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:

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Distributed to Santa Fe University of Art and Design students.
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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.
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WELCOME TO SANTA FE UNIVERSITY OF ART AND DESIGN!

As university students, you are entering a world of 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 the boundaries within which we operate as well as the expectations and obligations we have for you as members of our community.

As senior 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, and make the most of this wonderful opportunity to change your world.

Laura Nunnelly
Senior Director of Student Life
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 vice president and associate dean for academic affairs are 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. Contact the Office of the Vice President for Academic Affairs by phone at 1-505-473-6292 or through email at vpaa@santafeuniversity.edu.
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.

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. Contact the ARC by phone at 1-505-473-6570 or through email at arc@santafeuniversity.edu.

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. Contact the office by phone at 1-505-473-6133 or through email at admissions@santafeuniversity.edu.

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) ................................................................. 7:30 am–9:00 am
- Lunch (Monday–Friday) ........................................................................ 11:30am–1:30pm
- Saturday and Sunday Brunch .............................................................. 11:30am–1:00 pm
- Dinner (Monday–Friday) ................................................................. 5:00 pm–6:30 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 ............................................................... $2,142
- Meal Plan A2: 12 meals/week + 350 Flex/semester ................................ $2,142
- Meal Plan B1: 15 meals a week ............................................................. $1,697
- Meal Plan B2: 10 meals/week + $250 Flex/semester ....................... $1,697
- Meal Plan C: 7 meals a week .............................................................. $901
- Meal Plan D: Flex Only ....................................................................... $464

Students may only change meal plans during the first two weeks of each semester prior to the second Saturday of the semester. 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 and the Necessities Grab-n-Go. 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.
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 30 days 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.

**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.
- To go box must be able to close upon leaving. When utilizing to go 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 to go container.
- 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.

**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 and is open Monday through Friday from 9 am to noon and 1 pm to 4 pm. Students can check account balances and make payments to their student accounts by check, cash, or credit card (Visa, MasterCard, American Express, and Discover). Contact the Cashier’s Office by phone at 1-505-473-6411 or through email at bursar@santafeuniversity.edu.

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. Contact the Disability Services Office by phone at 1-505-473-6713.

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. Contact Driscoll Fitness Center by phone at 1-505-473-6370 or through email at dfc@santafeuniversity.edu, or stop by for a list of ongoing activities. Please note that some activities may require a nominal fee. Activities and classes offered can include:

- Zumba
- Spin
- Core strength
- Yoga
- Pilates
OUTDOOR RECREATION PROGRAM

The Outdoor Recreation Program provides outdoor recreational and educational programs for university students, faculty, and staff. All aspects are designed to provide a greater awareness of self, others, and the environment. The program offers an opportunity to experience nature, adventure, and fun. This program offers a variety of low-cost to no-cost programs each semester. In addition, it offers an extensive selection of outdoor recreational equipment for check-out (deposit required) with a valid university ID.

Programs offered can include:
- Hiking day and weekend trips
- Backpacking
- Rafting
- Rock climbing
- Mountain biking
- Horseback riding
- Camping
- Snowboarding
- Cross-country and downhill skiing

Sign-up deadlines are the week before the trip. Some outings require a mandatory pre-trip meeting. Contact Driscoll Fitness Center at 1-505-473-6370 for a schedule of trips.

INTRAMURAL ATHLETIC PROGRAM

The purpose of the Intramural Athletic 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. Intramural athletics may include:
- Basketball tournaments (men's/women's)
- Dodgeball (co-ed)
- Racquetball tournaments (co-ed)
- Volleyball tournaments (co-ed)
- Soccer league (co-ed)
- Softball games (co-ed)
- Ultimate Frisbee tournaments (co-ed)
- Volleyball league and tournaments (co-ed)

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.

Other recent film productions include HBO’s Emmy-winning Game Change, the Coen Brothers’ Academy Award-winning True Grit and No Country for Old Men, and Jon Favreau’s Cowboys and Aliens.

For additional information about Garson Studios and internships, contact The Film School at 505-473-6400 or Paula Amanda, Associate Chair of the Film School and Director of Garson Studios, paula.amanda@santafeuniversity.edu.

**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, Thursday, and Friday 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 two part-time licensed counselors (LISW). Counseling services are free to full-time students by appointment only. Students can make up to eight 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 providing evidence of alternate and comparable insurance coverage to the Cashier, Bursar’s Office within the first two weeks of classes. A copy of the student’s insurance card is required. The waiver will not be valid without a copy of the insurance card. This information must be submitted each year.

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 1-877-233-5159.
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. You can also contact Housing and Residential Life Office by phone at 1-505-473-6678 or through email at reslife@santafeuniversity.edu.

LIVING LEARNING COMMUNITIES

GLOBAL LIVING COMMUNITY

The Global Living Community is a learning community consisting of domestic and international students who wish to participate in a global-focused community. Programming focuses on building a global community through the arts, with an emphasis on cultural diversity, cultural awareness, and cultural pride.

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.

24-HOUR QUIET HOURS

While not considered a traditional learning community, the 24-Hour Quiet Hours community is a place for students who prefer quiet at all times to study, sleep, and live. Quiet hours are strictly enforced by the Resident Assistant (RA) of this floor as well as by other building RAs. While there are no specific programming guidelines, programs that maintain and emphasize academic inquiry are encouraged.

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. The RA on duty can be contacted through the Campus Security Office at ext. 5000 or 1-505-424-5000.

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

University staff will periodically enter rooms to perform routine or requested maintenance repairs. Maintenance problems should be reported to an RA or to the Housing and Residential Life Office. Emergency maintenance issues should be reported immediately to an RA or to Campus Security.

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 email account and is located through MySF portal, which is the students' information center (email, 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.

