



**WESTMINSTER
UNIVERSITY**



**Code of Student Conduct
2024-2025**

Table of Contents

Code of Student Conduct	2
Equal Education Opportunity	2
Community Standards	2
Academic Integrity	3
Academic Misconduct	5
Standards of Classroom Behavior	5
Drug and Alcohol Use	5
Student Conduct Process	9
Code of Student Conduct Terms	10
Conduct Process FAQ.....	13
Student-Related Policies	18
Drug and Alcohol Abuse Prevention Program (DAAPP)	18
Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.....	19
Clery Act	19
Fair Labor Standards Act.....	19
Higher Education Opportunity Act	19
Missing Residential Student Procedure under Clery Act Policy	20
Weapons Policy	20
Damage to Personal Property.....	21
Computing Resources, Network, and Email Use Policy	21
Title IX Policy	21
Title VI and Title VII Policies.....	22
Smoking on Campus.....	22
On-Campus Demonstrations and Fixed Exhibits.....	23

Code of Student Conduct

The Student Code of Conduct is the guiding document for student conduct at Westminster University and provides standards for student behavior on and off campus. Westminster students are invited to contribute to a culture of integrity and inclusion at the university by behaving in a way that respects differences of thought and identity while honoring the process of education. It is imperative that the safety, well-being, and integrity of all members of the campus community are protected. This Code of Student Conduct applies to behavior on university property, at all university sponsored activities held on or off campus, and to students' off-campus behavior when such behavior violates university policies or federal, state, or local laws and negatively impacts the university, the university community, or the university's neighborhood; interferes with the relationship of the university to others; or harms the reputation of the university. All students are expected to abide by applicable federal, state, and local laws. Individuals in violation of any laws are subject to prosecution by appropriate authorities, regardless of whether the behavior occurs on or off campus. In situations involving the illegal use, possession, manufacture, or distribution of alcohol, narcotics, or other controlled substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to conduct action under this code. Any question of interpretation regarding the Code of Student Conduct shall be referred to the Vice President of Student Affairs and Athletics, or their designee for final determination.

Equal Education Opportunity

Westminster University administers all its educational programs, related support services, and benefits in a manner that does not discriminate against students or prospective students with regard to race, color, religion, gender, gender identification, sexual orientation, age, national or ethnic origin, disability, or a person's status as a veteran.

Community Standards

All members of the Westminster University community are responsible for maintaining an environment where behavior is guided by the standards of respect, reason, and honesty. Community standards are intended to uphold a standard of student conduct and quality of interaction — both individually and collectively — while students interact with one another and engage in scholarly pursuits. The

standards of respect, reason, and honesty call upon student community members to (1) exercise due regard for the feelings, wishes, and rights of others; (2) exercise the power of mind to think, understand, and inform decision making; (3) exercise straightforwardness, integrity, and truthfulness both socially and academically. Westminster students are invited to be standard-bearers of community standards and are required to abide by them.

The Westminster community is committed to promoting a campus culture of inclusiveness and respect for differences. All students are expected to conduct themselves as responsible members of the academic community and to respect the rights of other students, faculty, and staff. Additionally, the university expects students to demonstrate respect for members of the local community. Students can be held responsible for behavior and actions while on and off campus. Violations of community standards vary widely and include rules concerning alcohol, drugs, infliction or threat of bodily harm, vandalism, disorderly conduct, harassment, interpersonal violence, and more.

Academic Integrity

Westminster University is a community of learners where students, faculty, and staff gather to create and share knowledge and ideas. In an academic community, integrity is the core principle that guides our individual and shared work. Members of such a community consistently and directly acknowledge how their thoughts and products build on and incorporate the work of others. Westminster is committed to engaging students through well-developed academic programs in a supportive atmosphere. A Westminster education invites students to become lifelong learners who lead lives of consequence and responsibility. All members of the Westminster community are expected to maintain the highest standard of academic integrity and to exemplify the values of honesty, trust, fairness, respect, responsibility, and courage. These values are further defined below.

When first learning how to conduct research and incorporate sources into their academic work, students often struggle with academic writing style and correct citations. These struggles are opportunities to learn new skills and to develop self-awareness. In order to maintain academic integrity, students have a responsibility to learn the accepted practices for acknowledging their use of others' ideas and language. Intentional and repeated breaches of academic integrity may result in serious academic consequences and even disciplinary sanctions.

The International Center for Academic Integrity (ICAI) states that "the fundamental values of academic integrity are honesty, trust, fairness, respect, responsibility, and courage." ICAI explains the meaning of

these terms as follows:

Honesty: "Honesty begins with individuals and extends out into the larger community. As students and faculty seek knowledge, they must be honest with themselves and with each other. In study halls and laboratories, in libraries, playing fields, and classrooms, cultivating and practicing honesty lays a foundation for lifelong integrity."

