



**STUDENT CODE OF CONDUCT
AND GUIDE TO RIGHTS & RESPONSIBILITIES**

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Mission Statement

The mission of the Office of Student Conduct at Whittier College is to protect student rights, help create a safe and secure educational environment, promote, and demonstrate the founding principles, provide accountability for student choices, maintain an equitable and inclusive process, and create learning opportunities that encourage growth and reflection on the impact of student choices. The College’s Mission is rooted in integrating learning with practical application.

Values and Reflection

Whittier College is a residential four-year liberal arts institution that prepares students from diverse backgrounds to excel in a complex global society. Inspired by a Quaker heritage, the Whittier education equips students to be active citizens and effective communicators who embrace diversity and act with integrity. Through challenging and interactive courses taught by accomplished professors, students learn to make connections across disciplines, understand cultural perspectives, and integrate learning with practical application.

With this mission in mind, the Whittier community is founded on the principles of

- respect,
- inclusion,
- integrity,
- concern for the individual, and
- social responsibility.

It is a privilege to live and study as part of this community committed to the founding values of the Quakers. All students are responsible for abiding by the Student Code of Conduct. The effectiveness of the Student Code of Conduct depends on individual acceptance of personal



responsibility and cooperation among all members of the campus community. In operation, this results in mutual respect for and commitment to the College's values and mission.

Preface

A community exists on the basis of shared values and principles. Students at Whittier College are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within the five principles of Whittier College: respect, inclusion, integrity, concern for the individual, and social responsibility. The Student Code of Conduct is provided to give students general notice of expected conduct. This Code was not designed to set forth an exhaustive list of misconduct but to establish behavioral guidelines.

All students are responsible for becoming familiar with the information, policies, and procedures in this Code. Whittier College reserves the right to make changes to this code as necessary; changes are effective when they are posted online. Students should ensure they have the most recent copy of this document and can find it at [link](#).

Nothing contained in this document is intended to conflict with local, state, or federal law. This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

Definitions and Terms

Advisor

A member of the college community, who is not involved in the process in another manner, has been selected by a respondent or complainant to assist them in the conduct process in accordance with this code. The advisor does not speak on behalf of the student.

Appeal

Refers to a process by which a respondent requested the conduct process outcome reconsidered if certain conditions are met (see Appeals).

Day

When used in the Student Code of Conduct, a day is any day when College offices are open for business.

College

Whittier College.

College Premises

Includes all land, buildings, facilities, and other property, real or personal, in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks)

College Official

Includes any person employed by or authorized by the College to perform assigned administrative or professional responsibilities.



College Sponsored Activity

A College sponsored activity means any academic, athletic, co-curricular, extra-curricular or other activity on or off-campus, which is initiated, substantially aided, authorized, or supervised by the College. This includes study-abroad programs.

Conduct Record

Documentation created when the Office of Student Conduct (or designee) assesses whether a student is responsible for violating one or more of the policies in the Student Code of Conduct, including records of any appeal filed by a student.

Complainant

Any person who submits a complaint alleging that a student violated the Student Code of Conduct or who alleges they have been negatively impacted by a student’s misconduct.

Faculty Member

Any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

Guest

Person(s) to whom a student or employee has extended hospitality or invitation to come onto the College Premises or to attend College events.

Member of the College Community

Includes but is not limited to any person who is a student, faculty member, College Official, or any other person employed by the College. A person’s status in a particular situation, if ambiguous given the definitions contained in this section, will be determined by the Dean of Students or designee.

Notation

A note attached to a student’s transcript stating that the student is suspended or expelled. Suspension notations stay in the transcript for the duration of the suspension. Expulsion remains on the transcript indefinitely.

Organization

Refers to any number of persons, whether students or non-students, who have complied with the formal requirements for College recognition and/or registration.

Policy

Refers to the written regulations of the College as found in, but not limited to, the Student Code of Conduct and any of its addendums, the Student Handbook, Residential Life Policies and Procedures, the College website, course syllabi, and Graduate and Undergraduate Catalogs.

Possession

The state of having, owning, or controlling something.



Respondent

Any student accused of violating the Student Code of Conduct.

Sanction

Penalty for a violation of the Student Code of Conduct and/or College policy intended to challenge students’ moral and ethical decision-making and help them bring their behavior into accord with community expectations.

Staff Member

Any person employed by the College to carry out College-related functions, including full and part-time employees.

Student

Individuals to whom an offer of admission has been extended or the registration processed for any course or program and thereafter as long as the person has a continuing educational interest in the College. This includes persons who withdraw after allegedly violating the Student Code of Conduct.

Student Organization

The term “student organization” refers to any group of Whittier students who operate as a registered student club, sports team, affinity group, or any similar affiliation.

Student Conduct Administrator

The Director of Student Conduct and Veteran Services, hereafter referred to as Director of Student Conduct, or their designee. The Student Conduct Administrator is a member and/or chair of the Student Conduct Review Board convened to address serious conduct matters.

Student Code of Conduct

The Student Code of Conduct and Guide to Rights & Responsibilities

Student Conduct Officer

A College Official who determines responsibility for alleged policy violations and imposes sanctions, if any, as the result of a Student Conduct Meeting. The Student Conduct Officer is responsible for administering the Student Code of Conduct through the Student Conduct process and is responsible for issuing formal charges, engaging with the alleged violator, and rendering a decision.

Student Conduct Meeting

A discussion in which the Student Conduct Officer will learn more about the student, the student conduct process will be explained, the student will be informed of their rights in the process, and the student will be asked to respond to allegations of policy violation(s).

Student Conduct Review Board

The body of individuals trained to investigate/adjudicate student conduct matters. The Student Conduct Review Board is convened to address serious disciplinary matters, including



consideration of the frequency, attitude of the student and circumstances, and any allegations of misconduct that could result in suspension or expulsion.

Society

Refers to- social organizations that are similar in character to fraternities/sororities. The four pillars of Societies at Whittier College are friendship, scholarship, leadership, and community service. Societies are committed to enhancing strong connections between members, alumni/ae, and members of the Whittier and local communities.

Jurisdiction

Whittier College students are provided a copy of the Student Code of Conduct annually in the form of a link on the Whittier College website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for having read and abiding by the Student Code of Conduct.

Whittier College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. These procedures are applicable regardless of the status of a Complainant. A Complainant may be a member or non-member of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, vendors, or others.

Whittier College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, holds may be placed on the students' ability to re-enroll, and/or obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to re-enrollment. In the event of serious misconduct committed while still enrolled but reported after the Respondent has graduated, Whittier College may invoke these procedures. Should the Respondent (former student) be found responsible, Whittier College may revoke that student's degree.

The Student Code of Conduct applies to behaviors that take place on the campus, at College-sponsored events, and off-campus when the Director of Student Conduct and Veterans Affairs, or designee, determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
- Violations of local ordinance, state, or federal law, including repeat violations of any local ordinance, state, or federal law; and/or
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Whittier College

Protected Speech and Online Behavior

The Student Code of Conduct may be applied to behavior conducted online, via email, or another



electronic medium. Students should be aware that online postings, such as postings on blogs, web postings, chats, and social networking sites, are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of a violation is posted online. The College does not regularly search for this information but may act if and when such information is brought to the attention of College officials.

Any online postings or other electronic communications by students not on College networks, websites, or between College email accounts, occurring completely outside of the College's control, will be subject to this *Code* only when those online behaviors can be shown to cause a substantial on-campus disruption or to be secure, safe from personal harm, and let alone. Otherwise, such communications are considered speech protected by the First Amendment. Remedies for such conduct will be provided, but protected speech will not be addressed under this *Code*, except in the case of a true threat, defined as "an intentional, reckless, or serious expression that a speaker means to commit an act of unlawful violence or inflict bodily harm upon specific individuals."

Guests, Visitors, Vendors, and Community Members

Under the Student Code of Conduct, students may be held accountable for the misconduct of guests, visitors, vendors, and community members that a student invites and/or hosts on campus. The Student Code of Conduct also applies to students who are a part of all on-site contractual partner agreements including Broadoaks and certification programs. Students in these programs are subject to the Student Code of Conduct while on Whittier College's campus when not supervised by representatives of the partner agency.

Violations of the Law

Alleged violations of federal, state, and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which the College has jurisdiction, the Whittier College conduct process will usually move forward, notwithstanding any criminal complaint, or its outcome, that may arise from the same incident.

Whittier College reserves the right to exercise its authority to impose interim suspension upon notification that a student is facing criminal investigation and/or complaint. Full procedures for interim suspension are found in the interim sanctions part of this Code.

Amnesty Policy

Through its Amnesty Policy, Whittier College encourages its students to seek and/or call for assistance for themselves or others when someone needs help.

Medical Amnesty

Students are encouraged to call for assistance for individuals who are overly intoxicated and are in need of medical assistance. Amnesty is available to the student calling for help and to the student needing help. A call for assistance should be prompt because the health, safety and well-being of students is paramount. A call for assistance may be directed to Whittier Campus Safety, a local



police officer or agency (such as Whittier Police Department or by calling 911), the Area Director On-Call (ADOC) or in the residence halls, any residence life staff member.

The goal of this amnesty policy is to reduce barriers and alleviate potential consequences to ensure that our students seek the appropriate and necessary assistance. A student for whom a call for assistance is made will not be subject to official sanctions and conduct record under the student conduct process, nor will the individual who made the call. Likewise, when leadership of a recognized student organization makes a call for assistance for a student or a guest attending the organization's function, the organization will not be subject to code of conduct sanctions, nor will the student who made the call.

While not resulting in official sanctions, a call for assistance under this policy may result in educational outcomes including, but are not limited to:

- Referral for alcohol assessment to be completed within 35 days.
- Parental, guardian, or emergency contact notification.
- Educational opportunities to assist in avoiding future high-risk situations.
- Including a summary report of the incident in the student's or student organization's file.

Important Information Regarding Amnesty

If a student is repeatedly the subject of calls for assistance, there may be additional consequences as a result of the College's increased concern for that student, including counseling referral, educational follow up with College administrators and/or a full behavioral assessment which may lead to a College-mandated leave of absence. Failure to complete appointments or follow-up as prescribed by a College official could result in the revocation of amnesty for the student or organization in question and standard College sanctions could apply.

Amnesty does not prevent the filing of criminal charges. Amnesty may not apply to students who persistently refuse to cooperate with medical, law enforcement, or College personnel at the time of initial contact. A student organization that fails to seek assistance for a member or guest in need at its function or on its controlled property may be charged with violations of the Student Code of Conduct. Organizations must seek help in any emergency. This policy applies only to those students or organizations seeking emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol-related medical emergency who are found by College employees (i.e., Campus Safety Officers, faculty, administrative staff, residence hall staff including RA's).