Students may contact the IT Department by phone at 1-505-473-6164 or through email at studentsupport@santafeuniversity.edu.
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:

- **Computer Lab**
  26 computers are located on the second floor of Fogelson Library in the campus’ main computing area. The computers have Windows operating systems. For support students should contact support@santafeuniversity.edu.

- **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:

STUDENT NAME
1600 St. Michael’s Drive # (ASSIGNED NUMBER)
Santa Fe, NM 87505

The post office is open from 10 am to 2 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. Contact the post office by phone at 1-505-473-6060 or through email at morgan.dawson@santafeuniversity.edu.

**PRESIDENT**

Laurence Hinz was appointed president of Santa Fe University of Art and Design August 1, 2011. Prior to his appointment as president, President Hinz held several senior management positions with Laureate Education. He was a Board member of Santa Fe University of Art and Design as well as NewSchool of Architecture and Design and led the University of Liverpool's and Walden University's Europe, Middle East, and Asia online operations. Before joining Laureate Education, he served as Chief Financial Officer for several technology companies.
President Hinz earned his M.B.A. from the University of Chicago’s Graduate School of Business with a concentration in finance and public policy. He earned his bachelor’s degree from Northern Illinois University with a double major in computer science and finance. He has been active in raising money for cancer-related causes.

President Hinz is leading the University’s growth into a Global Center of Excellence in the teaching of the creative arts, music, and film. He is also responsible for attracting a national and international student body to the campus, maintaining the college’s high academic standards, and building strong relationships with members of the local Santa Fe community. Contact President Hinz by phone at 1-505-473-6234 or through email at president@santafeuniversity.edu.

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. Contact the Office of the Registrar by phone at 1-505-473-6317 or through email at registrar@santafeuniversity.edu.

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.

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. The table shows the number of incidents reported.

**Table 1. Crime Statistics**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING FACILITIES</th>
<th>NON-CAMPUS and PUBLIC PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER/NON-NEGLIGENT MANSLAUGHTER</td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MURDER/NON-NEGLIGENT MANSLAUGHTER</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MURDER/NON-NEGLIGENT MANSLAUGHTER</td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, FORCIBLE</td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, FORCIBLE</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, FORCIBLE</td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Table 1. Crime Statistics</td>
<td></td>
<td></td>
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<tr>
<td>---------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEX OFFENSES, NON-FORCIBLE</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2011</td>
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<td>0</td>
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<td></td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>ROBBERY</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2011</td>
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<tr>
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<td>2010</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>AGGRAVATED ASSAULT</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>1</td>
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<tr>
<td></td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td><strong>BURGLARY</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2011</td>
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<td>2010</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>MOTOR VEHICLE THEFT</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>1</td>
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<td></td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>ARSON</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>ARRESTS: WEAPONS, CARRYING, POSSESSING, ETC.</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<td></td>
<td>2010</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSING, ETC.</strong></td>
<td>2012</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>ARRESTS: DRUG ABUSE VIOLATIONS</strong></td>
<td>2012</td>
<td>1</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>7</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS</strong></td>
<td>2012</td>
<td>38</td>
<td>38</td>
<td>0</td>
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<tr>
<td></td>
<td>2011</td>
<td>6</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>4</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>ARRESTS: LIQUOR LAW VIOLATIONS</strong></td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>5</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS</strong></td>
<td>2012</td>
<td>23</td>
<td>23</td>
<td>0</td>
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<tr>
<td></td>
<td>2011</td>
<td>14</td>
<td>11</td>
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<tr>
<td></td>
<td>2010</td>
<td>12</td>
<td>12</td>
<td>1</td>
</tr>
</tbody>
</table>

There were no reported hate crimes for the years 2010, 2011 or 2012.
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.

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.

Table 4. Fire Statistics for 2012

<table>
<thead>
<tr>
<th>Number of fires and cause</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fire-related injuries resulting in treatment at a medical facility</td>
<td>0</td>
</tr>
<tr>
<td>Number of fire-related deaths</td>
<td>0</td>
</tr>
<tr>
<td>Value of fire-related property damage</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

Contact the Campus Life Office by phone at 1-505-473-6659 or through email at campuslife@santafeuniversity.edu.

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 Director of Campus Life. All student organizations are required to register with the Campus Life Office annually. Registrations must be approved, at the latest, 15 days after the first day of classes. 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 Director of Campus Life.

NEW STUDENT ORIENTATION

At the beginning of each academic semester, the university hosts a New Student Orientation program for new students, transfer students, and their families. The program acquaints new students with campus life and resources, and it helps students meet new people and adjust to the university. All new students are required to attend this important weekend of activities.

Orientation dates for the 2014-2015 academic year are August 28 to September 7, and January 15 to January 25. International Student Orientation will be held during New Student Orientation.

RESERVING CAMPUS SPACE

To reserve residence hall common areas, contact the Residential Life Office at 1-505-473-6678. To reserve classrooms, meeting facilities, or outdoor space, contact the Student Life Office at 1-505-473-6270. Any events held in these spaces without a prior reservation and approval may be cancelled.

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. Students who wish to become involved in Student Voice should contact the Director of Campus Life at 1-505-473-6659.

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. Contact the Office of Financial Aid by phone at 1-505-473-6454 or through email at sfs@santafeuniversity.edu.

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.

STUDENT EMPLOYMENT

The Student Employment Program provides students with part-time, on and off-campus employment opportunities earning from $10.66 to $15 per hour. Students may elect to earn their work-study award through a community outreach placement.

STUDENT LIFE

The Senior Director of Student Life serves as an advocate for students and is responsible for nonacademic areas of student life. Responsibilities include supervision of campus life (the Residential Life Office, and the Campus Life Office), Health and Counseling Services, Dining Services, Career Services, student communication and the Housing Office as well as assisting with new student orientation and student discipline. Contact the senior director of Student Life by phone at 1-505-473-6176 or through email at laura.nunnelly@santafeuniversity.edu.

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 should carry 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 Senior 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 (cash or check) 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.