Trust: "The ability to rely on the truth of someone or something is a fundamental pillar of academic pursuit and a necessary foundation of academic work. Members of the academic community must be able to trust that work, whether student work or research, is not falsified and that standards are applied equitably to all.... Trust is reciprocal: being worthy of others' trust and allowing oneself to trust others go hand-in-hand."

Fairness: "All members of the academic community have a right to expect fair treatment and a duty to treat others fairly. Faculty members are fair ... when they lead by example, communicating expectations clearly, responding to dishonesty consistently, and upholding academic integrity principles unfailingly. Students engage in fairness by doing their own original work, acknowledging borrowed work appropriately, respecting and upholding academic integrity policies, and by maintaining the good reputation of the institution."

Respect: "Respect in academic communities is reciprocal and requires showing respect for oneself as well as others. Respect for self means tackling challenges without compromising your own values. Respect for others means valuing the diversity of opinions and appreciating the need to challenge, test, and refine ideas."

Responsibility: "Upholding the values of integrity is simultaneously an individual duty and a shared concern. Every member of an academic community—each student, staff, faculty member, and administrator—is accountable to themselves and each other for safeguarding the integrity of its scholarship, teaching, research, and service."

Courage: "Being courageous means acting in accordance with one's convictions. Like intellectual capacity, courage can only develop in environments where it is tested. Academic communities of integrity, therefore, necessarily include opportunities to make choices, learn from them, and grow.... Only by exercising courage is it possible to create communities that are responsible, respectful, trustworthy, fair, and honest and strong enough to endure regardless of the circumstances they face."

(International Center for Academic Integrity, [The Fundamental Values of Academic Integrity.](#))

Academic Misconduct

Westminster University is an academic community; the chief purpose that brings students, faculty, and staff together is scholarship. As an academic community, it is essential that honesty is the standard of all educational pursuits. Violations of academic honesty are referred to as academic misconduct. Academic violations include cheating, plagiarism, or aiding another to cheat or plagiarize.

All members of the university community—students, faculty, and other employees, have the responsibility to report non-Academic Misconduct.

In an incident of academic misconduct, the faculty or classroom instructor may reprimand the student, demand the work be repeated, give a failing grade for the assignment or exam in question, or give a failing grade for the entire course. In each case, a short report of the incident will be filed with the appropriate academic dean.

In the case of repeated or more serious violations, the faculty member may recommend to the Dean of that school that the student be suspended or expelled from the university. The Dean's recommendation will then be sent to the Dean of Students.

Standards of Classroom Behavior

Faculty members have the responsibility and authority to manage classroom environment, both in-person and online. Students who disrupt class through unlawful acts or threats of action may be directed by the faculty member or a representative of the university to leave class for the remainder of the period. If a disruptive student does not follow such instruction, Campus Patrol will be contacted to escort the student from the classroom. The practice of student dismissal from class is solely for violations of law or Code of Student Conduct which may negatively impact the safety of Westminster community members. It is not utilized as a response to differing academic interpretations of course content, individual point of view.

Drug and Alcohol Use

Westminster University complies with federal and Utah state laws and penalties regarding the use of legal drugs (alcohol and tobacco) and illegal drugs. All students are required to abide by applicable federal, state, and local laws. Students found responsible for drug use that violates the Code of Student Conduct will be assigned student conduct sanctions. In situations involving the use, possession, or distribution of

narcotics or other controlled substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to disciplinary action under this code.

When a student is involved in campus policy violations where alcohol or substance abuse is present, the Dean of Students may notify the student's parents. Where possible, the Dean will also inform the student(s) that their parent(s) will be notified. Parents may also be contacted when the Dean of Students has reason to believe that a student is engaging in behavior that threatens their health or safety or the health or safety of others. This is in accordance with the Family Educational Right and Privacy Act of 1979.

Amnesty Policy

Westminster University places great importance on the health and safety of our students therefore a provision is made within the Code of Student Conduct to protect students who report incidents of student endangerment that could be the result of a policy violation. Any student that seeks professional assistance as a measure of saving or protecting life, primarily in the case of drug and alcohol use, will be granted amnesty in the student conduct process. Receiving amnesty ensures that the reporting and distressed student(s) will only be assigned educational sanctions if found responsible for violating an institutional policy associated with the reported incident. Westminster University from legal action resulting from the reported incident or act of reporting.

Amnesty Policy applies to incidents reported by calling 911, Westminster University Campus Patrol, or a designated employee of Westminster University. Any student reporting an incident is required to remain with the student in distress until the arrival of an emergency responder or Westminster University employee.

