that addresses the actions and reactions in the event of a wide range of situations that put members of the Campus at risk. If you would like to review the Plan, you may review it Mouton Hall, Student Life.

Any crime, emergency, or suspicious situation should be reported to Campus Security or Santa Fe Police Department. Any phone may be used to call 911 at no charge. For other assistance, the critical numbers are:

- Campus Security: Ext 5000 on campus or 1-505-424-5000 from cell phone or off Campus
- Santa Fe Police Department (emergency): 911 from any phone
- Santa Fe Police Department (non-emergency): 1-505-428-3710

IMMINENT THREAT

SFUAD has a siren system that will alert everyone if there is an imminent threat. There are two siren tones that require your immediate action:

- A wavering siren lasting approximately 50 seconds directs all to get inside and lockdown the building/area you are in.
- A steady horn lasting approximately 50 seconds directs all to get outside away from buildings

The siren system does not replace or affect the Building Fire Alarm systems. In the event of an evacuation, whether by siren or building alarm, each building has a rally point. It is critical that you report to the rally point if the building you are in is evacuated. This will allow SFUAD to account for people and know if someone is missing.

EMERGENCY NOTIFICATION SYSTEM (BLACKBOARD)

SFUAD has an Emergency Notification System or ENS. Notifications will be sent by text and/or email when an incident occurs advising students of what is going on and appropriate actions they should take. Updates will be provided to advise students about the situation.
BOMB THREATS

If you receive a bomb threat while on campus, follow these procedures:

• Call Campus Security or 911
• Use a land line if possible
• Gather as much information as possible about the threat and pass information on to Police or Campus Security
  » Type of threat
  » Sex of person
  » Approximate age of person
  » Accent of person
  » Color of hair
  » Color of skin
  » Any other pertinent information

Note: Campus Security will notify Student Life who will alert students and others. All should follow the instructions provided by Campus Security, Emergency Notification System, or Fire and Police.

FIRE

In the case of a fire, the fire alarm should be immediately pulled. This will immediately notify Santa Fe Fire Department and that the building is being evacuated. Occupants of the building should quickly and calmly take the following actions:

• If you are in Housing- dress quickly and exit the building.
• If you are in Housing -If smoke is present wrap a towel around your head
• If you are in Housing - Leave your room and close the door
• Exit quickly and proceed to the building Rally Point
• Notify Campus Security that the building has been evacuated
• Follow the directions of Campus Security, Santa Fe Police and Santa Fe Fire Departments
• RAs will collect names of students that evacuated the building and notify Student Life of students accounted for and not accounted for.

ACCESS TO FACILITIES

Hours of operation for all academic buildings are 8 am to 11 pm. After-hours access must be prearranged and approved with the department academic chair. To arrange after-hours access, the academic department chair will need to do the following:

• Complete a security work order, which will alert Campus Security of changes to the schedule.
• Submit a help ticket to support@santafeuniversity.edu to alert IT to update swipe card access.

Students will not be granted access to academic buildings from 3 am to 8 am. There are no exceptions to this policy. When in a building after hours of operations, students must carry a valid Student ID card. If the student cannot produce an ID, Campus Security is authorized to deny after-hours building access. Faculty or staff in a building after hours must also have a valid university ID card. Campus Security is not permitted to grant access to residence halls, rooms, or suites.
CAMPUS ESCORTS
Students may wish to obtain a campus escort in certain situations (e.g., walking from a classroom to a residence hall, walking to a car). Campus escorts are available at any time. Contact Campus Security at 1-505-424-5000 to arrange for an escort.

CRIME PREVENTION
While Campus Security officers work hard to keep the university as safe as possible, officers need the cooperation of the entire university community to keep the opportunity for crime at a minimum. For safety reasons, all main residence hall doors are kept locked at all times. Students may not prop open any locked door, should not allow others to follow them into a locked building, and should not give their key to friends. Any suspicious persons should be reported to Campus Security to help ensure the safety of all members of the university community.

Additionally, students are expected to purchase renter’s insurance or to verify that their personal belongings are covered under their (or their parents’) homeowners insurance policy. The university is not responsible for personal items that are lost, stolen, or damaged.

CRIME STATISTICS AND STUDENT RIGHT TO KNOW
Campus Security must record all reports of criminal activity investigated by the department. The most commonly reported crime is larceny (theft). Frequently, thefts occur in unlocked rooms and offices or when property is left unattended in a common area. Table 1 provides information about crimes reported to campus security that occur on campus and the surrounding area. To see SFUAD’s statistics please visit our website at: http://santafeuniversity.edu/student-life/security-and-safety/

DISCLOSURE OF FIRE SAFETY STANDARDS AND MEASURES
The Higher Education Opportunity Act (HEOA) new subsection (i), section 485 of the Higher Education Act (HEA) requires all Title IV eligible institutions that maintain student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. To see SFUAD’s statistics please visit our website at: http://santafeuniversity.edu/student-life/security-and-safety/

FIRE SAFETY AND SPRINKLER SYSTEMS IN ON-CAMPUS STUDENT HOUSING FACILITIES
On-campus student housing facilities are equipped with monitored fire alarm systems and sprinkler systems

STUDENT ACTIVITIES
The Office of Campus Life is responsible for the development, coordination, and implementation of various social, cultural, intellectual, recreational, leadership, group development, wellness, and governance activity programs. The Campus Life Office is located in Mouton Hall.

Students are highly encouraged to get involved with the Student Programming Board, the Student Ambassador Program, Student Voice, and/or other student organizations. In addition, students interested in creating and implementing their own ideas should contact the Campus Life Office for
assistance regarding funding, policies, procedures, and other resources to facilitate their efforts. Some of the campus-wide events held in the past include Earth Day, Community Focus Day, and numerous other events around campus.

**CREATING A STUDENT ORGANIZATION**

A group wishing to be registered as a student organization must complete the appropriate packet at the Campus Life Office. All new clubs and organizations are subject to approval by Student Voice and the Student Life Department. All student organizations are required to register with the Campus Life Office annually. Student organizations are strongly encouraged to apply for official recognition in order to qualify for funding, use campus space, and receive assistance with advertising for events on campus.

**PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS**

All recognized student organizations are able to enjoy the following privileges:

- Use of university facilities and Campus Life equipment, subject to availability and approval by the Campus Life Office
- Use of supplies to make banners and advertising materials (when available)
- One-on-one assistance with organizational training and event planning from the Campus Life Office
- Eligibility for funding from the Campus Life Office

All student organizations are subject to the Fundraising, Solicitation, and Commercial Activity Policy; Campus Travel Policy; Campus Purchasing Policy; and all other university policies described herein. No student organization may engage in any illegal or discriminatory conduct. Any student organization found to be in violation of these provisions may have its recognition revoked at any time by the Campus Life Coordinator.

**STUDENT AMBASSADOR PROGRAM**

Student Ambassadors are second year and above classmen who serve as mentors and resources to prospective, new, and current students. The Student Ambassador role is a dual role, consisting of new student outreach prior to arrival on campus and programmatic efforts to assist with a new or transfer student’s ability to transition into the campus community effectively. These students are dynamic leaders on our campus and are a prime resource for incoming students to adjust to the dynamics of college life.

The Student Ambassadors also assist with planning, promoting, and executing events planned by our Campus Life office. They play an important role in the student experience and are an essential component of our Student Life division.

**STUDENT VOICE**

Student Voice gives students representation in the university community and offers students a wide variety of services and outlets for expression and involvement. The Student Voice is an important link between the students and the faculty and administration.
FINANCIAL AID
Santa Fe University of Art and Design offers a variety of financial assistance to students based on need and other criteria. The Office of Financial Aid is responsible for preparing financial aid packages for all students and assists students with federal aid in the form of grants, loans, and work-study awards.

The financial aid application process starts with the completion of the Free Application for Federal Student Aid (FAFSA). This federal application should be completed online at www.fafsa.gov by March 1 each year for priority consideration in the award process. Other documentation, such as tax transcripts, may be required. Students are notified of eligibility when paperwork is complete. Note that eligibility may change if a student changes course load or campus-resident status. Contact the Office of Financial Aid before making such changes.

For more information, please see the Financial Aid section of the university catalog.

VA EDUCATIONAL BENEFITS
Go to the U.S. Department of Veteran’s Affairs (http://www.benefits.va.gov/gibill/get_started.asp) website for information on how to get started. Once you know your category, please contact Anita Keim, VA certifying official in the financial aid office at Anita.Keim@santafeuniversity.edu or 505-473-6638.

STUDENT ID CARD
Student ID cards are issued through the Student Life Office during orientation and must be revalidated at the beginning of each semester. Students are provided with a university-issued lanyard and are expected to wear their ID card at all times, as it is required to enter assigned residence halls, use campus computer facilities, check out materials from the libraries, use the campus meal plan, work out at Driscoll Fitness Center, and whenever requested by a member of the university faculty or staff, including Campus Security. ID cards are nontransferable and must not be loaned to another person for any reason. Disciplinary action will be taken against students who provide false information or misuse an ID card. ID cards may be revoked at the discretion of the Director of Student Life. Lost or damaged ID cards should be reported immediately to the Student Life Office. Replacement cards are available in the Student Life Office for $25 for cards that are lost, stolen, or deliberately tampered with. Students should direct any issues with card access or activation to the Student Life Office.

THE SCREEN
The Screen is New Mexico’s premier Cinematheque, showcasing the finest films with the finest projection. Founded at Santa Fe University of Art and Design and curated by Brent Kliewer, The Screen plays the finest in World, Art, and Independent Cinema. Built in an ex-soundstage, The Screen features the purest acoustics with a 16-speaker Dolby Digital Surround Sound system, 35mm and digital projection on a High Definition curved screen, and luxurious stadium seating. The theater lobby sells mainstream, New Mexican and organic concessions, showcases a Santa Fe locals art gallery AND—rare vintage pinball in the lobby! The Screen has been profiled by Film Comment, AARP Magazine, indieWire, Hemispheres Magazine, and more—in addition to hosting guests including Willem Dafoe, Cate Blanchett, and Martin Sheen. After public operating hours, The Screen is reserved exclusively for student use: for short films, new releases, video games, and more. Admission for FILM majors is free and $3 for non-majors with a valid university ID. See the upcoming schedule, movie trailers and more at TheScreenSF.com, facebook.com/TheScreen, and @TheScreenSF on Twitter.
UNIVERSITY CATALOG

The university catalog is a valuable resource that all university students are encouraged to read. It lists detailed descriptions of all classes and provides an academic calendar. Students will also find information about admissions requirements, current costs, financial aid, academic records, and academic regulations.

The university catalog also contains information about the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights and responsibilities. All students are encouraged to familiarize themselves with FERPA. Questions regarding this act can be directed to the Office of the Registrar. The university catalog can be obtained on the university website.

ACADEMIC POLICIES

Policies pertaining to academic regulations including classification of students, grade system, grade appeals, leave of absence requests, academic probation/suspension, and academic dishonesty are also found in the university catalog. The university catalog can be obtained on the Santa Fe University of Art and Design website.

Policies pertaining to academic records, including access to and confidentiality of records, are found in the university catalog. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A copy is on file in the Office of the Registrar.

Questions about academic records and academic regulations should be directed to either the Office of the Registrar. The director of student life can assist students in determining the best office to approach with questions.

The University views the use of electronic devices to be potentially detrimental to the educational environment. Therefore, the use of electronic devices is prohibited in university classrooms unless, as determined by the course instructor, their use is necessary for the educational experience of students. Electronic devices include but are not limited to the following: cellular phones, tablets, MP3 players, camera/video equipment, and laptop computers.

ELECTRONIC DEVICE POLICY

• Electronic devices are prohibited from use in the classroom environment.
• Specifically, cellular phones must be turned off during class time. Use of a cellular phone for calls, texting, or any other use is expressly prohibited.
• Exceptions to this policy are to be determined by the instructor of the course, deemed to be for course-related purposes only and must be documented in the course syllabus.
  » Both the device type and parameters of its use must be explicitly identified in the course syllabus.
  » Uses of devices under exception not explicitly defined in the course syllabus remain prohibited under this policy.
• Devices required for accommodations related to a disclosed and documented disability are excepted from this policy but require arrangements with the course instructor prior to the use of the prohibited device(s).
Procedure: Failing to adhere to this policy will result in the following:

- First Infraction - student will receive a warning.
- Second Infraction (at the discretion of the instructor) - may result in the following:
  - the student being dismissed from the classroom for that session;
  - the student may receive an unexcused absence; and/or
  - the student may receive a reduction in his/her course participation grade, if any, and may receive reduced grades on all coursework completed/due during that class session.
- Subsequent infractions may result in additional session dismissals, further reductions in the course participation grade and reduced grades on coursework completed/due during sessions from which the student was dismissed.
- Habitual infractions will result in the student being administratively dropped and assigned a failing grade for the course. Determination of the habitualness of infractions is at the sole discretion of the course instructor but this determination must be thoroughly documented.

Emergency Contact – In the event of an emergency:

- For courses meeting during business hours (before 5pm) students may be contacted through the department administrative assistant contact phone number listed in the course syllabus.
- For courses meeting after business hours (after 5pm) students may be contacted through the campus security office at (505) 424-5000.
- If the student anticipates an important call that must be taken during class time, the student must pre-arrange to leave class to answer a silent ringing phone call. These arrangements must be made prior to the course start time.

VISUAL ARTS CENTER

The Visual Arts Center, designed by internationally renowned architect Ricardo Legorreta, is an elegant setting composed of four unique spaces. The Marion Center for Photographic Arts contains state-of-the-art darkrooms for color and black-and-white processing, a computer lab with the latest in digital imagery technology, and the Beaumont and Nancy Newhall Library, which contains the Newhall’s and other significant photographic library collections.

Tishman Hall provides studio space and a student lounge, and Tipton Hall is a 100-seat lecture facility. Gallery space is available in the Marion Center, as well as in the university’s Fine Arts Gallery, located in the Southwest Annex, and the Greer Garson Theatre mezzanine.

The Thaw Art History Center houses faculty offices, classrooms, conference rooms, and the Chase Art History Library*.

T64, T65, and T66 Barracks: These historic barracks include painting, ceramics, sculpture, and interdisciplinary arts studios.
GENERAL CAMPUS POLICIES

AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION POLICY

It is the policy of Santa Fe University of Art and Design and all organizations and groups affiliated with the university to adhere to the following:

• Provide equal opportunities to all students.
• Prohibit discrimination in employment, admission, and educational programs and activities against any member or prospective member on the basis of race, sex, religion, age, color, creed, national origin, disability, sexual orientation, or any other legally protected characteristic.
• Promote the realization of equal opportunities for membership participation and leadership through affirmative action.

Any student who feels that he or she has been discriminated against or has observed discriminatory actions or comments by an employee/student should immediately report the incident to the director of student life and/or the director of human resources.

ALCOHOL AND OTHER DRUGS POLICY

Santa Fe University of Art and Design recognizes the prevalence of drug and alcohol use and abuse within contemporary North American and world culture. In consideration of the university’s educational mission, we are committed to fostering an environment in which trust and open dialogue facilitate a mature and responsible engagement with issues, concerns, and problems related to drug and alcohol use. Illegal drug and alcohol use and abuse on campus pose a serious threat to the health, welfare, work, and educational progress of faculty, staff, and students. It is the university’s responsibility to foster a healthy atmosphere for the pursuit of education, research, and service. These behaviors will be addressed within the bounds of this code as they affect individuals, groups, and/or programs within the campus community.

ALCOHOL AND OTHER DRUGS

The university supports the responsible use of alcohol as described herein. The university also supports the occurrence of non-alcoholic and drug-free activities. All students, as a condition of continued registration and enrollment, shall abide by the following:

• Students are expected to obey all state and federal laws governing alcohol and other drug use, possession, consumption, transfer, sale, and distribution; this policy includes state or federally controlled substances as well as legal prescription drugs.
• Use, possession, or consumption of alcohol is prohibited in residence halls, classrooms, academic buildings, studios, or public areas (e.g., corridors, lobbies, lounge areas, parking lots, the Campus View Café, Garson Theatre, The Screen, and the Quad). The use, possession, or consumption of alcohol is prohibited at events primarily directed at the general student population and/or their families.
• The illegal use of drugs is prohibited.
• Open containers of alcohol are prohibited outside of campus residences and Mountain View Apartments, including patios, balconies, courtyards, and hallways; containers being carried...
outside of these areas must be in a paper or opaque bag or container, factory sealed, and may only be possessed by people 21 years of age and older.

