



Student Handbook

2010–2011



**SANTA FE**  
University of  
Art and Design



SANTA FE UNIVERSITY  
OF ART AND DESIGN

# STUDENT HANDBOOK

**2010-2011**

The student handbook is also available at [santafeuniversity.edu/handbook](http://santafeuniversity.edu/handbook).

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

## **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:

Senior Director of Student Life  
1600 St. Michael's Drive  
Santa Fe, NM 87505  
lnunnelly@santafeuniversity.edu

Distributed to Santa Fe University of Art and Design students.  
©2010 Santa Fe University of Art and Design, LLC. All rights reserved.

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.

# CONTENTS

<b>MESSAGE FROM STUDENT LIFE .....</b>	<b>5</b>
<b>STUDENT RESOURCES .....</b>	<b>6</b>
Academic Advising.....	6
Academic Affairs Office .....	6
Academic Programs.....	7
Academic Resource Center.....	7
Admissions.....	7
Campus Dining.....	8
Cashier's Office.....	9
Disability Support Services.....	9
Driscoll Fitness Center .....	9
Greer Garson Communications Center.....	11
Greer Garson Theatre Center .....	11
Health and Counseling Services.....	12
Health Insurance.....	13
Housing and Residential Life.....	14
Information Technology .....	15
International Student Support Office.....	16
Library .....	16
Post Office .....	16
President.....	16
Registrar.....	17
Security.....	17
Student Activities.....	20
Student Financial Services.....	22
Student Life.....	23
The Screen .....	24
University Catalog.....	24
Visual Arts Center.....	24
<b>STUDENT LIFE POLICIES AND PROCEDURES.....</b>	<b>25</b>
Definitions .....	25
Student Rights and Responsibilities.....	26
<b>STUDENT CONDUCT CODE .....</b>	<b>28</b>
<b>GENERAL CAMPUS POLICIES .....</b>	<b>31</b>
Academic Integrity Policy .....	31
Academic Records and Academic Regulations Policies.....	35

Affirmative Action and Anti-Discrimination Policy .....	35
Alcohol and Other Drugs Policy.....	36
Bulletin Board Posting Policy .....	40
Classroom Disruption or Obstruction Policy .....	40
Computer and Electronic Usage Policy.....	40
Fundraising, Solicitation, and Commercial Activity Policy.....	42
Student Grievance Policy.....	43
HIV/AIDS Policies .....	46
Mental Health Assessment/Withdrawal Policy .....	48
Motor Vehicle Code .....	49
Pet and Animal Policy .....	50
Rallies, Demonstrations, and Public Assemblies Policy .....	52
Sexual Harassment and Assault Policies.....	52
Smoking Policy .....	56
Student Projects Policy .....	56
Student Travel Policy .....	57
Winter Weather Delay or Closure Policy.....	57
<b>HOUSING AND RESIDENTIAL LIFE POLICIES.....</b>	<b>59</b>
Agreement: Housing Application and Contract .....	59
Two-Year Residency Requirement .....	60
Special Housing Requests.....	60
Dates of Occupancy.....	62
Refunds.....	62
Room Assignments, Termination, and Cancellation .....	62
Checking Out of Campus Housing.....	63
Damages and Collective Billing .....	64
Community Agreements.....	65
Safety and Security Guidelines.....	69
<b>STUDENT JUDICIAL AFFAIRS .....</b>	<b>73</b>
Judicial Authority .....	73
Judicial Proceedings .....	74
Disciplinary Sanctions .....	78
Completion of Sanctions.....	82
Appeal.....	83
Interpretation and Revision .....	84
<b>EMERGENCY PROCEDURES .....</b>	<b>85</b>
<b>INDEX .....</b>	<b>86</b>

*The contents of this handbook are subject to change without notice.*

# A MESSAGE FROM STUDENT LIFE

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 student 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

# 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. Professional and Continuing Studies/hybrid students are assigned an advisor at the time of their admission.

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 students 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 or 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.

## ACADEMIC AFFAIRS OFFICE

The vice president for academic affairs is responsible for overseeing the faculty and all aspects of academic affairs. The Office of the Vice President for Academic Affairs is located in the main Administration Building and advises students about any 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](mailto: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 students excel in their coursework including individual course tutoring, study groups, and writing tutors.

**Disability Services:** All students with documented disabilities should register with the Disability Services Office upon arrival 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.

ARC services are available on an appointment or walk-in basis. The Academic Resource Center is located in Mouton Hall. Contact the Academic Resource Center by phone at 1-505-473-6570 or through email at [epowell@santafeuniversity.edu](mailto:epowell@santafeuniversity.edu).

## ADMISSIONS

The Admissions Office is the clearinghouse for all new applicants to Santa Fe University of Art and Design. The Admissions Office acts as the liaison between academics and enrollment and helps ensure that applicants meet the recommended guidelines for admission. Transfer of credits are also reviewed by the Admissions Office and are typically provided at the time of acceptance. Contact the Admissions Office by phone at 1-505-473-6133 or through email at [admissions@santafeuniversity.edu](mailto:admissions@santafeuniversity.edu).

## CAMPUS DINING

The Campus View Café is located in St. Michael's Residence Hall and serves as the campus dining facility. Walter Burke Catering, a locally owned business, is contracted to meet the unique needs and priorities of our campus with high-quality food and service on a daily basis. The menu reflects a variety of international, continental, and southwest fare, including tasty vegetarian and vegan dishes. In addition, the new Campus View Café is a great setting outside the classroom to interact with faculty and staff and a comfortable place for off-campus students to relax.

## CAMPUS VIEW CAFÉ HOURS

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

Breakfast (Monday–Friday)	8–9:15 a.m.
Lunch (Monday–Friday)	11:45 a.m.–1:15 p.m.
Saturday and Sunday Brunch	11 a.m.–1 p.m.
Dinner (Monday–Friday)	5:15–6:30 p.m.

## MEAL PLANS

The on-campus meal programs are designed to be flexible and to meet the needs of each individual. **On-campus residence hall residents are required to choose either Plan A or Plan B; apartment residents and commuter students may choose any of the available plans or choose to opt out of all 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:

**Plan A:** 19 meals a week; \$2,019 per semester

**Plan B:** 15 meals a week; \$1,600 per semester

**Plan C:** 10 meals a week; \$1,185 per semester

**Plan D:** 7 meals a week; \$875 per semester

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.

Non-campus residents may purchase meals on an individual basis. Students must present their student identification (ID) cards to use their meal plans. Meals are provided when traditional classes are in session. Food service is not available during Winter Break or Spring Break. The board calendar for all meals during the academic year is available in the Campus View Café.

Students may take food “to go” on a limited basis, primarily when the student has a scheduling conflict that will prohibit him/her from eating during scheduled

dining times. Walter Burke Catering will do its best to accommodate student schedules and provide dining options, but all students are encouraged to use the “to go” option sparingly.

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

1. Submit an appeal in writing to the Housing and Residential Life Office, addressing special dietary needs. The Housing and Residential Life Office will serve as a liaison to determine whether or not the needs can be met by the food service provider. Supporting documentation may be required from a physician or nutritionist.
2. 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.