REPORTING REFERRALS

The university provides several ways to refer students to support services. Reports of crime or vandalism may be sent to Campus Security. The Early Alert Referral allows students, faculty, and staff who interface closest with a given student to identify and help resolve situations that may interfere with the student’s ability to perform his or her schoolwork and have a successful semester. The Early Alert Referral Form is available from the Student Life Office. Incident reports may be submitted by any residential student for situations that involve behavioral, substance abuse, or other policy violations in campus housing.

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.

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. Contact the Visual Arts Center by phone at 1-505-473-6500.

The Thaw Art History Center houses faculty offices, classrooms, conference rooms, and the Chase Art History Library*. [Description of Chase Art History Library can be found under the Fogelson Library entry]

T64, T65, and T66 Barracks

These historic barracks include painting, ceramics, sculpture, and interdisciplinary arts studios.

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.

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 senior 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 senior 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.
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.

» Conduct will be considered “without consent” if no clear affirmative consent, verbal or non-verbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.

» For example, sexual contact with a person whose judgment appears to be impaired by alcohol or other drugs may be considered “without consent.”

- 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 Sexual Harassment and Assault 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.
GENERAL CAMPUS POLICIES

ACADEMIC INTEGRITY POLICY

Santa Fe University of Art and Design (SFUAD) values academic integrity. It is the policy of our university to foster creative and academic work that is both original and based on fundamental principles of academic integrity. If a student’s writing or other creative projects use the work of someone else, that use must be formally acknowledged. When taking information or quotes from other authors and incorporating that material into a writing assignment, students must acknowledge the source and authorship of the material they borrow by properly citing it using Modern Language Association (MLA) standards. Similarly, when students’ creative projects incorporate other artists’ ideas, or any visual, electronic, audio, or other creative content, they must acknowledge and give credit to those artists according to discipline-specific guidelines. It is the responsibility of the student to understand and adhere to this university policy, follow prescribed guidelines, and understand the consequences of violating the policy. Enrollment in this university assumes a commitment to upholding the principles of academic integrity.

VIOLATIONS OF ACADEMIC INTEGRITY

Plagiarism is the act of copying someone else’s writing, creative work, or idea and is a violation of academic integrity. Whether a student is writing an academic paper or producing a creative project that uses other artists’ music, audio, film clips, images, or other creative content, all student work must acknowledge and cite those sources. A student who does not adequately cite sources of information and authorship in their academic work may be guilty of plagiarism and be subject to resulting university sanctions.

Guidelines for proper citation of sources used in student work are available on the Fogelson Library website. Furthermore, each discipline within the arts may have specific requirements and conventions regarding the acknowledgement of materials and media appropriated within their creative work. It is the student’s responsibility to become familiar with these requirements and to consult with the instructor for further information and guidance.

Reuse of Work: The university recognizes that there may be some overlap between the assignments for different courses. Nevertheless, original academic and artistic work is required for each and every assignment. Reuse of work from one class to another without explicit consent from the instructor is considered an act of academic dishonesty and constitutes a form of plagiarism.

Cheating: Students are expected to complete their own assignments and examinations. Cheating includes the use of unauthorized materials for examinations or assignments, unauthorized assistance from other people, and papers from commercial companies or the Internet. Students should assume, unless explicitly told otherwise, that examinations should be completed without the use of books, notes, or conversation with others.

Fabrication occurs when information, citations, or data is falsified or invented with the intent to deceive in an academic assignment.

Facilitation: Facilitation occurs when a student knowingly allows his/her work to be used by another student who falsely claims authorship of that work. Facilitating the academic dishonesty of others is in itself a violation of the academic integrity policy.
Forgery of a grade change form or having a substitute take an examination are serious violations of academic integrity.

CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY POLICY

Whether or not a violation of SFUAD's academic integrity policy is deemed to be minor or serious, all offenses will be recorded by the instructor, reported to the Department Chair / Program Director, and kept on file at the office of the Associate Dean of Academic Affairs.

Minor Violations

Students may inadvertently commit minor violations of academic integrity policies as a result of inexperience or due to a lack of awareness of the specifics of this institution's academic integrity policies. (For example, a minor policy violation might include the failure to acknowledge some sources of information in an assignment.) Sanctions for minor violations are determined by the instructor, and, depending on the severity of the offense, could include consequences such as a mandatory repeat of the assignment, a lower grade for the assignment, or no credit for the assignment in question.

Serious Violations

Serious violations of academic integrity policy involve intentional misrepresentation of student work on major papers, projects, or examinations. Examples of serious violations may include repeated instances of plagiarism; plagiarizing major portions of an assignment; cheating on an examination; submitting or presenting the work of another as one's own; reuse of previously completed work for a primary class assignment; or asking another individual to take the student's examination in their place.

Depending on the severity of the offense, consequences for serious violations as determined by the instructor could include no credit for the assignment in question or an automatic failing grade in the course. In addition to receiving the sanctions imposed by the instructor, students who commit serious violations of the academic integrity policy may be subject to additional institution-level consequences that will be determined by the Associate Dean of Academic Affairs. These sanctions may include academic probation, academic suspension, or dismissal from the university. All serious violations of the academic integrity policy will also be reported to the student's Department Chair / Program Director.

PROCEDURES FOR VIOLATIONS OF ACADEMIC INTEGRITY POLICY

The instructor is responsible for reporting all instances of suspected violations of the academic integrity policy immediately and directly by email to the instructor's Department Chair, Program Coordinator, or School Dean, and to the Associate Dean of Academic Affairs using the appropriate Academic Integrity Policy Violation form (available from Department Chair / Program Director, School Dean, or Associate Dean of Academic Affairs). Documentation for all instances of suspected violations of the academic integrity policy will be recorded and kept in confidential files in the office of the Associate Dean of Academic Affairs.