- Alcoholic beverages shall not be purchased for or otherwise distributed to those under the age of 21. Students shall not solicit others to purchase or otherwise procure alcohol for them if they are not 21 years of age or older.
- Students shall not attend class, participate in academic out-of-classroom activities (including internships, rehearsals, studio work, film shoots, recording sessions, etc.), or report for scheduled work shifts while under the influence of alcohol and/or other drugs not legally prescribed for them.
- Students are not to advertise alcohol and/or other drugs through door decorations, posters, flyers, empty bottles, cans, boxes, or any other means that can be considered prominent or public display.
- No social event, private or public, shall include any form of a “drinking contest” in its activities or promotions.
- The marketing of alcoholic beverages and/or other drugs on the campus is prohibited.
- Alcoholic beverages and/or other drugs shall not be used as inducement for membership in or initiation into university clubs and other social organizations.
- Students are not to use drugs in any fashion not prescribed by a physician for those individuals or, if nonprescription drugs, in a manner not specifically detailed in the written instructions. Students found on campus with prescription drugs may be required to present prescriptions if suspected of inappropriate use.
- The presence of drug paraphernalia and/or evidence of recent illegal drug use (e.g., roach, marijuana odor, straws, and mirrors) constitutes a violation of this policy. Validity of the evidence will be determined by the investigating university official. Measures commonly known to hide illegal drug use (e.g., outward blowing fans, weather-stripping on internal room doors, excessive air freshener) can create reasonable belief of illegal drug use for purposes of investigation. Such evidence will be considered by university officials during judicial reviews when determining likelihood of policy violations.
- Any students engaging in an action that is disruptive to the community or violates any other listed university policies, while under the influence of alcohol or other drugs, shall be in violation of the Alcohol and Other Drugs Policy. Such behavior includes, but is not limited to, vomiting in public; public urination; driving under the influence; fighting; exhibiting disorderly conduct; damage to property; throwing bottles; blocking or otherwise preventing access to a thoroughfare; or cursing, shouting at, or otherwise rudely insulting others.

Sponsors of university, department, and/or off-campus functions that include faculty, staff, and students are expected to comply with all provisions of this policy and with state laws governing the consumption by or service of alcohol to minors and persons who appear intoxicated. Faculty and staff are prohibited from hosting events on or off campus that include the illegal use of alcohol or other drugs.

Any student employee engaged in the performance of work under a federal contract or grant is required, as a condition of employment, to notify his or her supervisor if he or she is convicted of a criminal drug statute violation occurring in the workplace within five days of such conviction. The supervisor shall notify the Human Resources Office. Failure of the student to notify the supervisor shall be grounds for disciplinary action.
ALCOHOL IN CAMPUS HOUSING

The following provisions govern the service and consumption of alcohol in campus housing. In Mountain View Apartments only, alcohol may be served to and consumed by persons 21 years of age or older, with the following stipulations:

• No other university policies are being violated.
• The front apartment door must be closed while alcohol is being consumed.
• No individuals under 21 years of age may be present in the room. If anyone under the age of 21 is present, then everyone present in the room where alcohol is being consumed is in violation of the university’s Alcohol and Other Drugs Policy and may be subject to disciplinary action.
• No alcoholic beverages are sold.
• Residents understand they are responsible for their own conduct as well as that of their guests to help ensure full compliance with all university and residential life policies, including the policy governing alcohol and other drugs.
• Persons possessing alcoholic beverages may be required by the residential life staff to provide valid identification of their age.
• The amount of alcohol that is possessed in an individual room or apartment must be an amount that is consumed in a prudent manner by the residents and a reasonable number of guests. Kegs, party balls, beer bongs, and so forth are prohibited.
• All residence halls are designated as substance-free living units. Use, possession, consumption, and/or being under the influence of alcohol or other drugs by anyone (regardless of age) is prohibited in these designated living units. The university has a zero-tolerance policy to any violation of the Alcohol and Other Drugs Policy.

GENDER INCLUSIVE/ALL GENDER BATHROOMS

Santa Fe University of Art and Design strives to create and sustain a campus environment that supports and values all members of our community, including visitors. One aspect of creating a comfortable environment is providing safe, accessible, and convenient restroom facilities. Many people may experience difficulty and inconvenience when required to use gender-specific restrooms. Parents with children of a different gender are not able to accompany them into a gender-specific restroom and the same holds true for others with attendants/caregivers of a different gender. Additionally, transgender individuals may be subject to harassment or violence when using male- or female-specific restrooms. Consequently, this statement has been developed to declare the University’s commitment to creating an inclusive and supportive campus environment.

In keeping with the University’s policy of nondiscrimination on the basis of gender identity, the University encourages individuals to use the restroom that corresponds to their gender identity. In addition, to address restroom facility access issues not related to gender identity such as parents and attendants/caregivers as described above, the University is committed to designating and maintaining a gender-neutral restroom in as many of its buildings as reasonably feasible. To that end, in every building on campus with more than two (3+) multi-stall restrooms, a minimum of one gender-inclusive restroom will be designated. Additionally, all single occupancy restrooms are gender inclusive.

Designated restrooms will be marked with “All-Gender” signage. If All-Gender signage is removed, tampered with, or replaced with single gender signage, All-Gender signage will be replaced promptly, and an investigation will be initiated to find the party(s) responsible for this destruction of property.

• “Gender-specific” means designated for use by one gender, i.e., male or female.
• “Gender identity” includes an individual’s self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the individual’s sex assigned at birth as being either female or male.
**BULLETIN BOARD POSTING POLICY**

**Why:** The purpose of the Bulletin Board Posting Policy is to facilitate clear communication and regulate advertising on campus.

**The Rules:**

All flyers must be reviewed, approved, and stamped by the Student Life Department. Posters, flyers, casting calls, and other advertisements will be removed if they do not have an approved stamp. Please leave a 1 square inch of blank white space for the stamp.

**To Be Approved:**

Postings should clearly list the date, time, place, sponsor of the event, and intended audience. All event postings affiliated with SFUAD must include the university logo on the posting. No postings may include alcohol or drug references or imagery and should also be appropriate for all audiences. SFUAD logos can be found at: http://santafeuniversity.edu/student-life/logos/).

**How & Where to Hang Flyers:**

Flyers may only be posted on bulletin boards with appropriate thumbtacks and staples. Please do not use tape or any other type of adhesive. All posters should then be removed within 24 hours following the event. Flyers may not be posted on doors, painted walls, or windows of any campus building. Postings that do not meet these requirements may be removed by staff.

If you want to advertise in the residence halls, please see the Housing Manager for approval. If approved, a student employee will then hang signs in the residence halls.

All postings advertising spaces for rent, items for sale, or off-campus activities can only be hung on the bulletin board in:

- Mouton Hall Student Life Wing,
- St. Michael’s Hall Main Lobby
- St. Michael’s Hall across from Necessities
- Fogelson Library

**COMPUTER AND ELECTRONIC USAGE POLICY**

This policy has been established to familiarize students and their guests with campus security-related measures associated with the use of computers and/or computer networks on campus. The computing and electronic communication facilities and services provided by the university are primarily intended for teaching, educational research, and administrative purposes. Their use is governed by all applicable university policies (including sexual harassment) and student due process and disciplinary policies, as well as by applicable federal, state, and local laws. Violation of this policy may subject the alleged violator to disciplinary action by the university, which may include, but may not be limited to, dismissal. In addition, the alleged violator may be subject to lawsuits and/or federal or state actions.
It is the intent of Santa Fe University of Art and Design to help ensure the privacy of all data including email communications, student records, and all other records maintained on computer and phone systems. The university reserves the right, however, to monitor communications when violations of policies have been alleged. Examples of prohibited use include the following:

- Commercial activity; for example, solicitation or advertising in connection with a personally owned business
- Political activities; for example, endorsement of candidates for political office
- Electronic harassment; for example, chain letters, spamming, and communication that would be deemed a violation of the institution’s Sexual Harassment Policy but which occurs in an electronic environment
- Copyright infringement
- Violation of any criminal law; for example, obscenity or child pornography statutes or defamation
- Extensive personal use; that is, excessive use of bandwidth or any use that impedes access to the system resources by other members of the university community or that subjects the institution to a material increase in its operating cost
- Installation of personally owned software on university computers, either related to one’s discipline or unrelated (e.g., electronic games) unless specifically authorized by appropriate personnel for temporary use related to job or school work
- Unauthorized use of another’s passwords, file data, department software, etc.
- Setting up unauthorized personal Web and network services
- “Hacking,” which includes, but is not necessarily limited to:
  » Accessing system resources without authorization
  » Obtaining and/or using through unauthorized means a level of campus security higher than that given by appropriate authorized personnel
  » Changing one’s own or any other user’s campus security levels
  » Creating real or fictitious user accounts
  » Attempting to access in any way accounts, files, directories, servers, and data to which the user has no rights

Santa Fe University of Art and Design makes no guarantees of any kind, whether expressed or implied, for the service it provides. The university will not be responsible for any physical damage through the use of the university computing and electronic communications facilities and services, including, but not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the university’s own negligence, hardware or software failure, or by user error or omissions. Use of any information obtained via the Internet is at users’ own risk. Santa Fe University of Art and Design specifically denies any responsibility for the accuracy or quality of information obtained through its computing and electronic communications facilities and services.

Santa Fe University of Art and Design reserves the right to remove student files at any time and without notice if the files violate any of the previously stated computer use policies, if the files are found, in the opinion of university representatives, to be pornographic or offensive in nature, if the files are of excessive size, quantity, age, or for any other reason not explicitly stated in this policy. Santa Fe University of Art and Design makes no attempt to backup the temporary storage provided in the computer labs, and students are strongly encouraged to make backup copies of their important data using their own external storage. The university makes no guarantees of any kind, expressed or implied, that data stored on the temporary storage provided by the university will be safe, usable, or will even be in existence from moment to moment.

Files on lab computers and servers are deleted after the end of every term. External Storage that requires local driver installation (i.e., “secure” drives) is not supported. Computer lab use is monitored.
FUNDRAISING, SOLICITATION, AND COMMERCIAL ACTIVITY POLICY

The university does not permit the promotion, sale, or distribution of merchandise, services, and similar commodities on the campus without approval of the director of student life. Students or campus organizations wishing to engage in fundraising on campus should consult the director of student life. Fundraising may not include any type of door-to-door sales on campus but may be permitted in specified public areas. Any door-to-door sales or solicitations should be reported to the Campus Life Office and/or Campus Security as soon as possible.

The director of student life, in consultation with the president, must approve any type of solicitation or fundraising off campus by Santa Fe University of Art and Design students or recognized student organizations. This regulation applies to any type of fundraising including the solicitation of paid advertisements and donation of prizes for student events.

Commercial firms or organizations are prohibited from conducting business on the university campus unless they have been invited. This policy is implemented in the interest of protecting all members of the campus community—particularly students—from inconvenience, harassment, or annoyance as a result of the conduct of such activities. Those firms or organizations that are invited to conduct business on campus must have a letter of approval from the director of student life to do so. Commercial sales may require a 15% contribution to the sponsoring student organization.

PROHIBITED WEAPONS POLICY

SFUAD desires to maintain and safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons on university premises.

The possession, transfer, sale, or use of weapons or dangerous instruments, including paraphernalia associated with a weapon or dangerous instrument, is prohibited on university premises. This includes those licensed to carry a weapon, except as provided by law in the state of New Mexico. This restriction includes, but is not limited to, University grounds, resident halls, offices, classrooms, University-sponsored events, and vehicles being used to conduct University business. Possession of weapons or dangerous instruments is prohibited at all times while conducting University business. This policy applies to all students, faculty, and staff of the University and violation may result in discipline up to and including termination of employment or expulsion. Where appropriate, University officials will report the transfer, sale, or use of weapons or dangerous instruments to local law enforcement authorities.

Definitions

- A “weapon” or “dangerous instrument” is any object or substance designed to inflict a wound, cause injury, incapacitate, or threaten the safety of another person or animal. Weapons include, but are not limited to, firearms, BB and pellet guns, paintball guns, brass knuckles, switchblades, swords, knives, or items used in the practice of martial arts.
- This prohibition also applies to fireworks, explosive devices, pyrotechnics, and flammable materials.
- Any student found in violation of this prohibition may be immediately suspended from campus housing and/or the university.

Exceptions to the prohibited weapons policy must be approved beforehand by a representative of the president’s office. Current approved exceptions to the prohibited weapons policy are listed below:

- Small, key-ring size (3oz. or less) pepper spray, enclosed in a safety case
Students who wish to carry an approved exception to the prohibited weapons policy must register with the Security office and attend a safety seminar, which are offered each semester.

Use of personal pepper spray on campus, either intentional or accidental, may be subject to judicial review based on the nature of the incident.

Intentional or accidental use of personal pepper spray must be reported to Campus Security. The expectation is that reporting occurs immediately, or within a reasonable period of time that ensures the safety of the student.

Any weapon or dangerous instrument, including those identified as exceptions to the prohibited weapons policy, may be confiscated. There is no reasonable expectation of privacy with respect to weapons or dangerous instruments on campus. Desks, resident halls/dorm rooms, offices, lockers, bags, briefcases, files, etc. may be subject to reasonable security search.

**USE OF INSTITUTIONAL NAME PROCEDURES**

No student organization or individual may use the institutional name in the solicitation of gifts from persons or agencies off campus without written permission from the executive director of student affairs and operations in consultation with the President.

No student organization or individual may use the institutional logo without written permission from the executive director of student affairs and operations.

No student organization or individual may claim to be representing the university, its opinions, or mission, without written permission from the executive director of student affairs and operations in consultation with the President.

**STUDENT GRIEVANCE POLICY**

**GENERAL PROVISIONS**

A student grievance exists when a student claims that a violation, misapplication, or misinterpretation of a Santa Fe University of Art and Design policy, procedure, or practice has occurred. Under this policy, a grievance may be initiated by a student alleging violation of university policies and procedures. The grievance may be filed against another student, an instructor, an administrator, or a staff member.

The university strives to foster a community free from discrimination. Students, however, must also be aware that they are responsible for complying with all university regulations and for maintaining the appropriate requirements as established by the instructor for each course in which they are enrolled. The university shall help ensure that the student is fully accorded due process as stated in this Student Grievance Policy.

The director of student life and the provost are available to give students guidance on the procedures for student grievances.
CAUSE

When a student feels subjected to an unjust action or is denied rights by a member of the academic community, the student may seek redress according to the following procedures. The following actions are grounds for a student grievance:

- Any act of discrimination
- An act or threat of intimidation or harassment
- An act or threat of physical aggression
- An arbitrary action or imposition of sanctions without proper regard to due process as specified in university procedures
- A violation of any student rights described in university rules and regulations

The Student Grievance Policy does not replace existing policies and procedures, which address specific reporting and appeal processes. The university reserves the right to refer students to the appropriate existing policies and procedures in lieu of or as a result of this grievance process, including, without limitation, the Sexual Harassment and Assault Policies, the Housing and Residential Life Policies, and the Student Judicial Affairs Policy of this handbook and the grade appeal process contained in the academic regulations section of the university catalog.

PROCESSING A GRIEVANCE

Step I—Formal Process

Grievances involving members of the faculty or of an academic nature shall be submitted to the Provost; all other grievances requiring further investigation shall be submitted to the director of student life. Grievances against the provost or the director of student life shall be submitted to the president of the university.

Grievance Procedure:

- The student must present his or her complaint in writing to the provost (academic grievances) or the director of student life (nonacademic grievances). The student shall present a written, signed statement of the nature of the grievance. The student may include copies of any relevant documents. The provost or the director of student life shall send a copy of the complaint to the person against whom the grievance has been filed and their immediate supervisor within 2 business days after the grievance was submitted.
- Within ten (10) business days of receiving the formal grievance, the provost or the director of student life shall hold a meeting to hear the complaint. It shall be at the discretion of the provost or director of student life to determine whether he or she will meet with the grievant and the person to whom the complaint has been directed separately or in a joint meeting.
- Following the meeting and within ten (10) business days, the provost or director of student life will report his or her findings and the actions, where appropriate, to be implemented to resolve the grievance in writing to the grievant and the person to whom the complaint is directed.

