



Westmont Student Handbook

Downloadable PDF Edition

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The Westmont Student handbook is a resource; it does not constitute a contract between the student and the college. By appropriate action of the college, the policies and procedures communicated herein are subject to change, update, amendment and/or other modification at any time without prior notice. Students of Westmont College are responsible for reviewing and adhering to all published college policies and standards.

This Handbook supersedes and replaces all previous versions of the Westmont College Student Handbook. New or modified policies are effective immediately upon publication online unless otherwise noted.

	1
ACADEMIC CALENDAR	7
Fall 2014	7
Spring 2015	7
Mayterm 2015	8
Dear Westmont Students,	10
COMMUNITY LIFE STATEMENT	12
Living in Community	12
Behavioral Expectations	13
DIVERSITY MATTERS AT WESTMONT	15
A HOLISTIC APPROACH TO EDUCATION	20
Academic Support	20
Registrar and Student Records Office	22
EDUCATIONAL PROGRAMS	23
Athletics	23
Internship Program	23
Off-Campus Programs	24
Student Life	25
Student Organizations	27
Chapel at Westmont	31
CAMPUS SERVICES	38
Auxiliary Services Online	38
Bookstore	38
Counseling Services	38
Dial-a-Ride Shuttle Service	39
Dining Services	39
Disability Services	40
Financial Services	41
Health Services	42
Lost and Found	42
Post Office	43
Reserving Campus Facilities	43
POLICIES AND PROCEDURES	45
Academic Policies	45
Adding or Deleting a Varsity Sport	48
Chapel Attendance Policy	49
Computer and Network Use and Copyright Infringement	51
Drug-Free Campus	52
Email	53

Fundraising	53
Harassment	53
Involuntary Withdrawal	56
Missing Student Notification Policy and Investigation Procedures	62
Notice of Nondiscrimination	63
Parental Contact	63
Privacy Rights	63
Promoting, Selling or Publicizing On Campus	65
Sexual Assault Policies and Procedures	67
Timely Warning of Campus Threats and Emergencies ¹	81
Withdrawing from Westmont Voluntarily*	82
COMMUNITY STANDARDS	84
Accountability and Integrity	84
Abuse of the Student Conduct Process	85
Alcohol	85
Compliance with College Officials	87
Computer and Network Use Violations	87
Dishonesty	87
Disruption of College Activities	87
Firearms, Explosives, and Weapons	88
Free Speech and Peaceful Assembly	88
Golf Carts	89
Hazing and Abuse	90
Offensive or Obscene Conduct	91
Photographing and Filming On Campus	91
Safe and Drug Free Schools and Communities Act	91
Sexual Activity Outside of Marriage and Pregnancy	94
Sexual Assault	95
Stalking, Dating and Domestic Violence	96
Theft	99
Tobacco	100
Vandalism and Violence	100
TRANSPORTATION AND PARKING REGULATIONS	101
Shuttle Schedule	103
Dial-A-Ride	104
RESIDENCE LIFE POLICIES	105
Access to Rooms	105
Air Conditioners	105
Antennas and Cable TV	105
Appliances and Cooking	105

BBQs	106
Bed Set-Ups	106
Bicycles	106
Board Plans	107
Bunk Beds/Trading Beds	107
Candles, Fires, and Oil Lamps	107
Changing Roommates	107
Changing Rooms	107
Check-in	108
Check-out	108
Christmas Break	108
Computer Network Access from Residence Hall Rooms	109
Damage to or Loss of Personal Property	109
Draperies	109
Electrical Cords	109
Emergency Planning	110
Extreme Sports	110
Fire Equipment	110
Firearms and Fireworks	110
Furniture/Furnishings	110
Guest Privileges	111
Hallway Sports	111
In-line Skates, Skateboards and Scooters	111
Keys	111
Laundry Facilities	111
Lighting	112
Lofts	112
Mattresses	112
Movie Watching in Lounges	112
Occupancy Obligation, Moving Off Campus or Withdrawing from College	113
Open Hours	113
Personal Items in Bathrooms and Lounges	113
Pets and Assistance Animals on Campus	114
Pranks and Practical Jokes	114
Quiet Hours	114
Recycling	114
Refrigerators	115
Repairs and Maintenance Problems	115
Roofs	115
Room Assignments	115
Room Decorating	115
Screens	116