Sanctions

When a student is found responsible for violation of the Code of Student Conduct or local, state, or federal laws, one or more disciplinary actions may be taken. Student Conduct sanctions are penalties for violation of institutional policies, directives, and the Code of Student Conduct. Sanctions can include but are not limited to educational interventions, notification of parent/guardian, notification of program directors/coaches, fines, behavioral probation, and expulsion. The purpose of a sanction is to inspire student behavior improvement and personal development that leads to adoption of

community standards in a meaningful way.

Assigned sanctions are mandatory and must be completed by the assigned due date. Failure to complete assigned sanctions may result in further sanctioning, fines, and a hold placed on the student's account which prevents registration for subsequent academic semesters.

Educational Intervention

Educational interventions are a type of student conduct sanction designed to challenge students in the areas of critical self-reflection upon their actions, behaviors, decision-making and related outcomes. Students assigned educational interventions are required to complete one or more assignments with intended learning outcomes of self-awareness, positionality, and how they may positively contribute to the university culture of integrity and inclusion. Examples of educational interventions include but are not limited to meeting with a faculty or staff member with an assigned topic, work duty, workshops, or classes, and assigned reading and papers.

Alcohol and Drug Sanctions

Misuse of alcohol, on or off campus, and/or use of drugs may result in an educational intervention sanction specific to alcohol and drug use. Drug and alcohol related educational interventions are sanctions that educate students about drug and alcohol laws as well as the negative effects of alcohol and drugs on the human body, lifestyle, and student success. Some alcohol and drug educational interventions are fee-based online courses. Course cost(s) will be billed to the student's university account.

Outreach Intervention

Outreach interventions are a form of communication to Westminster athletic directors and coaches, ROTC officials, and appropriate university personnel regarding a student's conduct violations. In all cases, students will be informed beforehand when this sanction is issued.

When a student displays a clear and consistent pattern of concerning behavior a Student Conduct Officer may contact the student's guardian/parent. Parent phone calls may be approved in other instances depending on behavior and/or severity of incident as determined by the Dean of Students.

Behavioral Intervention

If a student exhibits behavior or engages in conduct that threatens or impacts their safety or well-being or the safety or well-being of others, the Dean of Students or designated agent will intervene and take action as they believe is necessary to protect the student; other people; or the faculty, staff, and property of the university. Such action may include, but is not limited to, referring the student to counseling, requiring the student to leave the residence halls, requiring the student to leave school, and notifying law enforcement. Further, the university reserves the right to notify a student's parents/guardians, with or without the permission of the student and regardless of the student's age or status, when, in the judgment of the university, the student or others may be at risk. Westminster also utilizes the Threat Assessment and Behavior Intervention Committee (TABIC) group to actively promote safety on campus and review situations where safety is at issue.

Fines

Monetary fines are a sanction issued in the instance of a policy or conduct violation characterized as a health and safety issue (e.g., smoking in non-designated areas, tampering with alarms and locks, misuse of fire extinguishers, blocking of fire lanes, etc.) In addition to fines, students may be billed for the cost(s) of damage and labor. Both fines and billing are posted to the student account. Failure to pay fines and damage/labor costs may result in further sanctioning, including additional fines, and a hold placed on the student's account which prevents registration for subsequent academic semesters.

Reason	Fine Amount
Smoking in indoor spaces	\$150
Party hosting	Up to \$50 per attendee
Repeated violation of institutional policy or laws	Up to \$150 per violation
Failure to comply with policies or directives	\$50-\$200

Sanction may be converted to a fine upon failure of student completion and upon approval by the Dean of Students.

Students reserve the right to appeal fines under financial hardship concerns, appeals must be made in writing to the Dean of Students.

Student Conduct Process

When a student has committed an alleged violation of the Code of Student Conduct or an institutional policy, they can be reported to Student Conduct by any Westminster community member. When a student is reported, an incident report is created and submitted. Submitted student conduct reports are then assigned to a Student Conduct Officer.

An assigned Conduct Officer emails the reported student that they have been reported for an alleged violation and the student is assigned a date and time for a mandatory Conduct Hearing that is not in conflict with a student's class schedule. The Conduct Hearing is one part of the Conduct Investigation. A student may request a different date and time for the Conduct Hearing and the Conduct will accommodate the student when possible. Students who do not appear for their assigned Conduct Hearing will be found responsible for not appearing for a conduct hearing, a sanctionable offense, in addition to the original allegation. Ongoing failure to appear for a Conduct Hearing may result in increasing levels of sanctions.