Step II—Appeal

The accused or the aggrieved person may appeal the decision made by the provost or the director of student life within five (5) business days. Upon receipt of the appeal, the provost or director of student life will initiate an administrative hearing process. The decision of the committee is final. All parties will be notified in writing of the committee’s decision.
WITHDRAWAL OF GRIEVANCE

At any time during the grievance process, the grievant may officially withdraw the grievance in writing. In the event the grievant fails to appear for any scheduled meeting or hearing without prior notification or evidence of extenuating circumstances, absence shall be considered to constitute withdrawal of the grievance.

NO RETALIATION

Any retaliatory action of any kind by an employee or student of the university against any student as a result of filing a grievance under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for disciplinary action.

GRIEVANCE RECORDS

Grievance records will be maintained for at least one year by the Office of the Provost or the Student Life Office.

Complaints about the institution may also be filed with the New Mexico Higher Education Department at http://hed.state.nm.us/Complaint.aspx.

UNIVERSITY BEHAVIORAL INTERVENTION TEAM/MENTAL HEALTH ASSESSMENT/WITHDRAWAL POLICY

SFUAD is committed to protecting the health, safety, and well-being of its students, faculty, and staff. The University Behavioral Intervention Team (UBIT) is a multi-disciplinary team made up of administrators, faculty and staff from Student Affairs, Counseling, Academic Advising, Security, and Academics. UBIT is dedicated to maintaining a healthy and safe environment for the University community. To achieve this goal, UBIT conducts behavioral threat assessments for persons who might pose a safety risk to themselves or others. UBIT investigates concerning behavior and assesses the level of threat by:

- developing and implementing an intervention plan for the safety of all;
- identifying sources of support for the person of concern; and
- providing ongoing support, monitoring, and recommendations to University leadership.

UBIT can provide referrals for counseling and other supportive intervention, arrange wellness checks with Student Services and Housing staff, recommend administrative removal from campus, or recommend that no action be taken.

Students can refer a matter of concern to UBIT by advising a member of Student Life Team.

The UBIT review process does not replace the Student Disciplinary Process regarding violations of the Student Conduct Code or the Office of Safety and Security’s responsibility for safety on campus. Violations of the Student Conduct Code should be addressed via the Student Disciplinary Hearing process and safety concerns should be reported to Campus Security.

ADMINISTRATIVE REMOVAL

In situations where a student’s presence at SFUAD constitutes a substantial and sustained threat to the health, safety and well-being of the University community, the Director of Student Life in consultation with the UBIT, can elect to remove the student from the University campus, until such time as the university can be assured that the problem is no longer a significant issue. The director of student life
may require a psychiatric, psychological, or physical evaluation by an appropriate physician and/or mental health professional for the purpose of evaluating the student’s stability. The student will be responsible for any evaluation fees.

Prior to any removal being finalized the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Director of Student life for UBIT review. Refunds for tuition and room and board charges will be made as outlined in the withdrawal schedule in the university catalog.

The student will also have the opportunity to appeal any administrative removal to the Executive Director of Student Affairs and Operations. Appeals must be made in writing and submitted to the Executive Director of Student Affairs and Operations within ten (10) academic days of the student’s receipt of the decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Executive Director of Student Affairs and Operations renders an appeal decision within ten (10) academic days after receipt of the student’s appeal. The Executive Director of Student Affairs and Operations may uphold the decision, reverse the decision, or make such other disposition as the Appeal Officer deems just and proper under the circumstances. The Executive Director of Student Affairs and Operations’s decision on the appeal shall be final and shall be effective immediately upon issuance.

READMISSION AFTER AN ADMINISTRATIVE REMOVAL

UBIT will provide an individualized assessment recommending the conditions for the readmission of any student serving an administrative removal to the President. Conditions for readmission may be noted in a Behavioral Contract any include: a medical evaluation, treatment plan, personal statements, and evidence of the student’s ability to meet the University’s academic and code of conduct requirements.

VOLUNTARY MEDICAL LEAVE

A student who is experiencing a physical or mental health issue that significantly interferes with the student’s wellbeing, safety, or academic performance may request a voluntary medical leave. The student will notify the Director of Student Life who will determine if a voluntary medical leave is appropriate. The student may be required to consent to the disclosure of relevant medical information to the appropriate university personnel. The Director of Student Life will make a recommendation to the President whether or not to approve a medical leave of absence. Where a leave is appropriate, the Director of Student Life, in possible consultation with UBIT, will also recommend an individualized plan, which may be noted in a Behavioral Contract, which will include conditions necessary to return from the leave and may include a recommended length of leave. The President will consider the recommendation and may either grant or deny the request for leave. The President’s decision to grant or deny a leave is final. If a leave is granted, the student will meet with the Director of Student Life to review the individualized plan.

Withdrawals for medical reasons must be made for all courses. Refunds for tuition and room and board charges will be made as outlined in the withdrawal schedule in the university catalog.

READMISSION AFTER A VOLUNTARY MEDICAL LEAVE

A student who desires to return to the University from a voluntary medical leave must notify the Director of Student Life of the student’s intent to return at least 30 days prior to the start of the relevant term. The student will meet with the Director of Student Life to ensure that all conditions of the individualized plan have been met. The student may be required to consent to the release of
relevant medical information to appropriate university personnel. Based upon evaluation of the relevant information, the Director of Student Life, in possible consultation with UBIT, will assess whether the student is prepared to be readmitted and make a recommendation to the President.

**MOTOR VEHICLE CODE**

The university’s Motor Vehicle Code is an adaptation of the traffic laws of the city of Santa Fe and the state of New Mexico. The campus speed limit is 15 mph.

In order to maintain vehicles on campus, all students must acquire a parking permit from the Student Life Office. The parking permit must be displayed on the lower left of the front windshield of the vehicle. Students with cars are expected to adhere to all traffic regulations on campus (e.g., speed limits, stop signs, parking zones). Failure to do so could result in loss of vehicle privileges on campus and judicial action.

Campus parking is $80 for a one year parking permit. Students starting in January will be prorated and charged $40 for a parking permit. Restricted areas must be honored, and all motor vehicles should be parked in designated parking areas only.

The campus security staff is responsible for enforcement of the Motor Vehicle Code and will issue warnings to violators of this code. Vehicular code offenses may result in towing of the vehicle at the owner’s expense and/or referral to the judicial affairs coordinator for revocation of parking/vehicle privileges. Vehicles are checked for university permits, as well as for being in serviceable, safe condition. Any vehicle found not meeting university requirements, or considered to be unsafe or abandoned, will be issued a warning sticker and towed 72 hours after that sticker has been issued. Towing and storage will be at the owner’s expense. Vehicles may not be occupied overnight or inhabited on university property.

Students wishing to leave their vehicles on campus during break periods should register them with the Security Office. At no time will the university accept responsibility for damage to or theft of a student’s vehicle and/or any items left in the vehicle. All vehicles on campus should have appropriate liability insurance coverage in force.

**PET AND ANIMAL POLICY**

Students and/or guests are not allowed to bring pets other than fish into student residences or other university buildings. The only pets residents can have in campus housing are fish in a fish tank that does not exceed five gallons. Americans with Disabilities Act (ADA) service animals need to be registered with Student Life and the Disability Services Office. All ADA service animals must have the proper certification and should be registered as service animals.

The following are guidelines pertaining to pets on university premises other than campus housing.
PETS ON CAMPUS

This policy includes, but is not limited to, dogs, birds, cats, mice, gerbils, amphibians, reptiles, and ferrets:

- The university prohibits pets from all campus buildings, including offices, residential housing, academic buildings and the campus premises.
- Students, employees and the public are prohibited from bringing pets on campus with the exception of service /ESAs that have been approved through the Disability Services Office.
- Persons bringing unauthorized dogs on campus will be held responsible for any costs or consequences of damage to university or personal property or harm to any individual caused by their pet and may be subject to discipline as is warranted and appropriate under the circumstances.
- When Campus Security observes or becomes aware of a dog or pet on campus, Campus Security will ask the owner to immediately remove the dog or pet from university premises.

SERVICE ANIMALS

According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.” Service animals may accompany a person with a disability in areas of public access on campus. If any questions arise as to whether or not an animal qualifies as a service animal, a determination will be made by the Disability Services Office.

In compliance with the ADA, service animals are welcome in all buildings open to public access and may attend any class, meeting, or other event. Disabled students desiring to use a service animal on campus must contact the Disability Services Office to register as a student with a disability, at which point staff will evaluate the disability and recommend any additional accommodations appropriate to the functional limitations of the disability.

Requirements of service animals and their owners include the following:

- Animals must be licensed in accordance with county regulations and wear a vaccination tag.
- Animals must be in good health.
- Animals must be on a leash at all times.
- The owner must be in full control of the animal at all times.
- The owner must provide the Disability Services Office with information as to how the animal accommodates for his or her disability, as well as documentation in regards to completed training.

Reasonable behavior is expected from service animals while on campus. The owners of disruptive and/or aggressive service animals may be asked to remove them from university facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until he or she takes significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner is expected to properly clean and dispose of all animal waste.
SERVICE/ESA EMOTIONAL SUPPORT ANIMAL (ESA)

University Housing will provide an exception to the University Housing pet policy for residence hall/apartment facilities for residents who present documented need for an accommodation for a service/ESA. This policy outlines the responsibilities of the residents who are granted approval for service/ESAs in living, dining, or work areas. This policy only covers service/ESAs in University Housing. Only service animals as defined under the Americans with Disabilities Act are allowed elsewhere on campus, and students wishing to use a service animal in any other campus facility must register with the Disability Service Office at the Academic Resource Center pursuant to the Student Handbook.

Requirements:

Only students with a documented disability will be approved to have a service/ESA living in university housing. A service/ESA is generally limited to either one dog or one cat. The student must provide the following documentation:

1. Documentation of a diagnosed medical condition with a description of the diagnosed disability.
2. Documentation that a service/ESA is integral to the proscribed treatment. (Letters that suggest only that the student will benefit from a service/ESA will not be accepted).

Responsibilities of the Resident/Handler/Owner

Residents or staff with service/ESAs are responsible for:

A. Register the animal with the Housing Office using the form below.
B. Pet deposits (where applicable) are not required for approved service/ESAs.
C. All roommates/suitemates of the resident must sign an agreement allowing the service/ESA to be in residence with them. In the event that a roommate/suitemate does not approve, either the owner and pet or the non-approving roommate(s) may be moved to a more suitable location.
D. All service/ESAs must have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations is due before the beginning of the housing contract or employment. University Housing reserves the right to request an updated verification at any time during the animal's residency.
E. A current state and local license is required for service/ESAs. They must be obtained and kept current in compliance with the local jurisdiction.
F. All service animals, if taken outside the resident's room, must wear identification tags with campus address, identification as a service/ESA (e.g., vest, harness, etc.) and, if applicable, vaccination information. All service animals must have their vests on when outside of their rooms, except when being taken outside to relieve themselves, at which time they must be on a leash.
G. Service/ESAs must be harnessed, leashed, or tethered unless these devices interfere with the animal's work or the individual's disability prevents using these devices, in which case the individual must maintain control through voice, signal, or other effect controls at all times. This includes community areas such as lounges, hallways, meeting rooms, etc.
H. Dangerous, poisonous, oversized, and/or illegal animals are not permitted, as these would not be considered a reasonable accommodation in a community living environment.
I. Service/ESAs must be housebroken. Handlers are responsible for properly containing and disposing of all animal fecal waste. Indoor service/ESA waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in an outside trash dumpster. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces. Outdoor service/ESA waste, such as dog feces, must be immediately retrieved by handler, placed
in a plastic bag and securely tied before being disposed of in an outside trash dumpster. This is not the responsibility of UH staff.

J. Handlers are responsible for feeding and watering their animal within the confines of their personal room. Bowls of food and water should be placed on mats so that water and food do not get on the floor. If they do, the handlers are responsible for cleaning the floor of their room immediately.

K. Service/ESA food should be kept in a closed container within the confines of the handler’s room. Open bags of food are not permissible, as they attract bugs.

L. If fleas, ticks or other pests are detected within the residence it will be treated using approved fumigation methods by a university-approved pest control service/therapy. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management.

M. If the service/ESA becomes sick and vomits and/or becomes incontinent it is the responsibility of the handler to make sure it is cleaned up immediately. This is not the responsibility of Housing or Residential staff.

N. Service/ESAs should be kept clean and free from odor; however, handlers may not use hall or apartment showers, sinks or baths to clean their animals.

O. Behavior, noise, and odor must not exceed reasonable standards for a well-behaved animal and these factors must not create unreasonable disruptions for other residents, University Housing staff, and other university personnel.

P. The resident or staff member may be liable for any damages done to University Housing property by the animal.

Q. University Housing is not obligated to provide food, care, or additional space for the animal.

R. University Housing reserves the right to deny or revoke access if an animal is not properly cared for, threatens the safety, health, or welfare of another community member.

RALLIES, DEMONSTRATIONS, AND PUBLIC ASSEMBLIES POLICY

Public rallies, demonstrations (either by individuals or groups), and assemblies held on campus must be registered at least 24 hours in advance with the director of student life. Registration will include the desired date, time, place, expected attendance, and type of demonstration planned, noting the inclusion of amplified sound (if any). Public demonstrations not registered may violate the disruption/obstruction clause of Proscribed Conduct and risk being shut down by Campus Security or administrative personnel.

In cases of alleged campus disruption or obstruction of the academic mission of the institution, immediate action may be initiated by a faculty member and/or administrator to restore order and/or to prevent further disruption. When necessary and appropriate, Campus Security and/or the Santa Fe Police may be contacted to assist with restoring peace and order.

TITLE IX/SEXUAL MISCONDUCT GRIEVANCE REPORTING POLICY AND PROCEDURES

The United States Department of Education (DOE) mandates that institutions comply with specific requirements under Title IX of the Educational Amendments of 1972. Title IX is a federal civil rights law that prohibits discrimination on the basis of sex. Santa Fe University of Art and Design is committed to providing a safe educational and working environment for its students, faculty, staff, and other members of the university community.
Santa Fe University of Art and Design ("SFUAD") believes that all members of the University community should be free from all acts of sexual misconduct, including sexual assault, sexual harassment and discrimination, sexual exploitation, relationship violence, and stalking. All members of the SFUAD community and all visitors, regardless of sex, gender, sexual orientation, gender identity, or gender expression are advised that any sexual misconduct by any student, employee, or third party is prohibited. Any attempt to commit sexual misconduct, or to assist or willfully encourage any such act, is a violation of this Policy. Sexual misconduct is contrary to the basic values of SFUAD, which include promoting a sense of community, fostering learning, instilling integrity, and achieving excellence. Santa Fe University of Art and Design is committed to providing for the prompt and equitable resolution of all complaints of sexual misconduct.

This Policy applies to all complaints of sexual misconduct in SFUAD’s education programs and activities. It prohibits conduct that: occurs on campus or other University property; occurs in connection with Santa Fe University of Art and Design’s educational programs or activities, whether on or off-campus; or otherwise affects the University community. This Policy prohibits sexual misconduct by all third parties (including but not limited to visitors, guests, volunteers and contractors) on SFUAD’s campus and during university activities. It also applies to applicants for admission to, or employment with, SFUAD.

Violations of this policy may result in disciplinary action up to and including removal from the University for students and termination of employment for faculty and staff. When used in this Policy the term “complainant” refers to a person claiming that a violation of this Policy occurred, and the term “respondent” refers to a person accused of violating this Policy.

DEFINITIONS

Consent: Consent is defined at Santa Fe University of Art and Design as a clear and unambiguous agreement expressed in mutually understandable words or actions to voluntarily engage in specific sexual or intimate activity or conduct. Consent is not present (1) if obtained through the use of force, threat, coercion, or intimidation; or (2) when an individual is incapacitated, such as by consumption of drugs or alcohol or being unconscious or asleep; or (3) if given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in. Silence or an absence of resistance on the part of the individual does not imply or constitute consent. Past consent does not imply future consent. Consent can be withdrawn at any time. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

Relationship violence: Relationship violence means a violent act committed by a person who is or has been in a social relationship of a romantic nature or intimate nature with the complainant, as determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Relationship violence includes dating violence and domestic violence.

Retaliation: Retaliation means intimidating, threatening, coercing, or in any way discriminating against an individual because the individual made a report of a claim of sexual misconduct or participated in any way in the investigation or resolution of such a report or complaint, or exercised any right or responsibility under this Policy.