When an instructor recognizes a possible violation of the academic integrity policy in a student's work, she/he will schedule a meeting with the student to discuss the issue. The instructor may request that the student's academic advisor or the Department Chair / Program Director also attend. At that meeting, the instructor will present the student with evidence of the policy
violation. The student may present an argument or evidence disputing the instructor’s claim. After this meeting, the instructor will consider the relevant evidence and render a decision to impose sanctions within two weeks of the meeting.

Depending on the severity or frequency of the violation, instructors may also recommend to their Department Chair / Program Director that additional, institution-level sanctions be imposed on the student. After consultation with the instructor making the recommendation, the Department Chair / Program Director may elect to submit a recommendation for additional institution-level sanctions to the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs may then impose institution-level sanctions appropriate to the level of academic integrity policy violation as outlined above.

**Student Appeals**

The student may appeal the sanctions imposed by the instructor by submitting a written appeal to the instructor’s Department Chair / Program Director within three business days of receiving the instructor’s decision. (If the instructor also serves as the Department Chair / Program Director, the student may appeal directly to the Associate Dean of Academic Affairs.) The Department Chair / Program Director will convene a meeting with the student and instructor within a week of receiving the student’s letter of appeal. Upon review of the evidence, the Department Chair / Program Director will determine whether to uphold or amend the instructor’s original decision. The Department Chair / Program Director will then submit a written summary of their determination to the student, the instructor, and to the Associate Dean of Academic Affairs. This document will also be recorded in the student’s file.

The student may appeal the decision of the Department Chair / Program Director by submitting a written appeal to the Associate Dean of Academic Affairs within one week of the Department Chair’s / Program Director’s decision. The Associate Dean of Academic Affairs will convene a meeting with the student, instructor, and Department Chair / Program Director as soon as practicable after receiving the student’s letter of appeal. Upon review of the evidence, the Associate Dean of Academic Affairs will determine whether to uphold or to amend the Department Chair’s / Program Director’s decision. The Associate Dean of Academic Affairs will then submit a written summary of their determination to the student, the instructor, and to the Provost.

Finally, the student may appeal the decision of the Associate Dean of Academic Affairs by submitting a final written appeal to the Provost’s Office in Academic Affairs within one week of the Associate Dean’s decision. The Provost will then make a final determination of sanctions upon reviewing the case with the instructor, the Department Chair / Program Director, the student’s Department Chair / Program Director, and Associate Dean of Academic Affairs. The Provost will then submit a written summary of the final determination to all parties. Determinations of sanctions by the Provost final and are not subject to further appeal.

**ACADEMIC RECORDS AND ACADEMIC REGULATIONS POLICIES**

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.
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.

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

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 senior 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.

**HEALTH AND SAFETY RISKS AND INTERVENTION**

Santa Fe University of Art and Design recognizes that alcohol and other drug (including prescription drugs) abuse is a persistent social and health problem in society. Excessive alcohol consumption and abuse of illegal or prescription drugs can lead to certain types of cancer; addiction; birth defects; shortened life span; stomach ulcers; phlebitis; varicose veins; pathological changes in the liver, brain, heart, and muscle that can lead to disability and death; as well as other health problems. Alcohol and other drugs are also a major factor in homicides, assaults, rapes, suicide, and family and date violence. Alcohol is significantly involved in all types of accidents—motor vehicle, home, industrial, and recreational. Unintended pregnancies and sexually transmitted diseases—as well as relationship, academic, or work problems—are often associated with alcohol or other drug abuse.

Because the health and safety of students is of primary importance, students are encouraged to look out not only for their own health and safety but also for that of their peers. When a person’s health and/or safety is threatened, immediate action should be taken to prevent injury, illness, or other
danger. Students who seek medical assistance for themselves or for others due to overconsumption of alcohol or other drugs shall be exempt from disciplinary action; however, restitution to the community may be required. Parents of such students under the legal drinking age may be notified at the discretion of the judicial affairs coordinator and/or the senior director of student life. An automatic referral will be made for the individual to see a substance abuse specialist for education, assessment, and possible referral for treatment.

In recognition of the dangers of substance abuse on campus, Santa Fe University of Art and Design maintains alcohol-and drug-free awareness programs to inform members of the university community about the issues and risks of substance abuse and about available counseling and treatment resources on campus and in the local community. As a matter of policy, any referral, treatment, awareness, or primary prevention programs established by Santa Fe University of Art and Design shall play no role in enforcing or instituting possible disciplinary action.

NEW MEXICO STATE LAW REGARDING ALCOHOL

To review current New Mexico state laws regarding alcohol regulations, visit the New Mexico Alcohol and Gaming Division website at www.rld.state.nm.us/agd/ruleslaw.html.

BULLETIN BOARD POSTING POLICY

The purpose of the Bulletin Board Posting Policy is to facilitate clear communication and regulate advertising on campus. Postings for campus or community events should clearly list the date, time, place, and sponsor of the event and may not mention alcohol or other drugs available at the event. Flyers may be posted only on bulletin boards and should 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 the facilities staff. Off-campus individuals and groups shall secure prior approval from the Student Life Office prior to posting on campus. On-campus student event flyers may be approved by the Student Life Office, the Campus Life Office, or the Housing and Residential Life Office, depending on the type of event.

CLASSROOM DISRUPTION OR OBSTRUCTION POLICY

It is expected that students will conduct themselves appropriately at all times within the classroom setting. Disruptions such as cell phones, iPods, talking with neighbors, talking over others, eating, and so forth are inappropriate behaviors. Students should use laptop computers and other electronic devices in the classroom for academic purposes only (e.g., note taking). As is consistent within an academic environment, students will encounter points of view and opinions that are vastly different from their own. Students should feel free to express disagreement with these points of view, but they must do so in an appropriate and respectful manner. In cases when a student's behavior is so disruptive as to compromise the faculty member's ability to teach or another student's ability to learn, faculty members have the right to address the immediacy of the situation as they deem appropriate (e.g., temporary removal of a student from the class).