Sleeping Outdoors or in Lounges	116
Smoke Detectors	116
Spring Break	116
Spring Sing Painting and Building Sets	116
Storage	117
Summer Housing	117
Telephone Problems	117
Trash	118
Triple Room Refunds	118
STUDENT CONDUCT PROCESS	119
Student Conduct at Westmont College	119
Initiating Student Conduct Proceedings	119
Support and Legal Counsel in Student Conduct Proceedings	123
Types of Student Conduct Proceedings	123
Sanctions	127
Appeals	132
Non-Disciplinary Policy of Westmont College	135
BUSINESSES AND POINTS OF INTEREST	136
Beaches	136
Coffee Shops	136
Discount/Low Cost Stores	137
Grocery Stores	138
Local Libraries and Other Great Places to Study	138
Movie Theaters	138
Parks	139
Museums	139
SANTA BARBARA CHURCHES	140
African Methodist Episcopal	140
Assembly of God	140
Baptist	140
Catholic	140
Church of God in Christ	141
Congregational	141
Covenant	141
Disciples of Christ	142
Episcopal	142
Evangelical Free	143
Foursquare	143
Free Methodist	143
Lutheran	143
Methodist Church	144
Nazarene	144

Non-Denominational	144
Orthodox	145
Presbyterian	146
Seventh Day Adventist	146
Vineyard	147

ACADEMIC CALENDAR

Fall 2014

Sept.	1	Mon	Classes begin
	1	Mon	Last day to register for fall semester without penalty
	9	Tue	Last day to add classes; drop a class without "W"
	19	Fri	Last Day to add Practicum
Oct.	1	Wed	Last Day to add Research and Tutorial Classes
	13-14	Mon-Tue	Fall Holiday
	22	Wed	Mid-term
Nov.	12	Wed	Last day to withdraw from a class; change grading to P/NC
	17-20	Mon-Thu	Registration for spring semester 2015
	26-28	Wed-Fri	Thanksgiving Holiday
Dec.	3	Wed	Pickle Tree Lighting & Beebe Christmas Dinner
	12	Fri	Last day of classes
	15	Mon	Study Day
	16-19	Tue-Fri	Final exams
	20	Sat	Residence Halls Close at Noon

Spring 2015

Jan	10	Sat	Residence Halls Open at Noon
	12	Mon	Classes begin
	12	Mon	Last day to register for spring semester
	19	Mon	Martin Luther King Holiday
	20	Tues	Observe Monday class schedule this day only
	21	Wed	Last day to add classes; drop a class without "W"
	30	Fri	Last day to add Practicum
Feb.	11	Wed	Last day to add Research and Tutorial Classes
	16-17	Mon-Tue	Presidents' Holiday
Mar.	4	Wed	Midterm
	24-26	Tue-Wed	Registration for Fall Semester 2015
	25	Wed	Last day to withdraw from a class; change grading to P/NC

Westmont Student Handbook 2014-2015

	30-31	Mon-Tue	Spring Recess
Apr.	1-6	Wed-Mon	Spring/Easter Recess
	13	Mon	Major honors application deadline for fall semester
	30	Thu	Last day of classes
May	1	Fri	Study Day
	4-7	Mon-Thu	Final exams
	8	Fri	Baccalaureate
	8	Fri	Residence Halls Close at Noon
	9	Sat	Commencement

Mayterm 2015

May.	11	Mon	Mayterm Classes begin
	15	Fri	Last day to add/drop Mayterm classes at 3:30 p.m.
	22	Fri	Last day to withdraw from a class without "W"
	25	Mon	Memorial Day Holiday
June	12	Fri	Last day of Mayterm classes
	12	Fri	Last day to add Practicum, Research and Tutorial Classes

“...I will pray with my heart and I will pray with my mind also; I will sing with my heart, but I will sing with my mind also...” 1 Cor. 14.15

Welcome to Westmont. This year marks our 77th year of providing a world-class education for world-class students. Since 1937, Westmont has combined a commitment to the liberal arts with a passion to see all truth as part of God’s great intention for humanity.



Let me congratulate you on making one of the great choices that will forever shape the destiny of your life’s journey. Nestled in the scenic beauty of Santa Barbara, our renowned location provides one of the most remarkable opportunities for you to become the person God has created you to be. Through a blend of rigorous academic programs, intentional community living arrangements, carefully crafted student development activities, vast international travel and education experiences and the rich, vibrant culture of Santa Barbara, you have the opportunity to enjoy one of the most remarkable educations available to anyone in the world.