During the Conduct Investigation, the Conduct Officer may call upon witnesses which may include students, faculty, and staff. The Conduct Office will conduct their investigation with discretion while honoring student privacy to the maximum possible degree. Witnesses are directed to have no communication with any other person regarding the details of the Conduct Investigation. Student witnesses that withhold information, are not forthcoming, lie, hinder the investigation, or discuss any aspect of the Conduct Investigation may be found responsible for violating the integrity of the student conduct process and receive sanctions.

The student(s) charged with an alleged violation may be called for meetings in addition to their initial meeting, including a Formal Student Conduct Hearing where witnesses may be called and participate in a cross-examination process.

Student Conduct Appeals

Westminster students have the right to appeal student conduct sanctions assigned upon being found responsible for violating the Code of Student Conduct. Appeals may be sought for four specific reasons: (1) the university did not adhere to the prescribed student conduct process, (2) the assigned sanction(s) was out of proportion to the associated incident, (3) new or previously unreported information that could influence the finding of responsibility or assigned sanction(s), (4)

inability to pay an assigned fine prior to the next registration deadline (financial appeal).

All appeals must be submitted using the Student Conduct Appeal Form. Appeals submitted apart from the Student Conduct Appeal Form will not be reviewed; appeals may only be submitted by the person assigned the sanctions under requested reconsideration. The Student Conduct Appeal Form must be submitted by the student within three calendar days of the delivery date of the written sanctions. Written sanctions are delivered to the student's Westminster University email address. If the third (3rd) calendar day falls on a weekend, or a university holiday (the university is closed), the deadline for filing an appeal will be extended to the next business day the university is open. Appeals are reviewed and determined by the Chief Conduct Officer. If the Chief Conduct Officer issued the sanctions, the appeal will be reviewed by the Dean of Students.

Code of Student Conduct Terms

- **Academic cheating:** Prohibited actions that includes, but are not restricted to, copying from another student's exam paper, using unauthorized notes during an exam, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to an exam.
- **Academic dishonesty:** Forms of academic dishonesty includes, but are not restricted to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.
- **Academic dishonesty sanctions:** Initially, sanctions are the responsibility of the class instructor. The instructor may simply reprimand the student, or may demand the work be repeated, or may give a failing grade for the assignment or exam in question, or may give a failing grade for the entire course. In each case, a short report of the incident will be filed with the appropriate academic dean.
- **Academic plagiarism:** Prohibited actions that include but are not restricted to borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one's first-hand experience and not acknowledging the source.
- **Amnesty policy:** If a student seeks professional assistance as a measure of saving or protecting life, primarily in the case of drug and alcohol use, the reporting and distressed student(s) will **only** be assigned educational sanctions in the student conduct process.

- **Appeal:** The formal process of a student filing a request Appeals may be submitted for the following reasons: (1) the university did not follow the prescribed student conduct process, (2) the sanction assigned is egregiously out of proportion with the violation, (3) new or unreported information that could have an impact on the finding of responsibility becomes available.
- **Dean of Students:** the designated chief Student Conduct Officer.
- **Behavioral probation:** Separate from academic probation, behavioral probation can be applied as a conduct sanction depending on the severity of conduct violations and/or if a pattern of concerning behavior is demonstrated.
- **university official:** any person employed by the university who performs assigned administrative or professional responsibilities. Students employed part-time by the university are not recognized as university officials but could be considered representatives in some scenarios.
- **university premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university, including adjacent streets and sidewalks.
- **Conduct Officer:** The Westminster University employee with designated authority to investigate alleged violations of the Code of Student Conduct and other alleged institutional policy violations by students. The Conduct Officer has the authority to make a determination of responsibility and assign sanctions.
- **Confidentiality:** All people participating in the student conduct process, including the student(s) under investigation, all witnesses, and the Conduct Officer are directed not to communicate about the details of the conduct investigation, the alleged violation under investigation, and/or people participating the student conduct process. All efforts will be made to honor the dignity and privacy of the student under investigation.
- **Conduct hearing:** A meeting held by the Conduct Officer in the course of a conduct investigation. All meetings held with a student named in an allegation are considered to be part of an ongoing conduct investigation.
- **Cross-examination:** a proceeding used in a formal conduct hearing in which a student reported for a conduct violation, or a witness, is questioned by the Conduct Officer. Following questioning by the Conduct Officer, reported student may direct questions to the witness.