If a student is removed from a class, the faculty member should meet with the student prior to the student returning to the class. This meeting should specify the faculty member's expectations for the student's behavior if the student wishes to remain in the class. If the faculty member believes the student’s behavior was so egregious as to warrant removal from the course, the case should be
referred to the academic department chair and/or vice president for academic affairs for further review. The senior director of student life should be notified of all cases of classroom disruption or obstruction and of any resulting action by the faculty member.

**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 senior director of student life. Students or campus organizations wishing to engage in fundraising on campus should consult the senior 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 senior 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 senior director of student life to do so. Commercial sales may require a 15% contribution to the sponsoring student organization.

**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 Senior Director of Student Life in consultation with the President.
No student organization or individual may use the institutional logo without written permission from the Senior Director of Student Life.

No student organization or individual may claim to be representing the university, its opinions, or mission, without written permission from the Senior Director of Student Life in consultation with the President.

**SFUAD STUDENT COMPLAINT POLICY**

The objective of the Santa Fe University of Art & Design Student Complaint Policy is to ensure that all student complaints and/or concerns are addressed fairly and promptly. For the purpose of this policy, a complaint and/or concern is defined as an expression of dissatisfaction by one or more individuals regarding the services, action or lack of action by the institution. A complaint may relate to:

- the quality or standard of service,
- failure to provide a service,
- the quality of facilities,
- the quality of classroom instruction,
- the attitude of or treatment by a member of the university, and/or
- the university not following administrative process or procedures.

The purpose of this policy is to provide students with a clear pathway toward having their complaints and/or concerns addressed and a clear understanding of the procedure.

**INFORMAL COMPLAINT**

If possible, the student is encouraged to attempt to resolve the complaint and/or concern with the individual whose decision or action is being contested. To make an informal complaint, the student should share his or her complaint and/or concern with the individual most directly involved. The student may present the complaint and/or concern either verbally or in writing and request the individual’s supervisor be present during this informal resolution process. The student may also submit the complaint and/or concern to studentconcerns@santafeuniversity.edu. However, if the informal complaint process is not successful, nor requested, the student may make a formal complaint using the following procedure.

**FORMAL COMPLAINT**

**Step 1:** The student submits the complaint and/or concern in writing to the director or department head of the area of complaint and it must be submitted within 10 (business) days of the alleged conflict or action. The complaint should include:

- Student name and date and time of conflict.
- Reason for the complaint and summary of complaint.
- A list of individuals who can provide information regarding the complaint and any appropriate documentation.
- The resolution or outcome the student is seeking.
The written complaint is submitted to the appropriate department:

<table>
<thead>
<tr>
<th>Complaint Against or About:</th>
<th>Directors Contact:</th>
</tr>
</thead>
</table>
| Student Operations: Registrar, Financial Aid, International Office, Admissions             | Melissa Lewis  
  Email: Melissa.lewis@santafeuniversity.edu             |
| Student Life: Housing, Student Activities, Career Services, Residential Life, Health Center, Health Insurance, Cafeteria, Post Office, Necessities | Laura Nunnelly  
  Email: laura.nunnelly@santafeuniversity.edu            |
| Facilities/Security                                                                        | Peter Romero  
  Email: peter.romero@santafeuniversity.edu              |
| Academics: Academic departments, Academic Advising, Tutoring, Disability Services          | Debra Tervala  
  Email: vpaa@santafeuniversity.edu                       |
| Bursar                                                                                    | Jeremy Hadley  
  Email: jeremy.hadley@santafeuniversity.edu              |
| Enrollment                                                                                | Christine Guevara  
  Email: christine.guevara@santafeuniversity.edu          |
| Marketing                                                                                 | Betty Cesarano  
  Email: betty.cesarano@santafeuniversity.edu             |

**Step 2:** The director will review the complaint and/or concern and conduct an investigation, including discussing the complaint and/or concern with the student. If necessary, relevant individuals will be interviewed to create an accurate basis for the resolution of the complaint.

**Step 3:** Once the investigation is completed, the director will compose a written report that summarizes the complaint and/or concern and indicates whether, based on the evidence presented, the complaint is “founded” and to be resolved to the good of the student, or “unfounded,” meaning that the complaint was determined to lack merit. If the complaint and/or concern is “founded,” the written report will further detail the appropriate steps and actions that will occur to further improve services and resolve the student’s complaint and/or concern. This written report will be communicated to the student and to the individual against whom the complaint was filed within 10 business days after the receipt of the written complaint.

If the student is not satisfied with the resolution, he or she may request to the director of the area of complaint that the Resolution Review Committee be convened to review the complaint and/or concern submitted by the student and the subsequent resolution. The student must make this request within 5 days after he or she has received the written report. Director of the respective university unit will convene the committee. The committee consists of five members of the campus community (outside the area of complaint) and a member of Student Voice. The decision of this committee will be final and will be communicated in writing to the student and to the individual against whom the complaint was filed within 10 business days after the committee convenes to discuss the complaint.

Not all student complaints and/or concerns fall within the definition of complaint. If a student believes that he or she has been subject to: 1) an act of discrimination 2) threat of intimidation or harassment 3) threat of physical aggression 4) arbitrary action or imposition of sanctions without proper due process and/or 5) a violation of any student rights described in the university rules and regulations, the student should follow the formal grievance policy.
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 senior director of student life and associate dean of academic affairs 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 vice president for academic affairs; all other grievances requiring further investigation shall be submitted to the senior director of student life and/or director of campus life. Grievances against the vice president for academic affairs or the senior 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 vice president for academic affairs (academic grievances) or the senior director of student life or director of campus 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 vice president for academic affairs or the senior director of student life or director of campus 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 vice president for academic affairs or the senior director of student life shall hold a meeting to hear the complaint. It shall be at the discretion of the vice president for academic affairs or senior 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 vice president for academic affairs or senior 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 vice president for academic affairs or the senior director of student life within five (5) business days. Upon receipt of the appeal, the vice president for academic affairs or senior 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 Vice President for Academic Affairs 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.