Safe Harbor

The College has a Safe Harbor rule for students. Fundamentally, the College believes that students who have a drug and/or addiction problem deserve help. If any student brings their own use, addiction, or dependency to the attention of a College official prior to a conduct referral or initiation of the conduct process and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct



processes will be initiated.

Parental Notification

The College reserves the right to notify parents/guardians of any student whose conduct is deemed to be in violation of alcohol or drug policies within this Code and is under the age of 21. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

Behavioral Expectations

Whittier College considers the behavior described in the following sub-sections as inappropriate for the Whittier community and in opposition to the core principles set forth in the Whittier College Student Code of Conduct. While the subsections address four of the five core principles, all the behavior described below is in opposition to the core principle of respect. These expectations and rules apply to all students. Whittier encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following examples of misconduct is subject to the sanctions outlined in the Code.

A. **INTEGRITY:** Whittier College Students exemplify honesty, honor, and respect for the truth in all their dealings. Behaviors demonstrating a lapse of integrity include, but are not limited to:

1. **Academic Dishonesty.** Acts of academic dishonesty as outlined in the Academic Policies and Procedures section of the College Catalog. This includes plagiarism, cheating, misrepresentation of experience, ability, or effort, unauthorized collaboration, dual submission without permission, falsification of records, sabotage, and complicity with the above;
2. **Falsification.** Knowingly furnishing or possessing false, falsified, fraudulent, or forged materials, documents, accounts, records, identification, or financial instruments, such as transcripts, diplomas, immunization records, doctors' notes, worthless checks, or money orders;
3. **Unauthorized Access.** Unauthorized access to any Whittier College building (i.e., keys, cards) or unauthorized possession, duplication, or use of means of access to any College building or failing to timely report a lost College identification card or key;
4. **Trust.** Violations of positions of trust or authority within the community;
5. **Election Tampering.** Tampering with the election of any Whittier College recognized student organization;
6. **Unauthorized Entry or Use.** Misuse or unauthorized use of the College or organizational names and images. Unauthorized entry or use of the College property including the possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or codes;
7. **Theft.** Intentional and unauthorized taking or maintaining possession of College property or the personal property of another without permission, including goods, services, and other valuables;
8. **Failure to Comply.** Failure to comply with directions of College officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.



B. INCLUSION: Whittier College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors. Behaviors demonstrating a lack of inclusion include, but are not limited to:

9. **Discrimination or Harassment.** Violations of the student code of conduct which are committed based on actual or perceived race, color, creed or religion, national/ethnic origin, marital status, age, military status, disability, sex/gender, gender identity/gender expression, or sexual orientation. See [Whittier College Title IX and Nondiscrimination Policy](#).
10. **Bystanding/Complicity.**
 - a. Complicity with or failure of any student to appropriately address known or obvious violations of the Student Code of Conduct, Whittier policies, or law;
 - b. Complicity with or failure of any organized group to appropriately address known or obvious violations of this Student Code of Conduct, Whittier policies, or law by its members.
11. **Abuse of the Conduct Process.** Abuse of, interference with, or failure to comply with College processes, including conduct and academic integrity processes:
 - a. Falsification, distortion, or misrepresentation of information in the context of the student conduct process;
 - b. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
 - c. Attempting or discouraging an individual's proper participation in, or use of, the campus conduct system.
 - d. Harassment, both verbal and physical, and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - e. Failure to comply with the sanction(s) imposed by the campus conduct system;
 - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system; or
 - g. Retaliation of any kind, whether against a complainant, survivor, witness, or any participant in the conduct process.
 - h. Filing charges of a Student Code of Conduct violation in bad faith.
12. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person;
13. **Threatening Behaviors.** Threat, verbal assault, abuse, or physical obstruction of any individual. Such behavior includes verbal or physical disruption or obstruction of teaching, research, or disciplinary proceedings of any individual, office or authorized College activity.
 - a. Threat. Written or verbal conduct, or gestures, that cause a reasonable expectation of injury or harm to the health or safety of any person or damage to any property that is not otherwise protected by freedom of speech.
 - b. Intimidation. Intimidation (implied threats) or coercion (pressuring another unreasonably until an act is not truly voluntary)
14. **Bullying and Cyberbullying.** Repeated and/or severe aggressive behaviors likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, which are not protected by freedom of expression;
15. **Hazing.** An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (whether



or not the group is officially recognized). Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy;

16. Lewd or obscene conduct.

- a. Public urination or defecation;
- b. Deliberately and publicly exposing one's intimate body parts;
- c. Sexual acts performed in public;
- d. Surreptitiously taking pictures or recording of another person in a gym, locker room, restroom, or any other area where a reasonable expectation of privacy exists;
- e. Streaking;
- f. Possession or distribution of any obscene materials, as defined by the standards of the College community.

17. Unauthorized Use of Electronic or Other Devices. Phones, cameras, or any recording devices used to make an audio, video, or photographic record of any person or thing while in the classroom or in any campus location where there is a reasonable expectation of privacy, including but not limited to locker rooms, changing rooms, and restrooms.

C. CONCERN FOR INDIVIDUAL: Whittier College students build and enhance their community. Behaviors demonstrating a lack of concern for others include, but are not limited to:

18. Disruptive Behavior. Disruption or obstruction of teaching, research, administration, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises. Examples of such behaviors include, but are not limited to:

- a. Unruly classroom behavior which substantially impacts or interferes with the learning environment;
- b. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions;
- c. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; or
- d. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
- e. Disorderly conduct that is lewd or indecent regardless of the intent; or
- f. Verbal assault or abuse to, interference with, or noncompliance to campus public safety officer(s) or other College officer(s) while they are acting in performance of their duties on College premises.

19. Rioting. Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or causes damage and/or destruction of property;

20. Trademark. Unauthorized use and misuse of College or organizational names and images;

21. Damage and Destruction. Intentional, reckless, and/or unauthorized damage, littering, vandalism, or destruction of College property or the personal property of another including, but not limited to:

- a. Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespass;



- b. Violating the Tobacco- Free policy;
 - c. Driving motor vehicles on lawn or grounds without permission;
 - d. Failure to clean up after a registered event;
 - e. Failure to maintain an organization's facilities and/or surrounding property; or
 - f. Vandalism, the causing of damage to the property of another or to the College.
22. **Fire Safety:** Violation of local, state, federal, or campus fire policies including, but not limited to:
- a. Intentionally or recklessly causing a fire which damages College or personal property, or which causes injury;
 - b. Failure to evacuate a College-controlled building or to not do so in a timely manner during a fire alarm;
 - c. Improper use of College fire safety equipment;
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property; or
 - e. Causing, making, or circulating a false report or warning of fire, explosion, or other crisis or emergency;
23. **IT (Information Technology) and Acceptable Use.** Violating the [Whittier College IT Acceptable Use Policy](#).
24. **Gambling.** Gambling is prohibited by the laws of the State of California. Gambling may include raffles, lotteries, sports pools, and online betting activities;
25. **Weapons.** Possession, use, threat by, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than three inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property. The term "weapon" includes any object or substance that is designed to, or used to, or reasonably can be used to, inflict physical harm, cause injury, or incapacitate;
26. **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the College;
27. **Animals.** Animals, except for service animals that provide assistance, are not permitted in campus buildings outside of Residence Life managed spaces. Please see pertinent Residence Life Policies for additional information.
28. **Wheeled and Recreational Devices.** Skateboards, sleds, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted on any campus grounds or inside College buildings. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities; individuals may be liable for damage to College property caused by these activities.
29. **Offenses defined in the [Whittier College Title IX and Nondiscrimination Policy](#)**
- D. SOCIAL RESPONSIBILITY:** Whittier College students are given and accept a high level of responsibility to self, to others, and to the community. Behaviors demonstrating a lack of social responsibility include, but are not limited to:
30. **Alcohol.** Usage, possession, or distribution of alcoholic beverages or paraphernalia by anyone under 21. Including the following:
- a. Selling, either directly or indirectly, any alcoholic beverage (including beer and wine), except



under the authority of a California Alcoholic Beverage Control Board license. This includes the sale of glasses, mixes, ice, or tickets for admission.

- b. Providing alcohol for anyone under the age of 21.
 - c. Serving alcohol to an intoxicated person and/or serving alcohol to someone to the point of intoxication or incapacitation.
 - d. Being drunk/intoxicated and disorderly in public view.
 - e. Consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on premises) such as academic facilities, recreation fields, and College housing common areas including lounges and hallways.
 - f. Driving a motor vehicle or a bicycle while under the influence of alcohol.
 - g. Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle, regardless of who is driving or whether one is intoxicated.
 - h. Violation of the College policy on student-sponsored social events.
31. **Social Host Responsibility:** Students and student organizations hosting non-registered gatherings, particularly with alcohol or other drugs, assume all social host liability, including unintended consequences, for the gathering.
32. **Drugs.** Use, possession, or distribution of illegal drugs and other controlled substances—including marijuana, or drug paraphernalia.
33. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
34. **Failure to Follow College Procedures.** Failure to follow procedures for College events held on or off-campus;
35. **Other Policies.** Violating other published Whittier College policies or rules;
36. **Health and Safety.** Creation of health and/or safety hazards, such as dangerous pranks, hanging out of or climbing from/on/in windows, balconies, and roofs;
37. **Violations of Law.** Evidence of violation of local, state, or federal laws, when substantiated through Whittier College's conduct process.



Whittier College Tobacco Free Policy

Whittier College is committed to providing a safe and healthy community in which to live, learn, work and play for the students, faculty, staff, and guests on campus. It hereby adopts the following tobacco-free policy.

Section 1. Purpose

The purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking and the use of marijuana/cannabis and tobacco products, including electronic cigarettes, on Whittier College campus; (2) to guarantee the right of nonsmokers to breathe smoke-free air, and (3) to encourage a healthy, productive environment in which to live, learn, work and play for all members of our campus community.