- **Dean of Students** refers to that person designated by the university president to be responsible for the administration of the Code of Student Conduct. The VPSA/Dean of Students has authority over conduct appeals processes, primarily serves as a supervisory figure to Conduct Officers, and may serve as a Conduct Officer as individual circumstances demand.
- **Faculty:** full-time, part-time, adjunct faculty, and instructors of the university.
- **Financial appeal:** In the event that student is unable to pay an assigned fine, a hold preventing registration for the subsequent semesters is placed on their account. If a student is unable to pay the fine due to a significant financial hardship, the student may seek an appeal using the Student Conduct Appeal Form. The Chief Conduct Officer is authorized to establish a payment plan for the fine and temporarily lift the hold on a student's account so that they may register for classes. The appeal is to be made following the instructions for requesting an appeal.
- **Formal Student Conduct Hearing:** A formal disciplinary proceeding in which a student reported of an alleged violation and witnesses are called to make statements and answer questions. Formal conduct hearings are typically held at the end of a Conduct Investigation and are usually immediately followed by a finding of responsibility and possible sanctions but could lead to furtherance of the Conduct Investigation.
- **Found not responsible:** A determination made that a student is not to be held accountable for an allegation due to a lack of evidence. When a student is found not responsible sanctions are not typically assigned. However, sanctions may be assigned if deemed appropriate by the Conduct Officer; assignment of sanctions upon this finding is uncommon.
- **Found responsible:** A determination made by a Conduct Officer when a preponderance of evidence points to a student having violated the Code of Student Conduct or another institutional policy. Sanctions are typically assigned to a student found responsible.
- **Heard in absence:** when after two attempts to reach a student, as a person named in an allegation of misconduct, and when at least two scheduled conduct hearings have been unattended by the student under investigation, a Conduct Officer may make a determination of responsibility in the absence of a student's response to the allegation.

- **Student organization:** any number of students who have complied with the formal requirements for university recognition and/or association therein.
- **Organization conduct violation:** When an organization is suspected of violating the Code of Student Conduct and/or ASW Clubs guidelines (if applicable) then the entire membership of the organization is liable to be alleged of violating the Code of Student Conduct. Hearings will likewise be scheduled for all individuals. All members of the organization may not be held in equal responsibility of an incident.
- **Policy:** the written regulations of the university as found in the Code of Student Conduct, campus housing handbook, and graduate/undergraduate catalogs.
- **Preponderance of evidence:** A level of evidence that bears reason a student has more than likely violated the Code of Student Conduct. An acceptable level of reason used in the practice of student conduct to find a student responsible for an alleged violation and assign sanctions.
- **Sanctions:** Mandatory disciplinary action assigned to a student found responsible for violating the Code of Student Conduct or an institutional policy. Sanctions typically include but are not limited to educational assignments, campus service, community service, monetary fines, expulsion from the residence halls, behavior probation, and expulsion. Sanctions are assigned for the purpose of student education and/or personal development.
- **Staff:** Non-faculty employees of the institution
- **Students:** people registered or enrolled for credit- or non-credit bearing coursework at Westminster University
- **Work duty:** on-campus work assigned to a student as an educational sanction

Conduct Process FAQ

What can I expect from my conduct meeting?

During this meeting, you can expect your Conduct Officer to ask you questions about your time at Westminster, your experience as a student, discuss the incident relating to alleged behavior and then walk

you through the potential conduct sanctions you can expect. This will allow your Conduct Officer to assign the sanction that is the most appropriate. Your Conduct Officer will also discuss with you at this time how to complete the assigned sanctions in a timely manner while honoring other commitments you may have like school and work.

How will my conduct decision be made?

Your Conduct Officer will make a determination of responsibility based on a preponderance of evidence. We define preponderance as based on the information available to them including from conduct hearings, incident reports etc. It is incredibly important that you attend your initial conduct hearing, whether it's scheduled online or in person, so that your Conduct Officer can hear from your perspective about your alleged involvement in the conduct incident. All relevant information will be taken into consideration. You have the right to a timely decision and outcome but know that depending on the circumstances present in your incident, that might not happen on the spot during your meeting. However, you can expect a decision to be made within the week and for your Conduct Officer to be upfront about that timeline.

Can I appeal my conduct decision?

You may appeal your conduct sanction in writing to the Dean of Students, or their designee, no later than three days after receiving your outcome letter. Appeals can be based on three things:

1. The university did not follow the prescribed process
2. The sanction was out of proportion with the incident
3. There is new or unreported information that could have an impact on the outcome

Why did other students in my incident get sanctioned for different things?

Every case, though it might involve numerous people, will be considered on an individual basis. You may have different sanctions than your peers because your involvement in the incident simply may have been different. The Conduct Officers strive for fairness in the outlined procedures and that means allowing everyone the chance to share their perspective and story. If you do feel like you were given an unfair sanction, in comparison to others and/or given the scope of the alleged incident, you always have the option to appeal.

What if I cannot pay the fine attached to my conduct sanction?