**HIV/AIDS POLICIES**

Specific policies regarding HIV and AIDS infection are as follows.
NONDISCRIMINATION AND CONFIDENTIALITY

In making decisions regarding persons with AIDS and/or other manifestations of HIV infection, university officials must observe the legal rights of these individuals under various federal, state, and local regulations.

The standards of confidentiality at Santa Fe University of Art and Design regarding people known or suspected to have HIV infection are those developed by the American University Health Association’s Recommended Standards and Practices for a University Health Program (4th Edition):

» In general, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the expressed written consent of the patient in each case. The university’s with respect to health records is supported by the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

ATTENDANCE AND ACCESS

Students who have HIV infection, whether they are symptomatic or not, will be allowed regular classroom attendance and access to all campus facilities in an unrestricted manner as long as they are physically and mentally able to participate.

HARASSMENT

As a result of the fear, anxiety, and anger that many people feel in reaction to HIV and AIDS, some students, staff, or employees of the university who are known to be or suspected of being infected with HIV may be subjected to emotional and/or physical abuse. All such occurrences are considered intolerable and should be reported immediately to the senior director of student life so that behavior may be responded to quickly and effectively. This policy is consistent with respect for the dignity of the individual.

HIV ANTIBODY TESTING

University Health and Counseling Services is available to perform testing for HIV antibodies and will respond to those requesting such testing. Health care providers can counsel and educate those desiring to be tested. Referrals will be made only to testing sites that are anonymous or confidential, confirm positive results, and provide pre-test and post-test counseling.

PROTECTION OF RIGHTS

Persons with AIDS or a positive test for HIV antibodies are encouraged to inform the physician assistant in University Health and Counseling Services about his or her condition. It is also recommended that he or she contact other appropriate community AIDS services. The physician assistant in University Health and Counseling Services will attempt to notify all known AIDS-affected students, faculty, and staff of any communicable disease alerts on campus, and will also attempt to identify protective measures to reduce exposure to such risks. All information received by University Health and Counseling Services from these affected persons shall remain confidential. It may become necessary to provide special housing arrangements for the protection
of affected persons. Discussion about relocation should involve careful consideration of the consequences of such a move. Relocation should be accomplished only after thorough discussion with the person(s) involved.

To help prevent the possible spread of AIDS from a person with AIDS or anyone having a positive test for HIV antibodies, the affected persons should be encouraged to participate in a program of regular medical follow-up and monitoring of their condition by health care personnel familiar with AIDS-related concerns.

University Health and Counseling Services will provide information about the transmission of HIV and the ways and means of prevention. Detailed education will be provided concerning an individual's behavior to guarantee that others are not endangered.

SAFETY PRECAUTIONS

The US Public Health Service (PHS) proposes safety guidelines for handling blood and bodily fluids. These universal precautions are necessary because many people with HIV infection are not identified in advance. The procedures are followed by Santa Fe University of Art and Design.

GUIDELINES FOR SAFETY PROCEDURES

- Disinfecting: Surfaces contaminated by blood or other bodily fluids should be disinfected with commercial disinfectant solutions or with household bleach, freshly diluted in a 1:10 solution. Disposable gloves should be worn as part of standard cleaning procedures. Plastic trash bags, which might contain bodily fluids, should be changed daily.
- Teaching Laboratories: In laboratory courses requiring exposure to blood, blood will be obtained by a finger prick for typing and examination using disposable equipment. No lancets or other bloodletting devices should be reused or shared. Students in these laboratories should develop and supervise specific protocols for rapid disposal of used equipment of this sort.

MENTAL HEALTH ASSESSMENT/WITHDRAWAL POLICY

The senior director of student life, in consultation with the appropriate individuals who may include the counseling staff, family nurse practitioner, and/or the director of residential life, may determine that a student is a direct threat to self, others, or the good order of the academic community through indications such as verbal/physical disruption, uncontrolled/unstable behavior, or threats or gestures of self harm. If the student exhibits such behavior, the senior director of student life will invoke interim suspension and the student will be required to leave campus until such time as the university can be assured that the problem is no longer a significant issue. The senior 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.
Conditions of return, if any (which may be noted in a behavioral contract), may be placed on the student to prevent potential problems or incidents from occurring anywhere on campus. If the appropriate professional(s) determine that the student is not currently able to function medically or behaviorally in the university environment, the senior director of student life will initiate a withdrawal from the university. Refund for tuition and room and board charges will be made as outlined in the withdrawal schedule in the university catalog.

The university may require the student to undergo a professional psychological evaluation to determine the condition and plan of treatment, if necessary, prior to making a decision regarding re-admittance or reinstatement. A written opinion from a board certified physician and/or mental health professional may be required. This professional will have provided treatment subsequent to the withdrawal and will substantiate the ability of the student to perform successfully at the university. The student’s remittance or reinstatement at the university is contingent upon the release of all psychological and/or medical information to the senior director of student life. The senior director of student life will, in consultation with the counseling staff and/or the family nurse practitioner and/or other student life staff members, determine the appropriateness and conditions of the student’s return.

When the senior director of student life, in consultation with counseling staff, family nurse practitioner, and/or the appropriate physician or mental health professional, determines that no imminent threat to self, others, or the good order of the community exists, the student will be able to continue to attend the university. Conditions, if any (which may be noted in a behavioral contract), may be placed on the student to prevent potential problems or incidents from occurring anywhere on campus. The student is responsible for any and all costs related to any follow-up treatments identified.

**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 free. 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: CAMPUS HOUSING (RESIDENCE HALLS & ON-CAMPUS APARTMENTS)**

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.