Section 2. Definitions

For the sake of clarity in this policy, the following definitions are provided:

- A. “Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- B. “Hookah” means a water pipe and any associated products and devices which can be used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
- C. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana/cannabis, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing prohibiting smoking in this policy.
- D. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Section 3. Smoking and Tobacco Use Prohibited on Whittier College Campus

The Whittier College campus is entirely tobacco and smoke-free. The Tobacco-Free Policy applies to all Whittier College facilities, property, and vehicles, owned, or leased, regardless of location. Smoking and the use of tobacco products will not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms,



restrooms, meeting rooms, community areas, performance venues and private residential space within Whittier College housing. Smoking and the use of tobacco products will also be prohibited outdoors on all Whittier College campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Section 4. Promotion and Sale of Tobacco Products Prohibited on Whittier College Campus

In further recognition of the incompatibility of Whittier College's educational mission and the promotion of tobacco products, no tobacco-related advertising or sponsorship will be permitted on Whittier College property, at Whittier College-sponsored events, or in publications produced by Whittier College, with the exception of advertising in a newspaper or magazine that is not produced by Whittier College and which is lawfully sold, bought, or distributed on Whittier College property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

No tobacco products or paraphernalia will be sold or distributed as samples on Whittier College grounds, either in vending machines, the Campus Center/Spot, or any area on campus.

Section 5. Dissemination of Policy; Signage

Copies of this policy will be made available to all faculty and staff and will be included with information given to all admitted students. Information about the policy and how to comply with it will also be posted on the Whittier College website. Announcements concerning the policy and any changes to it will be included in the campus newspaper and posted on the Whittier College website to ensure that everyone fully understands the policy. Signs prohibiting smoking and the use of tobacco products will be posted at points of entry to the Whittier College campus and at Whittier College building entrances. No ashtrays will be provided at any location on campus.

Section 6. Enforcement of Policy; Compliance and Penalties

Policy violations will be treated congruent with offenses to the Student Code of Conduct (students) and the Employee Manual (staff/faculty). Opportunities for smokers to learn about the policy and adapt their behavior may be granted in the form of courtesy cards, which may be distributed by any member of the community.

Violations may be reported using the [Tobacco Free Policy Reporting Form](#) or by writing/emailing a complaint to tobaccofree@whittier.edu.

Complaints should be filed within 10 days of observing a potential violation in order to be facilitated in a timely manner. Complaints will also be filed in reports by Campus Safety.



- A. **Students:** Regarding student conduct, violations will be addressed with a hierarchy of sanctions congruent with the Student Code of Conduct, as deemed appropriate by the Dean of Students Office, a Student Conduct Officer, Administrator, or designee. Sanctions may include reflective or restorative sanctions, educational programming, or others as noted in the Student Code of Conduct and Guide to Rights and Responsibilities ([\(c&e\)](#))
- B. **Faculty/Staff:** Human Resources will address violations through the progressive discipline model, which will include a formal verbal warning, educational programming, written reprimand, suspension without pay and any fines, restitution or other disciplinary action deemed appropriate for repeated violations, up to and including termination of employment. (<https://www.whittier.edu/humanresources>)
- C. **Visitors and Vendors:** Upon violation, a verbal request to cease the use of tobacco may be made by any member of the campus community, especially direct supervisors who oversee contracts. In cases where visitors or vendors fail to comply, Campus Safety will be called to make and document a request to cease use of tobacco products. Visitors that do not comply with Campus Safety will be issued a trespass admonishment and escorted off Whittier College Property.



Housing and Residence Life Policies

As a residential college committed to the tenets of our Quaker heritage and to the values of a liberal arts education, Whittier College places a strong emphasis on the development of a deep sense of community within our residential housing areas. Housing & Residential Life has established the following policies to promote and maintain an atmosphere conducive to community living, based in integrity, and grounded in a sense of shared accountability to oneself and one's peers.

The behavior described in the following sub-sections is considered inappropriate for the residential community. These expectations and rules apply to all students and their guests. Community members are encouraged to report to residence life staff all incidents that involve the following prohibited behaviors. Any student found to have committed or to have attempted to commit the following prohibited behaviors is subject to the educational consequences outlined in Sanctions and/or additional fines or fees (appeals for any fines/fees must be submitted in writing within 6 months for consideration).

Health and Safety Violations

1. **Active Sports.** Engaging in any sports activity in any college-owned housing. This includes, but is not limited to, the use of balls, frisbees, Nerf guns, water guns, and water balloons.
2. **Appliance Usage.** Possession or use of any unapproved appliance within a residence hall room, or common space. The list of unapproved appliances includes but is not limited to:
 - Toasters
 - Toaster Ovens
 - Electric Skillet
 - Halogen Lamps
 - Ovens
 - Tabletop grills
 - Hot plates
 - Unauthorized and/or improperly sized refrigerators (must not exceed 6 cubic feet),
 - Unauthorized air conditioning units
3. **Bed Elevation.** Use of cinder blocks or other unauthorized bed elevation tool, instrument, or object.
4. **Business Operation.** Operating a business, including an online business, or other similar enterprise from a residence hall room, common area, or lounge
5. **Cleanliness.** Failure to keep residences (individual bedrooms and common spaces) clean and orderly at all times. This includes, but is not limited to, lounges, restrooms, hallways, outdoor spaces, and laundry rooms. Cleaning fees/fines may apply for excessive messes.
6. **Locks and Keys.** Tampering with, disabling, or otherwise damaging lock mechanisms on residence hall room door, restroom facilities, common spaces, or other secure access points to the residential community. Not securing residence hall room doors or personal belongings. Unauthorized distribution of residence hall room key(s) to unauthorized/unregistered individuals.
7. **Open Flames.** Possession and/or use of candles, candles warmers, oil burners, incense, fireworks (including sparklers), or other open flame apparatus within college owned housing.



8. **Personal Items.** Storage of personal items or assigned residence hall room furniture in any common space, hallway, balcony, outdoor area, or stairway. This may include but is not limited to personal cookware left in communal kitchens, shoes or bicycles left in hallways, and toiletry items left in communal restrooms.
9. **Pet Possession.** Possessing animals within the residence halls is a violation; with the exception of registered non-ADA (Americans with Disabilities Act) pets (fish, geckos, hermit crabs, frogs and turtles housed in an aquarium that cannot exceed 15 gallons), Service Animals, and animals registered through the Office of Student Accessibility Services as emotional support animals (all ESA and registered pet approvals must be received and paperwork completed). Students cannot have more than 1 aquarium/approved animal combination unless approved by Student Accessibility Services.
Students must register Emotional Support Animals and can register ADA (American with Disabilities Act) Service Animals with the Office of Student Accessibility Services. Non-ADA pets must be registered via the [Whittier College Pet Request Form](#). Requests must be submitted at least 3 business days prior to the animal arriving on campus. Failure to adhere to the Pet Possession policy will result in a daily violation charge (until the pet is in compliance or removed from campus), a one-time \$125 fine, and a student conduct charge via the Student Code of Conduct Disciplinary process.
All non-ADA pets must be kept in the owner's residence hall room at all times. Non-ADA pets are not permitted in common spaces at any time. All non-ADA pets may not be left unattended for more than 16 consecutive hours. If an animal is disruptive to their living community, the owner may be required to relocate the animal within 2 business days. Disruption to the community is at the discretion of Housing & Residential Life professional staff or designee.
10. **Power Strips.** Using multiple-outlet connections unless they are a power strip with a built-in circuit breaker that is clearly marked, carries an Underwriter's Laboratory (U.L.) approval, has a maximum load of 15 amps and is plugged directly into a wall electrical outlet. Plug mounted surge protectors are allowed but must meet the same requirements as power strips. Extension cords must be heavy duty (no less than 12 gauge) extension cords. Students may not chain power strips/surge protectors.
12. **Solicitation.** Soliciting in any Residence Hall or College-owned housing. If a student or recognized student organization wishes to conduct any type of door-to-door activity, they must receive prior permission from the Dean of Students Office or Office of Student Engagement.

Guest Policy Violations

13. **Guests.** Failing to escort guests at all times while in College-owned housing. A specific host must be immediately present in public areas and residences. Only the assigned number of student/host plus two guests may occupy a space at one time. Additionally, residents must have prior permission from their room and suitemates to host a guest. Guests must always have a valid photo ID on their person and present it to college staff if requested. Guests may not stay more than 72 hours (3 nights) in any College-owned housing in a four-week period.
14. **Guest Responsibility.** Failure to inform guests, student, and non-student of college policies. Students assume responsibility for the conduct of their guests. "Your guest, your responsibility." Any fees/charges that accrue due to the guest's behavior will be applied to



the host.

15. **Guests under the age of 18.** Hosting a guest under the age of 18 without meeting the following exceptions:
 - a. Underage guests accompanied by their parent(s) or guardian(s) may visit from 11 a.m. to midnight. For emergency situations, the Director of Housing & Residential Life may allow extended visitation. Requests must be submitted in writing at least 4 business days prior to the guest's requested visit.
 - b. In some circumstances, underage guests may stay overnight if proper authorization is given. This must occur within the parameter of the guest policy. The Director of Housing & Residential Life must grant permission in advance of the visit.
 - c. Members of a resident's immediate family who are not 18 may visit from 11 a.m. to midnight. Residents wishing to have a sibling stay overnight should request permission from the Director of Housing & Residential Life in advance of the visit.
 - d. Residents wishing to have their children visit the residence halls outside of 11 a.m. to midnight should consult with the Director of Housing & Residential Life. Consistent overnight visits are not permitted.
 - e. Roommate permission must be obtained for all guest visitations.

Common Space Violations

16. **Pranks.** Pranks or other behaviors which obstruct the common spaces from use by other students.
17. **Removal of College Property.** Moving College property from its designated position without prior approval from Residence Life. This includes, but is not limited to, removing furniture from student rooms, lounges, lobbies, or any public space and detaching furniture that is attached to the wall.

Administrative Policy Violations

18. **Alterations.** Tampering with, unhinging or removing doors or any other permanent structure. Permanently altering a room, by painting or otherwise damaging walls, ceilings, or floors.
19. **Check In/Out.** Failure to return keys, check in, or check out of the residence halls properly. Residents will be notified of proper check in/out procedures prior to check in/out dates. Additional fees/fines may apply.
20. **Courtesy Hours.** Exceeding a courteous level of sound at any time, this includes playing a musical instrument in the residence halls.
21. **Entrance to Buildings.** Propping, forcing, or attempting to force an exterior building door open. Allowing another individual or group unauthorized access to a residence hall, common area, or individual room.
22. **Networking Hardware.** Addition of wireless internet routers, splicing into existing television or telephone cables or outlets, wrapping TV cable, or otherwise adding to or tampering with telephone/networking hardware.
23. **Posting.** Posting, disbursing, or otherwise distributing information within the residential community without prior written approval from Housing & Residential Life, Office of Student Engagement, and/or Dean of Students Office.