And we expect this education to challenge and change you. Years ago, in the ancient world, Clement of Alexandria (150 to 215 CE) crafted a curriculum that still guides us today. It is well known that a liberal arts education is the best training each of us can receive. Clement amplified this truth by noting the importance of gaining mastery of every area of human learning so that our minds could be trained to make discerning judgments in human affairs. But he didn’t just stop there. Clement turned his attention from our training in human affairs to the importance of learning how to think rightly of God.

We consider this as whole-person education. We want you to be shaped and formed at the same time you are having some of the most incredible experiences of your life. Welcome to Westmont. Welcome to life.

With joy and anticipation,

A handwritten signature in dark ink, appearing to read "Gayle D. Beebe". The signature is fluid and cursive, with a large initial "G" and "B".

Gayle D. Beebe, Ph.D. President

Dear Westmont Students,

Welcome to the 2014-2015 academic year!

As you embark on this next phase of your educational journey, whether as a new student or as a continuing student, we know you are faced with lots of new opportunities and challenges. Westmont is a place that provides a myriad of options for students to thrive. In the classroom, you utilize critical and integrative thinking skills to wrestle with ideas that will sharpen your understanding of what it means to engage with the world and society. You will be pressed to consider how your beliefs intersect with important topics thus integrating your faith with your learning, one of the hallmarks of a Westmont education. Beyond that you will have a myriad of options outside of the formal classroom setting to contribute to and enjoy this community – through music, clubs, sports, student government, mission trips, residence hall activities, just to name a few. You will find a breadth of difference and diversity as you encounter people and events that are new or unfamiliar to you. All of these activities contribute to your spiritual, social and personal development. Just as this community will shape you, you will shape the community, making it richer and better because you will have left your mark. While your commitments will help you thrive personally and are very good for connecting here, we caution you to not get over committed. Your academics are your priority as you remain faithful to your calling as a student in this season of your life.



The Student Handbook is designed to provide information about programs, services, policies and procedures related to your life as a student. The *Community Life Statement* and the *Diversity Matters at Westmont* intentionally appear in the opening pages because each is foundational and together describe the high responsibility you bear, having chosen to be a member of this community. As you read these two statements, I invite you to imagine how you will actively contribute to making Westmont a place that truly reflects our commitment to living and loving as Christ would. It might require taking risks, guarding your heart, controlling your tongue, entertaining a new perspective, submitting to authority or patiently listening to a friend in need. Full-hearted engagement with this community is no small task but is so rewarding when done well.

Westmont faculty, staff and administrators are here to support and to challenge you in the learning and development process. Our desire is that you would emerge from this year more fully formed to the image of Christ, having participated in dynamic academic opportunities and meaningful experiences with professors, friends, mentors, teammates, roommates and fellow students. If that happens we will have met our mission, which is to provide an undergraduate, residential, Christian, liberal arts community that serves God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world. Student Life is here to help so please contact us or someone else on campus if you have questions or need some assistance.

May God richly bless you this year! We are glad *you* are here and count it a privilege to share this experience with you!

Edee Schulze, Ph.D.

Vice President for Student Life and Dean of Students

COMMUNITY LIFE STATEMENT

Living in Community

When Jesus Christ summed up the way His followers were to treat each other, He said, “Love one another as I have loved you,” and “Love your neighbor as yourself.” On a college campus, this kind of love must take into consideration the relationship between learning and community.

Affirming the qualities of this relationship is vital. As students, staff, and professors learn to live together, we recognize the dual manifestations of love in justice and mercy. We attempt to work out what it means to live justly and mercifully in common agreements such as this one. We understand that life in a college will give priority and honor to the wise development of the mind.

Given this focus, our social and intellectual growth needs freedom for exploration complemented by a commitment to good will and graciousness. Personal discipline is also required. For example, civility is basic to all types of community, while academic honesty and respect for education are fundamental to an instructional environment.

Learning depends on truth-centered attitudes. It thrives in an atmosphere of discriminating openness to ideas, a condition that is characterized by a measure of modesty toward one’s own views, the desire to affirm the true, and the courage to examine the unfamiliar. As convictions are expressed, one enters into the “great conversation” of collegiate life, a task best approached with a willingness to confront and be confronted with sound thinking.

Community is built upon other-centered practices. It flourishes in a place where love for God and neighbor is cultivated and nurtured. It grows strong when members practice integrity, confession, and forgiveness, attempt to live in reconciled relationships, accept responsibility for their actions and words, and submit to biblical instructions for communal life.

