



STUDENT CODE OF CONDUCT AND GUIDE TO RIGHTS & RESPONSIBILITIES

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



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.