## **CASHIER’S OFFICE**

The Cashier’s Office is located in Mouton Hall and is open Monday through Friday from 9 a.m. to noon and 1 p.m. to 4 p.m. Students can check account balances and make payments to their student accounts by check, cash, or credit card. (Visa, MasterCard, American Express, and Discover are accepted.) Contact the Cashier’s Office by phone at 1-505-473-6411 or through email at [mgolinveaux@santafeuniversity.edu](mailto:mgolinveaux@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 upon arrival 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 1-505-473-6570 or through email at [epowell@santafeuniversity.edu](mailto:epowell@santafeuniversity.edu).

## **DRISCOLL FITNESS CENTER**

Driscoll Fitness Center (DFC) 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. 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](mailto:dfc@santafeuniversity.edu), or stop by for a list of ongoing activities. Please note that some activities may require a nominal fee.

## **OUTDOOR RECREATION PROGRAM**

The Outdoor Recreation Program (ORP) 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. The ORP offers a variety of low-cost to no-cost programs each semester. In addition, it offers an extensive selection of outdoor recreational equipment for a minimal rental fee with a valid university ID. The program leaders provide consulting and educational services. In addition, there is a resource library available to students, staff, and faculty.

### **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 (IAP) 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. Sign

up for events takes place at Driscoll Fitness Center (DFC) the week before each event. Training, seminars, clinics, and workshops are also provided by the IAP.

#### **Intramural athletics may include:**

- Basketball tournaments (men's/women's)
- Dodgeball (co-ed)
- Flag football tournaments (co-ed)
- Racquetball tournaments (co-ed)
- Rugby 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)

## **GREER GARSON COMMUNICATIONS CENTER**

Greer Garson Communications Center is the only moving image facility in the country designed for both academic and professional use. The 40,000-square-foot center boasts 22,000 feet of stages; Moving Image Arts Department faculty offices; classrooms; a technical office; digital media labs; editing suites; and The Screen, a 170-seat theatre that shows a variety of films daily.

MOV students have the opportunity to observe and participate in the commercial production process of major productions that rent this space. Recent productions include *The Missing* (Tommy Lee Jones and Cate Blanchett), *North Country* (Charlize Theron and Frances McDormand), *Employee of the Month* (Jessica Simpson, Dane Cook, and Justin Waldron), and the Academy Award-winning *No Country for Old Men* (Tommy Lee Jones, Javier Bardem, and Josh Brolin).

Contact the Greer Garson Communications Center by phone at 1-505-473-6400 or through email at [hmathias@santafeuniversity.edu](mailto:hmathias@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 four 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 card at the box office.

Contact the Greer Garson Theatre Box Office by phone at 1-505-473-6511 or through email at [boxoffice@santafeuniversity.edu](mailto:boxoffice@santafeuniversity.edu) for a schedule of upcoming productions.

## HEALTH AND COUNSELING SERVICES

University Health and Counseling Services is located in the Student Health Center next to Luke Hall. Hours are 10 a.m. to noon and 1 p.m. to 6 p.m., Monday, Tuesday, Thursday, and Friday during the traditional academic calendar. Appointments are required. Counseling services are available on Tuesday and Thursday during center hours. Contact University Health and Counseling Services by phone at 1-505-473-6574.

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 office 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 patient. The Student Health Center does not require any sort of payment or insurance from full-time students.

A nationally certified family nurse practitioner is the primary care provider for services including assessment, examination, diagnoses, and treatment plan, including prescriptions. Students may have their prescriptions filled at a local pharmacy of their choice. The Student Health Center 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. If necessary, a limited number of tests are available through the Student Health Center, including HIV and STD screenings and Pap smears.

Appointments are encouraged, but walk-ins will be accommodated when the schedule permits.

In case of emergency, students should go to the emergency room (ER) at 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 utilize 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 Center does not issue excuses for class absences. Students must adhere to each faculty member's attendance requirements.

In compliance with 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 Center staffs one part-time licensed practicing clinical counselor (LPCC). Unlimited counseling services are free to full-time students. Students can make appointments with the counselor or stop by the health center and inquire with the receptionist. Students are welcome to receive counseling for any topic or concern, such as problems with a roommate, friend, or family member. In addition, the health center provides counseling for any mental health diagnosis. The counselors are fully versed in treating a range of diagnoses and work in collaboration with a psychiatrist and family nurse practitioner. Presbyterian Medical Services provides consultation with a psychiatrist for students who do not already have one or for those who need to begin psychotropic medication while on campus. The counselor or family nurse practitioner must refer a student for a psychiatric appointment.

The health center also provides wellness counseling to assist students with their own understanding of the potential health and life impact of alcohol and/or drugs. The services are voluntary and confidential. This specialized counseling focuses on making healthy choices, communication skills, healthy relationships, and achieving goals. Students can also receive personalized feedback by completing a computerized health check-up. These wellness counseling sessions are designed to be brief to easily fit into a student's schedule.

Emergency counseling services are available on a 24-hour basis by contacting the Crisis Response Hotline at 1-505-820-6333 or at 1-888-920-6333.

## **HEALTH INSURANCE**

Santa Fe University of Art and Design requires all full-time traditional 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, traditional-aged students 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 Student Financial Services 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 designed for university students is serviced by GM-Southwest, Inc. To speak with an insurance representative, call Carolyn Beck at 1-800-477-4415 or at 1-972-404-0128, ext. 304. Other questions may be answered at the Student Life Office or by visiting [www.gmsouthwest.com](http://www.gmsouthwest.com).

## HOUSING AND RESIDENTIAL LIFE

Housing and Residential Life, 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 four apartment buildings: Jemez, Ortiz, Sangre de Cristo, and Sandia.

Please see the Housing and Residential Life Policies section on page 59 for more information on residential living. You can also contact Housing and Residential Life by phone at 1-505-473-6463 or through email at [reslife@santafeuniversity.edu](mailto:reslife@santafeuniversity.edu).

## HOUSING AND RESIDENTIAL LIFE STAFF

The Housing and Residential Life staff will work with you to make your time at Santa Fe University of Art and Design both academically and personally rewarding. Our staff has received extensive training to assist you in your university experience. You will soon see that many of our programs and activities are made available to support your out-of-classroom learning and to help you better connect with the university community.

### Resident Assistants

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 fellow residents and receive special training to assist residents in a variety of ways. They initiate, organize, and facilitate floor meetings, programs, and activities. They also serve as a resource regarding campus information and document policy violations. Among the most important tasks of an RA is to help floor members feel that they belong to a group or community that shares common interests, concerns, and activities.

Each residence hall and apartment building has an RA on duty each evening. A resident hall coordinator (RHC) is also on call each night the halls are open for operation. In addition, Campus Security officers are on patrol at all times.

RHC phone numbers are posted in each building. If you have any questions or need assistance, please call the RHC on duty. You may also reach the RA on duty by contacting the Campus Security Office at ext. 5000 or at 1-505-424-5000.