Sexual Discrimination: Sexual discrimination for the purpose of this policy is defined as including, but not limited to, treating individuals differently because of their gender or sexual orientation, in connection with the terms and conditions of employment or educational opportunities. Discrimination does not occur, however, when an individual is treated differently than another individual for legitimate reasons.
**Sexual Assault:** Sexual assault is non-consensual physical contact of a sexual nature. Sexual assault includes rape and any other acts using force, threat, intimidation, or coercion, or taking advantage of a victim's inability to make reasoned decisions about sexual activity. This includes:

- **Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by one person upon another, which is without consent and/or by force. It includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

- **Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force, threat or intimidation. It includes intentional contact with the genitals, breasts, thighs, buttocks, anus, or groin, touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, any intentional bodily contact in a sexual manner, though not involving contact with/of/by genitals, breasts, thighs, buttock, anus, groin, mouth or other orifice. It also includes attempted non-consensual intercourse.

- **Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent. In New Mexico, the age of consent is 17.

**Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include but are not limited to: invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping or photography of sexual activity, distributing sexual or intimate information, images or recordings of another without that individual’s consent, going beyond the boundaries of consent (such as allowing friends to hide in the closet watching consensual sex), voyeurism, knowingly transmitting an STD or HIV to another student, exposing one's genitals in non-consensual circumstances or inducing another to expose his/her genitals, and sexually-based bullying, including, but not limited to, through social media.

**Sexual Harassment:** Sexual harassment can include, but is not limited to, unwelcome sexual advances; requests for sexual favors; unwelcome physical contact of a sexual nature; e-mails containing inappropriate sexual content; obscene or harassing phone calls or jokes of a sexual nature; suggestive gestures, sounds, stares, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student’s academic progress;
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting assessment of academic progress; or
- Such conduct, by instructors, staff, or students, including between students, has the purpose or effect of interfering with academic performance or creating an intimidating, hostile, or offensive environment.

**Sexual Misconduct:** Sexual misconduct includes, but is not limited to, sexual discrimination, sexual exploitation, sexual harassment, sexual assault, relationship violence, and stalking. While Santa Fe University of Art and Design may use different standards and definitions than New Mexico criminal codes, sexual misconduct often overlaps with crimes under applicable criminal codes.
**Stalking:** Stalking is engaging in a course of conduct that would cause a reasonable person to suffer substantial emotional distress or to fear for his or her safety or the safety of others. A course of conduct means two or more acts in which a person follows, monitors, observes, surveils, communicates with another person, threatens, intimidates or communicates with or about another person, or vandalizes another person’s property.

**REPORTING VIOLATIONS OF THIS POLICY**

Students who believe that they are a victim of sexual misconduct should contact the Deputy Title IX Coordinator for Students. The Deputy Title IX Coordinator is responsible for receiving and processing, in a timely manner, reports from students regarding rights and responsibilities concerning sexual misconduct in violation of Title IX. The SFUAD Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination/ misconduct for students, faculty, and staff. The SFUAD Title IX Coordinator is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding SFUAD and Title IX may be directed to one or more of the following resources:

**SFUAD Deputy Title IX Coordinator For Students**
Ryan W. Davis
Director of Student Life
Office: 505-473-6176
Email: ryan.davis@santafeuniversity.edu

**U.S. Department of Education**
1999 Bryan St. Suite 1510
Dallas, TX 75201-3136
Telephone: 404-974-9450
Fax: 214-661-9594
Email: OCR@ed.gov

Students, faculty, and staff members have the right to file both a criminal complaint and a Title IX complaint simultaneously. Students, faculty, and staff members must report an incident of alleged discrimination to a “Responsible Employee.” For the purposes of this policy, the “Responsible Employees” are the Title IX Coordinator, Director of Student Life, and the Manager of Student Housing. For complaints where both the complainant and respondent are employees, “Responsible Employees” include Human Resources representatives.

Santa Fe University of Art and Design takes all reports of sexual misconduct seriously and, upon receiving notice of any alleged violation of this Policy, shall take immediate steps to conduct a thorough, prompt, and appropriate investigation of the complaint.

A complainant who contacts the Title IX Coordinator or Responsible Employee with an allegation of Sexual Misconduct will be notified of his or her right to confidentiality and his or her right to remain anonymous and how that may affect SFUAD’s ability to conduct an investigation. Please note that there are certain situations where the university may not be able to guarantee confidentiality or anonymity. If the complainant wishes to move forward with the process, he or she will be asked a series of questions to provide information. If the complainant prefers, he or she may complete the information from the form and submit it to the Title IX Coordinator. The Sexual Misconduct or Discrimination Complaint Incident Report is available from the Title IX Coordinator. In certain circumstances, it may be necessary for the complaint to go forward even if the complainant does not consent to that course of action.
Santa Fe University of Art and Design strongly supports the complainant’s right to confidentiality in cases involving sexual misconduct. Complainants have the right to ask that their names not be disclosed to the alleged perpetrators. However, there are limited situations in which the university must override a complainant’s request for confidentiality in order to meet the institution’s legal obligations under Title IX. In these situations, the information will only be shared with individuals who are responsible for handling SFUAD’s response to incidents of sexual violence. Given the sensitive nature of reports of sexual violence, the university shall ensure that the information is maintained in a secure manner. If the complainant requests that his or her name not be revealed to the alleged perpetrator or if complainant asks SFUAD not to investigate or seek action against the alleged perpetrator, the university will be limited in its ability to respond fully to the incident, including taking disciplinary action against the alleged perpetrator. If the complainant still requests that his or her name not be disclosed to the alleged perpetrator, or that the university not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will need to determine whether or not the institution can honor such a request while providing a safe and nondiscriminatory environment for all students, faculty, and staff.

**DETERMINATION OF INTERIM MEASURES**

Upon notification of an incident of sexual misconduct, Santa Fe University of Art and Design shall take steps to ensure equal access to its education programs and activities and protect the complainant as necessary, including taking interim measures before the final outcome of an investigation. These measures are designed to protect the Complainant and provide the Complainant with options to avoid contact with the alleged perpetrator. These measures may include a change in academic activities, living, transportation, dining, and working situation as appropriate. After the initial report of alleged sexual misconduct, possible immediate interim suspension can be invoked on the accused (“respondent”) if there is a reasonable cause to believe the respondent’s behavior is of such a nature as to pose a threat of harm or injury to the complainant or another member of the campus community. The Title IX Coordinator shall work with the Complainant to determine what, if any, interim measures shall be implemented.

**STUDENT AMNESTY POLICY AND BYSTANDER INTERVENTION.**

Santa Fe University of Art and Design encourages the reporting of sexual misconduct. Sometimes, students may be reluctant to come forward and report an incident of sexual misconduct, or serve as a witness, because they are concerned that they may be charged with violating other campus polices, such as SFUAD’s alcohol or drug policy. In order to encourage reporting of sexual misconduct, students who report an incident of sexual misconduct or who serve as witnesses to an incident of sexual misconduct, will not face disciplinary sanctions for their own personal consumption of drugs or alcohol related to the incident as long as any such violations did not place the health or safety of any other person at risk.

**ADVISORS.**

For complaints of sexual misconduct where the complainant or respondent is a student, the complainant and the respondent may be accompanied throughout the investigation and appeal process by an advisor of their choice. Advisors should be from the University community, unless otherwise approved, and must agree to keep the matter confidential. However, the advisor may not be a witness or possible witness in the case, a person involved in the University’s disciplinary process, or a complainant or a respondent in the case. The purpose of the advisor is to provide advice to the student in a manner that is not disruptive to the proceedings. The advisor may accompany the party to any meeting or hearing held pursuant to this Policy. The advisor may not provide verbal, written, or other input during the
investigation or appeal process other than to the student being advised; the advisor may not speak on the party’s behalf or otherwise participate or address or question the investigator, Resolution Officer, or other parties or witnesses.

INFORMAL RESOLUTION

If the complainant and respondent agree, certain cases may be resolved informally, including through mediation in appropriate cases. Cases involving allegations of sexual assault are not suitable for mediation. The Title IX Coordinator may also determine that informal resolution is not appropriate based on the facts and circumstances of the particular case. All informal resolutions will be conducted or overseen by the Title IX Coordinator or designee. Under no circumstances will a complainant be required to resolve a matter directly with the respondent.

If both parties are satisfied with a proposed informal resolution, and the Title IX Coordinator considers the resolution to satisfy the university’s obligations to provide a safe and non-discriminatory environment, the resolution will be implemented and the informal resolution process will be concluded. If informal resolution does not resolve the matter, the resolution process will proceed to formal investigation. At any point in the process, either the complainant or the respondent may elect to end the informal process in favor of proceeding with a formal investigation.

INVESTIGATIONS

If informal resolution is inappropriate, unsuccessful, or not desired by the complainant and the respondent, a formal investigation will be conducted. The investigation of a report of sexual misconduct will begin promptly. Notice will be provided simultaneously to the complainant and the respondent in writing that a complaint has been received by SFUAD and will be investigated under this Policy. The notice shall specify any interim measures that have been implemented.

Santa Fe University of Art and Design shall determine, given the circumstances surrounding the complaint, the proper party to conduct the investigation. The proper party may or may not be the Title IX Coordinator, and shall be the person best able to conduct an impartial and fair review of the complaint. The investigation will normally include interviewing the complainant(s), respondent(s), witnesses, and other relevant parties and will include a review of any relevant documents and other information. It may include reviewing law enforcement investigation documents (if applicable) and reviewing student and personnel files. Both the complainant and the respondent may provide the investigator(s) with the names of witnesses, documents, and other information. The investigator(s) will exercise their discretion in deciding which individuals identified as witnesses during the investigation should be interviewed and which documents or other information should be reviewed. The interviews, meetings, and other proceedings are not recorded by the university and may not be recorded by others. The complainant and the respondent are afforded equal procedural rights during the investigation. No expert witnesses shall be permitted.

The complainant’s prior sexual relationships or conduct are neither relevant nor admissible during the investigation and will not be considered, other than the prior sexual relationship or conduct with the respondent if the respondent alleges consent. The fact that a complainant may currently have or had in the past a dating or sexual relationship with the respondent that was consensual is not sufficient by itself to constitute consent and does not preclude a determination that sexual misconduct occurred.

At any time prior to or during an investigation, the respondent may accept responsibility for some or all of the alleged violations, the matter will then proceed to the sanctioning phase and any appeal of the sanctioning decision.
PREPARATION OF INVESTIGATION REPORT.

Upon completion of the investigation, the investigator(s) will prepare a report summarizing the interviews conducted and the evidence reviewed. The report will include the investigator’s finding of fact, an assessment of the credibility of the parties and witnesses when appropriate, and a recommended determination as to whether a violation of this Policy has occurred. In reaching this conclusion, the investigator shall use the preponderance of evidence standard.

RESOLUTION PROCEDURES.

Cases involving allegations of employee violations

If the Respondent is a non-student employee, the Title IX Coordinator or designee will report his or her findings to University Human Resources and Leadership. If Leadership determines, based on the contents of the report, that no violation of SFUAD Policy has occurred, the incident will be closed.

If Leadership determines, based on the contents of the report, that a violation of University Policy has or may have occurred, University Leadership will determine an appropriate resolution including remedial and/or disciplinary action up to and including termination of the employee. University Leadership will determine if a hearing is appropriate prior to the determination of the sanctions based on the particular facts presented, including but not limited to the identity of the complainant (student or employee), the nature and/or severity of the offense, and the evidence presented by the investigative report. Resolution, sanctions and appeals will be governed by the procedures in SFUAD's personnel policies or Faculty Handbook, if applicable, in accordance with the requirements of Title IX.

Cases involving allegations of student violations

Sexual misconduct complaints involving student respondents will be governed by the following process. Upon the completion of the investigation, the Title IX Coordinator shall present the investigative report to University Leadership which may include, as appropriate, the Director of Student Life and the Judicial Affairs Coordinator. The individual or individuals charged with making a determination as to the resolution of the complaint, and sanction, and any remedies for the complainant shall be referred to herein as the “Resolution Officer,” although more than one individual may be charged with resolving the complaint. The Resolution Officer shall then determine the appropriate resolution to the complaint, considering factors including but not limited to the identity of the complainant (student or employee), the nature and/or severity of the offense, and the evidence presented by the investigative report. The Resolution Officer shall determine whether a hearing, as outlined in the Judicial Proceedings section of the Student Handbook, is appropriate prior to imposition of any sanction. Generally, a hearing will be provided if the probable sanction to be imposed is suspension or expulsion.

The Resolution Officer shall provide written notice to both the complainant and the respondent of the process to be used to resolve the complaint. If no hearing is to be held, both complainant and respondent may make a written submission to the Resolution Officer if they choose. If a hearing is held, the proceedings shall be closed. The complainant and respondent and their respective advisors may be present for all or any portion of the hearing. Either the complainant or respondent may request, or be asked, to hear or view the proceedings via audio or video transmission from a separate room. Any witnesses may only be present in the hearing room when being questioned by the Resolution Officer.

Neither party shall be permitted to ask questions at the hearing, although either party may submit to the Resolution Officer requested questions for the other party or witnesses. It shall be in the discretion of the Resolution Officer whether or not to ask the submitted questions, in whole or in part.
The Resolution Officer shall provide both parties with written notice of its findings and the reasons for such findings. The Resolution Officer shall use the preponderance of evidence standard in making his or her findings. If a violation of this Policy is found, the notice shall provide the sanctions to the respondent and to the complainant, as appropriate under Title IX. The notice shall set forth either party’s right to appeal, the identity of the Appeal Officer, and the process and time limit for such an appeal.

In addition to discipline against the respondent, resolutions may include remedies for the complainant, which may include steps such as reassignment of a course section, change in campus housing, counseling services, medical services, academic support services, or changes to the school’s overall services or policies, including altering withdrawal penalties within courses. Any remedies offered would be separate from, and in addition to, any interim measure that may have been provided prior to the conclusion of any investigation. Resolutions may also include remedies for the broader University population, such as training or changes to policies or services.

**APPEALS.**

Appeals for sexual misconduct complaints involving non-student employee respondents will be governed by the procedures in SFUAD’s personnel policies or Faculty Handbook, as applicable. If any right of appeal is granted through those policies, both the complainant and the respondent shall have equal rights of appeal.

In cases involving student respondents, both parties have the right to appeal the Resolution Officer’s finding of responsibility and/or imposition of sanctions. Any appeal must be filed in writing within five (5) days from the notice of resolution. The University will determine the appropriate individual in SFUAD’s leadership to hear any appeal (“Appeal Officer”), depending on the circumstances of the case, including the identity of the respondent. There is a presumption that the decision, and any sanction or discipline, was made properly, and the Appeal Officer may not substitute his or her judgment for that of the Resolution Officer. The sole grounds for appeal are: (1) a procedural error that substantially impacted the determination or sanction; (2) new information that was not available at the time of the investigation or hearing and that could reasonably have had had a substantial impact on the determination or sanction; and (3) excessiveness or insufficiency of the sanction. The sanction may be increased only if the complainant appeals on the ground that the sanction was insufficient, and may only be decreased if the respondent appeals on the ground that the sanction was excessive.

The Appeal Officer shall give both parties timely notice of the receipt of an appeal. Both parties shall be provided the opportunity to make a written submission to the Appeal Officer. The Appeal Officer shall be limited to the record below, including any information that was part of the investigation or the resolution hearing. The Appeal Officer shall not conduct another hearing but may conduct interviews with the complainant, respondent, or witnesses in his or her discretion. The party appealing shall have the burden of proof in any appeal. The Appeal Officer shall use the preponderance of evidence standard in the determination of any appeal.

The Appeal Officer shall give written notice to both parties of the outcome of the appeal and the reasons for his or her decision. The decision of the Appeal Officer is final.

**Retaliation:** Title IX includes protections against retaliation. The university will take immediate and appropriate steps to investigate or otherwise determine if retaliation due to the reporting of sexual misconduct or discrimination occurs.

**Training:** All individuals with responsibilities under this Policy shall have appropriate training in this Policy and in the requirements of Title IX and related laws. Training shall include training relating to sexual misconduct, including sexual assault, relationship violence, and stalking as defined in this Policy.
Sources of Counseling, Advocacy, and Support: Victims of Sexual Misconduct can receive assistance immediately by calling the local police department (911, if emergency). Students may contact the Student Assistance Program (SAP) by calling 1-866-465-8942 or TDD: 1-800-697-0353. When contacting the SAP, please reference SFUAD’s ID, ALLTOGETHERSAP4EDU. Various counseling options are available through the University Health and Counseling Services at 1-505-473-6574 or the Crisis Response Hotline at 1-505-820-6333. Counseling and support services may also be obtained through the Santa Fe Community Guidance Center and at 505-986-9633 and through the National Domestic Violence Hotline at 1-800-799-SAFE (7233), or 1-800-787-3224 (TTY). SFUAD employees may contact the Employee Assistance Program (EAP) by contacting Business Health Services (BHS) at 800-765-3277 or online: at www.bhsonline.com (user name: Laureate). These counseling services are “Confidential Resources” at SFUAD, which means that all conversations will remain confidential and will not initiate any type of investigation into the incident. Sexual assault reports must be made by contacting the Title IX Coordinator who is the appropriate University Officials for receiving reports of sexual assault.