**PET AND ANIMAL POLICY: UNIVERSITY PREMISES**

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/therapy animals 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 premise.

**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/THERAPY ANIMALS**

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/therapy animal. This policy outlines the responsibilities of the residents who are granted approval for service/therapy animals in living, dining, or work areas. This policy only covers service/therapy animals 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/therapy animal living in university housing. A service/therapy animal 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/therapy animal is integral to the proscribed treatment. (Letters that suggest only that the student will benefit from a service/therapy animal will not be accepted).

**Responsibilities of the Resident/Handler/Owner**

Residents or staff with service/therapy animals 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/therapy animals.
C. All roommates/suitemates of the resident must sign an agreement allowing the service/therapy animal 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/therapy animals 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/therapy animals. 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/therapy animal (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/therapy animals 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/therapy animals must be housebroken. Handlers are responsible for properly containing and disposing of all animal fecal waste. Indoor service/therapy animal 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/therapy animal 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/therapy animal 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/therapy animal 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/therapy animals 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 senior 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 noted previously 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.

SEXUAL HARASSMENT AND ASSAULT POLICIES

SEXUAL HARASSMENT POLICY

Sexual harassment in the educational environment or the workplace is demeaning to the person against whom it is directed, blurs boundaries between professional and personal roles, and destroys the harmonious working and learning environment essential to the continued success of the university. Sexual harassment is a breach of the trusting relationship that should exist between, for example, the professor and student, the employer and employee, or fellow students and fellow workers. Sexual harassment is also a violation of state and federal law.

It is the policy of the university that sexual harassment against any student, employee, or applicant for employment will not be tolerated. Violations of this policy may subject the alleged harasser to disciplinary action by the university, which may include, but is not limited to, expulsion or
termination of employment. In addition, the alleged harasser may be subjected to lawsuits and/or complaints filed with state or federal authorities, which may have serious legal and financial consequences.

**DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other harassing conduct when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Submission to or rejection of the conduct by an individual is used as the basis for employment or institutional decisions affecting such individual.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or student performance or creating an intimidating, hostile, or offensive work or learning environment.

Examples of “other harassing conduct” as used above include the following:

- Verbal abuse of a sexual nature.
- Sexually graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- The display in work or academic settings of sexually suggestive objects or pictures that lack literary or artistic value
- Indecent exposure or sexual exhibitionism
- Peeping or other voyeurism
- Unwanted letters, notes, e-mail messages, text messages, or materials with sexual content.
- Unwanted sexual propositions, invitations, and solicitations

**PROCEDURAL REMEDY**

If a student believes that he or she has been sexually harassed, he or she should immediately report the incident to the senior director of student life or director of campus life (unless he or she is the alleged harasser, in which case the report should go to the president). The complaint will trigger a prompt response, in accordance with the procedures outlined in this handbook. The university will not tolerate reprisals of any sort against a student making a good faith complaint.

Although the university encourages students to work through the senior director of student life, students may always contact legal counsel and/or the following state and federal government agencies: the New Mexico Human Rights Division (in Santa Fe at 1-505-827-6838) or the Equal Employment Opportunity Commission (in Albuquerque at 1-505-248-5201).
If students are not sure whether they have been sexually harassed, or if they wish to seek some advice and support before filing a complaint, they may want to speak to a campus counselor (1-505-473-6574). Within the ethical guidelines of their professions, counselors can preserve confidentiality while helping to clarify what has happened and what further steps may be taken. The following offices can also provide assistance and information regarding sexual harassment:

- Senior Director of Student Life (1-505-473-6176)
- University Health and Counseling Services (1-505-473-6574)
- Campus Life Office (1-505-473-6678)

FILING A COMPLAINT

When a student reports an incident of sexual harassment to the senior director of student life or director of campus life, 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 senior director of student life 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 senior director of student life 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 senior director of student life 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 senior director of student life, the director of campus life, 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 senior director of student life. 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 senior director of student life 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 senior director of student life 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 Life Office.

**SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE PREVENTION POLICY**

The Student Code of Conduct prohibits all forms of relationship violence, including domestic violence, dating violence, sexual assault and stalking (hereinafter “Sexual Misconduct”). Certain of these terms are further defined under University policy as follows:

- **Dating violence**  
  » The term “dating violence” means violence committed by a person—  
  » (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
  » (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:  
    » (i) The length of the relationship.  
    » (ii) The type of relationship.  
    » (iii) The frequency of interaction between the persons involved in the relationship.

- **Domestic violence**  
  » The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- **Stalking**  
  » The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—  
  » (A) fear for his or her safety or the safety of others; or  
  » (B) suffer substantial emotional distress

- **Sexual assault**  
  » Offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
While the University utilizes different standards and definitions than the New Mexico Code, Sexual Misconduct often overlaps with crimes of sexual assault, sexual harassment, stalking, dating violence and domestic violence.

The University uses the “preponderance of evidence” standard of proof in any conduct proceeding related to “Sexual Misconduct.” In all such cases, the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of “Sexual Misconduct” could be criminally prosecuted in the state courts and may be suspended or expelled from the University. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

WHOM TO CONTACT WITH A REPORT OR COMPLAINT

If you are a victim of sexual assault, domestic violence, dating violence and stalking at this institution, your first priority should be to get to a place of safety. If there is any immediate danger, contact Security at 505-424-5000 or call 911 if you are on campus or call 911 if you are off campus. You should then obtain necessary medical treatment. Santa Fe University of Art and Design strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Campus Security and Residential Hall staff. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

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.