## **Custodians**

As members of the campus residential community, each resident 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 apartments. 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. Students who do not maintain appropriately clean facilities may be billed for cleaning 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. All students should register for a free campus email address through the IT Department, as this is the official way in which the university communicates with students. The IT Department can also advise students on specifications for personal computer purchases. Residential students experiencing phone line or cable Internet issues can submit a work order through the RHC.

The IT Department maintains and operates the Digital Center in Fogelson Library. It also supports the computer labs located in Luke Hall, Benildus Hall, and the Marion Center for Photographic Arts.

Wireless Internet access points are available in the main areas of campus. Students must register their computers with the IT Department to obtain access to campus wireless service.

Contact the IT Department by phone at 1-505-473-6359 or through email at [studentsupport@santafeuniversity.edu](mailto:studentsupport@santafeuniversity.edu).

## **DIGITAL CENTER**

The Digital Center, located on the second floor of the Fogelson Library, is home to two labs and a general purpose computing area. This computer center provides resources that support most of the academic programs on campus. It is equipped with Windows operating systems and is updated annually.

## INTERNATIONAL STUDENT SUPPORT OFFICE

The International Student Support Office manages the student requests and activities concerning the *Laureate International Universities* network for both outgoing and incoming students. Students are given the opportunity to choose from the vast institutions among Laureate's network of universities suitable to their desired study program. Contact the International Student Support Office by phone at 1-505-473-6353 or through email at [jrodriguez@santafeuniversity.edu](mailto:jrodriguez@santafeuniversity.edu).

## LIBRARY

Fogelson Library is dedicated to providing services and collections that advance the educational mission of the university. The library offers access to information in many formats and professional instruction for locating and evaluating information. A wide variety of electronic resources and databases complement our collection of books, periodicals, musical recordings, and DVDs. The library maintains an excellent collection of local history in the Southwest Room and also houses the university's archives. Services such as interlibrary loan and Internet access bring worldwide resources to students and faculty, stimulating critical and creative thinking and encouraging exploration of a global perspective. Please check the library's website (<http://library.santafeuniversity.edu>) for current hours. Contact the library by phone at 1-505-473-6569 or through email at [reference@santafeuniversity.edu](mailto:reference@santafeuniversity.edu).

## 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 in order to receive mail. Student organizations may also request a mailbox.

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 9 a.m. to 5 p.m., Monday through Friday. If a student leaves campus housing before the end of the year, he or she should complete a mail forwarding card to continue to receive mail. Contact the post office by phone at 1-505-473-6451 or through email at [dsanchez@santafeuniversity.edu](mailto:dsanchez@santafeuniversity.edu).

## PRESIDENT

John S. Gordon was appointed the 10th president of Santa Fe University of Art and Design on June 1, 2010. Mr. Gordon is a nationally noted sculptor and arts educator with over 30 years in higher education, having served as provost at Pratt Institute and Otis College of Art and Design; as director of the San Diego State University

School of Art, Design, and Art History; and as dean of fine arts at the University of Southern California. As president of Santa Fe University of Art and Design, Mr. Gordon will lead the university's growth as an international center of excellence in the teaching of the creative arts. He is also responsible for attracting a national and international student body to the campus, maintaining the university's high academic standards, and building strong relationships with members of the local Santa Fe community and the regional arts community. Contact Mr. John Gordon by phone at 1-505-473-6234 or through email at [president@santafeuniversity.edu](mailto: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. At the Office of the Registrar, students can add, drop, and withdraw from classes; make address changes; obtain assistance accessing their student portal accounts; and submit applications for graduation. Student records are available via the student portal. Students must use the unique username and password issued to them by the IT Department to access a student 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. The office also issues transfer equivalency reports, evaluating the work being transferred from other institutions of higher education. In addition, the Office of the Registrar serves as the Veterans Affairs Office and provides a voting registration location.

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](mailto:registrar@santafeuniversity.edu).

## SECURITY

Santa Fe University of Art and Design Campus Security provides important services to the university community. 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 Campus Security who may, in turn, report the crime to the appropriate police agencies. 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, please remember to include all pertinent information including name, location, time, purpose of call, and contact number. You can reach 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 a.m. to 11 p.m. After-hours access must be prearranged and approved with the department academic chair. To arrange after-hours access, the academic department chair will complete a security work order, which will alert Campus Security of changes to the schedule. Students will not be granted access to academic buildings from 3 a.m. to 8 a.m. There are no exceptions to this policy.

When in a building after hours of operations, students must carry a valid Santa Fe University of Art and Design student ID. If the student cannot produce his or her university student ID, Campus Security will have the authorization to deny after-hours building access. Faculty or staff personnel in a building after hours must have a valid university student ID. Campus Security is not permitted to grant access to residence halls or campus apartments.

## **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, etc.). 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. Do not prop open any locked door, do not allow others to follow you into a locked building, and do not give your key to friends. Report suspicious persons 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

Santa Fe University of Art and Design 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 serious crimes and attempted crimes on campus that were reported to Campus Security during the year indicated. Table 2 shows the number of incidents referred to the campus judicial system. Table 3 indicates the number of arrests made on campus for violation of liquor laws, for drug offenses, and for weapons offenses. All tables show the total numbers of incidents reported. The number of total incidents occurring in campus housing is designated in parentheses.

**TABLE 1**

<b>Serious Crimes</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murders	0	0	0
Forcible sex offenses	0	2 (2)	0
Non-forcible sex offenses	0	0	0
Robberies	0	0	0
Aggravated assaults	1 (0)	2 (2)	0
Burglaries	6 (2)	0	0
Motor vehicle theft	2 (1)	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

**TABLE 2**

<b>Campus Judicial Referrals</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Liquor policy violation	30 (30)	24 (24)	0
Drug policy violation	23 (22)	19 (19)	0
Weapons policy violation	0 (0)	0 (0)	0 (0)

**TABLE 3**

<b>Arrest Records</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Liquor law violation	0	5 (5)	0
Drug abuse violation	0	2 (2)	0
Weapons violation	0	0	0

## 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:

	2009
Number of fires and cause	0
Number of fire-related injuries resulting in treatment at a medical facility	0
Number of fire-related deaths	0
Value of fire-related property damage	\$0

### Fire Safety and Sprinkler Systems in On-Campus Student Housing Facilities

On-campus student housing facilities are equipped with monitored fire alarm systems and sprinkler systems.

## STUDENT ACTIVITIES

The student activities coordinator is responsible for the development, coordination, and implementation of various social, cultural, intellectual, recreational, leadership, group development, wellness, and governance activity programs. The Student Activities Office is located in Mouton Hall.

Students are highly encouraged to get involved with the Student Programming Board, the Co-Pilot Program, Channel 53, Student Government, and/or other student organizations. In addition, students interested in creating and implementing their own ideas should contact the Student Activities 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 Bouncy Day, World Music Day, Battle of the Bands, Quadstock, and Slam Poetry Nights, as well as performances by various musicians, lecturers, and entertainers.

Contact the Student Activities Office by phone at 1-505-473-6655 or through email at [studentactivities@santafeuniversity.edu](mailto:studentactivities@santafeuniversity.edu).