Time Frames for Process: While each situation is different and there can be no way to determine how long an investigation will take, the Title IX Coordinator shall use her best efforts to reach resolution within 60 days from the time the complaint is reported to notice of resolution, exclusive of any appeals.

FILING A COMPLAINT

When a student reports an incident of sexual harassment to the executive director or assistant director of student affairs or campus life coordinator, he or she will be asked to complete and sign a written report of the incident. The university requires a written and signed report to begin a formal investigation. The written report should include the following:

- The identity of the alleged harasser
- The frequency, details, intensity, and duration of the harassment
- The emotional and/or physical harm resulting from the harassment
- The remedial action the student seeks

Once the written report is completed and signed, the executive director of student life and operations or designee must promptly inform the alleged harasser that a student has filed a complaint against him/her, and must convey to the alleged harasser the substance of the complaint.

INFORMAL RESOLUTION

At this point, if a student chooses, and if the alleged harasser agrees, the executive director of student affairs and operations or designee will attempt to resolve the complaint informally in a manner acceptable to all parties. If the student does not wish to pursue an informal resolution of the complaint, or if an acceptable resolution cannot be found, the executive director of student affairs and operations or designee will begin a formal investigation of the allegations.

INVESTIGATION AND HEARING

The investigation will at a minimum include interviews with all complaining parties, alleged harassers, and witnesses, if any, and will be completed as quickly as possible. In any event, investigation will be completed within 25 working days of receipt of the written and signed complaint (unless additional time is reasonably required because of extenuating circumstances, such as unavailability of witnesses, discovery of new evidence, break periods, etc.). The university official conducting the investigation will
attempt to preserve the confidentiality of all parties involved so far as is consistent with a thorough investigation. The official will also keep the complainant and the alleged harasser informed of the progress of the investigation.

Within ten (10) days of the conclusion of the investigation, the case will be referred to the appropriate judicial board or other body, as appropriate and as provided for in the faculty, staff, or student handbooks, and a hearing will be conducted by the appropriate body as soon as possible. The alleged harasser will be entitled to the procedural protection afforded by the appropriate handbook and may appeal any disciplinary or punitive action in accordance with that handbook.

**SEXUAL ASSAULT POLICY**

**REPORTING**

Any student who believes he or she has been the victim of a sexual assault is encouraged to immediately report the incident to any member of the residential life staff, the executive director or assistant director of student affairs and operations, the campus life coordinator, or Campus Security. Students should not bathe, shower, or change clothes in order to preserve available evidence. All written reports must be filed with the executive director of student affairs and operations. When an alleged sexual assault is reported, the university has the responsibility to discuss with the person the range of resources and alternatives available to him/her. This includes encouraging him/her to be examined at the emergency room for injuries, sexually transmitted diseases (STDs), pregnancy, and the collection of evidence and informing her/him that he or she has the right to report the incident to law enforcement authorities, as well as actually helping to arrange a meeting with law enforcement authorities and accompanying the person during the meeting. The university official receiving the report may have a legal obligation to report the incident to law enforcement authorities.

Whether or not criminal proceedings are initiated, campus disciplinary proceedings shall be initiated when the evidence warrants. If the student or complainant requests that the university perform an official investigation, a formal written report must be completed. The report will outline the allegations and the identity (to the extent known) of the victim and the accused, and it will authorize the university to disclose the complaint as necessary during the course of any investigation. If the victim refuses to come forward, the university may still bring charges when the evidence warrants. The executive director of student affairs and operations or designee will conduct an investigation and report the findings to the judicial affairs coordinator for a formal hearing. The regular judicial process is then followed.

The university will not tolerate reprisals of any sort against any student involved in the complaint process.

**COUNSELING SUPPORT**

Campus counselors are trained professionals who can provide specialized support and help toward recovery. This confidential service is available to students who are victims of assault or friends of victims wishing to give support or assistance. Contact University Health and Counseling Services at 1-505-473-6574 or the Crisis Response Hotline at 1-505-820-6333.
SANCTIONS

The range of sanctions for students found responsible of committing a sexual assault is noted in the Disciplinary Sanctions section of this handbook. A student, when deemed necessary by the university, may be relocated from his or her present residence. Students may also be restricted from campus housing and/or all university property completely.

After the initial report of an alleged sexual assault, possible immediate interim suspension can be invoked on the accused if there is a reasonable cause to believe the accused’s behavior is of such a nature as to pose a threat of harm or injury to any person.

The executive director of student affairs and operations will be responsible for monitoring the completion of any sanctions assigned.

EDUCATION PROGRAMS AND PREVENTION SERVICES

Santa Fe University of Art and Design provides campus sexual assault education programs aimed at the prevention of sex offenses. The following departments and campus organizations have sponsored such programs for students, faculty, and staff: Driscoll Fitness Center, Housing and Residential Life, Counseling Center, and Wellness Programs. For specific information on any of these programs, contact the Student Affairs Office.

SMOKING POLICY

Santa Fe University of Art and Design understands that it is necessary to accommodate the comfort and health needs of the entire university community. Therefore, designated smoking areas have been established around campus. Students are responsible for the proper disposal of cigarette butts. Due to Santa Fe city ordinance, smokers must be a minimum of 25 feet from any building to smoke. During certain times of the year, designated as “Extreme Fire Danger” in the city, smoking outdoors may be banned entirely. Smoking in all forms, including the use of e-cigarettes, is strictly prohibited in all university buildings without exception.

SOCIAL MEDIA SHARING POLICY

Anything posted on official Santa Fe University of Art and Design social media sites–by the administrators or followers–should be in good taste and appropriate for all audiences and must comply with the rules and policies of the platform on which it is posted. Photos, comments, videos and stories shared on social media by users may be reused by SFUAD on other platforms. SFUAD reserves the right to delete comments that are deemed by the page administrators to be inappropriate. These comments include but are not limited: profane, threatening, discriminatory or otherwise inappropriate language and/or images, misinformation regarding the university or events related thereto, threatening language or harassment of university staff, faculty or students, off-topic messages, advertisements and promotions of any sort; or SPAM. SFUAD’s policies on computer and electronic usage apply.

General questions regarding these policies may be sent to socialmedia@santafeuniversity.edu

Questions regarding the Student Life Facebook page may be sent to Ryan Davis, Director of Student Life, at ryan.davis@santafeuniversity.edu

Note: SFUAD and its page administrators do not delete comments simply because they are negative. If appropriate, contact the commenter offline to discuss. However, if a comment violates any of the above policies you will receive communication from an administrator from the page in question.
USER PRIVACY POLICY

You participate in Santa Fe University of Art and Design’s social media accounts at your own risk, taking personal responsibility for your comments, your user name, and any information provided. Please do not post personal information such as phone numbers and addresses. Comments advocating illegal activity or violating copyrights or trademarks are prohibited. Comments expressed on SFUAD’s social media accounts do not reflect the opinions or position of SFUAD or its officers and employees.

TERMS OF USE

While Santa Fe University of Art and Design has its own policies related to social media, each platform has its own rules and policies, and page administrators should be aware of and abide by them.

(Live links will be posted to the web)

Facebook
- Rights and Responsibilities
- Copyright
- Privacy
- Developers

Twitter
- Twitter Rules
- Policy Information
- Privacy

YouTube
- Community Guidelines
- Copyright
- Ad Policies

LinkedIn
- User Agreement
- Privacy

Instagram
- Policy Information
- Privacy

Tumblr
- Terms of Service
- Content Policy

Pinterest
- Terms and Privacy
- Copyright and Trademark

STUDENT PROJECTS POLICY

Santa Fe University of Art and Design encourages students’ creative expression in curricular and extracurricular pursuits. To best support student projects on and off campus, students completing projects including, but not limited to, exhibitions, performances, film shoots, concerts, and so forth must abide by all policies and procedures established by the student handbook and department handbooks. Under no circumstances is it permissible for a student to put him-or herself, his or her peers, or the public in harm’s way while completing a student project.

All student projects using university space must be approved by the chair of the appropriate academic department. Students may request permission to complete student projects on campus by submitting a Student Project Proposal Form (available in their department) and any supporting documentation to the administrative assistant in the student’s academic department a minimum of five (5) business days prior to the date of the project.

Registering student projects with the academic departments allows the university to assist students in completing projects that are safe and enjoyable for students and other members of the university community. Approved projects will be communicated to Campus Security, facilities personnel, and the appropriate instructor or advisor. Registered projects can also receive assistance with campus promotion and advertising.
STUDENT TRAVEL POLICY

Students traveling off campus for a university-sponsored activity or event must complete and sign the university’s Release and Hold Harmless Agreement Form before participating in a university-sponsored, off-campus trip. Drivers for off-campus trips must also sign a Driver’s Agreement Form defining policies and restrictions for off-campus travel, which is available in the Facilities Office.

It is recommended that faculty and staff do not transport students in their personal vehicles.

All students, faculty, and staff are expected to maintain appropriate motor vehicle insurance on personal vehicles at all times.

WINTER WEATHER DELAY OR CLOSURE POLICY

If snow or freezing rain is severe, university administration will make a determination as to whether to delay opening the campus or to close the campus altogether. The administration will make this determination based on current conditions (or conditions expected to develop) on campus.

Delays and/or closures will be communicated by the Blackboard Connect Notification, Campus Cruiser, or other media.

BLACKBOARD CONNECT NOTIFICATION AND CAMPUS CRUISER ANNOUNCEMENTS

When the decision to delay or close the campus has been made, a message will be sent via Blackboard Connect to each individual who has registered and posted as an announcement on Campus Cruiser. Blackboard Connect will release the message through e-mail, text and voice messaging.

HOUSING AND RESIDENTIAL LIFE POLICIES

AGREEMENT: HOUSING APPLICATION AND CONTRACT

The Housing Application and Contract defines the terms and conditions regarding campus housing and residential students.

Residential students are responsible for abiding by all terms and conditions specified in the Housing Application and Contract. Students may request an additional copy of their signed contract from the Housing Office or obtain through The Housing Director.

Some of the terms and conditions have been detailed in this handbook for convenience. However, this handbook should not be considered a substitute for the Housing Application and Contract. Questions regarding the terms and conditions of campus housing should be directed to the Housing and Residential Life Office.
TWO-YEAR RESIDENCY REQUIREMENT

Freshman and sophomore students are required to live on campus until space is exhausted. Students who meet the following criteria must submit a Housing Exemption Request Form. Submitting this form does not guarantee approval. The Housing Exemption Request Form is available on Campus Cruiser and by contacting the Housing Office. Campus Cruiser is the student university e-mail, which students can access when they enroll. Freshman and sophomore students are exempt from the residency requirement and may live off campus if they meet one of the following criteria:

- 21 years of age prior to the start of the semester
- Legally married and can provide proper documentation
- Semester enrollment in less than 9 credit hours
- 64 hours of university credit completed
- Living with (documented) parent(s) or legal guardian(s) in Santa Fe or the immediate surrounding area (within 60 miles)
- Have lived in university or university housing for four or more semesters

Housing Exemption Request Form must be submitted prior to the start of the semester in which the student wishes to have the residency requirement waived or modified.

All students in the appeal process will be charged the full rate for residence hall rooms until they qualify to live off campus. Housing exemptions are not automatic—they must be approved by the Housing Office.

Students who do not meet the above criteria may appeal the residency requirement. To appeal, write a detailed letter explaining your circumstances and applicable documentation supporting your situation to the Housing Manager. Appeals must be approved. Appeals submitted after the start of the semester for the current semester will not be considered.

The Housing Exemption Request Form and The Housing/Meal Plan Contract are both available online through the student’s Campus Cruiser account. Cancellation of housing may result in contract termination charges as stated on the back of the Housing Application and Contract.

ELIGIBILITY

- All residents of on-campus housing must be currently enrolled students at Santa Fe University of Art and Design and be in good financial, academic, and judicial standing with the university.
- Admission to the university does not imply admission to campus housing.
- A student must be a minimum of 17 years of age at the beginning of an academic semester to reside in campus housing.
- A prospective resident must be accepted as a student to the Santa Fe University of Art and Design.
- Admission to campus housing is subject to the completion of this contract.
- Students must be enrolled in a continuous minimum of 9 credit hours for the term of this the contract.
- Housing contracts are not transferable.
TERM OF AGREEMENT

Submitting a housing contract legally commits the student to living in on-campus housing through the end of the academic year. The contract does not provide for housing during winter or summer breaks; alternate housing must be acquired by residents for these periods.

- Students must vacate their living area no later than 24 hours after their last exam of the semester.
- The housing contract may not be terminated or nullified prior to the official end of the academic year without penalty.
- Students who are not registered and/or students with Bursar Holds at the end of the fall term MUST VACATE housing at end of said term and their housing contract will be cancelled. Students will need to re-submit after they have registered.

SPECIAL HOUSING REQUESTS

STUDENT PREGNANCY POLICY

Students must abide by the following policies if pregnant while living on campus. All information will be kept confidential in the Student Life Office and the Health and Counseling Services Offices. The student shall:

- Present proof to University Health and Counseling Services and the Director of Student Life that she is receiving medical care.
- Agree not to live in campus housing during the last six weeks of pregnancy; the last six weeks will be determined from a doctor's estimation of the due date.
- Understand that she will not be allowed to stay in campus housing if delivery of the child is imminent or if medical authorities have determined the possibility of an early delivery.
- Be allowed to move back into campus housing after delivery (though an infant will not be allowed to live on campus).
- Understand that during the entire time of the pregnancy and after, she has the right to continue to attend classes at the university.

CHILDREN/FAMILY HOUSING

Children are permitted to visit a relative who lives on campus; however, to protect against injury, promote safety, and provide privacy for campus residents, the following restrictions must apply:

- Children under 12 years old are not permitted to stay overnight without express written permission from the Campus Life Office.
- Children must be attended by the university family member at all times. They are not permitted to run up and down hallways, stairwells, or public areas and should not be in the care of a non-family member.
- Residents may not provide paid babysitting service in campus housing. The Residential Life office cannot assume responsibility or liability for children visiting campus housing.

GUESTS, COHABITATION, AND CAMPING

Visitation hours for daytime guests begin at 10:00 am and end at 12:00 am (midnight) Sundays through Thursdays. On Fridays and Saturdays, visitation hours begin at 10:00 am and extend to 2:00 am. Visitation hours during exam periods end at midnight. Hours, rules and procedures may be modified by the Housing and Residential Life Office.
Residents are welcome to bring overnight guests into campus housing with permission of the roommate(s)/suitemate(s), if applicable. All overnight guests must be registered with the Housing and Residential Life office prior to visit. The student must complete and submit a Visitor Request Form, which are available through the RA, and the Housing and Residential Life Office. Guests must follow all campus and housing policies and guests must be escorted at all times. Guests and overnight guests must use the bathroom that matches their gender identity.

Students are responsible for the behavior of their guest(s) at all times.

Overnight guests are permitted for a maximum of three consecutive nights, but not for more than seven total nights during each semester. Overnight guests are not permitted during finals weeks or Spring Break without written permission from the Housing and Residential Life Office.

The roommates’ right to free access to the room at all times must not be restricted by visitation. A roommate must not be deprived of the right to privacy, study time, or sleep because of a guest. Thus, all students wishing to entertain a guest must always have the permission of their roommate(s). If a roommate feels his/her right to free access of the room is being violated, he/she should contact the appropriate Housing and Residential Life Office staff member as in any other roommate conflict situation.

Co-habitation is not allowed in campus housing. Co-habitation is defined as two people sharing living quarters who are not jointly assigned by the Housing and Residential Life Office to occupy a particular room or suite for four or more days.

Individuals who have been restricted from campus or from housing may not be guests in campus housing at any time during the restriction. Residents harboring restricted persons run the risk of being removed from campus housing through the student judicial process.

All guests must be escorted while they are visiting. This includes the guest’s arrival and departure. Visitors cannot stay in resident rooms without escort. Non-residents found in campus housing unescorted by a residential student or staff member may be escorted off campus by Campus Security and issued additional restrictions.