Scripture supports these attitudes and principles. It promotes relationships based on the ideals of trust, compassion, and forbearance, and praises actions that manifest sacrificial giving and sincere faith. Scripture also forbids attitudes such as pride and jealousy, and prohibits such actions as drunkenness, sexual promiscuity, and dishonesty. In keeping with these standards, the Westmont community has agreed to certain guidelines in the Student, Staff, and Faculty Handbooks.

Desiring to implement the teachings of Christ, Westmont encourages true fellowship, in the whole body of Christ, including the local church, for when we love each other we imitate Christ’s love for us. As we seek to follow God in truth, certain choices make for greater

peace: a respect for others as they make decisions contrary to ours, a readiness to listen carefully to those who represent situations or cultures unfamiliar to us, and a concern for how our preferences affect the lives of those around us.

We are committed to inquiry as well as pronouncement, rigorous study as well as kindred friendship, challenging teaching as well as reflective learning. Sometimes these tensions will lead to conflict. To live in unity, we must set ourselves to the practical task of discerning daily how to love well, how to inflesh the biblical call to justice and mercy. As we do so, our life together at Westmont will begin to resemble the community God has envisioned for us.

Behavioral Expectations

The Westmont community chooses, freely and willingly, to impose upon itself rules for behavior which serve both the long range interests of the institution and the immediate good of its individual members. While we do not view these expectations as an index to maturity in Christ, we do regard violations as a serious breach of integrity within the community because each member has voluntarily chosen to associate with it and to accept its standards.

Consistent with Scripture, the college establishes the following specific expectations for the trustees, administration, faculty, staff, and students of the Westmont community¹:

- The college will not condone practices that Scripture forbids. Such activities include occult practices, drunkenness, theft, profanity, and dishonesty. Such activities also include sexual relations outside of marriage and homosexual practice. Westmont further recognizes that Scripture condemns “sins of the spirit” such as covetousness, jealousy, pride, and lust. By their very nature, these sins are more difficult to discern. Because they lie at the heart of the relationship between the individual and God they are of central concern to the Westmont community.
- The college upholds integrity as a core value of the community. Members are expected to take responsibility for their own violations of all behavioral guidelines and demonstrate commitment to the value of integrity in word and deed.
- The college is committed to providing a learning and work environment free of harassment.

¹Westmont requires all of its guests during their time on campus to act in ways that are consistent with Westmont’s mission-based behavioral expectations for community life.

- The college upholds the laws of the local community, the nation, and the state of California that prohibit the possession or use of illegal drugs or drug paraphernalia, against purchasing or consuming alcoholic beverages by persons under the age of 21, drunkenness, and driving under the influence of alcohol.
- The college expects our members who choose to marry to abide by the commitment to lifelong heterosexual marriage, and, whether single or married, to strive to maintain healthy family relationships.
- The college recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. It condemns their abuse, and raises questions about the use of tobacco and alcohol. Under no circumstances shall any member of the community use or possess these products on campus or when attending a college-related student activity.

Westmont will establish other rules and regulations necessary for orderly community life and will list them in appropriate handbooks. You will find information which further explains the specifics of the Behavioral Expectations in the sections t.

DIVERSITY MATTERS AT WESTMONT

Our desire to hold Christ preeminent in all things shapes the educational mission of our college both as an academic institution and as a residential community.

Long-Range Goals — As an academic institution, our desire to honor Christ informs our philosophy of general education, our intended learning outcomes for students, and our expectations for our graduates. One of the central goals of Westmont’s educational program is that:

Students have the understanding and skills to engage people unlike themselves — both individuals and groups — in ways that affirm others as persons created in God’s image. Students are able to approach others respectfully — avoiding the natural tendency to deal with differences by vilifying, romanticizing, or victimizing.

Similarly, as a residential college, we aspire to the vision of our Community Life Statement, which reminds us that:

Community is built upon other-centered practices. It flourishes in a place where love for God and neighbor is cultivated and nurtured. It grows strong when members practice integrity, confession, and forgiveness, attempt to live in reconciled relationships, accept responsibility for their actions and words, and submit to biblical instructions for communal life.

Our long-range goals — both inside and outside the classroom — are to celebrate God’s creativity in shaping us and to live in reconciled relationships with one another. But our long-range goals must also be reflected in our daily walk. For Jesus the kingdom of God was not just a long-range goal. He broke through the prejudices of his day, showing that everyone — not just the privileged few — is welcome in God’s kingdom, here and now.