24. **Quiet Hours.** Failure to adhere to minimum mandatory quiet hours in and around the residence halls. Quiet hours are 10:00 pm to 6:00 am Sunday – Thursday and 12:00 am – 8:00 am Saturday and Sunday.
25. **Windows.** A screen may not be removed from its window casing. If the screen is missing from a window, students may not use the window for egress or to hang or display items. The plane of the window may not be broken.

Residence Hall Room Inspections and Entry

Health, safety/security, and student privacy within the residential community are top priorities at Whittier College. At times, common spaces and individual resident rooms may need to be accessed by College officials in the performance of their duties. This includes access for inventory, maintenance, health and safety checks, policy enforcement, and in emergencies. The College will have the right to access all rooms for these purposes. Except for reasonable cause or maintenance, as defined below, students will be given notice of entry into their residence a minimum of 24 hours in advance. For scheduled health and safety checks, this notice may be posted in the residence halls or emailed to students. College staff will not open any drawers, trunks, boxes or other closed private space during a health and safety check.

For reasonable cause, as determined by an appropriate member of the Dean of Students Office or other officials as designated by the Dean of Students, a formal search of a residence hall room may be conducted if appropriate personnel believe one or more of the following conditions exist:

1. there is a sick, injured, or incapacitated individual in the room
2. there is a serious threat to persons within the residence hall
3. there is reasonable suspicion of violation of College policy or illegal activity

A search of a student's residence hall room by Campus Safety or designated College official(s) may be conducted with the student's permission or with authorization by the Dean of Students or designee. When possible, searches of residence hall rooms and personal property will be conducted with the student.

The College cannot prevent or prohibit the search of a students' room or the College premises by law enforcement officers acting in the performance of their duty. In those cases, it is expected that the ordinary requirements for lawful search will be followed.

Residential Single Person Bathrooms

Single-person bathrooms are available as needed for all students. Students with a documented disability who require a single person bathroom should contact Student Accessibility Services (SAS@whittier.edu) for more information on the accommodations process. Students who require a single person bathroom for non-ADA purposes should email Housing & Residential Life (ResidentialLife@whittier.edu) or the Office of Equity and Inclusion (OEI@whittier.edu) for more information. Single person bathroom access will be determined based on approved accommodation assignments, federal regulations, and student needs.





Overview of the Conduct Process

This overview provides a general awareness of the way in which Whittier College's campus conduct proceedings work, but it is noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not the same in every situation, although consistency in similar situations is a priority. The campus conduct process, and all applicable timelines commence with notice to an administrator of a potential violation of Whittier College rules.

Reporting

Any member of the College community may report a concern or alleged violation(s) of the Student Code of Conduct. A report should be directed to the Student Conduct Administrator or designee. This can be done in person or via **Maxient**. Any concern should be submitted as soon as possible after the event takes place. While the College prefers to address misconduct in a timely fashion, the conduct process can be initiated regardless of the amount of time that has passed.

Upon receiving a report of alleged violation of the Student Code of Conduct, the Student Conduct Administrator or designee may initiate proceedings as outlined below.

All complaints against a student for sexual misconduct as described in the College's Title IX and Nondiscrimination Policy will be dealt with in accordance with the procedures set forth in that policy. The procedures in that policy will usually be followed when a student is charged with multiple violations, at least one of which would fall within that policy.

Conflict Resolution Options

The Director of Student Conduct has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing. The Director of Student Conduct may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for mediation or other appropriate conflict resolution.

Interim Action

Under the Code of Student Conduct, the Dean of Students or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. Interim actions can include separation from the institution or restrictions on participation in the community, typically for no more than ten (10) days, pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct. A student who receives an interim suspension may request a meeting with the Dean of Students or designee to demonstrate why an interim suspension is not merited or should be



modified. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to College housing and/or the College campus/facilities/events. As determined appropriate by the Dean of Students or designee, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students or designee and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent.

Conduct Resolution

STEP 1: Preliminary Inquiry and/or Educational Conference

The College often conducts a preliminary inquiry into the nature of the incident, complaint, or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation, when it is clear more information must be gathered (see detailed procedures below);
3. A formal complaint of a violation and/or an educational conference with the Respondent.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed, and records should so indicate.
- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below).
- A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made following an initial educational conference and the finding is that the Respondent is not responsible for violating the Code, the process will end. If the College’s finding is that the Respondent is in violation of policy, and the Respondent accepts this finding within three days, the College considers this an “uncontested allegation.” The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the Respondent may accept or reject. If accepted, the process ends.¹

If the Respondent accepts the findings, but rejects the sanction, the College will conduct a sanction-only hearing, conducted by an appointed administrator or hearing board which recommends a sanction to the Director of Student Conduct. The sanction is then reviewed and finalized by the Director of Student Conduct and is subject to appeal (see *Appeal Procedures* below) by any party to the misconduct. Once the appeal is decided, the process ends.

¹ In cases of minor misconduct, both steps in this paragraph can be accomplished in one meeting.



If the administrator conducting the educational conference determines that it is more likely than not that the Respondent is in violation, and the Respondent rejects that finding in whole or in part, then it is considered a contested allegation, and the process moves to Step 2.

STEP 2: Formal Hearing

In a contested allegation, additional investigation may then be commenced and/or a hearing may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a hearing will be held before a panel, or an administrator. A finding will be determined. If the finding is that the Respondent is not responsible, the process ends. If the Respondent is found responsible, sanctions will be determined. Applicable appeals options are described below.

1. Composition of the Hearing Panel

The Director of Student Conduct is responsible for assembling the Hearing Panel according to the following guidelines:

- a) The membership of the panel is selected from a pool of at least 6 students, 6 faculty, and 6 staff/administrative members appointed and trained annually by the Director of Student Conduct.²
- b) For each complaint, a panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member or administrator. Availability may determine a different composition for the Panel, and in complaints involving sensitive issues, the Director of Student Conduct may choose to use three administrative/staff members for the panel. One panel member will serve as the hearing chair.

2. Administrative Hearing Officers

Administrative Hearing Officers (AHO) are appointed by the Director of Student Conduct or designee and will be trained annually. The Director of Student Conduct has final authority to approve all hearing bodies and serves as the non-voting advisor to a hearing body with responsibility for training, conducting preliminary investigations, and ensuring a fair process. Decisions made and sanctions imposed by the panel or an AHO will be final and implemented pending the normal appeal process.

Formal Conduct Procedures

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the

² Students who serve in the panel pool must: 1. Be in good academic standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0. 2. Be in good standing with the conduct process throughout the time they serve. Good standing is defined as having no record of misconduct during a semester in which a student wishes to serve. A serious history of misconduct could disqualify a student from service. The Director of Student Conduct and Veterans Affairs will facilitate the student selection process.



organization's leaders or officers; or

- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

Investigation

Investigation is referenced in both steps 1 and 2 above, with investigation procedures described in this sub-section. The Director of Student Conduct or designee will appoint an investigator(s) for allegations under this Code. The Director of Student Conduct may serve as the preliminary investigator. The preliminary investigator(s) will conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns, and the nature of the complaint. Preliminary investigation usually takes between 1-7 days to complete.

If indicated by the preliminary investigation and authorized by the Director of Student Conduct, a comprehensive investigation will be conducted to determine if there is reasonable cause to believe that the Respondent violated College policy, and to determine what specific policy violations should serve as the basis for the complaint;

- a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
- b) A comprehensive investigation usually takes between one day and two weeks.

The comprehensive investigation will be thorough, reliable, and impartial. The investigator(s) will develop a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the Respondent, who may be given notice of the interview prior to or at the time of the interview.

Findings

The following options (1-3) describe how to proceed depending on whether the Respondent is found responsible and whether the Respondent accepts or rejects the findings and/or the sanctions.

1. The Respondent is Found "Not Responsible"

Where the Respondent is found not responsible for the alleged violation(s), the investigation will be closed.

2. The Respondent Accepts a Finding of "Responsible" of all potential violations

- a) The Respondent Accepts a Finding of "Responsible" and Accepts the Recommended Sanctions.

Should the Respondent accept the finding that they violated College policy, the Director of Student Conduct or designee will assign sanctions. If the Respondent accepts these sanctions, the sanctions are implemented, and the process ends. This outcome is not subject to appeal.

- b) The Respondent Accepts a Finding of "Responsible" and Rejects the Sanctions Recommended.

If the Respondent accepts the "responsible" findings, but rejects the recommended



- sanctions, there will be an administrative hearing on the sanction, only.
3. Respondent Rejects the Findings wholly or in part
Where the Respondent rejects the finding that they violated College policy, a formal hearing will be convened within seven days, barring exigent circumstances.

At the hearing, the investigator(s) will present their report to the panel or administrator. The panel or administrator will hear from the parties, and any necessary witnesses. The investigation report will be considered by the panel or administrator, which renders an independent and objective finding.

If the panel or administrator finds the Respondent not responsible for all violations, the Director of Student Conduct will timely inform the parties of this determination and the rationale for the decision in writing. Appeal procedures are outlined below. If the panel or administrator finds a violation, it will confer a sanction, and the Director of Student Conduct will timely notify the parties in writing. An appeal of sanction(s) may be filed by any party to the complaint as detailed below.

Notice of Hearing

Once a determination is made that reasonable cause exists for the Director of Student Conduct or designee to refer a complaint for a hearing, notice will be given to the Respondent. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct or designee; mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed, and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

1. Include the alleged violation and notification of where to locate the Code of Student Conduct and College procedures for resolution of the complaint; and
2. Direct the Respondent to contact the Director of Student Conduct or designee within a specified time period to respond to the complaint. This time period will generally be no less than two days from the date of delivery of the notice of hearing.

A meeting with the Director of Student Conduct or designee may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the Respondent may indicate, either verbally or in writing, to the Director of Student Conduct or designee, whether they admit to or deny the allegations of the complaint.

Hearing Options & Preparation

The following sub-sections describe the College's conduct hearing processes. No student may be found to have violated the Code of Student Conduct solely due to their failure to appear for or cooperate with a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Student Conduct, AHO, or panel presiding over the hearing.

Where the Respondent admits to violating the Code of Student Conduct, the Director of Student Conduct or designee may invoke administrative hearing procedures to determine and administer



appropriate sanctions without a formal hearing. This process is also known as an administrative conference. In an administrative conference, complaints will be heard, and determinations will be made by the Director of Student Conduct or designee.