No student or guest is permitted to sleep in residence hall lounges, lobbies, hallways, or other public areas.

No student or guest may camp on university property without a camping permit issued by the Student Life Office. Unauthorized tents and temporary structures found on-campus will be immediately removed and all materials and supplies will become the property of the university.

**DATES OF OCCUPANCY**

Campus housing is only open for occupancy during the dates of the academic year as noted in the university catalog. When classes cease for vacation at the conclusion of each semester, all campus housing will close at noon on the day following the last scheduled exam date. Any requests for an exemption must be submitted to the Housing Office 10 business days in advance of campus housing closing. Note that additional daily or weekly charges will apply to any extensions granted for any reason. Campus housing is closed during winter break.

**REFUNDS**

Refunds for housing fees are outlined in the Housing Application and Contract and the university catalog. A basic refund schedule is provided here for reference only.
Students who officially withdraw from the university after the start of classes will have their housing and meal plan charges pro-rated and applied to their student account based on the university’s Official Refund Policy. A $300 late charge applies if cancelling after the start of classes.

- Cancelled on/or before start of classes .............................................................................................................. 100%
- Cancelled after start of classes ...................................................................................................................... $300 Cancelation fee
- Cancelled by 9th day of class ......................................................................................................................... 50% + Cancelation fee
- Cancelled after 9th day of class .......................................................................................................................... 0%

**ROOM ASSIGNMENTS, TERMINATION, AND CANCELLATION**

The Housing Office assigns housing spaces. Assignment changes may be requested in writing by the student after the first two weeks of the semester and are subject to approval by the Housing Manager. Initiated student room changes may occur during the first 4 weeks only. Students who assume residency in accommodations other than those assigned may be subject to fines up to $100 and/or disciplinary action. The Housing Office reserves the right to use vacant housing space at its discretion. Students agree to accept roommates as assigned, to move to another room upon approved request or at the request of the department in order to consolidate spaces, or to pay for double-as-a-single accommodations when appropriate.

Students wishing to cancel their housing contracts must submit the request in writing to the Housing Office. Students who cancel their housing with the university may be subject to additional charges. Cancellation/termination charges and the Housing Refund Policy can be found on the back of the Housing Application and Contract.

Room reservations must be claimed within 24 hours after the start of the official first day of classes. Failure to claim the space by such time or to provide written notification of occupancy date will result in cancellation of the contract and a cancellation charge of $300 to the student’s account.

Please refer to the Housing Application and Contract for further information.

**CHECKING OUT OF CAMPUS HOUSING**

To properly check out of a room, a student must follow established check-out guidelines. These include the following

- Setting up a check-out time with the RA/residential life staff
- Removing all belongings from the room
- Cleaning the room
- Completing the Room Condition Report with the RA
- Returning keys (both room and entrance) to the RA

Students must return the room to the same or better condition than it was at the time they moved in. Students may receive charges for damages to their rooms and collective damages to common areas. If a student fails to check out properly, he or she will receive a fine for improper check out and can be assessed additional fines. Students must check out of their residences within 24 hours after their last final exam. Extensions may be requested in writing 10 business days before close. For more information, see the Dates of Occupancy Policy. Please note that additional daily or weekly charges may apply to any extensions granted for any reason.
Any student who leaves campus housing must remove all personal belongings at the time of move out. Failure to remove items will result in removal charges and the disposal of personal items. The university does not allow storage of personal belongings on campus without the expressed written permission of the housing manager.

**DAMAGES AND COLLECTIVE BILLING**

Damages to student rooms are the responsibility of the resident(s) and will be shared equally by all roommates unless individual responsibility can be determined. Depending on the nature of the damage (broken items, cleanliness, etc.), the resident(s) who occupy the room may face judicial action in addition to damage charges. Residents found responsible for excessive damage to rooms or common areas can be denied future housing requests. To prevent misinterpretation, it is suggested that students inspect their rooms thoroughly and document all existent damages on the Room Condition Report when taking occupancy of a room and when vacating the room. Residents should also take care to report damages and/or needed repairs when they occur. This task should be taken seriously and accomplished in detail with the help of one’s RA. Inquiries regarding specific room or common area damage charges may be made in person or in writing to the Housing Office. All formal appeals of damage charges must be made in writing to the Housing Office within 30 days of receipt of the original bill.

Damage to common areas is a more difficult and complicated matter, one that is also the responsibility of each resident. The Housing and Residential Life Office has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Room or common area damage will result in the reassignment or cancellation of the housing contract of those individual(s) found to be responsible.

Damage charges are used to assist in repairing or replacing damaged items. Damage charges also cover the cost the university incurs as a result of inappropriate behavior, for example, false fire alarms. Trash or personal belongings in the common areas or exterior of the building may be removed immediately and cleaning charges assessed without prior notice.

Common area damage assessments cannot be appealed since they are not fines. They are made up of the time, materials, and administrative expenses required to correct unusual cleaning or damage situations.

Faulty equipment and damage should be reported to a staff member. If there is damage to a room, the student should not attempt to repair it because this often increases the cost of the final repairs. University personnel are available for that purpose and can remedy the situation. Work orders for repairs to individual rooms should be submitted through an RA. Each semester, health and safety checks will be performed by the RAs; fines may also be assessed at this stage.

Failure to pay assessments within a reasonable time may result in the withholding of student transcripts or diploma.

**COMMUNITY AGREEMENTS**

**BICYCLES, MOTORCYCLES, IN-LINE SKATES, AND SKATEBOARDING**

Students may store a bicycle in their rooms provided that each roommate agrees (if applicable). For safety reasons, bikes may not be kept in hallways, stairwells, lounges, entryways, laundry rooms, or any other public areas of campus housing. Motorcycles, motorized scooters, and mopeds may not be
stored in campus housing. Bicycles, skateboards, skates, or other wheeled items may not be ridden in university buildings at any time. Students are not to operate any wheeled item in a manner that damages or has the potential to damage university property.

Bicycles should not be secured to trees, benches, sign posts, stairwells, or building pillars. Bicycle racks are provided throughout campus for the purpose of securing bicycles. Abandoned bicycles (those left after the end of classes in May) become the property of the university and will be removed.

BUILDING, WING, AND FLOOR MEETINGS

RAs will post notices about floor, wing, and hall meetings as needed. As community members, residents are expected to attend these meetings and will be held responsible for all information covered, whether in attendance or not.

UNIVERSITY PROPERTY

In each area of campus housing, the university provides furniture for the comfort of residents. University furniture may not be moved outside, into hallways or storage rooms, or relocated in without written permission from student life or the Housing Office. Students are responsible for any damage that occurs to university furniture that has been moved. Abuse, unauthorized use, and/or removal of university furniture can result in fines or removal from campus housing.

LAUNDRY

The university provides laundry facilities in all residence halls and apartment complexes. The cost of laundry is included in the room fee.

Problems with machines should be immediately reported to an RA or the Housing Office. When reporting a malfunctioning machine, provide the identification number and location of the machine to the residential life staff member to help ensure speedy service.

NOISE/QUIET HOURS

Students may not make or cause noise that intrudes on the privacy and the needs of others to sleep and study. All hours not specifically noted as “quiet hours” are “courtesy hours.” Noise that can be disruptive to other residents or university employees is prohibited, both inside and outside of campus housing units. Courtesy and consideration for others is expected at all times.

Students must be particularly sensitive to the issue of noise during established “quiet hours” and understand that these hours extend minimally from 11 pm until 8 am Sunday through Thursday and from midnight to noon on Fridays and Saturdays but may be established for longer periods of time in different buildings (some floors may have designated 24-hour quiet hours). Twenty-four-hour quiet hours go into effect for all campus residential buildings during the final exam periods beginning at 11 pm on the last day of class and remain in effect until campus housing closes.

Excessive noise at any hour is not acceptable and at no time should amplified sound or yelling be directed out or at residents’ windows. Students should not play musical instruments in their rooms that may disturb the community. A reasonable level of quiet in the Quad must be maintained, and noise may be deemed disruptive if it can be heard through a closed door or window. Students should respond positively to requests to reduce noise and respectfully approach others with requests for noise reduction.
ROOM PAINTING

Students are not permitted to paint their rooms or common living areas. Students may submit a work order to have their rooms repainted. Housing and Residential Life staff will determine appropriate need for repainting.

ROOM PRIVACY AND SEARCH AND SEIZURE

The university reserves the right to search a student’s room, including personal belongings such as but not limited to purses, backpacks, suitcases, lock boxes etc., or other university property for administrative, safety, and regulatory purposes without the student’s consent. When practical, the university will enter a student’s room with advance notice and with the student present. However, living units may be entered without advance notice and without the student’s presence in the following circumstances:

- By authorized residential life staff, facilities staff, or personnel without notice to help ensure that health, fire, and safety regulations are maintained.
- By authorized university personnel without notice to make improvements and repairs and to provide routine maintenance services.
- By authorized university personnel without notice if the student requests repair or maintenance work to be done in his or her living unit.
- By authorized personnel without notice in perceived emergency situations to protect the health and welfare of the student or other students.
- By authorized personnel without notice if there is reasonable belief that university property is being damaged or that any university policy is being violated.
- By authorized personnel without notice for check in/check out, for safety checks at holiday breaks, and work orders submitted prior to occupancy.

Semester Health and Safety Checks by Resident Assistants (RAs) and Residential Life staff are required in all Residence Halls and apartments. The purpose is to increase safety within our residential buildings by the timely identification of violations and the removal of prohibited appliances. These visits allow our staff an opportunity to educate residents through positive, personal contact. Inspections are also conducted during Thanksgiving and Winter Breaks to ensure buildings are safe and secure while students are away. Prohibited items and/or policy violations may be documented and confiscated. Residents will be referred to the campus judicial process. Please Note: Inspections may occur more frequently if hall/building/room conduct or conditions require increased attention.

Students should not ask any university official (RA, campus security, etc.) to admit them into any room other than their own. Requests for entry into one’s own room (due to a lockout) will require student ID as proof of identity prior to entry or immediately upon entry if the ID is locked in the room.

ROOMMATE MEDIATION AND CONTRACTS

Campus life seeks to place residents with compatible roommates. However, there are times when roommates have difficulty sharing a living space with one another. In this situation, it is important that residents discuss the issues with each other in an attempt to remedy the situation. The RA can be a great resource for assisting in this process. The RA may create a Sharing Spaces Agreement that would state acceptable and unacceptable behavior as defined by the residents. Any Roommate Agreement completed as a result of a mediation becomes a supplemental document to the Housing Application.
and Contract terms and conditions, which are enforceable by campus life. If the contract is broken, campus life may relocate one of the residents on a space-available basis. Room reassignment will not occur during the first two weeks of any semester except under extenuating circumstances.

ROOM CHANGES

Room changes can be made at a specific time at the end of fall semester. If a resident would like to change rooms, he or she must speak with a professional staff member to get the proper forms and instructions. The staff member must approve all room changes. Any time a student changes his or her room; he or she must be checked out of the old room and checked into the new room by a staff member. Room damages identified at the time of check-out will be applied to the resident’s student account. Any resident who changes rooms without written authorization from a professional staff member will be fined $100.00, may be required to return to the original room, and may face disciplinary action. This includes moving to another room within your apartment or Cottage.

Because we believe education takes place outside the classroom, as well as within, students who wish to change rooms due to a roommate conflict must actively participate in the roommate mediation process. The mediation process will be focused on conflict resolution and improving communication. Only once mediation has been completed, and students have made a sufficient effort to resolve all issues, will a room change be considered. The process usually takes one (1) – two (2) weeks depending upon student participation.

ROOM CONSOLIDATION

In the first three weeks of every semester the Office of Residence Life and Housing will inform all students without a roommate of the consolidation process. Students will have one week to complete their consolidation form and move (if applicable). The Office of Residence Life makes every attempt to give students an opportunity to select a roommate of their choosing. The university will also make every attempt to facilitate room consolidations; however, the obligation to find a new roommate and move lies with the student. If a student is not responsive or cannot choose a roommate the university will assign new rooms/roommates and notify the student of their obligation to consolidate. If a student's roommate moves out of the room, that student must be willing to accept another roommate or in some cases, students living alone in a double room may request, (for a fee), to make their room a private room. These situations will be handled on a case-by-case basis, depending on occupancy.

Once classes have begun and in the event that your roommate never moves into the hall, or moves out during the year, one of three things may happen:

- Another roommate may be assigned to you, the room must have half of the room open and clean, anticipating a new roommate;
- You may be moved to another room where a vacancy exists, within three days of notification;
- You may remain alone in the room, provided that you agree to private room fees, depending on occupancy;
- You may elect to move to a single, depending on occupancy.

SPORTS IN CAMPUS HOUSING

Sports activities (e.g., Frisbee, football, golf, skateboarding, rollerblading, bike riding) are not permitted in any campus residence due to the potential for property damage and personal injury.
ALCOHOL AND SUBSTANCE-FREE CONTRACTS

All areas of campus housing should be free of illegal drugs and tobacco products. All residence halls are designated as alcohol and substance-free living areas. Residents of these areas are not permitted to use illegal drugs or alcohol, regardless of age, promote alcohol and/or other illegal drug use through posters, or return to the floor intoxicated or under the influence of other drugs.

VENDING

Soda and candy machines are located in the main lobbies of all residence halls. Any malfunctions should be reported to campus life immediately.

WORK ORDERS AND REPAIRS

The Department of Facilities works to maintain our facilities and address student issues in a timely fashion. If an item needs attention, the student should talk to an RA to have a work order submitted, and the issue will be addressed as soon as possible. Work orders can also be submitted online. If work orders are not addressed quickly, contact Residential Life Office to report the situation.

SAFETY AND SECURITY GUIDELINES

PERSONAL SAFETY

Campus housing is located in buildings that serve as private residences for a large number of students on a campus that experiences a significant number of visits from the public. Therefore, personal safety and security is an important concern and is everyone’s responsibility. Students are expected to observe the following guidelines:

• Keep entrance and exit doors closed and locked; do not prop open for any reason.
• Do not loan keys to others. Report lost or misplaced keys immediately to a residential life staff member.
• Do not allow non-building residents to follow you into a locked building. All guests should be escorted by a building resident.
• Report any suspicious people or behavior to a residential life staff member or call Campus Security (ext. 5000 or 1-505-424-5000).
FIRE SAFETY

Students should practice effective fire safety at all times by exercising good judgment and following safety guidelines established or revised for campus housing. Students should seek clarification from a residential life staff member if they are unclear about these standards and guidelines:

• Students should know the meeting location for their building in the event of a fire or other emergency.
• Students should evacuate a building immediately when a fire alarm sounds, and follow directions from university and safety personnel to the designated meeting areas.
• Students should not decorate rooms or common areas with flammable materials.
• Students must not activate a fire alarm falsely, engage in inappropriate behavior that causes the fire alarm to sound falsely, or make any false report that might cause a building evacuation. If a student does so, or in any way participates in such an action, he or she will be subject to disciplinary action, fine, and possible criminal prosecution.
• Prohibited items in campus housing include, but are not limited to, hot plates, microwave ovens, toasters and toaster ovens, George Forman Grills, electric skillets and electric fry pans, rice cookers, halogen lights, medusa lamps, incense, smudge sticks, candles, or cinder blocks. Hot pots, electric tea kettles and coffeemakers with auto shut-off are permitted.
• Only UL-approved electric cords and products may be used in campus housing and must be used according to manufacturer directions.
• Students should not overload any electrical outlets. “Octopus” outlets and similar devices are prohibited.
• Students should use in their rooms only those appliances that are permitted by campus life. It is the student’s responsibility to seek specific clarification from an RHC on whether the use of a specific appliance is permitted.
• The only approved ceiling fans in campus housing are those pre-installed in the Mountain View Apartments. Air-conditioning units and space heaters are prohibited.
• Smoking of any kind is not allowed in campus housing (including smokeless devices and hookahs).
• In compliance with City of Santa Fe regulations, 42 inches of egress is required at all exits. This includes balconies and entryways of apartment complexes. Items violating the egress requirement will be removed and disposed. Residents will be charged a removal fee. Violations of fire safety standards put the entire residential community in serious jeopardy and will not be tolerated. Violators face possible fines, campus housing removal, and criminal prosecution.