In the time and place where Jesus lived, people despised anyone who came from Samaria, and rabbis would not speak to a woman in public. But Jesus overturned these prejudices, publicly asking a Samaritan woman for a drink of water and starting a conversation with her. His disciples were astonished, but they were just beginning to see the radical respect that Christ’s followers are to show others. As we cross paths with each other in classrooms and residence halls, at chapel and in the dining commons, our desire to hold Christ preeminent in all things also shapes our manner of engaging one another in everyday encounters.

Goals for everyday encounters — Jesus gave us “a new commandment, that you love one another.” As we abide by that commandment, we learn to honor and respect one another in the ways that Scripture teaches. Therefore in our daily interactions as we try to live out what it means to be part of the kingdom of God, we seek to:

- engage in discussion openly, demonstrating humility toward our own perspectives, and respectfully examining views that are unfamiliar;
- affirm every person as created in God’s image and reject stereotypical notions that demean, mock, or oversimplify;
- honor what is distinct in each other’s experience as well as what we share in common.
- make choices that convey respect for our neighbors’ experiences.
- acknowledge the significance of context and its influence on our words and actions.

We are all alike in our need for Christ. But in our fallenness it is all too easy to mistake “we are alike in our need for Christ” for “everybody else is just like me.” Unity in the midst of deep and valuable difference was one of the most difficult issues for the early church; we shouldn’t suppose it’s going to be easy for us.

First-century Jewish followers of Christ could not accept that Gentiles could follow Christ without becoming Jewish. But as God revealed to Peter, they were confusing their personal cultural experience with what is normative. In the same way, we may be tempted to suppose that for others to be Christians, they must be Christians just like us. But the family of God includes brothers and sisters from all sorts of backgrounds, and most of us are barely beginning to learn about those with whom we will spend eternity.

Jesus came to redeem us, but He also came to renew us, in our minds as well as our hearts. That means, in part, becoming open to one another’s experience and honestly sharing our own, working through our differences rather than just pretending that no conflicts exist.

Discipleship and Discipline — Even as we aspire to live out such goals in all our interactions, we recognize that sometimes we are not as wise, as caring, as respectful as we wish to be. However, some behavior falls so far short of these goals that it will simply not be tolerated.

- **Vandalism and violence.** Subjecting others to physical violence, threatening others with physical violence, or engaging in acts of vandalism are unacceptable (and illegal!) ways to deal with conflict. But such acts become even more repugnant when they are

based on race, church tradition, ethnicity, gender, sexual orientation, or disability. Westmont does not tolerate vandalism, violence, or the threat of violence against anyone.

- Words and images. Calling people names is an immature way of responding to conflict. However, using racial, ethnic, or gender slurs, or displaying demeaning images, crosses the line into conduct that is intolerable.

While physical attacks and vandalism are rare on college campuses, demeaning jokes or harassing or threatening phone calls or emails are not. Regretfully, members of the Westmont community have at times been subjected to crude or demeaning phone calls, email messages, and posters. Sometimes students who convey such messages think it is OK if they are “trying to be funny.” It’s not funny. It can be, and often is, hurtful to those subjected to the humor. And it’s not OK. Humorous intent does not excuse repeating demeaning stereotypes. Such behavior hurts every member of a community called by the name of Christ. Westmont does not tolerate racial, ethnic, religious, or gender slurs, or other forms of verbal abuse; threatening behavior or threatening messages; the creation of a hostile environment; or any form of harassment. For more information, see the college’s policy on [harassment](#).

Jesus astounded his disciples in the way he overturned the prejudices of his day based on ethnicity, national origin, religious differences, and gender. He treated the poor with at least as much respect as he treated the wealthy and powerful. As he cut through bias and prejudice, he left his disciples to ponder the many ways in which they would have to rethink some of their ingrained expectations in order to follow him. After Peter had twice been told in a vision “what God has made clean, you must not call unclean,” he spent some time “puzzled about what to make of the vision” before realizing he had to disobey the law saying that Jews were not to associate with or visit a Gentile. Jesus had treated the woman from Samaria with respect. But even after the resurrection, Peter had not realized that he, too, had to treat people of different races, ethnicities, religious traditions and nationalities with equal respect.