## CREATING A STUDENT ORGANIZATION

A group wishing to be registered as a student organization must complete the appropriate registration forms at the Student Activities Office. All new clubs and organizations are subject to approval by the Student Activities Office.

All student organizations are required to register with the Student Activities Office annually. Registrations must be approved by October of each year for “official

recognition.” 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 entitled to the following privileges:

- Membership in Student Government
- Use of university facilities and equipment, subject to availability and approval by the Student Activities Office
- Use of supplies to make banners and advertising materials (when available)
- One-on-one assistance with organizational training and event planning from the Student Activities Office
- Use of a Santa Fe University of Art and Design mailbox
- Eligibility for funding from the Student Activities 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 and their families. The program acquaints new students with campus life and campus resources, and it helps them meet new people and adjust to the university. All new students are required to attend this important program.

Orientation dates for the 2010–2011 academic year are August 26 to August 29, October 22 to October 24 (for October start students), and January 14 to January 17. International Student Orientation will be held during New Student Orientation.

### **CO-PILOT AND STUDENT WELLNESS**

The Student Wellness Program is managed by the Student Activities Office. The goal of the Wellness Program is to enrich all aspects of students’ lives, including social, occupational, spiritual, physical, intellectual, and emotional aspects. The program is designed to promote a positive wellness-based lifestyle for all students through educational programs, events, and resources in these targeted areas. Peer education is key to communicating wellness issues directly to students.

Co-Pilots are students who serve as mentors and resources to new students attending Santa Fe University of Art and Design. The Co-Pilots also assist the student activities coordinator in planning and promoting various wellness events. A campus-wide selection process takes place each spring to choose the Co-Pilots. Residential students interested in having the Co-Pilots present an educational program on their floor—or those who have an idea for a Wellness Program—should contact the Student Activities Office.

## **RESERVING CAMPUS SPACE**

To reserve residence hall common areas, contact the Housing and Residential Life Office at 1-505-473-6463. To reserve the Quad or O’Shaunessy Performance 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.

To reserve a space that is considered classroom space, contact the Student Life Office at 1-505-473-6270 to check for availability.

Events are subject to approval by the student organization’s advisor and the student activities coordinator. All events reserved and approved through the appropriate channels will be included in the master calendar of events.

## **STUDENT GOVERNMENT AND STUDENT LEADERSHIP**

Student Government gives students representation in the university community and offers students a wide variety of services and outlets for expression and involvement. It involves students in university decision-making and is an important link between the students and the faculty and administration.

Students who wish to become involved in Student Government should contact the student activities coordinator at 1-505-473-6655.

## **STUDENT FINANCIAL SERVICES**

Santa Fe University of Art and Design offers a variety of financial assistance to students based on need and other criteria. Student Financial Services is responsible for preparing financial aid packages for all students, maintaining students’ accounts, and facilitating student employment. Contact the Student Financial Services Office by phone at 1-505-473-6454 or through email at [sfs@santafeuniversity.edu](mailto:sfs@santafeuniversity.edu).

## **FINANCIAL AID**

Student Financial Services assists students with federal aid in the form of grants, loans, and work-study awards. Students who wish to apply for aid are encouraged to contact Student Financial Services for help with the application process and financial planning.

The financial aid application process starts with the completion of the Free Application for Federal Student Aid (FAFSA). This federal form should be completed online at [www.fafsa.gov](http://www.fafsa.gov) by March 1 each year for priority consideration in the award process. Other required documentation, such as tax returns, may be required. Upon completion of the paperwork, students are notified of eligibility. Eligibility might change if a student changes course load or campus-resident status. Please be sure to contact Student Financial Services before making such changes to determine if there will be any changes to financial aid awards.

## **STUDENT EMPLOYMENT**

The Student Employment Program provides students with part-time, on- and off-campus employment opportunities earning from \$9.85 to \$12 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 the students of the university and is responsible for nonacademic areas of student life. Responsibilities include supervision of the Academic Resource Center (ARC) and the Academic Advising Center; Campus Life, which includes Driscoll Fitness Center (DFC), the Housing and Residential Life Office, and the Student Activities Office; International Student Support Services; Health and Counseling Services; and Dining Services, 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 [lnunnelly@santafeuniversity.edu](mailto:lnunnelly@santafeuniversity.edu).

## **STUDENT ID CARD**

Student identification (ID) cards are issued through the Student Life Office to each student during orientation and should be revalidated at the beginning of each semester. Students should carry their ID card at all times, as students must present ID cards to use campus computer facilities, to check out materials from the libraries, to use the campus meal plan, to work out at Driscoll Fitness Center, and when requested by a member of the university faculty or staff, including Campus Security. ID cards are used to gain entry to assigned residence halls. ID cards are nontransferable; a student must not loan an ID card to another person for any reason. Disciplinary action will be taken against students providing false information for or misusing an ID card. ID cards may be revoked at the discretion of the senior director of student life. Replacement cards are available in the Student Life Office for \$20 (cash or check).

## 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. Founded at Santa Fe University of Art and Design and curated by Brent Kliewer, The Screen showcases the finest in world, art, and independent cinema. The Screen features a 16-speaker Dolby Digital 6.1 surround sound system, a high-definition curved screen, and luxurious stadium seating. The Screen is open for business a half hour before the first show of every day, and advance tickets are available in person. Cost is \$5 with a valid university ID.

Contact The Screen by phone at 1-505-473-6494 or through email at [manager@thescreensf.com](mailto:manager@thescreensf.com).

## 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 in the catalog.

The university catalog also contains information about the Family Educational Rights and Privacy Act (FERPA) of 1974, 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 or the Student Life Office.

The university catalog can be obtained at the Office of the Registrar or on the Santa Fe University of Art and Design 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.

The Thaw Art History Center contains a rare slide library as well as the Chase Art History Library, a climate-controlled setting that houses about 5,000 volumes. 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.

## 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, the following:

- 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 establish and elect a democratic Student Government.
- 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.
- Students shall be secure in their persons, living quarters, papers, and effects from unreasonable or unauthorized searches and seizures. The university will not permit police searches of resident facilities without a warrant authorized by law. To the extent possible, students will be informed in writing prior to a search being conducted by a university official. Students will also have the opportunity to be present during the search.

- 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) of 1974 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, the following:

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

# STUDENT CONDUCT CODE

## PROSCRIBED CONDUCT

Any student found to have committed, attempted, or aided/incited another to commit the following misconduct is subject to the disciplinary sanctions (page 78) 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 the following:

- Acts of dishonesty, including, but not limited to, the following:
  - > 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 on page 31.
  - > 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 university 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.

- > “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 other 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 contact with another member of the university community without that person’s consent including, but not limited to, rape and other forms of sexual assault.
  - > Conduct will be considered “without consent” if no clear 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 Residential Life policies or rules governing the university residential facilities.
- 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.
- 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.
  - > Attempting to discourage and/or harass an individual who is attempting proper participation in, or use of, the judicial system.
  - > 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.
- Violation of other published university policies, rules, or regulations not addressed above.
- Commission of an act that would constitute a crime under federal, state, or local law.