Where the Respondent denies violating the Code of Student Conduct, a formal hearing will be conducted. While the decision of whether this formal hearing will be an administrative or panel hearing falls to the discretion of the Director of Student Conduct or designee, they may consider a request by one or more of the parties to the complaint for hearing type. Students who deny a violation for which a formal hearing will be held will be given a minimum of five (5) days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct or designee; mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed, and/or received in-person, such notice will be presumptively delivered.
2. At least three (3) days before any scheduled formal hearing, the following will occur:
 - a) The Respondent will deliver to the Director of Student Conduct or designee a written list of all witnesses they request the College to call at the hearing;
 - b) The Respondent will deliver to the Director of Student Conduct or designee all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Director of Student Conduct can arrange for its presence;
 - c) The Complainant will deliver to the Director of Student Conduct or designee a written list of all witnesses for the College to call at the hearing;
3. The Director of Student Conduct or designee will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing. In addition, the parties will be given a list of the names of the AHO or the panelists in advance. Should any party object to any AHO/panelist, that party must raise all objections, in writing, to the Director of Student Conduct promptly. Hearing officers will only be unseated if the Director of Student Conduct concludes that their bias precludes an impartial hearing of the complaint. Additionally, any AHO or panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

Formal Hearing Procedures

The Director of Student Conduct or designee will appoint the AHO, or panelists for the hearing. They will designate one panelist as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Student Conduct no less than three (3) days prior to the scheduled hearing to arrange for another date, time, and location. Except in cases of grave or unforeseen circumstances, if the Respondent fails to give the requisite minimum three (3) day notice, or if the Respondent fails to appear, the hearing will proceed as scheduled.



The Director of Student Conduct or designee, the AHO, and/or the Hearing Chair and Panel will conduct panel hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the AHO or panel chair and the Director of Student Conduct or designee.
3. In hearings involving more than one Respondent, the standard procedure will be to hear the complaints jointly; however, the Director of Student Conduct or designee may permit the hearing pertinent to each Respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each Respondent.
4. The parties have the right to an advisor of their own choosing, including attorneys. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.
5. The Respondent, the AHO or the panel, and the Director of Student Conduct or designee will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the Director of Student Conduct or designee's discretion.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the AHO or the panel and the Director of Student Conduct. Formal rules of evidence are not observed. Character witnesses or written sworn statements of character will not be accepted or considered.
7. All procedural questions are subject to the final decision of the Director of Student Conduct or designee.
8. After a formal hearing, the AHO or panel will deliberate and determine (by majority vote if panel), whether it is more likely than not that the Respondent has violated the Code of Student Conduct. The Director of Student Conduct or designee will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the AHO or panel will determine an appropriate sanction(s). The Director of Student Conduct or designee is responsible for informing the AHO or panel of applicable precedent and any previous conduct violations or other relevant pattern information about the Respondent. The AHO or panel Chairperson will prepare a written deliberation report and deliver it to the Director of Student Conduct, detailing the finding, how each member voted (if a panel hearing), the information cited in support of its finding, and any information excluded from consideration and why. This report should conclude with any sanctions. This report should not exceed two pages in length and must be submitted to the Director of Student Conduct within two (2) days of the end of deliberations.
9. The Director of Student Conduct will inform the Respondent of the final determination within five (5) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct or designee; mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed, and/or received in-person, such notice will be presumptively delivered.
10. There will be a single verbatim record, such as an audio recording, for all formal hearings. Deliberations will not be recorded. The record will be the property of the College and



maintained according to the College's record retention policy.

Sanctions

The student conduct process at Whittier College is grounded in reflective growth and restorative practices. The purpose of sanctioning is to provide educational opportunities that will result in positive behavior change for the betterment of self and community.

As a result of a finding of violation of College policy, a formal sanction will be issued. The options for formal sanctions are below:

1. **Warning.** A notice in writing to the student that the student or student organization is violating or has violated the Code of Conduct. This sanction is typically for low-level violations, and a student/student organization generally receives only one warning at the College.
2. **College Housing Probation.** Official notice that, should further violations of Residence Life or College policies occur during a specified probationary period, the student may immediately be removed from College housing. Regular probationary meetings may also be imposed.
3. **Probation.** Official notice that, should further violations of College policies occur during a specified probationary period, the student may immediately be removed from the College. Regular probationary meetings may also be imposed.
4. **College Suspension.** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students suspended from the College are not eligible for a refund on tuition and/or other fees. This may also be an interim measure taken before there is any finding of responsibility. (see Interim Suspension below). Student organizations sanctioned with suspension will be restricted in their activities for a time period determined by the hearing officer and the Office of Student Engagement office.
5. **College Expulsion.** Permanent separation of the student from the College. Students expelled from the College are not eligible for a refund on tuition and/or other fees. Student organizations sanctioned with expulsion (permanent derecognition) will be immediately suspended from participation in all organizational activities in a manner determined by the hearing officer in conjunction with the Office of Student Engagement. Expelled students will also commonly be barred from College property and events, on and off-campus.
6. **Restitution.** Compensation for damage caused to the College or any person's property. This could also include situations such as failure to return a reserved space to proper condition, labor costs, and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, diminished, damaged, consumed, or stolen.
7. **Service Requirements.** For a student or organization to complete a specific supervised College service.
8. **Loss of Privileges.** The student will be denied specified privileges for a designated period of time.
9. **Confiscation of Prohibited Property.** Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Director of Student Conduct or designee.
10. **Behavioral Requirement.** This includes required activities including academic counseling or substance abuse screening, etc.



11. **Educational Program.** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
12. **Restriction of Visitation Privileges.** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
13. **College Housing Reassignment.** Reassignment to another College housing facility. Residential Life personnel will decide on the reassignment details.
14. **College Housing Suspension.** Removal from College housing for a specified period after which the student is eligible to return. Conditions for re-admission to College housing may be specified. Under this sanction, a student is required to vacate College housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Housing and Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for College housing, the student must gain permission from the Director of Housing and Residence Life or designee. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.
15. **Other Sanctions.** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

1. One or more of the sanctions listed above and/or
2. Deactivation, de-recognition, loss of all privileges (including status as a College registered organization), for a specified period of time.

Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Conduct or AHO. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension from the College. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Conduct.

Appeals

Decisions reached following a Student Conduct Meeting or Formal Hearing are subject to a written request by the Respondent for an appeal to the Dean of Students or designee (“appeals officer”) within five (5) days of receiving the written decision. As this written request may be the only direct contact with the appeals officer, the request should include a detailed explanation of the bases for appeal and all supporting documents and should be signed by the student. The appeals officer will hear all appeals relating to Student Code of Conduct violations handled under the procedures above. All sanctions imposed by the original hearing body remain in effect during the appeal process.



The sole bases for an appeal are:

1. A procedural error, omission or irregularity that undermined the Complainant's or Respondent's ability to present their allegations or defense, including the demonstrated bias of involved hearing officers or Student Conduct Review Board members.
2. New information sufficient to alter the decision or sanction, unknown or unavailable during the time of the original investigation and adjudication. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially disproportionate to the severity of the violation or cumulative conduct record of the Respondent.

The appellate officer will determine if the appeal is timely or substantively eligible. If the appeal is timely and substantively eligible, the appellate officer may:

1. Affirm the findings and/or sanctions of the original hearing body, wholly or in part.
2. Reject the findings and/or sanctions of the original hearing body, wholly or in part.
3. Refer the appeal to the original hearing body with clear instructions for reconsideration only in light of the granted appeal grounds. If the original hearing body is unavailable, or may be unduly biased, a new equivalent hearing body may be used for the appeal.

Decisions of the appeals officer will be sent to the parties within five (5) days of submission.

Conduct Records

Conduct sanctions will not be made part of the Respondent's permanent academic record but will become part of the student's conduct record. Conduct records are considered to be the education records of the Respondent.

Interpretation and Revision

Any question of interpretation or application of the Student Code of Conduct will be referred to the Dean of Students for final determination.



Hazing Statement

The Whittier community is rooted in the principles of respect, inclusion, integrity, concern for the individual, and social responsibility. As such, Whittier College condemns hazing in all forms. Hazing is antithetical to our mission and values as a community and has no place at Whittier.

Apathy or acquiescence in the presence of hazing are not neutral acts and constitute hazing as prohibited by this policy. Students and other members of the College community must report incidents of hazing that they witness or for which they were present. Incidents of hazing will be reported to an appropriate law enforcement official and the Office of the Dean of Students. Failure to report incidents of hazing is a violation of this policy. Any retaliation against any person who reports, is a witness to, is involved with, or cooperates with the adjudication of hazing is strictly prohibited.

Is this Hazing?

(www.hazingprevention.org)

If you are not sure whether something happening to you or to someone else is hazing, ask yourself these questions:

1. Would I feel comfortable participating in this activity if my parents were watching?
2. Would we get in trouble if a school/college administrator walked by and saw us?
3. Am I being asked to keep these activities a secret?
4. Am I doing anything illegal?
5. Does participation in this activity violate my values or those of this organization?
6. Is this causing emotional or physical distress or stress to myself or to others?

Reporting Hazing

Students, faculty, staff, and others who either witness or are a party to hazing activity are strongly encouraged to complete a [Hazing Reporting Form](#) which can also be submitted anonymously. Note that according to our policy, students who witness potential hazing behaviors and fail to report them are also in violation of the hazing policy.

Impact of Hazing

(www.hazingprevention.org)

Impact on the person/people being hazed: The media is full of stories reporting one of the worst possible consequences of hazing: death. While death is the worst possible outcome, there are far more examples of less severe but still life-altering consequences. One study has shown that 71% of those who are hazed suffer from negative consequences. These consequences may include but are not limited to:

1. Physical, emotional, and/or mental instability
2. Sleep deprivation
3. Loss of sense of control and empowerment
4. Decline in grades and coursework
5. Relationships with friends, significant others, and family suffer
6. Post-traumatic stress syndrome
7. Loss of respect for and interest in being part of the organization
8. Erosion of trust within the group members
9. Illness or hospitalization with additional effects on family and friends



Impact on those who haze others

Those who are leading or participating in the hazing may unintentionally trigger the memory of a traumatic event in the victim's past that could result in devastating consequences. Those who are accused of engaging in the hazing behaviors may face suspension or expulsion, and legal action which may include misdemeanor or felony charges and/or jail time. In addition to being accountable to the organization, the College, the state criminal process, and civil litigation, those that haze may experience the following:

1. Decline in grades and coursework
2. Relationships with friends, significant others, and family suffer
3. Loss of connection to alums through the organization
4. Media scrutiny
5. Damage to one's personal reputation
6. Warped sense of leadership
7. Feelings of shame and guilt

Impact on the organization/team

When a team, club or chapter participates in hazing, not only are individuals affected, but the organization also suffers. Individuals and their organization may be accountable to the national offices and institutional and local governing boards. Depending on the organization, the consequences can be quite significant. A society might be suspended from campus for a number of years, whereas a sports team could forfeit their season, or a club could be disbanded. In addition, the following outcomes may result when members of an organization participate in hazing:

1. Loss of reputation within the campus community, local area and nationally
2. Loss of recognition for the organization, team or club and/or other privileges revoked
3. Civil damages may be levied against the organization
4. Organization's officers may be held responsible
5. A gradual erosion of the true meaning and values of the organization

College and State Hazing Policies

Whittier College Student Code of Conduct Policy on Hazing

An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (whether or not the group is officially recognized). Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy.