KEYS

Students are responsible for all keys/ID cards that are issued to them and for their proper use. Students may not lend or permit others to use their keys at any time. Keys may not be duplicated for any reason. The replacement charge for an exterior door entry card (ID card) is $25. The fee for changing an interior lock is $150. Student life may require, at the discretion of the Housing and Residential Life Office, a student to pay for a lock change. Students charged for a replacement key will not be refunded if the lost key is returned more than 24 hours after the replacement key is issued.

If students are locked out of their rooms, they may ask their RA or the RA on duty to let them into their rooms. After two complimentary lock-out services, students may be charged $5 for each subsequent lock out.
PERSONAL PROPERTY INSURANCE

Students are encouraged to purchase renter’s insurance or to extend their parents’ homeowners insurance to cover their personal property. Neither the university nor its officials, agents, and employees are liable for the loss, theft, disappearance, damage, or destruction at any time or in any place of any property belonging to, used by, or in custody of any resident no matter where such property may be normally used, kept, or stored. Additionally, the university does not accept responsibility for storing students’ property. Students are encouraged to store their property off campus at a local storage facility.

PROHIBITED ITEMS

Items prohibited from campus or campus housing are detailed in other sections of this student handbook. This list is provided for reference and should not be considered exhaustive. Students are encouraged to use common sense when considering whether or not an item is prohibited and should direct all questions regarding prohibited items to the director of student life.

PROHIBITED ITEMS ON CAMPUS

The following items are not permitted on campus:

- Any item prohibited by city, county, state, or federal law
- Weapons as defined in this student handbook
- Drug paraphernalia

PROHIBITED ITEMS IN CAMPUS HOUSING

The following items are not permitted in campus housing:

- All items prohibited from campus
- Kegs, party balls, beer bongs, etc. (the amount of alcohol that is possessed in a suite must be an amount that is consumed in a prudent manner by the residents and a reasonable number of guests)
- Alcohol and/or other drug advertising (door decorations, posters, flyers, empty bottles, cans, and boxes) that can be considered prominent or public display
- Motorcycles, motorized scooters, and mopeds
- Air conditioning units and space heaters
- Hot plates, microwave ovens, electric fry pans, halogen lights, or refrigerators over 3 cubic feet
- “Octopus” outlets and similar devices
- Candles, smudge sticks, or incense. Burning or smoking of any kind is prohibited in campus housing (including smokeless devices and hookahs)
- Cinder blocks used to raise furniture
- Pets other than fish in a fish tank that does not exceed 5 gallons

CONFISCATION OF PROHIBITED ITEMS

Any prohibited item found on campus or in campus housing will be confiscated, documented, and turned over to the director of student life to be destroyed, turned over to legal authorities, or returned to the student at the discretion of the director of student life. Students will not be compensated in any way for destroyed items.
THEFT
Any incident of theft should be reported immediately to Campus Security. To prevent theft, students should adhere to the following:

• Lock room doors and vehicles at all times.
• Never leave money or valuables in plain view.
• Do not leave laundry unattended.
• Engrave personal valuables with a personal ID number.
• Keep a detailed inventory of personal belongings including photo-documentation, receipts, etc.
• Report suspicious persons immediately to Campus Security.
• Report all losses to the Campus Life Office or to Campus Security (ext. 5000 or 1-505-424-5000) immediately.

As stated in the Housing Application and Contract, student life is not responsible for any missing or stolen items. Students are encouraged to purchase personal property insurance (e.g., renter’s insurance) to protect their personal belongings.

UNAUTHORIZED ACCESS
Students may not enter restricted areas of the campus unless specifically authorized to do so by student life or Campus Security. Restricted areas may include, but are not limited to, roofs or window sills of residence halls or other university buildings, closets used by maintenance staff, any locked building (without a pass), and storage rooms. Climbing the band shell, trees, sculptures, buildings, etc., will be considered unauthorized access.

Students should not ask any university official (resident hall coordinator, campus security staff, etc.) to admit them into any room other than their own.

WINDOWS
Students may not hang signs or banners in or from exterior windows or ledges in campus housing. Students may not throw any objects from windows. Students may not remove screens, enter or exit any rooms via windows, or sit on ledges outside of residence hall windows.

STUDENT LIFE POLICIES AND PROCEDURES
Students at Santa Fe University of Art and Design are involved in a community educational experience. As such, each student must be aware of the responsibilities involved. Students are expected to assist in creating and maintaining an educational environment on campus that will help ensure fellow students the opportunity to achieve their educational objectives without discrimination or unnecessary inconvenience. Students must also allow university faculty and staff to conduct business without interruption and assist in protecting the safety, welfare, and property of the university community.
DIRECTOR OF STUDENT LIFE

The Director of Student Life serves as an advocate for students and is responsible for nonacademic areas of student life. Responsibilities include supervision of the Campus Life Office, Health and Counseling Services, Dining Services, student communication and the Housing Office as well as assisting with new student orientation and student discipline.

DEFINITIONS

When used in this student handbook, these terms have the following meanings:

- “University” or “Institution” refers to the Santa Fe University of Art and Design campus.
- “University premises” includes all buildings and/or grounds owned, leased, operated, controlled, or supervised by the university (including adjacent streets and sidewalks).
- “Student” includes all persons taking courses at the university, both full-time and part-time. Persons who are not officially enrolled for a particular term (e.g., summer) but who have a continuing relationship with the university are considered “students” under this definition.
- “University official” is any administrator, faculty member, staff member (including RHCs), or other authorized individuals of the university.
- “Policies” are defined as the written regulations of the university as found in, but not limited to, the Student Conduct Code, student handbook, housing contract, and university catalog.
- “Judicial body” is any person or persons authorized by the director of student life and/or the judicial affairs coordinator to determine if a student has violated university policies and to impose sanctions in conjunction with the judicial affairs coordinator.
- “Judicial affairs coordinator” is a university official authorized by the director of student life to investigate allegations of policy violations, issue charges, conduct hearings related to those allegations, and to impose sanctions upon students found to have violated university policies.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights include, but are not limited to:

- Students shall be free from discrimination on the basis of race, color, sex, age, national origin, religious creed, disability, sexual orientation, or any other legally protected characteristic.
- Students shall have certain academic rights and freedoms that include freedom of expression and protection against improper academic evaluations and improper disclosure insofar as an individual student’s rights do not infringe on another student’s rights to learn and/or an instructor’s right to teach.
- Students shall have the right to participate in Student Voice.
- Students shall have the right to participate in institutional government according to established procedures whereby students participate in certain institutional organizations or are solicited either individually or collectively for their views.
- Authorized university personnel may enter and inspect a student’s room to ensure the health and safety of the residents, to make needed re-maintenance or for any other official and lawful purpose.
Additionally, periodic health and safety inspections will be conducted by RAs (room inspections will be conducted by university staff between the fall and spring semesters).

- Students shall have the right to petition the university for redress of grievances, amendment of university regulations, and modification of university policies according to established procedures set forth for the university community.
- Students shall have the right to privacy as guaranteed by the Family Educational Rights and Privacy Act (FERPA) as implemented by the university. A copy is on file in the Office of the Registrar.
- Students shall have the right to assemble freely and to express themselves publicly in a peaceful, orderly manner subject to appropriate time, place, and manner restrictions.

Student responsibilities include, but are not limited to:

- Students shall be responsible for knowledge of university policies and procedures as stated in this student handbook, as well as the university catalog, and any rules and regulations that may be posted from time to time. Ignorance of the university’s rules and regulations will not be considered an excuse for violation.
- Students shall be responsible for achieving their academic potential and contributing to an atmosphere conducive to learning.
- Students shall be responsible for behaving in a manner that enhances the day-to-day activity of the university community and its members.
- Students shall be responsible for reporting honestly to the university their financial needs and capacities when seeking financial aid. All students have the responsibility to meet their financial obligations with the university.
- Students shall be responsible for keeping the university informed of their correct current address and telephone number (local and permanent) and other relevant information maintained in the student’s record.
- Students shall be responsible for respecting the rights of all others in the university community.
- Students shall be responsible for checking university email and (if applicable) university mailbox on a regular basis.

**STUDENT CONDUCT CODE**

**PROSCRIBED CONDUCT**

Any student found to have committed, attempted, or aided/incited another to commit the following misconduct is subject to the disciplinary sanctions authorized by this code. In addition, students who are in the presence of such violations are encouraged to do any of the following:

- Contact an RA or other staff member
- Ask students to stop the behavior
- Remove themselves from the situation

Students who fail to do any of the above may also be held accountable for the misconduct. Misconduct includes:

- Acts of dishonesty, including, but not limited to: Cheating, plagiarism, or other forms of academic dishonesty, including the submission of research papers found, in whole or in part, on Internet sites. See the Academic Integrity Policy.
  - Furnishing false information to any university official, faculty member, or office.
  - Forgery, alteration, misuse, or unauthorized transfer of any university document, record, or instrument of identification. Tampering with the election of any university-recognized student organization.
• Disruption or obstruction of the teaching, administrative, and/or disciplinary processes, or of other university activities in a way that unreasonably interferes with the learning or administrative functions of the university—and/or the freedom of movement, either pedestrian or vehicular—on university premises or at university-sponsored or supervised functions.
• Failure to comply with directions of university officials, law enforcement officers, or emergency personnel acting in performance of their duties.
• Failure to identify oneself and/or to produce the student ID card to these persons when requested to do so.
• Possession of and/or use of any weapon or dangerous chemical or hazardous materials on university premises.
  » A “weapon” is any object or substance designed to inflict a wound, cause injury, incapacitate, or threaten the safety of another person or animal. Weapons include, but are not limited to, firearms, BB and pellet guns, paintball guns, brass knuckles, switchblades, swords, knives, or items used in the practice of martial arts.
  » This prohibition also applies to fireworks, explosive devices, pyrotechnics, and flammable materials.
  » Any student found in violation of this prohibition may be immediately suspended from campus housing and/or the university.
• Physical assault/abuse or threat of physical assault/abuse or any conduct that endangers the health or safety of any person.
• Verbal or written abuse; threats; intimidation; harassment of a sexual, racial, or other nature; coercion; and/or other conduct that threatens or endangers the health or safety of any person. This prohibition includes communication by direct or indirect means such as telephone, mail, email, live journals, text messages, social networking sites, and so forth.
• Sexual misconduct, which includes rape and other forms of sexual assault, non-consensual sexual intercourse, non-consensual sexual contact, sexual harassment, domestic violence, dating violence, sexual assault and stalking.
  » Consent is defined as a clear and unambiguous agreement expressed in mutually understandable words or actions to voluntarily engage in specific sexual or intimate activity or conduct. Consent is not present (1) if obtained through the use of force, threat, coercion, or intimidation; or (2) when an individual is incapacitated, such as by consumption of drugs or alcohol or being unconscious or asleep; or (3) if given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in. Silence or an absence of resistance on the part of the individual does not imply or constitute consent. Past consent does not imply future consent. Consent can be withdrawn at any time. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
• Disrespecting another member of the university community in a manner that interferes with the learning and/or administrative processes.
• Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by the university or in which the university participates.
• Attempted or actual theft of university property or the property of a member of the university community or other personal or public property and/or possession thereof.
• Attempted or actual damage to or vandalism of university property or the property of a member of the university community or other personal or public property.
• Tampering with Campus Security, fire, or safety system devices and/or equipment.
• Unauthorized possession, duplication, or use of keys to any university premises or unauthorized or forced entry into any building, structure, facility, or room therein on the premises of the university or on property owned or controlled by the university.
• Violation of the university’s Sexual Misconduct and Relationship Violence Prevention Policy.
• Violation of Residential Life policies or rules governing the university residential facilities.
• Violation of the university’s Academic Integrity Policy.
• Violation of the university’s Alcohol and Other Drugs Policy.
• Violation of the university’s Title IX / Sexual Misconduct Policy
• Violation of the university’s Computer and Electronic Usage Policy.
• Violation of the university’s Motor Vehicle Code.
• Participation in campus demonstrations that disrupt the normal operations of the university and/or infringe on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
• Violation of any other university policy.
• Commission of an act that would constitute a crime under federal, state, or local law
• Abuse of the judicial system, including, but not limited to:
  » Failure to comply with the summons of a judicial body or university official.
  » Falsification, distortion, or misrepresentation of information before a judicial body.
  » Disruption or interference with a judicial proceeding.
  » Accusing a student of a conduct code violation knowingly without cause.
  » Any retaliation on those participating in the judicial process.
  » Attempting to influence a member of a judicial body, complainant, respondent, or witness regarding a judicial proceeding (includes harassment or intimidation) prior to and/or following the proceeding.
  » Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  » Influencing or attempting to influence another person to commit an abuse of the judicial system.

STUDENT JUDICIAL AFFAIRS

JUDICIAL AUTHORITY

The director of student life retains ultimate responsibility for the administration of the Student Conduct Code while faculty members have jurisdiction for behavior that occurs within the classroom environment, though the Student Life Office will retain a record of all academic dishonesty and classroom disruption or obstruction incidents.

The judicial affairs coordinator shall develop policies for the administration of the judicial program and procedures for the conduct of hearings that are consistent with provisions of the Student Conduct Code. Judicial procedures are outlined in this student handbook and in the Judicial Affairs Procedure Manual found in the Student Life Office. The judicial affairs coordinator shall also determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case.

Decisions made by a judicial body and/or judicial affairs coordinator shall be final, pending the normal appeals process as outlined in this code.

Generally, but not always, university jurisdiction and student discipline shall be limited to student conduct that occurs on property owned or controlled by the university or on trips or activities sponsored by the university or which adversely affects the university community and/or the pursuit
of its objectives. In matters where a student’s guest violates university policies, the university will hold the student host responsible for the guest’s behavior and may impose sanctions as if the student had committed the behavior.

Any student who violates state, federal, or municipal law while on property owned or controlled by the university or on trips sponsored by university entities shall be subject to university judicial action for said offense(s) and to sanctions prescribed by this code in addition to possible prosecution by state, federal, or municipal authorities. This applies to violation of any law while students are on university-sponsored outings or trips.

Santa Fe University of Art and Design gives full cooperation to local law enforcement agencies concerning their investigation and enforcement of city, state, and federal laws. Students must realize that the university will not serve as a haven or refuge for violators of the law. If a student violates laws governing such areas as drugs, alcohol, theft, and/or other civil violations, the student must also accept the consequences of such actions. All students will be held responsible for their behavior.

JUDICIAL PROCEEDINGS

Students should understand that the disciplinary procedures of the university are not identical to procedures in criminal or civil cases but are, instead, designed to assure fundamental fairness so that students will be protected from any arbitrary or capricious disciplinary action. The university’s disciplinary procedures will be adhered to as faithfully as possible given all the circumstances of each individual case. Variations in the procedure, which are dictated by particular circumstances, will not invalidate the disciplinary procedures of the university unless these variations prevent a fair hearing.

CHARGES AND NOTIFICATION

Any member of the university community (students, faculty members, university officials, staff, contractors or visitors) may initiate charges against a student, or other person found to be part of the university community, for alleged violations of this code or other university policies by filing said charges in writing (or electronically) with the director of student life, judicial affairs coordinator, Security, or other designee. All students (and university community members) have the ability to complete an incident report at any time to document incidents of concern on campus. The Incident Report Form may be found on the university website.

Any charge should be submitted within a reasonable time (preferably within 72 hours) of the alleged violation. Reporting may be done through Security.

A student shall be notified by the appropriate university official reporting to the director of student life, by email, of any judicial proceedings instituted to adjudicate said student’s alleged misconduct.

Notice to the student shall take place within a reasonable amount of time (if possible, within three university administrative working days) after the appropriate university official has concluded a preliminary investigation of the alleged violation. The student shall have reasonable prior notice, in writing, of scheduled judicial proceedings, and a general review of the incident report. Notice shall be considered received upon delivery to a student’s current local address or email address as recorded with the university. It is fully the student’s responsibility to keep current mailing and email addresses with the university.
Written notification of judicial proceedings shall include:

- Time and place of incident review meeting and/or hearing
- A statement of the charges brought
- Date of alleged incident

The university reserves the right to suspend the above provisions of notification to expedite judicial proceedings during exams, holidays, and any other period when classes are not normally in session. Nothing in these provisions shall be read to preclude an informal investigation and resolution of a student conduct issue prior to or in lieu of an initiation of charges under these judicial proceedings.

HEARINGS

At the discretion of the judicial affairs coordinator, or designee, a hearing will be scheduled. An accused student may choose to forgo a hearing in consideration of a more immediate disposition of the alleged violation.