# GENERAL CAMPUS POLICIES

## ACADEMIC INTEGRITY POLICY

Santa Fe University of Art and Design considers academic integrity to be essential for each student's intellectual development. As an institution fundamentally concerned with the free exchange of ideas, the university depends on the academic integrity of each of its members. In the spirit of this free exchange, students and instructors of the university recognize the necessity and accept the responsibility for academic integrity. A student who enrolls at the university thereby agrees to respect and acknowledge the research and ideas of others in his or her work and to abide by those regulations governing work stipulated by the academic unit or academic program, and, in turn, the instructor. Student submissions will be routinely searched for offending material by an online originality check program.

The university also recognizes that, in an educational community, the pressure to succeed can often be intense. Students who feel overwhelmed by their academic and personal obligations may be tempted to take shortcuts that may compromise their honesty and integrity. To help students derive the full benefit of the educational opportunity provided by the university, this section defines a violation of academic integrity and gives examples of actions that are considered dishonest. The university encourages students who may have questions or concerns about the definition and forms of academic integrity violations described herein to contact their faculty mentor, course instructor, or academic advisor.

A violation of academic integrity is any action or attempted action that may result in creating an unfair academic advantage for the student or an unfair academic advantage or disadvantage for any other member or members of the academic community.

Student work is monitored for evidence of plagiarism, using an anti-plagiarism application, database, or service of Santa Fe University of Art and Design's choosing. Students grant to the university, faculty, and faculty assistants a limited license to review work submitted for the purpose of comment, criticism, and grading of the work; to distribute the work to other university students for educational purposes; to submit the work to the anti-plagiarism application, database, or service of the university's choosing; to make and retain copies of the work; to image the work for computerized grading; and to archive certain work in a publicly accessible collection.

Academic integrity violations include plagiarism and students' misuse of their own work.

## PLAGIARISM

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source. For example:

- Wholesale copying of passages from works of others into an assignment, paper, discussion board posting, thesis, or dissertation without acknowledgment.
- Using the views, opinions, or insights of another without acknowledgment.
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.

## STUDENTS' MISUSE OF THEIR OWN SCHOLARLY WORK

During their studies at Santa Fe University of Art and Design, students may find themselves writing for a second, third, or fourth time on the same topic; regardless, their writing is expected to reflect new approaches and insights into that topic to demonstrate their intellectual growth.

The university recognizes that there may be some overlap between the requirements, assignments, and inquiry for different courses. In general, students may use only small portions of documents as background or foundational material for additional development in a subsequent assignment or research project. Students may not merely copy and paste substantial sections from one paper to another. Any use of prior work is at the discretion of the instructor: Students must receive prior approval from their instructor, who may request a copy of the previous work. Students must also respect fair use laws for published documents.

When using their own scholarly work in subsequent research, students should cite themselves as a primary author and their previous coursework as unpublished papers, as shown in *The Publication Manual of the American Psychological Association*.

## GENERAL PROCESS

Whenever a violation of the Code of Conduct is identified, the university will take prompt and appropriate corrective action consistent with its policy. There shall be no retaliation against any member of the university community who expresses a concern under this policy, and confidentiality—to the extent possible—will be maintained. Intentionally false accusations may result in appropriate corrective action by the university.

**Note: This process applies to all Code of Conduct issues except for violations of the Academic Integrity Policy. Review procedures specific to academic integrity violations are outlined in the next section.**

**1. Obligation to Report:** Any member of the Santa Fe University of Art and Design community who suspects that a violation of the Code of Conduct has occurred is required to electronically submit the following information to the academic department head or designee for administrative review and resolution:

- Date of the alleged incident
- Documentation available to support the allegation
- Name and contact information of the person making the notification

The academic department head or designee will provide written notification to the person who is suspected of having committed the violation.

**2. Investigation Process:** The academic department head or designee will conduct an appropriate investigation that will include the opportunity for the student to respond to the alleged violation, either in writing or orally. In all cases, informal attempts will be made to resolve the issue. During the investigation, the academic department head or designee may convene a small panel to review the alleged violation. Following the investigation, the academic department head or designee will make a decision and notify the student in writing of the decision and any sanctions resulting from the findings.

**3. Appeals:** A student may appeal the decision of the academic department head or designee in cases of Code of Conduct violations, other than academic integrity violations.

## **PROCESS FOR ACADEMIC INTEGRITY POLICY VIOLATIONS**

The following explains the actions taken by the university in the event of an Academic Integrity Policy violation:

**1. Investigation Process:** Should an instructor suspect that a student has violated the Academic Integrity Policy in the Code of Conduct, the instructor will conduct an appropriate investigation, which may include use of a plagiarism detection service and a request that the student provide complete copies of all sources used in the research under question. (If another instructional staff member—such as a writing tutor—suspects that a student has violated the Academic Integrity Policy in the Code of Conduct, he or she will report the

suspicion to the instructor, who will then conduct an appropriate investigation.) If the instructor finds that the student has violated the Academic Integrity Policy, he or she will provide written evidence of the violation to the student and will give the student an opportunity to respond to this evidence in writing.

If, after reviewing the student's response, the instructor determines that the student has violated the Academic Integrity Policy, he or she will inform the academic department head or designee, and together they will determine which sanction to impose. Possible sanctions include one or more of the following: a requirement to redo the work, a reduction in grade for the work, award of a failing assignment grade, award of a failing course grade, enrollment in a course on academic integrity, academic suspension, or permanent dismissal from the university. Multiple violations will result in more severe sanctions. The academic department head must approve all suspensions or dismissals from the university and will notify the student in writing of such action.

Suspected violations of academic integrity that are reported to the university by students or other community members will be investigated by the academic department head or designee, and a disposition will be provided to the student in the same manner.

The university believes that upholding academic integrity is among its highest callings and to that end provides educational opportunities for students to explore both the ethical necessity and the technical methods of conducting research that meets the highest standards laid out in the Fundamental Values of Academic Integrity statement. Students who are found to have violated the Academic Integrity Policy but are not dismissed from the university will be required to take and successfully complete with a grade of *B* or better a course on academic integrity to build their understanding and skills in upholding academic integrity. This course must be taken in the term immediately following the finding of the academic integrity violation.

- 2. Sanctions and Records:** The university takes all violations of the Code of Conduct very seriously and takes actions that are appropriate to the violation.

In addition to instructor-imposed sanctions, the university can impose additional sanctions upon a student whose violation of the Code of Conduct is severe or follows a prior history. These sanctions include award of a failing course grade, including retroactive application of failing grades to past courses; placement on a status of academic warning; revocation of proposal or dissertation approval; academic suspension; and permanent dismissal from the university.

All disciplinary actions are recorded in the student's file, which remains permanently on record. The existence of a prior violation in a student's file will lead to stronger sanctions for subsequent acts. Students who have been dismissed from the university for violation of the Academic Integrity Policy are not eligible for readmission.