Confrontation and Respect — The respect Jesus showed others not only reached across his culture’s ethnic and gender barriers, it reached even to those he had to confront. When Jesus encountered a person who was sinning, he did not mock or jeer or taunt the sinner. He told the woman taken in adultery to go and sin no more, but those he really confronted that day were the men intent on stoning her. In our culture, no one stones adulterers, but some feel that it’s OK to cast stones of

mockery at homosexuals. At Westmont we do not condone homosexual practice, but we also do not condone jeering at one another simply because our temptations differ. We know our own sinfulness and need for forgiveness all too well to cast stones of mockery at others.

What can I do to make a difference?

- Be willing to learn. You've come to learn and much of your learning will take place in classrooms and labs. But Westmont is a residential college, and part of your education comes from engaging with others unlike you.
- Be willing to teach. It takes courage and humility to talk about your own experience and the new ideas you're learning without making it sound like your way is the only way. But you can't expect others to know what it's like to walk in your shoes unless you're willing to teach them.
- Recognize that the image of God doesn't look like you alone. God's children come from different races, different ethnicities, different genders, different social classes, and church traditions. Look for God's image in people who don't look, think, or experience life the same way you do.
- Look for the family resemblance. Your cousins are different from you in important ways; but there is much that you share. So it is with the family of God.
- Examine your own language. Ask yourself if you use derogatory or degrading terms in describing others.
- Speak out against jokes or comments that demean others. Silence implies consent; when we don't speak out against injustice we share some of the blame.
- Check in with your neighbor. Remarks that strike some as just a joke may not feel like that to others. Have the courage to ask about it; and have the courage to answer honestly. If you want to develop real friendships, you can't pretend that hurtful remarks don't hurt.

Taking Action Against Disrespect — Sometimes statements are meant to be hurtful. Recognizing such remarks as demeaning is pretty obvious. At other times, the hurt can be unintended but still very real. When we bump into someone, we apologize even though we didn't intend any harm. Similarly, when our words hurt others we need to own up to what we've done, even when we didn't mean to cause harm. And when we've been injured, we need to acknowledge it—to ourselves and to others.

As Christians we know what it means to repent and seek forgiveness. Every time we pray the Lord's Prayer, we ask God to

“forgive us our sins, as we forgive those who sin against us.” With all that practice we should certainly know what to do when our actions hurt or offend others: repent and humbly ask forgiveness. (And that means much more than a perfunctory apology; it means a change of behavior.) As we learn by God’s grace to take redemptive action on our own, reconciliation may take place without college officials being involved. But sometimes we’re slow to learn what it means to be God’s people; when redemptive intervention is needed, college officials will intervene.

What can you do if you have received or have witnessed demeaning, threatening, or abusive messages?

- Report incidents directly to Student Life by speaking to your resident director or by calling Stu Cleek (ext. 6029), the associate dean for residence life. Residence hall staff are trained to take threats or expressions of hostility seriously and to provide peer support for those who have encountered bias-motivated incidents.
- If you feel unsafe call Public Safety (ext. 6222).
- Preserve any evidence (graffiti, voice-mail message, email message, letter, etc.).
- If you believe you have been subjected to harassment or discrimination based on race, ethnicity, gender, religion, sexual orientation, or physical or mental disability, you may report the behavior to any resident director; to Edee Schulze, Tim Wilson, or Stu Cleek in the Office of Student Life; to Toya Cooper, college counsel; to Chris Call, the college’s Title IX officer; to any dean or vice president; or to the president. Anyone violating Westmont’s policy prohibiting harassment may be referred for appropriate disciplinary action up to and including dismissal.

What will Westmont College do in such cases?

The Student Life Department promises to:

- meet with you promptly.
- treat you and your concern with respect and sensitivity.
- take every case seriously, pursuing disciplinary action up to and including dismissal.
- seek justice, richer understanding, and ultimately restoration of all involved.

Students who have harassed, intimidated or demeaned others in public cannot expect their disciplinary action to be wholly private. Public misbehavior may involve sanctions, restitution, and apologies that are also public.

A HOLISTIC APPROACH TO EDUCATION

Each of the programs, services, and resources Westmont offers contributes toward educating you as a whole person:

- Your intellectual development will take place not only in the classroom, but also through residence hall programs, chapel/convocation, and more;
- Your spiritual growth will be fostered not only in chapel, but by your professors and student life staff both in and outside of class, by the natural beauty of God's creation evident as you walk through campus, and more;
- Your skills as a member of a community will become sharpened not only through your experience as a resident in the halls, but by special programs integrated with your coursework, extracurricular leadership and service opportunities, and more.