You may appeal the decision to have a fine as a sanction based on financial need no later than three days after receiving your outcome letter to the Dean of Students or a designee. Please know if you are appealing based on financial need, you are not appealing the conduct outcome itself but rather are asking for another sanction to be given that meets the original purpose and/or intention of the fee at no or at a reduced cost.

What is the purpose of conduct sanctions?

We have worked to make our sanctions center around the university-wide learning goals of critical thinking, creativity, collaboration, communication, and global responsibility. This means you will be asked to evaluate the actions that you took which led you to the conduct process including potential negative and positive consequences, identifying where the community impact landed and engaging in brainstorming decision-making strategies for the future. We believe our sanctions are educational and restorative which will allow students to take responsibility for their actions and build on knowledge for the future related to safe decision making. Every attempt will be made to assign sanctions that are appropriate and redemptive.

Will my parents or guardians be contacted if I am found responsible?

Westminster University takes FERPA, and the privacy protections it guarantees students, seriously. However, if exceptional circumstances are present your legal guardians may be contacted if you are found responsible. Exceptional circumstances are evaluated on a case-by-case basis but may include a consistent pattern of concerning behavior. For example, multiple alcohol violations in a short period of time, hospitalization, threat of status at the university (suspension/expulsion from campus and/or housing possible) and any present threat to life or safety of self or others. When the exceptional circumstance threshold is met either the Dean of Students, or their designee, will authorize a legal guardian call. Westminster will contact legal guardians because we recognize that sometimes we need a wider community of support to hold students accountable in their behavior and/or be able to

intervene and discuss more intentional help for students to explore.

What is the difference between an educational intervention and a conduct meeting?

We define an educational intervention as the first time a student is alleged to violate the Code of Student Conduct, essentially your first interaction with the conduct system. An important distinction to be aware of is how the university reports conduct violations when contacted for a background check. If **all** conduct sanctions are completed in an educational intervention meeting, the university will not report the behavior when contacted for a background check. However, once a conduct violation occurs if any further violations occur then it will be considered a conduct meeting and would become reportable if the university is contacted for a background check.

What if I don't complete my conduct sanctions on time?

If you are unable to complete your sanctions by the deadline your conduct officer has established, then it is your responsibility to communicate with your Conduct Officer the need for a new deadline. Conduct Officers will work with you to find a new deadline or assign a new sanction, but ultimately that depends on the communication conduct officers receive. If you miss your deadline and are unresponsive to, at least, two forms of communication outreach by your Conduct Officer your sanction will be reverted to a fine. Ultimately you may have a hold on registration or even graduation if you continually fail to complete a sanction.

What will happen if I am put on behavioral probation?

You can be placed on behavioral probation for a period of one semester or an entire academic year. If you enter the conduct process during the period of behavioral probation, your hearing officer will automatically be the Director of Student Conduct. If you are found responsible for a new conduct violation, you may be suspended from the university or receive some other elevated conduct sanction (suspension from university, expulsion from residence halls, expulsion

from university etc.).

Student-Related Policies

Drug and Alcohol Abuse Prevention Program (DAAPP)

The Drug-Free Schools and Campuses regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education, such as Westminster University, to certify that it has implemented programs to prevent the abuse of alcohol and use, and/or distribution of illegal drugs by both Westminster students and employees either on Westminster premises or as part of Westminster activities. At a minimum, this program must describe:

1) standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees; 2) legal sanctions under federal, state, and local law for the unlawful use, possession, or distribution of illicit drugs and alcohol; 3) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; 4) a description of any drug and alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; 5) a clear statement that the school will impose disciplinary sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct or law; 6) notification of the Drug and Alcohol Abuse Prevention Program (DAAPP), and, 7) oversight responsibility. As a requirement of these regulations, Westminster University is to disseminate and ensure receipt of this policy and information to all students, faculty, and staff.

The DAAPP is shared with the campus community (through the Westminster University email address on file) on the day after the add/drop deadline of the fall, spring, and summer semesters. A printed version of this program is available upon request at the Dean of Students Office, located in the Shaw Student Center. One may also contact this office at 801.832.2230 with questions concerning this policy and/or alcohol and other drug programs, interventions, and policies.

[View Full DAAAP Policy](#)

Family Educational Rights and Privacy Act (FERPA)

Westminster's Privacy Policy is published in compliance with the Family Educational Rights and Privacy Act (FERPA). Students also receive an annual notice of their FERPA rights through email. For more information, email the Registrar's Office at registrar@westminsteru.edu.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

These laws guarantee students with disabilities access to educational opportunities. This means the university must provide reasonable accommodations for qualified disabled students. For more information, contact Student Disability Services by phone at [801.832.2272](tel:801.832.2272) or email disabilityservices@westminsteru.edu.