- **Conduct Meeting**: A student who has been mentioned in an incident report and on basis of the report has potentially violated university policy may be asked to participate in a conduct meeting where the student will review the incident report, provide additional details, and have a conversation about the implications of the situation. Following the meeting, a decision letter will be sent outlining the decision and possible sanctions, if applicable.

- **Formal Administrative Hearing**: The director of student life, judicial affairs coordinator, or designee will act as or appoint a hearing officer to facilitate a formal administrative hearing when necessary. It is the responsibility of the judicial affairs coordinator to ensure that all hearing officers have received the appropriate training to hold a just and fair hearing as provided by this code. Any and all appeals of decisions by the hearing officer of a formal administrative hearing shall be directed to the Executive Director of Student Affairs and Operations.

- **Formal Committee Hearing**: When necessary, the judicial affairs coordinator or designee will appoint members to a temporary campus judicial board. The composition of the temporary campus judicial board will be determined by the judicial affairs coordinator or designee in consultation with the director of student life. Every temporary campus judicial board will have one non-voting advisor appointed by the judicial affairs coordinator or designee to help ensure a just and fair hearing as provided by this code and shall be the official representative of the university under whose authority the board may act in fulfillment of the provisions of this code. All recommendations for sanctions by the campus judicial board through a majority vote will be sent to the judicial affairs coordinator for a final decision and imposition of sanctions and explanation to the student. Any and all appeals of recommendations for sanctions by the campus judicial board and imposition of sanctions by the judicial affairs coordinator shall be directed to the Executive Director of Student Affairs and Operations. In the event that the campus judicial board is inoperative, an administrator appointed by the judicial affairs coordinator will conduct an administrative hearing.

- **Failure to Appear**: The evidence in support of the charges shall be presented and considered even if the accused fails to appear and answer charges. Failure to appear at a hearing or failure to reschedule 24 hours before the date and time of the hearing may result in the determining of responsibility for policy violations and, if found responsible, the imposition of sanctions in a person’s absence. No recommendation for the imposition of sanctions shall be based solely upon the failure of the accused to answer charges or to appear at the hearing. The accused may reschedule a maximum of two times before the case will be reviewed in his or her absence.
RIGHTS OF THE ACCUSED

To help ensure that all judicial proceedings are conducted in a fair and reasonable manner, all accused students are entitled to the following:

• The right to an expeditious hearing
• The right to appear in person to answer charges and present witnesses and evidence in support of his or her defense
• The right to be accompanied by an advisor of his or her choice
  » Advisors must be from the campus community except when approved by the director of student life or judicial affairs coordinator or designee.
  » Advisors are to give advice and direction to the student but, as a general rule, may not speak in defense or on behalf of the student.
  » Advisors may not serve as a witness to facts in the case but may speak as a character witness on behalf of the accused.
• The right to refuse to answer questions of an incriminating nature
• Students with documented disabilities have the right to request reasonable accommodations to assist them through the judicial process.

HEARINGS

Hearings shall be conducted by a judicial body according to the following guidelines:

• Hearings will be confidential and closed to the general public (i.e., those who are not primary participants, authorized witnesses and advisors, the judicial affairs coordinator or designee, and other members of the judicial body).
• Admission of any person to the hearing shall be at the discretion of the judicial body and/or the judicial affairs coordinator.
• Where a single incident or occurrence gives rise to charges against more than one student, a student shall be eligible to have a separate hearing if he or she can substantiate the likelihood of prejudice by association.
• The accused student and his or her advisor shall be present during the entire time of the hearing and shall be absent only during times in which the judicial board or administrator is deliberating. The accused student may be asked to hear or view portions of the proceedings via audio or video transmission from a separate room.
• The charging party, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body. If either party is unable to locate or receive compliance from any person asked to testify, that party may seek assistance of the appropriate university administrator. The university, however, may not compel a student to testify against his or her will. The adjudicatory agent may elect not to hear a witness.
• Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the judicial body at the discretion of the judicial affairs coordinator or designee.
• The judicial body’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code. All matters upon which a decision should be based must be introduced during the proceedings. The decision should be based upon careful evaluation of such evidence.
• It is to be understood that all adjudicatory bodies will have access to all past judicial records of that student after they have reached a decision as to the disposition of the alleged violation. This
prior record and any mitigating or aggravating circumstances may be used for the purpose of
determining the type of sanction(s) to be recommended, if any.

• The university adjudicatory agent shall notify the accused student(s) of its findings within the
shortest reasonable time after a decision has been rendered. This notice shall be in writing and shall
specify the charges for which the accused student has been found responsible or not responsible,
and the action, if any, being recommended.

• All proceedings, testimony, findings, and recommendations of any and all judicial hearings are
confidential. The charging party, upon receipt of information regarding the findings and/or
recommendation of any adjudicatory agent, shall be bound to keep in confidence such information.
Information from disciplinary records is subject to all of the same provisions of confidentiality
as other student records.

DISCIPLINARY SANCTIONS

The purpose of the imposition of sanctions in a student disciplinary hearing is to redirect the student’s
behavior toward a pattern more acceptable within the university community if such redirection is
feasible; to protect the university community from possible harm or injury from said person; or to
give financial redress to a complainant for loss, harm, or destruction of property resulting from the
actions of the accused. Although not intended to be inclusive, the following are possible sanctions that
may be imposed, either singularly or in combination, upon a student for infractions of the Student
Conduct Code.

CAMPUS HOUSING TRANSFER OR REMOVAL

A student, when deemed necessary, may be removed from his or her present university living unit
and relocated to another living unit. Students may also be removed from the university living units
completely. In the case of campus housing removal, financial refunds for room and board will follow
the refund schedule as outlined in the university catalog and housing contract.

DISCIPLINARY EXPULSION

Expulsion is a permanent dismissal from the university. Any recommendation for expulsion is
automatically subject to review by the director of student life or designee whether or not the student
appeals the recommendation of the judicial body. In the case of expulsion, financial refunds for tuition,
fees, and room and board will follow the refund schedule as outlined in the university catalog and
housing contract. A student’s parents or guardians will be notified of a disciplinary expulsion.

DISCIPLINARY SUSPENSION

If a student is suspended, he or she is deprived of student status and must carry out total separation
from the university for a specified period of time. A student placed on suspension will be withdrawn
from classes. Conditions of readmission shall be stated in the letter of suspension. Any recommendation
for suspension is automatically subject to review by the director of student life or designee whether
or not the student appeals the recommendation of the judicial body. In the case of suspension,
financial refunds for tuition, fees, and room and board will follow the refund schedule as outlined
in the university catalog and housing contract. A student’s parents or guardians will be notified of a
disciplinary suspension.
The director of student life or designee may suspend a student and/or restrict a student’s access to campus and/or impose other forms of interim action, such as immediate removal from university housing or exclusion from one or more classes or other locations, for an interim period prior to the resolution of a disciplinary proceeding if the director becomes aware of reliable information that supports an allegation of misconduct and determines that the continued presence of the student on the campus or at university-sponsored events poses a threat of harm or substantial disruption.

The interim action will remain in effect until a final decision has been made on the pending charges or until the director of student life determines that the reasons for imposing the interim action no longer exist.

**DISCIPLINARY PROBATION**

Disciplinary probation is a written statement to the student indicating that his or her behavior is of such a nature as to place him/her near removal from the university community. Any student placed on probation will be notified of the terms, which may include restrictions deemed appropriate by the judicial affairs coordinator or designee, and the length of the probation. Parents or guardians may be notified if a student is placed on disciplinary probation. Any conduct in violation of the probation of a similar or more serious nature shall result in the imposition of additional restrictions, suspension, or expulsion.

**DISCIPLINARY SERVICE**

A student is required to complete a specific number of hours of service to the campus or general community and fulfill any educational action associated with the disciplinary service as determined by the judicial affairs coordinator or designee.

**EDUCATIONAL ACTION AND ASSIGNED PROJECTS**

Educational action and assigned projects designed to assist the accused student in better understanding the overall impact of his or her alleged behavioral infraction may be assigned. Educational action could include mandatory attendance to classes, seminars, or workshops, etc., relating to the alleged policy infraction. Assigned projects could include a term paper, the creation of educational posters, or the planning of an educational program related to the alleged policy infraction. Assigned projects may not include work details except as may be directly related to the alleged offense nor may such assigned projects be of such a nature in scope as to cause undue humiliation or degradation of the accused student. Said assigned projects will be under the direct supervision of the judicial affairs coordinator or designee.

**ENROLLMENT HOLD, CANCELLATION OF ENROLLMENT, AND GRADUATION HOLD**

A student is required to respond to a request to meet with the judicial affairs coordinator or designee and to comply with sanctions resulting from a hearing. Failure to do so may result in enrollment hold, cancellation of enrollment, or graduation hold.

- **Enrollment Hold:** Should a student not respond to a request to meet with the judicial affairs coordinator or designee or if a student should fail to complete assigned sanctions, such university official may either place a hold on the student’s account, which would prevent the student from
enrolling in subsequent semesters and from receiving transcripts, or may declare a default by the student and impose disciplinary sanctions.

- **Cancellation of Enrollment:** In instances where the judicial affairs coordinator or designee has placed a hold on a student’s enrollment for failure to comply with sanctions resulting from a prior informal or formal hearing, such hold may be cleared with the condition that the student’s enrollment will be canceled for failure to meet the conditions of the clearance. To be reinstated or to obtain transcripts, the student must fulfill all judicial obligations.

- **Graduation Hold:** Should a student not respond to a request to meet with the judicial affairs coordinator or designee or if a student does not comply with already-imposed disciplinary sanctions, then the director of student life may place a hold on his or her participation in graduation exercises and his or her diploma. This hold will also prevent transcripts denoting graduation from being released. Diploma and transcripts will be released upon fulfillment of all judicial obligations.

**FINES AND RESTITUTION**

Fines, when deemed appropriate, may be assigned by the judicial body. Restitution is expected when a student’s actions damage, deface, or destroy any university or personal property in order to restore said property by replacement or monetary reimbursement unless good cause can be otherwise substantiated. Such restitution shall be in addition to any sanction the judicial body may recommend.

Fines and restitution are payable by personal or cashier’s check or cash. In rare circumstances, and with parents’ permission, fines and restitution may be added to a student’s account. If a student separates from the university prior to paying fines or restitution, the outstanding balance will be added to the student’s account, which could result in an account being sent to collections.

**INFORMAL ADMONITION OR WARNING**

Informal admonitions may be given for less serious offenses without the initiation of formal procedures. All charges referred to the judicial affairs coordinator may be disposed of by mutual consent of the judicial affairs coordinator and the parties involved. The accused shall regard the case as closed and may not appeal. Failure to reach a consensus allows either party to request that the case be heard by the appropriate judicial body.

**NOTIFICATION OF PARENTS OR GUARDIANS**

Santa Fe University of Art and Design is committed to the safety and welfare of its students. The approach to violations of the alcohol and drug policy is designed to be pro-active. While the primary response to alcohol and drug violations is educational, it should be clear that violations of the alcohol and drug policy will result in disciplinary sanctions imposed by the University. SFUAD students are adults, and the university treats them as such. Students are responsible for their behavior, and they are expected to discuss their actions and be held accountable for misconduct. Housing and Residential Life staff members are available to answer parents’ questions, to the extent permitted by federal privacy laws and university policies, regarding the disciplinary process.

**STUDENTS UNDER 21 WHO ARE INVOLVED AN INCIDENT INVOLVING DRUGS OR ALCOHOL**

The Higher Education Reauthorization Act of 1998 (HERA) amended the Family Education Rights and Privacy Act (FERPA) to allow institutions of higher education to notify parents or legal guardians of students under the age of 21 the final outcome of an alcohol or drug violation. Therefore, it is the policy of Santa Fe University of Art and Design to notify parents or legal guardians of students under 21 years of age regarding the final outcome of an alcohol or drug violation.
At the discretion of the judicial body and following the Student Conduct Code, and with the approval of the Director of Student Life, notification by letter or telephone may be made by the appropriate administrative officer to the parents or legal guardian of the accused student. A decision involving disciplinary probation, suspension, or expulsion will result in notification to the student’s parents or guardians at the university’s discretion.

**RECOMMENDATION OF COUNSELING**

The judicial body may recommend counseling to the judicial affairs coordinator. The judicial body may request the judicial affairs coordinator to direct a student to receive an evaluation or assessment or to attend a prescribed number of counseling sessions with a campus counselor. If such a request is made, the judicial body may inquire only into whether the student has attended the prescribed number of sessions and cooperated with efforts made by the counselor to help him/her adjust to university responsibilities and issues relevant to the infraction; all other content discussed in the sessions is confidential.

**REPRIMAND**

A reprimand is a written warning to a student that his or her conduct is unacceptable by university standards and policies and that continuation or repetition of the specified conduct may be cause for further disciplinary action. During formal proceedings, the reprimand is the least sanction the judicial body may impose if the accused is found to be in violation of this code. (A reprimand becomes part of a student’s disciplinary record but is not a part of the student’s academic record.)

**RESTRICION**

A restriction upon a student’s campus privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the university in any way, denial of the use of specific facilities, or denial of the opportunity to participate in extracurricular activities.

**CAMPUS HOUSING RESTRICTION**

Individuals of this status may not enter any or specific areas of campus housing for any reason or at any time. This may include the university post office area and the snack bar.

**CAMPUS RESTRICTION**

Individuals of this status may not be present on campus for any reason. This includes Santa Fe University of Art and Design activities on and off campus.

**BIAS-MOTIVATED OFFENSES**

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim’s race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, or inclusion in any group or class protected by state or federal law.

The judicial affairs coordinator and other judicial bodies are not limited to the sanctions listed above but may impose other sanctions that bear a reasonable relation to the violation for which the sanction is imposed.
COMPLETION OF SANCTIONS

RESPONSIBILITY

The judicial affairs coordinator will be responsible for ensuring that sanctions have been carried out. As part of an assigned sanction, a student may be required to meet periodically with the judicial affairs coordinator or designee to discuss and assess the progress of the sanction.

TIME PERIOD

Where time periods for sanctions are appropriate, they should be designated by the adjudicating body. The time period will be determined at the discretion of the adjudicating body and should always be within reason for the type of sanction imposed. If no specific time period is stated in the sanction, then the term (whether for restrictions, probation, or suspension, etc.) is determined to be one academic year.

FAILURE TO COMPLETE ASSIGNED SANCTIONS

Failure to complete assigned sanctions within the specified time frame constitutes abuse of the judicial system, which can result in additional sanctions and/or an enrollment hold.

APPEAL

An appeal may be made by either party to a judicial action to the appropriate adjudicatory agent through the Executive director of student affairs and operations within three university administrative working days. With the exception of suspension or expulsion, which are automatically subject to review by the Executive director of student affairs and operations or designee whether or not the student appeals the recommendation of the judicial body, all decisions or sanctions may be appealed to one level above the original jurisdiction adjudicatory agent. After that point, the appeal route is exhausted. The parties will be informed as to the appropriate individual or body to receive an appeal.

An appropriate letter of appeal should be of sufficient detail to stand on its own merit and should include the following information:

- Student’s full name, ID number, and contact information
- Stated grounds for the appeal (as noted below)

There is a presumption that the decision, and any sanction or discipline, was made properly, and the Appeal Officer may not substitute his or her judgment for that of the Resolution Officer. The Appeal Officer having jurisdiction shall consider only the following as grounds for said appeals:

- A substantial procedural error has unreasonably impaired either party
- An unduly harsh sanction has been recommended for the accused student
- New evidence of a substantive nature, which was not available at the time of the original hearing, has been uncovered
- A sanction, that is considered to be too lenient, has been recommended for the accused.
The Appeal Officer shall be limited to the record below, including any information that was part of the investigation or the resolution hearing. The Appeal Officer shall not conduct another hearing but may conduct interviews with the complainant, respondent, or witnesses in his or her discretion. The party appealing shall have the burden of proof in any appeal. The Appeal Officer shall use the preponderance of evidence standard in the determination of any appeal.

• Deny the appeal for lack of adequate grounds or justification for said appeal
• Accept the appeal, but uphold the decision of the adjudicatory agent of previous jurisdiction
• Accept the appeal and lessen the sanctions recommended
• Accept the appeal and dismiss all charges and sanctions

The sanction may be increased only if the complainant appeals on the ground that the sanction was insufficient, and may only be decreased if the respondent appeals on the ground that the sanction was excessive.

**INTERPRETATION AND REVISION**

Any questions of interpretation regarding the Student Conduct Code and the judicial proceedings shall be referred to the director of student life or designee for final determination.
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