It is our goal and purpose that your total experience at Westmont will challenge and support you in the process of becoming all God has called you to be.

Academic Support

Westmont is committed to providing opportunities for strong intellectual growth. This growth includes more than mastering course content alone. The college also challenges you to improve your ability to think clearly and to state ideas accurately and effectively. Professors will encourage you to express personal values openly and to challenge and evaluate competing ideas with fairness and insight.

Academic Advising

Westmont faculty are eager to provide quality, helpful academic advising. But you must take the initiative to develop a relationship with your faculty adviser by making appointments in advance of registration to get to know them and to discuss your future. Your faculty will know the details of your academic program and general education requirements. Much of this information can also be found in the [college catalog](#), and all academic policies and procedures can be found on the [Registrar's website](#). Additional information about academic advising and resources to develop academic success can be found [here](#).

If you want to switch your academic adviser, you must fill out a form from the Registrar's Office. If you have additional questions, feel free to contact the Registrar's Office.

Directed Study

Westmont offers a variety of directed-study programs, including tutorials, general honors, major honors, in-course honors, practica, and research. Consult the college catalog for specific details, or discuss your interests with individual faculty.

Academic Skills

The Successful Scholars Seminar (APP 002), especially for students new to Westmont, is a six-week, non-credit course that provides an extended orientation to academic aspects of college life. If you have any questions, contact the academic advising office at x7160. If you would like to participate in the course you may add it to your course schedule through the Registrar's office.

Library and Information Services

At Voskuyl Library the librarians are always available to help students with research at the Research Help Desk in person and via instant message. In addition to going to the Research Help Desk, students are encouraged to drop by the librarians' offices or call or email for an appointment.

Voskuyl Library has three floors. The main floor contains classrooms, the Research Help Desk, IT Help Desk, the Writer's Corner, the Circulation Desk which includes Course Reserves, Interlibrary Loan Services, computer stations and computer lab, printers, copy machine, group study rooms, treadmill walk stations, and the reference collection. The upper floor of the library houses several librarians' offices, the main collection of books, the Office of Disability Services, the Office of Life Planning, and the Internships Office. The lower level includes print periodicals, archives, the children's literature collection, Technical Services, and several librarians' offices.

The library has over 240,000 print and electronic books, journals, music scores, and DVDs and subscribes to 100 databases. The library hosts events throughout the year. Visit the library website and social media for more information.

For library hours and events information, visit <http://library.westmont.edu/>.

Overdue charges for students for items owned by Westmont are \$.50 per day for circulating books and media items, and \$1.00 an hour/day for Course Reserve items. After 30 days, books and media items are considered lost and replacement charges of \$65 per item are applied. Interlibrary loan charges vary.

Registrar and Student Records Office

The Student Records office is the college custodian of academic records, transcripts, and test results. Class schedules, academic policies, information about procedures, and clarification of graduation requirements are available from the student records staff.

Information relating to an alternative major, concurrent enrollment, CLEP, credit by exam, general honors, major honors, grade point average, academic probation or suspension, academic petitions, adding and dropping classes, and tutorials also comes from this office. If you need to secure an advisor, change advisors, or declare a major, you can receive assistance by talking with any of the student records staff. Please consult our [website](#) for more detailed information.

The Student Records office is located on the first floor of Kerrwood Hall and is open Monday-Friday from 8:30 a.m. to 4:30 p.m., but closed for chapel from 10:15 to 11:30 a.m. Monday, Wednesday and Friday.

EDUCATIONAL PROGRAMS

Athletics

From personal health and fitness opportunities to intercollegiate sports, Westmont offers a variety of athletic options.

Intercollegiate Athletics

The Westmont Warriors compete in 12 sports. Westmont is a member of the Golden State Athletic Conference (GSAC) and is affiliated with the National Association of Intercollegiate Athletics (NAIA, Division I). Independently, Westmont competes against small colleges and major universities within California and nationwide. For more information, contact Dave Odell, athletic director, x6110, or Kirsten Moore, associate athletic director, x6836. For information on how to add or delete a varsity sport, see the Policies and Procedures section of the Student Handbook.

Intramural Events

Westmont's intramural program offers an extensive variety of athletic and recreational activities for men and women. It includes major and minor sports, as well as a number of new and creative activities during the fall and spring semester. For more information contact coach Kristy Kiely, women's soccer coach, x7304, or check the intramural board at the Kinesiology office.