California State Hazing Law

California Penal Code Section 240-248 (Excerpt) 245.6.

- a) It will be unlawful to engage in hazing, as defined in this section.
- b) "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or



other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events.

- c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and will be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
- e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- f) Prosecution under this section will not prohibit prosecution under any other provision of law.

The sanction of **SUSPENSION** or **EXPULSION** will be strongly considered for individuals or groups found responsible for hazing.

Hazing Investigations

Hazing investigations will be completed through the Office of Student Conduct and will follow the process outlined in the Code of Conduct.

Note that this policy does not include specific sanction requirements or regulations imposed by other entities including departmental regulations, NCAA compliance standards, etc. Groups may be subject to additional investigation and sanctioning by these groups as deemed appropriate.

Last Revised: July 2024



Unrecognized Clubs/Organizations Policy

It is the policy of Whittier College that all student organizations be approved and certified by OSE. Only officially recognized organizations are granted privileges on campus including access to college facilities and services.

Participating as a member of a club or organization that has been denied official recognition by the college, suspended by the college, or that has never sought recognition from the college is a violation of college policy. Whittier College does not provide any form of support, oversight, or advisement to members of unrecognized clubs and organizations. Affiliation with such groups is a violation of college policy and will subject students to conduct proceedings.

Contractual Agreements

No student, student organization, or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason. All contractual agreements are to be reviewed and signed only by the Director of OSE staff. ***The contract is not considered valid until it is read, approved, and signed by the OSE.***

In speaking to agents/managers, entertainers, and other negotiators, never make a verbal contract. A verbal agreement can be binding; **DO NOT** agree to anything more than “consideration” of the offer. A written agreement is necessary to assure the full rights of the student organization and the College.

Because student organizations are a part of the College, the actual contract is binding between the College and the provider of the service, and not with the student club & organization. For example, if the Surf Club wants to bring a band on campus for a concert, since the Surf Club is recognized by the College, and receives funding from the College, technically, it is a branch of the College. Therefore, the performance agreement is between the College and the band, even though the students in the Surf Club are responsible for planning the event. This is why it is important to involve faculty/staff advisors in every stage of the planning and negotiating process. For more information, please see the OSE Staff.

Club and Organization Leader Responsibilities

- Responsibility of Officers: All recognized organization officers listed on your board roster will be responsible for the group's operations and actions.
- Internal Policies and Procedures: Registered organizations may develop and implement appropriate policies and procedures governing operations, activities, and the conduct of members. The officers therein will inform members of such policies and procedures, including the potential consequences if violated. Internal Policies and Procedures refer to those listed in the organization Constitution. Internal policies and procedures cannot supersede College policies and procedures. All constitution changes must be communicated with OSE. At the discretion of OSE, the department can decide to edit or change constitution phrases that misalign with federal, local and campus regulations and/or are deemed harmful.
- The enforcement of policies and procedures will be exercised by the respective officers of the registered organization in accordance with the organization's constitution.
- External Policies and Procedures: Registered Organizations are accountable to their organizations' members and to the institution. This responsibility includes remaining aware



of, and up to date on, all policies and procedures pertaining to their Charter. Charter governance does not supersede internal regulations of WC.

Student Organization Recognition

1. Any student organization wishing to be recognized by the College must first go through the recognition process determined by the OSE.
2. Each student organization granted recognition receives:
 - a) membership in the respective governing body (Inter-Club Council, Inter-Society Council, Media Council, Social Justice Coalition, or Diversity Council) based on its mission and purpose
 - b) a Poet email account
 - c) a College budget account
 - d) the ability to use the name and image of Whittier College. See publicity policy and College style guide.
 - e) access to a faculty or staff member who serves in the role of student organization advisor
 - f) the ability to promote and publicize on campus
 - g) access to the use of Whittier College facilities for meetings and/or events through the Event Management System or EMS
 - h) access to funding from the student activities fees managed by the Associated Students of Whittier College
 - i) opportunity to participate in College events such as but not limited to the student activities fair and admitted students' reception

Disciplinary Procedures for Student Organizations

If a recognized student organization fails to comply with federal, state, city regulations, laws or College policy, the group may be subject to criminal or civil action. In addition, the organization and/or individual members representing the organization may be subject to the College's conduct process as well. Remember, when an individual is acting as a representative of the organization, their actions reflect upon the reputation of the entire organization and of Whittier College.

Procedures

1. Student Organizations with potential conduct violations will follow the procedures outlined in Student Conduct Process.
2. The charge letter that states the alleged offenses with specific reference to the policies allegedly violated and the date and time of the hearing will be sent to the student organization Poet email and the head of the organization at the time.
3. Should a formal hearing for a student organization be necessary, the hearing body may include the following individuals/parties:
 - Director of the Office of Student Engagement
 - Associate/Assistant Director of the Office of Student Engagement
 - Associate Dean of Students or designee
 - Faculty/Staff Advisor for the student organization in question

The hearing bodies are determined by the Director of Student Conduct.

Potential Sanctions



Sanctions are listed in the Student Conduct Process.

Chalking Guidelines

If an organization wants to use chalk to publicize an event it must be cleared by the OSE Office in advance.

- Chalk must be designated as appropriate for use on sidewalks
- Chalking is limited to paths within the interior of the campus
- Chalking is prohibited on the red bricks, public streets (Earlham, Painter, or Philadelphia), and around Mendenhall
- Chalking should be removed after 3 days
- Students are responsible for washing the chalk off after their event with water and biodegradable soap (so it does not kill the landscaping).



Student Organization Programming Policies

Whittier College Students Right to Associate

1. Whittier College students have the right to congregate and associate on campus as members of this community.
2. As Whittier College is a private institution, the campus is private property, and these rights do not extend to the general public. However, the College retains the right to determine the time, place, and manner in which students choose to gather to ensure activities do not disrupt campus life and that they are safe.
3. Approval for meetings, demonstrations, events, and activities should be sought through the Office of Student Engagement (OSE) through [Engage](#).

Student Organization Registration

Events

The following policies apply to all student-sponsored social events regardless of location hosted by student organizations. The College may modify any restriction in this policy and/or impose additional restrictions on any event. Failure to adhere to policies or restrictions could result in conduct action for individuals and/or the organization responsible for the event.

Event Registration

Student organizations should use the [Engage](#) platform to register events and meetings. For additional assistance, please e-mail ose@whittier.edu.

1. The Office of Student Engagement must coordinate scheduling and approve all student-sponsored social events.
2. Student organizations must submit an event request within the [Event Management System](#) (EMS). Contact the OSE to receive a log in ID and password.
 - a) EMS reservations are determined first come, first serve.
 - b) EMS is open for reservations at least a month prior to the following semester.
 - c) Once the event is reviewed based on location, time, day/date, and the risk management profile, the OSE staff will determine if additional planning meetings need to occur or if the event is approved.

Event Days and Hours

1. All events are subject to College and municipal noise policies. An event can be cancelled at any time because of noise.
2. Events may not be held during established breaks or final examination periods, Orientation, Homecoming/Whittier Weekend, Family Weekend, or Commencement. Additional dates may be identified at the discretion of the Dean of Students or designee. Appeals can be made to the Dean of Students and/or OSE.
3. Large-scale events requiring professional staff attendance must have those required staff members present for the entire event.
4. Large-scale events must end by 1:00 am.



Outdoor Campus Events

1. All outdoor events must not disturb classes in nearby academic buildings, neighbors of the College, and other regular business.
2. Based on constraints in sound and security, all outdoor events with amplified sound and/or more than 100 people must end no later than 10:00 p.m. on weeknights (Sunday through Thursday), and 12:00 a.m. on weekend nights (Friday and Saturday). Host organizations may be asked to work with Campus Safety in notifying neighbors prior to the outdoor event.

Event Locations

1. The event must be contained within the space for which the event was approved.
2. The event area used must be enclosed and have controllable points of entry and exit.
3. If an event is proposed to take place off-campus the following may be required based on the risk management profile:
 - a) An initial site visit with a Whittier College professional staff.
 - b) All attendees/participants need to complete a Student Activity Release Waiver
 - c) Any off-campus venue must have the following to be approved:
 - i. be closed to outside guests at least 2 hours prior to the event start until the conclusion of the event.
 - ii. provide security officers to assist the Whittier College staff working the event (the number of officers needed will be determined by OSE based on the event, number of attendees, and venue).
 - iii. add Whittier College as an additional insured for at least \$2 million
 - iv. do a security check of all outside vendors working at the event [i.e., DJ and guest(s), photographer(s)].
 - v. report any potential problems, disturbances, and/or questionable behavior from event attendees to the Whittier College professional staff working the event for follow-up.
3. Certain venues may be determined unsuitable for hosting a Whittier College sponsored event. No personal homes, including alumni houses, may be used to host Whittier College events for clubs/organizations.
4. Certain events may require City of Whittier Permits. The OSE Staff can assist in obtaining these permits prior to the event.
5. Consult the [Tobacco Free Policy](#) as Smoking is not permitted.

Event Attendance

1. Attendees are considered any member of the hosting organization, guests, and/or Whittier College students.
 - Organization events using Senate funds have different policies from the ASWC Funding code; consult both for all the parameters on attendance.
2. The number of attendees will be determined by OSE and Campus Safety, based on facility occupancy ratings, venue, and type of event.
3. If an event is on-campus with an anticipated attendance of over 300 people, then food may be required after the event at the expense of the host organization. Note: This food is being served to lessen the potential impact on the surrounding community as attendees will hopefully disburse in smaller groups and be quieter as they return home.