Furthermore, Santa Fe University of Art and Design’s policy is to provide victims of sexual offenses, domestic violence, dating violence, sexual assault, or stalking, with the following information in writing:

- The importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
- To whom the offense should be reported;
- Options regarding reporting, including law enforcement and campus authorities to:
  » Notify victim of the option to notify on-campus and local police;
  » assist the victim if they choose in notifying law enforcement; and;
  » give the victim the right to decline to notify such authorities.
• Rights of victims and institutional responsibilities on orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts.
• Procedures for institutional disciplinary action in cases of domestic violence, dating violence, sexual assault, or stalking, which includes a clear statement that:
  » Proceedings will provide a prompt, fair, and impartial investigation and resolution; and be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
  » The accuser and accused are entitled to the same opportunities to have a support person/advisor of their choice at any proceeding or related meeting.
  » The accuser and accused must be simultaneously informed in writing of:
• the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.
• The institution’s procedures for appealing the results of the proceeding.
• Any change to the results that occurs prior to the time that such results become final.
• When such results become final.
  » Information about how confidentiality of victims will be protected, including how publicly-available recordkeeping will be accomplished without including identifying information about the victim, to the extent possibly by law
  » Written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.
  » Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by victim and if reasonable available, regardless of whether victim chooses to report the crime to campus police or local law enforcement.

For student or employee who reports to the University that s/he has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off-campus, that he or she will be provided with a written explanation of his or her rights and options, as described above.

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 nonsmoking 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 is prohibited in all university buildings without exception.

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 the university’s and sign a 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 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.

**MEDIA**

As soon as the decision to delay or close the campuses is made, TV stations in Santa Fe will be alerted. Students who hear about a delay or closure but are not certain if it pertains to them should check the website and Snow Phone for more specific information.
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. The following items are detailed in the Housing Application and Contract:

- Eligibility
- Term of Agreement
- Rates
- Housing Assignment
- Occupancy Dates
- Liability
- Pets
- Drugs and Alcohol
- Smoking
- Overnight Guests
- Conduct and Community Standards
- Student Responsibilities
- Housing Damage Charges
- Right to Inspection
- Special Accommodations
- Residency Requirements
- Information Disclosure
- Health Insurance
- Cancellation Policy
- Termination Policy
- Refund Policy
- Housing Appeals
- Right of Refusal

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 or have lived in college or university housing for four or more semesters
- Living with (documented) parent(s) or legal guardian(s) in Santa Fe or the immediate surrounding area (within 30 miles)
- Have lived in university or university housing for four or more semesters

Housing Exemption Request Form must be submitted 30 days 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 connor.nelson@santafeuniversity.edu. 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 Senior 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)/suite-mate(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, hall desk, and the Housing and Residential Life Office. Guests must be of the same gender, all campus and housing policies must be observed, and guests must be escorted at all times.

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 by September 1,2014 ......................................................................................$300 late fee
- Cancelled by the end of week two ................................................................. Daily prorated rate
- Cancelled by the end of week three ..............................................................50%
- Cancelled after the end of week three .................................................................0%

Students canceling enrollment for Spring Semester must notify the Housing Office in writing no later than January 16, 2015, to cancel without penalty.

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 Director of Housing Operations. 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 $500 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 $500 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 director of campus life.

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.

**INTERNET**

Students with questions about computer configurations should contact the IT Department. Students who have problems connecting to the Internet should contact studentsupport@santafeuniversity.edu.

**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.

Monthly 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.

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 contract 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 CHANGE POLICY AND PROCEDURE

All students wanting to request a room change must complete the necessary paperwork located at the Housing Office. Students may request a room change after the first 2 weeks of classes. There will be a $50 fee assessed to students for a student-initiated room change. Room Change Request Forms will be available the first day of classes of each semester. There is a mandatory freeze on all room changes for the first two weeks of each semester to allow the Housing Office time to confirm where vacancies exist and to allow for prioritization of the requests received. Room change requests will not be accepted after 30 days. If you find yourself inadvertently living in a room that does not reflect your original occupancy, a new roommate will be assigned to that space. If there are no students on a wait list, or there are no students willing to live with you, you will be charged a housing fee to reflect the current 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 $65. 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 have been 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 senior director of student life or the director of campus 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 senior director of student life or the Campus Life Office to be destroyed, turned over to legal authorities, or returned to the student at the discretion of the senior 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 (1-505-473-6678) 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 JUDICIAL AFFAIRS

JUDICIAL AUTHORITY

The senior 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, 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 senior 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 senior director of student life, in writing, 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 senior 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 senior director of student life.

- **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 senior 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 senior director of student life. 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 senior 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
- The right to have a hearing audio-taped by the judicial body. This tape recording shall be considered the sole property of the university and shall be considered to be an official university student record of the accused student(s).
- 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).
For the mutual protection of all parties, a hearing may be audio recorded to ensure accuracy. A student may waive the recording with the understanding the judicial officer notes become the official record of hearing.
- 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 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 into evidence 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 senior 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 senior 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 senior 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 senior 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 senior 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 Senior 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.)

**RESTRICTION**

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 senior director of student life within three university administrative working days. With the exception of suspension or expulsion, which are automatically subject to review by the senior director of student life 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)

The adjudicatory agent 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
- Substantiated bias on the part of any judicial board member or administrative hearing officer has been identified
- A sanction, that is considered to be too lenient, has been recommended for the accused.

Any adjudicatory agent in receipt of the appeal may, after review of all available information through a paper review or an actual appeal review meeting, elect to:

- Deny the appeal for lack of adequate grounds or justification for said appeal
- Accept the appeal and lessen the sanctions recommended
- Accept the appeal and dismiss all charges and sanctions
- Accept the appeal, but sustain the decision of the adjudicatory agent of previous jurisdiction
- Accept the appeal (and, at the discretion of the adjudicatory agent considering the appeal, rehear all or a portion of the case and/or take new evidence) and establish his or her own recommendation, which may call for greater or lesser sanctions than the previous agent

**INTERPRETATION AND REVISION**

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

**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 (HOUSING)

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 the alarm is sounded, dress quickly and exit the building.
• If smoke is present wrap a towel around your head
• 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.
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