- 3. Appeals:** The findings of the academic department head or designee in cases of academic integrity violations are final and are not subject to 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 at the Office of the Registrar or 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 apartments; 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 Santa Fe University of Art and Design 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, etc.) 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 **campus 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's response to any violation of the Alcohol and Other Drugs Policy may include, as a total or partial alternative to disciplinary action, a requirement that the student

participate satisfactorily in an approved substance abuse assessment, treatment, or rehabilitation program as a condition of continued registration, enrollment, and residence.

## **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](http://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.

## **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 the Santa Fe University of Art and Design 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. Santa Fe University of Art and Design 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, the following:
  - > 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. Santa Fe University of Art and Design 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 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.

## **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 percent 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.

## 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 director of campus life are available to give students guidance in the informal process as well as in the formal process.

### 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. For information about access to and confidentiality of records, students should consult the university catalog. Students should consult this handbook for a list of student rights and responsibilities. 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 THE GRIEVANCE**

### **Step I—Informal Process**

It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, the student is expected to meet with the person who he or she believes violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that he or she is able to do that, he or she shall meet and discuss the incident with the supervisor of the staff member or department chair of the faculty member. This meeting should take place no later than twenty (20) days after the occurrence that caused the complaint.

### **Step II—Formal Process**

If the student is not satisfied with the results of the informal process, he or she should initiate the formal process no later than thirty (30) days after the occurrence that caused the complaint. 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/director of campus life and/or the director of human resources. Grievances against the vice president for academic affairs or the senior director of student life shall be submitted to the president of the university.

The formal process will adhere to the following guidelines:

1. 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, a summary of actions taken by the student to resolve the grievance up to that point, and any proposed solution to the problem the grievant may wish to offer. 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.
2. 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. The parties will be advised if more time is necessary for scheduling a meeting due to extenuating circumstances.

3. Following the meeting or meetings, 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. The parties will be advised if more time is necessary for issuance of the report due to extenuating circumstances.

### **Step III—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 a committee hearing process and convene the Academic Standards Committee or the Student Grievance Committee to hear the appeal. The decision of the committee is final. All parties will be notified in writing of the committee's decision.

## **GROUP GRIEVANCES**

In the event of a grievance by more than one student on the same issue, the group shall select one person to be spokesperson/representative of the group.

## **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.

## **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.

This position 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 U.S. 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

- 1. 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.
- 2. Prevention of Transmission:** University Health and Counseling Services, Campus Security, Housing and Residential Life, and the Housekeeping Department follow the Centers for Disease Control

and Prevention (CDC) recommendations for prevention of HIV transmission. (CDC Morbidity and Mortality Weekly Report, August 21, 1987, 36:2S)

- 3. 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 campus 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 re-admittance 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, etc.). 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 Campus Life Office. At no time will the university accept responsibility for damage to or theft of a student's vehicle and/or any items left in the vehicle. All vehicles on campus should have appropriate liability insurance coverage in force.

## PET AND ANIMAL POLICY

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

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

### PETS ON CAMPUS

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

- The university prohibits pets from all campus buildings, including offices and academic buildings.
- Persons bringing pets 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.
- No sick or non-immunized pet should be brought on campus.
- Animals shall not be permitted to impede normal movements of any person on campus or be permitted to interfere with the ability of any student, employee, or other person to work or study on campus. When complaints are received, the individual will be asked to remove the pet from the campus immediately.

### Dogs on Campus

- Any dog brought on campus must be attended and restrained on a leash of 6 feet or less at all times.
- Dogs should not be left fastened to stationary objects, especially trees and shrubs, outside buildings.
- Dogs should not be left unattended in vehicles for extended periods.
- Owners are expected to immediately pick up and properly dispose of any dog waste.
- Persons bringing 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 an unrestrained or unattended dog, a reasonable attempt will be made to locate the animal's owner and have the animal immediately removed from the campus. If attempts to find the owner are unsuccessful, Campus Security will contact the ASPCA or local animal control to remove the animal from university premises.

## SERVICE ANIMALS

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

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

Requirements of service animals and their owners include the following:

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

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

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner is expected to properly clean and dispose of all animal waste.

## **RALLIES, DEMONSTRATIONS, AND PUBLIC ASSEMBLIES POLICY**

Public rallies, demonstrations (either by individuals or groups), and assemblies held on campus should be registered at least 24 hours in advance with the senior director of student life. Registration should 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.

### **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 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, 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 (DFC), Housing and Residential Life, Counseling Center, and Wellness Programs. For specific information on any of these programs, contact the Student Life Office.

## **SMOKING POLICY**

Santa Fe University of Art and Design understands that it is necessary to accommodate the comfort and health needs of the entire university community. Therefore, designated 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 15 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. In order 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 must be approved by the Student Life Office or the academic department administrator outlined in specific department handbooks. Students may request permission to complete student projects on campus by submitting a *Student Project Proposal* form (available in the Student Life Office) and any supporting documentation to the Student Life Office a minimum of five (5) business days prior to the date of the project.

Registering student projects with the Student Life Office 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.

Questions about specific student projects and who approves them should be directed to the Student Life Office or to academic department chairs.

## STUDENT TRAVEL POLICY

Students traveling off campus for a university-sponsored activity or event must complete the university's *Off-Campus Trip Data* form. Each participant must 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. All forms are available in the Student Life 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, the administration of the university 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) at the Santa Fe campus.

Delays and/or closures will be communicated by the Snow Phone, website, or other media.

## SNOW PHONE

- A message will be recorded on the **Santa Fe campus Snow Phone, 1-505-473-6533**, with specific information about the nature of the delay or closure. The outgoing message will indicate the impact the delay or closure will have on traditional students, faculty, and staff.

**Please note:** A two-hour delay means that classes are cancelled and offices are closed for the first two hours of the day. For example, classes scheduled for 8 to 10 a.m. are simply cancelled, but classes beginning at 10 a.m. will start at their normal time.

## WEBSITE

- When there are announcements about weather delays or cancellations, a ticker text block will be posted directly on the home page of [santafeuniversity.edu](http://santafeuniversity.edu).
- Keep in mind that notification on the website is dependent upon staff having electricity or battery power as well as Internet access. If the weather is poor enough that the power is out or the Internet connection is down, a message will not be available on the website.
- The most reliable way to get information about delays or closures is to call the Snow Phone at 1-505-473-6533.

## MEDIA

- As soon as the decision to delay or close the campuses is made, TV stations in Santa Fe will be alerted.
- If you hear about a delay or closure but are not certain if it pertains to your class, please check the website and Snow Phone for more specific information.

**Please note:** After calling the Snow Phone, TV is probably the quickest way to get up-to-date information. Most of the stations keep a banner rolling at the bottom of the screen with constant information about delays or closures in the Santa Fe area.

# 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:

1. Contract length
2. Eligibility
3. Rates
4. Contract termination and cancellation
5. Meal plan
6. Deposit refund (new student contract only)
7. Housing damage charges
8. Room occupancy
9. Liability
10. Housing assignments
11. Residency requirements
12. Community standards
13. Information disclosure
14. Insurance
15. Right of refusal
16. Contaminants

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 Housing Application and Contract from the Housing and Residential Life Office.