Clery Act

To maintain a safe and secure environment for its employees, students, and visitors, Westminster University will comply with the provisions of the Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act of 1998 (Clery Act). The Clery Act requires the university to gather and report specified crime statistics occurring on or near the university and to provide other safety and crime information to the university community. This policy and related procedures set forth guidelines intended to facilitate the university's compliance with the Clery Act.

[View Crime Reporting](#)

Fair Labor Standards Act

Also called the Wages and Hours Bill, the Fair Labor Standards Act applies to employees engaged in interstate commerce or employed by an enterprise engaged in commerce or in the production of goods for commerce, unless the employer can claim an exemption from coverage. The FLSA established a national minimum wage, guaranteed time, and a half for overtime in certain jobs and prohibited most employment of minors in oppressive child labor—a definition described in the statute.

Higher Education Opportunity Act

Formally known as the Higher Education Act of 1965, the Higher Education Opportunity Act was signed into law in 2008. The original law was intended to strengthen the educational resources of colleges and universities and to provide financial assistance for students in postsecondary and higher education. It increased federal money given to universities, created scholarships, gave low-interest loans to students, and established a National Teachers Corps. The financial assistance for students is covered in Title IV of the HSA.

Missing Residential Student Procedure under Clery Act Policy

Federal regulations associated with the Jeanne Clery Act require every college and university to initiate an investigation once a student who resides in campus housing has been reported missing for 24 hours. These procedures describe how Westminster University will respond to report of missing residential students.

[View Missing Student Policy](#)

[View Clery Act Policy](#)

Weapons Policy

No Westminster University student may possess, display, store, or use of firearms, archery equipment, knives or swords, weapons, or corresponding supplies of any type on Westminster University Property.

The possession, use, or display of weapons (including, but not limited to, firearms, stun guns, BB guns, ammunition for weapons, knives, switchblades, large knives, butterfly knives, hatchets, axes, swords, incendiary devices, explosives, mace, pepper spray, and chemicals) and non-weapon objects to be used for causing harm (including, but not limited to, sledgehammers, tire irons, shovels, fire extinguishers, baseball bats, golf clubs, cricket bats, dumbbells, glass objects (such as beer bottles), two-by-fours, pipes, bricks, rocks, and vehicles) is strictly prohibited on campus or while conducting university business off campus. The storage of any weapons or non-weapons intended to cause harm in campus facilities or in vehicles parked on campus property is also prohibited. Each member of the campus community has the responsibility and duty to immediately report any knowledge they may have regarding the possession, use, or display of weapons, ammunition, or non-weapons intending to cause harm on campus. Failure to abide by this policy may result in disciplinary action.

Damage to Personal Property

All students are responsible for the security and safety of their personal property. Westminster University is not responsible for the theft, loss, or damage, whether intentional or accidental, to the personal property owned by students. Students are encouraged to purchase appropriate insurance and make a list, including descriptions, make, model, and registration numbers for valuable items. In addition, we strongly encourage all residential students to purchase rental insurance and to take appropriate steps to keep personal property safe. Students are encouraged to report incidents of theft or damage to the police and/or Westminster University if the student believes another student is responsible for the theft or damage, the student may make a report as described in the Student Disciplinary Policy. While the university will take action as set forth in the disciplinary policy, the institution will not enforce criminal or civil orders related to damages or restitution; nor will the institution attempt to collect any monies on behalf of one student against another student, whether court-ordered or agreed to informally or through mediation or arbitration.

Computing Resources, Network, and Email Use Policy

Westminster University provides computing and network resources to its students primarily for educational purposes. These resources include, but are not limited to, hardware, applications software, library and information resource databases, consulting time and expertise of staff, and Internet and networking resources. This open access requires students to act responsibly and adhere to legal and ethical standards. Students should be considerate of the needs of others, do nothing purposefully or carelessly to impede the ability of others to use the computer and network resources.

The university expects students to exercise personal and professional responsibility and integrity when using these resources. All students are responsible for reading, understanding, and adhering to the policy. Violations of the policy may result in sanctions, corrective actions up to and including termination and/or expulsion as set forth in the Code of Student Conduct.