4. Procedures must be in place to ensure the attendance does not exceed the approved maximum attendance.
5. Attendees must have a valid student ID or government-issued photo ID during the event if they are a non-Whittier student.
6. Whittier College has the right to refuse entry to any attendee to a College-sponsored event, including but not limited to, if the attendee is deemed intoxicated or under the influence.
7. Whittier College personnel can ask a disruptive attendee to leave an event and/or campus.
8. Based on the risk management profile the following policies may be applied to the attendees of the event:
 - a) Attendees must go through security checks by Campus Safety or designated security company prior to entry
 - b) No outside food or drink allowed in the event
 - c) No re-entry
 - d) If the event is off campus all attendees must take a bus to the event from a designated parking lot on-campus.
 - e) Only the pre-approved non-Whittier College guests will be allowed in the event.

Event Guests

1. Guests are any invited individuals or groups who are not current Whittier College students, faculty, or staff members (i.e., Whittier College alumni, Whittier Community partners, etc.)
2. One guest per Whittier College student can attend the event. Guests with campus restrictions or bans are not permitted at any campus events; for assistance, please consult OSE or the conduct office.
 - For events utilizing ASWC funding, no guests are permitted. Refer to the ASWC funding policies for additional guidelines on events.
3. The Whittier student is responsible and will be held accountable through the conduct process for their guest's actions during their visit.
4. Guests (including alumni) may not participate in athletic or high-risk events on or off campus sponsored by a Whittier student group.
5. Whittier College has the right to refuse entry to all non-Whittier College individuals to a College-sponsored event if they are deemed intoxicated, restricted, or under the influence.
6. Whittier College personnel can ask a disruptive guest to leave an event and/or campus.
7. Student groups may invite other affiliated groups from other campuses for certain events if a signed contract is on file and the facility manager and OSE are given a guest list.
8. Additional insurance is required for events open to guests. This insurance must be procured at least 3 weeks prior to the event and the cost will be charged to the organization's budget account.
9. Guests may be charged an entrance fee at the sponsoring organization's discretion or the OSE as an event management tool. OSE must approve all entrance fees. No fees may be used or intermingled with funds used to purchase alcohol or other drugs.
10. Host organizations are responsible for the safety and security of all their guests (Whittier College and Non-Whittier College) for the duration of the event and should not leave guests unattended. The host is responsible for educating guests on campus policies and ensuring their enforcement.
11. If the host organization fails to adhere to the policies and/or procedures, the conduct process



will be initiated for individuals and/or the host organization.

Event Staffing

1. Host Organization Event Coordinators are considered members of the student organization responsible for hosting the event.
2. Host Organization Members working at an Event are considered members who have been designated by the Event Coordinators to represent the student organization and abide by all policies and procedures set forth for that event.
3. Host Organization Members Working an Event Must:
 - a. Be present during the entire event
 - b. Assume responsibility for noise complaints
 - c. Ensure that the Whittier College student's IDs and/or guest's government issued photo ID or attendees are checked.
 - d. Verify the host and guest are on the approved guest list
 - e. Monitor entrances and exits to ensure that uninvited attendees do not enter, and/or that alcohol does not enter the event location/site
 - f. Inform Whittier College personnel of excessive drinking, disorderly behavior, or over-intoxication
 - g. Not consume or be under the influence of alcohol, drugs, or substances before or during the event. Whittier College personnel reserve the right to verify sobriety of a Host Organization member working the event prior to or during the event.
 - h. Based on the event, a Whittier staff member (i.e., OSE or Residential Life staff member) may be required to be present during the event. If the event requires more than 2 professional staff, then the host organization is responsible for paying \$25 per hour per staff member. Note: at least an hour before and after an event may be deemed necessary for staff members to work. Additional time may be charged depending on situations needing to be addressed as a result of the event.

Event Security

1. The Department of Campus Safety, at its discretion, may require security officers at any event including, but not limited to events with a large number of people, live bands, amplified music, a history of disturbance, multiple organizations sponsoring it, or when off-campus guests are in attendance.
2. The Department of Campus Safety will determine the required number of security officers for events held on-campus.
3. The Director of the OSE in consultation with Campus Safety will make decisions about the number of officers assigned to monitor an event based on the anticipated attendance, past history with the event, and the anticipated risk/liability associated with the plans for the event.

For certain off-campus events, Campus Safety officers may be required during bus loading.

1. The host organization is responsible for paying for officers at the event a rate of \$25 per hour per officer. Note: at least an hour before and after an event may be deemed necessary for officers to work. Additional time may be charged depending on situations needing to be addressed as a result of the event.
2. The OSE will make requests for Campus Safety coverage.



Vendors at Events

1. As a service to the student body, the Office of Student Engagement (OSE) will accept proposals from vendors (i.e., businesses, financial institutions, non-profit groups, or other organizations not affiliated with Whittier College) who wish to solicit business on the Whittier College campus.
2. All solicitation and business must be conducted from the designated location approved by the OSE. Vendors may not set up additional displays, tables, or machinery (including those that dispense food or provide entertainment) without the prior approval of the OSE. Vendors are prohibited from entering the residence halls for solicitation purposes without the approval of the Director of the OSE. See also the Solicitation Policy.
3. Vendors may be on campus only during the specified hours for which they are invited.
4. If granted approval by the OSE, vendors must provide to the OSE, one week in advance of the vendor activity, a \$2,000,000.00 liability policy which specifically lists Whittier College as additional insured.
5. Whittier College and the OSE reserve the right to limit the number and type of vendor(s) allowed on campus.
6. Vendors who do not adhere to these guidelines will not be given the privilege of returning to the College, and solicitation rights may be terminated at any time. In addition, those vendors and organizations which exhibit threatening, unruly, aggressive, or unseemly behavior will not be allowed to return to Whittier College for any purpose.

Food and Alcohol at Events

Food

1. In order for a catering quote or order to be generated an EMS confirmation number must be generated. If desiring to order catering from Bon Appetit, [the linked form will be required to submit when booking catering.](#)
2. All catering forms must be signed by the OSE to make the agreement final (as all catering forms are considered contractual agreements).
3. Student organizations that do not coordinate food orders through Bon Appetit at least a month in advance will not be considered for special requests. Special requests include authenticity tastings.

Alcohol at Events

1. In accordance with California law, alcohol is not permitted at student events for anyone under 21. Any person under the age of 21 years who has any alcoholic beverage in their possession on any street or highway or in any public place open to the public is guilty of a misdemeanor (Business and Professional Code, Section 25658 & 25662).
2. It is a crime to be intoxicated in a public place (California Penal Code 647(f)).
3. Shots, drinking games, or other activities that encourage inappropriate drinking behaviors are prohibited.
4. Devices designed for rapid consumption (i.e., beer bong or funnels) are prohibited.
5. College officials can confiscate alcohol due to (1) underage possession, (2) consumption of alcohol in the presence of an underage person.
6. Alcohol permits: The only permissible vendor for on campus events that only host students the age of 21 or older is in Villalobos and Club 88 is Bon Appetit and they can only serve beer or wine.



7. Off-campus events with alcohol must be approved by OSE and held at a pre-approved and licensed vendor. The vendor must adhere to the regulations for off campus events. Busing to and from the event will be required.
8. Organizations and individuals are expected to take affirmative steps to address issues of liability and safety by arranging a planning meeting with OSE to get event approval. Substance-free events and utilizing our third-party vendor (Bon Appetit) help limit an organizations and individual's exposure to risk. More detailed guidelines for party planning are available in the OSE.
9. For student organizations that get approval from OSE to host an event that serves alcohol to those of legal drinking age in CA, wristbands will be required to identify those at the age of 21 or older.
10. The College and/or host organizations reserve the right to deny entry to any event by individuals deemed intoxicated or under the influence. Individuals may be asked to leave an event if they are overly intoxicated or disorderly.
11. If an individual is under 21 and consumes alcohol or participates in the event, the individual will be referred to the student conduct process.

Music, Film, and Novelty Equipment at Events

Music

1. All amplified music is restricted to the clean radio-version only. Permission to play non-radio versions can be granted by the OSE Director, however, this permission will not be granted for outdoor events.
2. Amplified music can only be played when classes are not in session and require approval by the Director of OSE after 10:00 p.m. (in accordance with the City ordinance).
3. DJ Service can be requested by KPoetRadio.

Films/Movies at Events

1. A public viewing license must be purchased for all films and videos screened on campus other than personal viewing of films and videos.
2. Videos rented, streamed, or from a personal collection are "for private or home use only," meaning that they cannot be shown for entertainment in a venue open to the College community.
3. For more information on how to rent a film, video, or DVD with a public viewing license, please contact the OSE.

Rental / Novelty Equipment at Events

1. Rental / Novelty equipment includes but is not limited to dunking booths, inflatable fun houses, slip and slides, portable sport courts or equipment, or other entertainment items.
2. See Vendors at Events Policy
3. The Director of OSE, Dean of Students, and Vice President of Human Resources will give the final approval before the rental may be arranged as they are required to sign all contracts for such rentals.
4. The host group is responsible for any damage to property that may be caused by the installation or use of such equipment.
5. Participants must complete a Student Activity Release Waiver before participating in such an activity.

Promotion, Funding, and Termination



Event Promotion

1. The following phrase may be required on event advertisements: “Whittier College reserves the right to deny entry to or request that students or guests exit an event if deemed intoxicated, under the influence, or are being disruptive.”
2. See the Publicity Policy and Copying Policy for additional information
3. The OSE Resource Center is available for student organizations to design and edit graphics, posters, banners, and more. Stop by during business hours.

Funding for Events

1. Student organizations wishing to request funding from the Associated Students of Whittier College must adhere to the ASWC Governing Documents and Procedures.
2. Student organizations wishing to do fundraisers with food must use individually wrapped nationally branded items. All other food fundraisers must be approved by the Office of Student Engagement.
3. Student organizations inviting vendors on campus that serve food, or beverages must require the vendor to adhere to the vendor policy which requires liability insurance (See Vendors at Events Policy).
4. Student organizations wishing to ask alumni, local businesses, or corporations to donate to your program/event/organization should consult the College Advancement Office for clarification on from whom your organization can solicit and how best to go about it. This will also ensure that the donor receives tax credit for their donation if applicable.
5. The Whittier College Bookstore has been given the “exclusive retailing rights” on campus. As a result, no office, department, student group, or individual may sell items carried in the bookstore, or any item in its “class.”

Event Termination

1. Any Campus Safety officer or Whittier College personnel may terminate an event if a complaint of excessive noise, vandalism, disorderly conduct, drinking or any other violation of College policy or City noise ordinance warrants such action.
2. In the event of a termination, the student conduct process may be initiated for individual(s) and/or the host organization.



Travel Policies

The travel policy and procedures ensure appropriate information is documented and available for chaperones and safety personnel in an emergency/accident. The following information describes the requirements for off-campus and/or activities organized by Whittier College student organizations, faculty, or staff.