Some of the terms and conditions of the Housing Application and Contract 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 by contacting the Housing and Residential Life Office. Freshman and sophomore students are exempt from the residency requirement and may live off campus if they meet one of the following criteria:

- Twenty-one years of age **prior** to the start of the semester.
- Legally married and can provide proper documentation.
- Semester enrollment in less than nine credit hours.
- Sixty-four 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.

A *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. Appeals submitted after the start of the semester for the current semester will not be considered.

All students in the appeal process will be charged the full rate for residence hall rooms until they qualify to live off campus. Cancellation of housing may result in contract termination charges as stated on the back of the Housing Application and Contract.

## SPECIAL HOUSING REQUESTS

### STUDENT PREGNANCY POLICY

Students must abide by the following policies if pregnant while living on campus at Santa Fe University of Art and Design. 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.

Santa Fe University of Art and Design Department of Campus Life cannot assume responsibility or liability for children visiting campus housing.

## **GUESTS, COHABITATION, AND CAMPING**

Residents are welcome to bring overnight guests into campus housing with permission of the roommate (if in a double room). Students should check in with their RA when they have a guest so that the RA is aware of who is in the building for safety reasons. All campus and housing policies must be observed, and guests must be escorted at all times in campus housing. Students are responsible for the behavior of their guest(s) at all times.

Overnight guests are permitted for three (3) consecutive nights but not for more than seven (7) 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.

Cohabitation 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 apartment. Cohabitation is not allowed in campus housing.

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.

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 guests may camp on university property without a campus permit issued by the Student Life Office. Unauthorized tents and temporary structures found on campus will be immediately removed, and all materials or 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 and Residential Life Office ten (10) business days in advance of campus housing closing. Please note that additional daily or weekly charges may apply to any extensions granted for any reason. The apartments are open 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.

### **Cancellation After the Start of Classes Prior to Completing Contract Length**

Contract termination fee of \$500 plus housing refunded by the following schedule for semester:

- Cancelled prior to 2nd Saturday after the start of traditional classes: daily prorated charge for housing.
- Cancelled prior to 3rd Saturday after the start of traditional classes: 50 percent refund for housing.
- Cancelled on/after the 3rd Saturday after the start of traditional classes: no refund for housing.

## **ROOM ASSIGNMENTS, TERMINATION, AND CANCELLATION**

Campus Life 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 building RHC. Students who assume residency in accommodations

other than those assigned may be subject to fines and/or disciplinary action. Campus Life 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 Campus Life. Students who cancel their housing with the university may be subject to additional charges. Cancellation fees 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 (RCR) 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 ten (10) business days before close. For more information, see the Dates of Occupancy Policy on page 62. 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 upon 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. In order to prevent misinterpretation, it is suggested that students inspect their rooms thoroughly and document all existent damages on the RCR upon taking occupancy of a room as well as 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 and Residential Life Office. All formal appeals of damage charges must be made in writing to the Housing and Residential Life 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. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether that is a floor, wing, or entire building.

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, do 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.

Common areas may be assessed fines when the responsible party cannot be found. Fines may be for actions on the floor or hall that violate the policies of this student handbook or the university. Fines may be administered as deemed necessary by Residential Life staff or the Housing and Residential Life Office without prior notice.

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.

### **CABLE TELEVISION/INTERNET**

Basic cable television service and cable modem service is provided in all campus housing facilities and is included in the room and board fee. Cable modems are installed in each room. Students with questions about computer configurations should contact the IT Department. Students who have problems connecting to the Internet should complete a work order through the RA or the Housing and Residential Life Office. Santa Fe University of Art and Design contracts with Comcast to provide cable television and high-speed Internet for on-campus students. Residents choosing to use the high-speed Internet service enter into a user's agreement with Comcast and are subject to all requirements specified in the agreement.

## 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 any way. 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 and Residential Life Office. When reporting a malfunctioning machine, please give 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 p.m. until 8 a.m. 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 p.m. 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 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.

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 (RHC, 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 ID is locked in 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.

## **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.

## **TELEPHONES**

Kennedy Hall and the apartments have an active telephone jack, providing basic, local service in the Santa Fe area. Students must dial “4” to get an outside line from any university phone. Using a phone card is the best way to make long distance calls on the university housing phone system. For repair, please submit a work order through the RA. Students who have personal cell phones are requested to provide their cell numbers to the Housing and Residential Life Office for ease in communication.

## **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, Planning, and Management works to maintain our facilities and address student issues in a timely fashion. If an item needs attention, please 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, please contact the Housing and 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 these doors 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, electric fry pans, halogen lights, incense, smudge sticks, candles, or cinder blocks. Coffeemakers with auto shut-off are highly recommended.

- 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 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” 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 \$20. The fee for changing an interior lock is \$65. Campus Life may require, at the discretion of the Housing and Residential Life coordinator, 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 (2) 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 an apartment 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 three 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 five 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. In order 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 Campus Life (1-505-473-6373) or to Campus Security (ext. 5000 or 1-505-424-5000) immediately.

As stated in the Santa Fe University of Art and Design Housing Application and Contract, Campus 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 Campus 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, or staff) may initiate charges against a student for alleged violations of this code or other university policies by filing said charges in writing with the senior director of student life, judicial affairs coordinator, or other designee. All students 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 three (3) university administrative working days) of the alleged violation.

A student shall be notified by the appropriate university official responsible 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 (3) 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. Notice shall be considered received upon delivery to a student's current local address or email address as recorded with the university unless the student can show just cause why such receipt substantially impaired adequate notice and preparation for said hearing.

Written notification of judicial proceedings shall include:

1. Time and place of incident review meeting and/or hearing.
2. A statement of the charges brought.
3. The name of the person(s), group, or university office filing said charges.

The university reserves the right to suspend the above provisions of notification in order 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.

## INCIDENT REVIEW MEETINGS AND HEARINGS

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

**Incident Review Meeting:** A student who has had charges brought against him/her may be required to meet with the senior director of student life, judicial affairs coordinator, or designee for an incident review meeting to discuss the charges, the judicial proceedings, rights of the accused, and the possible sanctions associated with said charges.

**Informal Proceeding:** The senior director of student life, judicial affairs coordinator, or designee who was responsible for the incident review meeting will also facilitate an informal proceeding if an accused student chooses a formal hearing in consideration of a more immediate disposition of the alleged violation.

**Academic Department Chair or Vice President's Review:** This procedure is implemented by the academic department chair and/or vice president for academic affairs and is intended to review the status of a student in a faculty member's course. This review may include a mediation between the student and the faculty member, or it may be an administrative proceeding to determine whether a student should be allowed to remain in the given course. Because of the necessity for swiftness, this review should take place as soon as possible following the incident and is not subject to the requirement of advanced, written notice to the student. After consulting with the student and the faculty member (together and/or separately) and with any witnesses, the department chair and/or vice president for academic affairs shall render a decision in writing. The department chair's decision may be appealed to the vice president for academic affairs and the vice president for academic affairs' decision may be appealed to the university judicial board.