[View Technology Policies](#)

Title IX Policy

Westminster University is committed to providing a safe and non-discriminatory learning and working environments for all members of the Westminster community. The university does not discriminate on the basis of sex in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 ("Title IX"); Title VII of the Civil Rights Act of 1964 ("Title VII"); and/or the Utah Antidiscrimination Act of 1965. The policy also fulfills certain obligations the university has under the Violence against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

[View Title IX Policies and Procedures](#)

Title VI and Title VII Policies

Westminster University is committed to providing a safe and non-discriminatory environment for all members of the Westminster community. The university will not tolerate discrimination or harassment, in the workplace, academic setting, or in its programs or activities based on race, color, pregnancy, childbirth, or pregnancy-related conditions, age, religion, national origin, disability, sex, sexual orientation, gender identity, religion, military status, and genetic information. To that end, this policy prohibits specific forms of behavior that violate Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Utah Antidiscrimination Act of 1965. The university also prohibits complicity, false reporting, and retaliation under this policy.

[View Equal Opportunity Policy and Non-Discrimination Statements](#)

Smoking on Campus

Westminster University is committed to working toward a cleaner and more sustainable environment by reducing air pollution on campus. We abide by the Utah Clean Air Act. Smoking (including electronic cigarettes) is prohibited in all facilities, buildings, offices, residence halls, apartments, and any other enclosed spaces on campus. Although people may smoke outside on campus, they are not permitted to smoke within 25 feet of any building entrance, exit, or window.

Because smoking negatively impacts the health of others, smokers must refrain from smoking in areas through which non-smokers must pass;

they must extinguish their cigarettes or move away when asked to do so by any visitor, employee, or student. Individuals are subject to state-mandated fines, university fines, and other disciplinary action. Employees and students are encouraged to hold each other accountable and may report any violations to the Dean of Students Office.

On-Campus Demonstrations and Fixed Exhibits

Westminster University recognizes and supports students' right to free self-expression as well as the right to divergent viewpoints. These rights are fundamental to an academic community. However, when the exercise of these rights impinges upon the exercise of other important rights, the conflicting interests must be balanced.

Demonstrations and fixed exhibits that appear to violate the Code of Student Conduct may be interrupted or stopped at the direction of the dean of students or designee. Upon report of any possible violation of the Code of Student Conduct that takes place as part of a demonstration or fixed exhibit, participants, organizers, or sponsors may be subject to the student conduct process and/or referral to local law enforcement agencies.

Demonstrations

Westminster University recognizes the right of students and other members of the university community to express their views by peaceful protest actions and opinions with which they disagree. The university maintains concurrent obligations to maintain a campus atmosphere conducive to academic work, preservation of dignity and gravitas of university ceremonies and public exercises, and an institutional commitment of respecting the rights of all individuals. The following regulations are intended to reconcile these objectives.

All demonstrations held on campus property must have a designated representative who takes responsibility as organizer of the event and seeks the required university permit for demonstrations. The self-designated demonstration organizer is required to meet with the Dean of Students, or their designee, no less than 24 hours prior to the on-campus demonstration to create an appropriate security plan and articulate the purpose of the event.

Campus demonstrations must meet the following standards:

1. The demonstration is conducted in such a manner as to respect the rights and welfare of others.
2. The demonstration may does not actively disrupt standard operations of the university including scheduled class meetings, teaching, administration, or disciplinary procedures and/or other functions or authorized activities.
3. The demonstration must be contained to the assigned designated area of protest which is determined by considering previously scheduled events, pedestrian and vehicle paths, safety standards, laws, facility capacity, and city ordinances.
4. Does not interfere with the rights of others to demonstrate.
5. Demonstrators/protestors must stay in the designated demonstration area on campus.
6. Demonstrations must be held within the standard hours of operation for the facility or space in which they occur (if applicable).
7. The demonstration may not be conducted during final exams.
8. Demonstrations may not include the use of camping and/or temporary or fixed structures.
9. Use of masks, helmets, and open flames are prohibited.
10. The university retains the right to control the use of all university property at any time and for any reason.

Fixed Exhibits

Fixed exhibits, such as posters, flyers, ribbons, banners, or free-standing displays—due to their unique nature—must be coordinated with the Dean of Students Office in consultation with other stakeholders (campus reservations, campus safety, facilities, etc.). Individual students or recognized student organizations wishing to sponsor a fixed exhibit must submit a request to the Dean of Students Office at least two (2) business days before installation. Following receipt of this request, the sponsoring party must meet with a member of the Dean of Students Office to discuss expectations, rights, responsibilities, and logistical considerations which must be mutually understood and accepted. Prior to the installation of the fixed exhibit, sponsoring parties will receive written notification of the agreed upon parameters from the Dean of Students Office, which will have the effect of an agreement and be subject to the student conduct process. Fixed exhibits may only remain displayed for five (5) or fewer consecutive business days and may not be displayed during university holidays. The sponsoring party is

responsible for any damage to university property resulting from the exhibit.



**WESTMINSTER
UNIVERSITY**

1840 South 1300 East • Salt Lake City, Utah 84105
westminsteru.edu