Process

Register Trip

- Register the intended off-campus event online using [Engage Travel Agenda Form](#).

Complete Forms

- Forms required for travel are available on the OSE website, on Engage, or in the OSE office.
- All student participants must complete the [Student Activity Release Waiver](#), at least 24 hours before the activity/trip.
- Anyone not enrolled at Whittier College participating in a Whittier College event must complete a Non-Whittier College Participant Form.
- If any Whittier College student, staff, or faculty will be driving on behalf of the College, an American Driving Records or ADR must be completed and turned into Human Resources 48 hours prior to the trip for a report to be run. The driver and faculty/staff overseeing the trip will be notified if the person is approved to drive on behalf of the College.

Submit Forms

Faculty Member/Chaperone for Academic Trips:

- The faculty member chaperone will submit the Student Activity Release Waivers for each student traveler and the Activity Travel Agenda & Roster to the Campus Safety Office prior to the trip.
- Faculty or Staff Advisor/Chaperone for Student Organizations Trips:
- The faculty or staff Advisor chaperone will submit the Student Activity Release Waivers for each student traveler and the Activity Travel Agenda & Roster to the OSE prior to the trip.
- The student organization faculty/staff advisor is responsible for collecting all the signed forms from the students and submitting them altogether to the OSE on or before the day of the trip, or by 4pm Friday for trips that occur over the weekend.

Forms to travel with:

- The completed Travel Agenda & Roster must remain with the faculty/staff member overseeing the trip/activity.

Vehicle Use

Vehicle Rental

- The College does not have vehicles available for student use during events; therefore, a separate company must be used.
- Whittier College requires the driver of the rental vehicle to be at least 25 years old (which is the standard for most regional companies).
- Whittier College prohibits the rental of 15 passenger vans for student programs/events. A 12-passenger van is the greatest capacity allowed.
- Whittier College is not responsible for damages or repairs resulting from an act of negligence on the part of the drivers or passengers.
- Bus rentals must be coordinated through the OSE.



Use of Personal Vehicles for Registered Trips

- Each personal vehicle used must be insured and proof of insurance must be submitted to the OSE and/or Human Resources during the event registration process.
- Drivers must have a valid license.
- Drivers should be given accurate directions and caravan together as much as possible.
- Whittier College is not responsible for the cost of repairs to personal vehicles in an accident.
- Whittier College is not responsible for damages or repairs due to an act of negligence on the part of the drivers or passengers.
- Whittier College is not responsible for the liability of passengers due to an act of negligence on the part of the driver.
- See also Student Transportation Policy

Student Media

1. Whittier College and the Associated Students of Whittier College Media Council support free speech and reserve the right to determine the time, place, and manner of free speech irrespective of content.
2. California Education Code Section 94367 (also known as the Leonard Law), provides that:
 - a. “Nothing in this section prohibits an institution from adopting rules and regulations that are designed to prevent hate violence.”
 - b. “Nothing in this section prohibits the imposition of discipline for harassment, threats, or intimidation, unless constitutionally protected.”
 - c. “No private postsecondary educational institution will make or enforce any rule subjecting any student to disciplinary sanctions solely on the basis of conduct that is speech or other communication that, when engaged in outside the campus or the facility of a private postsecondary institution, is protected from governmental restriction by the First Amendment to the United States Constitution or section 2 of Article 1 of the California Constitution.”

Photography

1. All photographers must adhere to the contractual terms regarding any performing arts, entertainment, athletics, or hired act whether on or off campus.
2. Photographs to be published in print (newspaper, magazine, yearbook, etc.) or digitally (web, video, etc.) must be truthful and factual if used to represent actual situations.
3. Photographs may not be digitally altered in any manner other than retouching the quality of the photograph, but not the subject matter.
4. Photographs used for student media may not violate the Harassment Policy, be derogatory, or be defamatory.

Staff photographers

1. Photographs taken on assignment by students employed by the student media groups are the property of the student publication and Whittier College and may not be used, sold, or distributed to any organization outside Whittier College without the written permission of the student publication’s editor and the OSE.
2. Photographs taken on assignment may be used in a student’s portfolio with the permission of the publication editor and the OSE.
3. Photographers must wear an approved press pass when on assignment on or off campus. Press passes are available through the OSE.



Independent Contractors/Photographers

1. Independent photographers are welcome on campus if invited by a Whittier College department or student organization.
2. Independent photographers must carry ID at events and be issued a temporary press pass through the OSE.
3. The Director of the OSE must approve the contract with the independent photographer, even if monetary compensation is not included in the contract.
4. Subject matter waivers are required for any photographs taken that will be used in publications not produced by or for Whittier College.
5. Photographs purchased from an independent contractor are the property of Whittier College.
6. Photographs taken at private events may not be distributed outside Whittier College without expressed permission.

Radio Station

1. Whittier College only recognizes and allows one radio station to operate on campus and represent Whittier College, the Whittier College Radio or KPOETradio.com.
2. Regardless of broadcast signal or strength the radio station must adhere to all FCC regulations for broadcast media.
3. The radio station will report to Broadcast Music, Inc. (BMI), the American Society of Composers, Authors, and Publishers (ASCAP), and the Society of European Stage Authors and Composers (SESAC) as required.

ADVERTISING IN STUDENT PUBLICATIONS

In keeping with Whittier College values, student media should refrain from advertising events that pertain to:

- Alcohol
- Firearms
- Sexually explicit events
- Tobacco
- Online gambling
- Drugs and drug paraphernalia
- Adult entertainment
- Ticket scalping
- Any products/events/activities that are deemed harmful to the Whittier College community.

Fire Pit Usage Policy

In accordance with the campus no open flame policy, use of the campus fire pits is not permitted.

Publicity Policy

No posting is permitted on walls, windows, and doors. Publicity items can only be posted on bulletin boards labeled, "For Student Events Only." All student organization publicity on student event bulletin boards must be approved and stamped by an OSE staff member. Postings will be approved for a maximum of 14 days and must be removed within 24 hours of an event. Extensions may be granted by the OSE Director for official College business only. The OSE stamp is also needed for approval to post in the residence halls. Please contact the OSE if you are experiencing any concerns or difficulties.



If OSE staff members are not available in person to approve fliers, please leave flyers for approval in their mailbox and check back the next day.

FAQs (Frequently Asked Questions)

Do departments Need a Stamp?

No, as long as the department name/logo is on the flyer, and it does not have threatening or incorrect items. Outdated flyers will be removed.

Do clubs need a stamp for both the campus and residence halls?

No, the OSE stamp will suffice for both locations.

What will happen if we post on walls, doors, or windows?

After an initial warning and policy reminder, the documentation will be sent to the Student Conduct Office for their review and process. This includes violating the painting of "the rock" policy as well.



Guidelines for Campus Rallies, Demonstrations or Protests (updated July 2024)

Whittier College respects the rights of all members of the student community to freely express, explore and discuss matters which are of interest and concern to them. The ability to freely express ideas and viewpoints is vital to a liberal arts education. This may include expressing these opinions publicly and joining together to demonstrate those concerns in an orderly fashion. Whittier College protects the right of voluntary assembly, will make its facilities available to students for peaceful demonstrations, welcomes guest speakers and will try to protect them from disruption and interference. Whittier College also respects the rights of each student and community member to be free from coercion, harassment, and personal targeting, especially with respect to personal beliefs and characteristics.

Expression is considered respectful and responsible when it meets the following guidelines:

1. Is non-violent and does not incite violence
2. Does not damage or destroy property
3. Does not violate the Student Code of Conduct
4. Does not substantially disrupt/interrupt the day-to-day operation of the College or its academic enterprise, access to campus, or access to facilities, and does not impede the educational access or rights of others.

Whittier College, by law, has the right to determine reasonable time, place, and manner for all sponsored activities and events. Protests are not permitted within campus buildings. Encampment, tents, and structures are prohibited without prior authorization. Protests should end by 11:00pm, and cannot include amplified sounds, lights, or unruly crowds. Crowds must disperse when instructed by College officials.

Individuals/organizations planning on hosting or participating in a protest, rally, or demonstrations are encouraged to consult with the Office of Student Engagement and the Dean of Students for additional guidance and referral for support:

- Dean of Students Office: Campus Center, 562-907-4233, deanofstudents@whittier.edu
- Office of Student Engagement: 562-907-4909, ostudent@whittier.edu

Expression through written means not affixed to anything (i.e., signs, posters, leaflets) is welcomed if the material falls within the above guidelines of being respectful and responsible. Expression through written means that is affixed (i.e., signs in ground, chalking, etc.), must first be approved by OSE. Actions that violate this policy expose participants to both disciplinary and financial recourse (costs experienced by the College will be charged to involved students). The Director of Communications and/or designee will serve as the official College spokesperson. All media inquiries should be directed to this office.

General Procedures

1. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the College. Any member of the campus community may become aware of troubling actions or a situation that is causing serious anxiety, stress, or fear and if so, the information should be forwarded immediately to the Director of Campus Safety or the Dean of Students.



2. Any demonstration planned in consultation with any Student Life or Academic Affairs department should be made known to the Administration before the event (or as soon as possible when noted).
3. The Director of Campus Safety and the Dean of Students will evaluate the plan or report of any demonstration and, if appropriate, convene an Event Safety Planning Meeting.
4. When information is received about an unplanned or spontaneous demonstration, staff and Administration members will attempt to work with participants to ensure a safe environment for both protestors and community members.
5. Campus Safety officers will stand by to provide safety and protection for all individuals. If needed, WPD will be involved for additional support. Campus Safety will be available until the demonstration disperses.

Social Media Policy

The same principles and guidelines that apply to student, faculty, or staff member activities in general, as codified in the Whittier policies and guidelines, also apply to their activities online. This includes forms of online publishing and discussion, such as blogs, discussion forums, College-sponsored Facebook and Twitter pages, and Wikis. Any online tool that individuals use to share their insights, express their opinions, and communicate within the context of a globally distributed conversation has proper and improper uses. While Whittier encourages all its student, faculty, and staff members to join a global conversation, it is important for those who choose to do so to understand what is recommended, expected, and required when they discuss ideas or persons related to or affiliated with Whittier College.

All Clubs or Organizations must:

- Abide by Whittier's other policies and guidelines
- Be respectful to others
- Respect copyright and fair-use laws
- Use a disclaimer

The Office of Student Engagement suggests that you link everything to your Engage page. You can even use the Engage feed as your blog, you simply need to make posts public, and everyone can see them even if they do not have an account.

For the complete policy, please go to the Office of Information Technology Page on MyWhittier.