**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 (1) 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 an incident review meeting or hearing or failure to reschedule 24 hours before the date and time of the incident review meeting or 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 (2) 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).
- 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 are 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**

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 of Santa Fe University of Art and Design 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 (3) 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).
- Rationale for the stated grounds of the appeal.

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

Any crime, emergency, or suspicious situation should be reported immediately to Campus Security or the police department. You may use any telephone to call 911 at no charge. For other assistance, the Campus Security numbers are as follows:

- Santa Fe University of Art and Design Campus Security: ext. 5000 on campus, 1-505-424-5000 off campus.
- Santa Fe Police Department (emergency): 911 from any phone.
- Santa Fe Police Department (non-emergency): 1-505-428-3710.

## BOMB THREATS

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

- Do not use cell phones or any electronic equipment since these devices may trigger a bomb.
- Call 911.
- Call Campus Security at ext. 5000 or at 1-505-424-5000.

**Note:** Campus Security contacts the senior director of student life who will alert essential campus contacts. Students should follow the instructions provided by Campus Security for emergency procedures and evacuation as needed.

## EVACUATION PROCEDURES (FIRE)

In the case of a fire, the fire alarm should be pulled, Campus Security and the fire department called, and the building evacuated. Occupants of the building should quickly and calmly take the following steps:

- If smoke is present, put on coat and shoes and wrap a towel around the head.
- Leave the room and close the door.
- Exit quickly by the route designated in hallway.
- Notify Campus Security that the building has been evacuated.

# INDEX

## A

Academic Advising, 6  
Academic Affairs, 6  
Academic Records, 35  
Academic Resource Center, 7  
Access to Facilities, 18  
Admissions, 7  
Affirmative Action and Anti-Discrimination Policy, 35  
Alcohol and Other Drugs Policy, 36–40

## B

Bicycles and Other Wheeled Items, 65  
Bulletin Board Posting Policy, 40

## C

Cable Television/Internet, 65  
Camping, 61  
Campus Dining, 8  
Cashier's Office, 9  
Charges and Notification (Judicial), 74  
Classroom Disruption, 40  
Clubs, Student, 20  
Computer and Electronic Usage Policy, 40–42  
Co-Pilot Program, 21  
Counseling Services, 13  
Crime Statistics, 19

## D

Damages and Collective Billing, 64  
Dates of Occupancy, 62  
Digital Center, 15  
Disability Services, 9  
Disciplinary Sanctions, 78  
Discrimination, 35  
Driscoll Fitness Center, 9  
Drug Policy, 36–39

## E

Emergency Procedures, 85  
Escorts, Security, 18

## F

FERPA, 24, 27, 35, 46  
Financial Aid, 22  
Fire Safety, 69  
Food Service, 8  
Fundraising, Solicitation, and Commercial Activity Policy, 42

## G

Greer Garson Communications Center, 11  
Greer Garson Theatre, 11  
Guests, 61

## H

Health Insurance, 13  
Health and Counseling Services, 12–13  
Healthy Tomorrows Van, 12  
HIV/AIDS Policies, 46–48  
Housing and Residential Life, 14, 59–72  
Housing Application and Contract, 59

## I

ID Card, 23  
Information Technology, 15  
Intramural Athletics, 10

## J

Judicial Affairs, 73–84  
Judicial Appeals, 83

## K

Keys, 70

## L

Laundry, 66  
Library, 16

## M

Meal Plans, 8  
Mental Health Assessment/  
Withdrawal Policy, 48  
Motor Vehicle Code, 49

## N

Noise/Quiet Hours, 66  
Notification of Parents, 81

## O

Orientation, 21  
Outdoor Recreation Program, 10

## P

Painting (Housing), 66  
Personal Property Insurance, 70  
Pet and Animal Policy, 50  
Post Office, 16  
Pregnancy (Housing), 60  
President, 16  
Prohibited Items, 71  
Proscribed Conduct, 28–30

## R

Rallies, Demonstrations, and Public  
Assemblies Policy, 52  
Referrals, 24  
Refunds (Housing), 62  
Registrar, 17  
Reserving Campus Space, 22  
Residency Requirement, 60  
Residential Life Staff, 14  
Residential Living Policies, 59–72  
Room Assignments, Termination,  
and Cancellation, 62

## S

Screen Movie Theatre, 11, 24  
Search and Seizure, 67  
Security, 17–20  
Sexual Assault, 52  
Sexual Harassment, 52  
Smoking Policy, 56  
Student Activities Office, 20  
Student Conduct Code, 28–30  
Student Financial Services, 22  
Student Government, 22  
Student Grievance Policy, 43  
Student Life, 23  
Student Projects, 56  
Student Rights and Responsibilities, 26  
Student Travel, 57

## T

Telephones, 68  
Theft, 72

## U

Unauthorized Access, 72  
University Catalog, 24  
Use of Institutional Name  
Procedures, 43

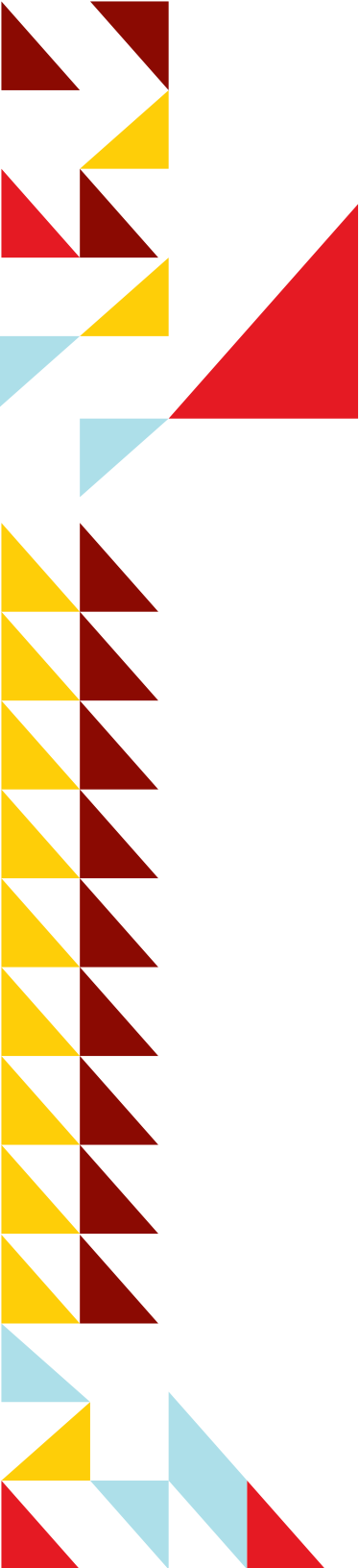
## V

Vending Machines, 68  
Visual Arts Center, 24

## W

Walter Burke Catering, 8  
Weapons, 29  
Windows (Housing), 72  
Winter Weather Delays, 57  
Work Orders (Housing), 68





**SANTA FE**  
University of  
Art and Design

1600 St. Michael's Drive  
Santa Fe, NM 87505  
[santafeuniversity.edu](http://santafeuniversity.edu)