Campus Athletic Facilities

You may use the Westmont tennis and racquetball courts or visit the Wiegand Fitness Center, swimming pool, and Murchison Gymnasium during free activity hours. The athletic department coordinates use and posts open hours.

Internship Program

Don't pass up an opportunity to apply your classroom knowledge and practice your acquired skills in the workplace! Santa Barbara offers a multitude of work and service opportunities. What's more, some opportunities allow students to explore issues of diversity and justice, thereby fulfilling a general education requirement.

How does it work? Students enroll for internship-or-service credit during regular registration periods. (Internships and practica have course numbers ending with -190, such as APP-190, COM-190, BIO-190, etc. The zero-credit service option is APP-191SS.) After securing an internship or service site, students finalize their registration by

completing an on-line form called the “ILAF” (Internship Learning Agreement Form). You will find the [ILAF link](#) on the Internship Home Page.

Go to “Student Information,” and look under “Forms” on the left-hand menu.

During the internship semester, interns participate in a concurrent seminar on campus, processing the work experience in a community of peers.

Part-time internships are available in the fall and spring semesters, may be taken for either major or elective credit, and last a minimum of 12 weeks. The hours vary to accommodate the specific requirements of the internship and the major.

For current listings, check out [WestmontLink](#). For more information, contact Jennifer Taylor at x6085 or email jmtaylor@westmont.edu.

Serving Society

Outside of a service-oriented internship, students have the option of fulfilling the Competent and Compassionate Action area of the GE requirement another way.

By enrolling in APP-191SS (Serving Society for zero credits) in advance of the service, a student participates in a minimum of 12 hours of community service over the course of the semester. Options for service vary widely. Some reading and written reflection is required. The student’s hours are documented, and his or her work is evaluated by a supervisor in the community. For more information, contact Jennifer Taylor at x6085 or email jmtaylor@westmont.edu.

Off-Campus Programs

Westmont’s off-campus programs provide special academic opportunities in the United States and abroad. Westmont-run programs include:

- Westmont in San Francisco
- Westmont in Mexico
- Westmont in Jerusalem
- England Semester
- Europe Semester
- Westmont in Istanbul

You may also enroll in one of more than 50 other domestic or international Westmont- approved and sponsored programs through the Consortium Visitor Program, the Council for Christian Colleges and Universities, language programs for Spanish and French majors,

political science, economics and business, biology, or art major programs.

In addition, Westmont faculty offer an increasing number of opportunities for Mayterm Study Programs, which include travel to Europe, Asia, Central America, Ireland, England and the Middle East.

For more information on the programs and application deadlines, please email off-campus programs at ocp@westmont.edu or visit our [website](#).

Student Life

Office of Life Planning: Resources for Direction, Transition and Calling

We can assist you at any stage of your time at Westmont. We'll help you:

- Choose (or change) your major;
- Find a job on or off campus;
- Find vocational options that are a good fit;
- Launch an effective job search, including resume preparation, effective interviewing, and networking;
- Search and prepare for graduate school.

Call us for an appointment at x6031, visit us in person on the top floor of the library, or check our [website](#), where you'll find lots of information about everything we do.

Intercultural Programs

Believing that the call to be a redemptive and diverse community is rooted in scripture and evident in God's creation, we provide resources and support to encourage open dialogue, to develop intercultural maturity and competence, and to foster authentic relationships among students of all backgrounds. We are committed to supporting students of color for their social and academic success, and to celebrating our different heritages and cultures for all to enjoy and appreciate. Our office is also called to educate the community and create more awareness around diversity, social and racial justice, and multicultural identity.

There are a variety of ways to get involved such as joining an Intercultural Organization (ICO), e.g. Asian Student Association, Black Student Union, Hawaii No Ka' 'Oi, the Latino Cultural Organization, Global & International Student Association, Multi Ethnic Student Association and Racial Equality and Justice (REJ). These ICOs exist to

support our students from various ethnic and cultural backgrounds and to create more awareness and education about our community.

Campus Life Office

The Campus Life Office provides advisory support and training for student leaders involved in the Westmont College Student Association, Westmont Activities Council (WAC), student ministries, Potter's Clay, Urban Initiative, Spring Sing and Emmaus Road. This support and training involves collaborating with faculty and staff to ensure a cohesive learning experience. The Campus Life Office also directs new-student orientation and provides leadership to coordinate other co-curricular, educational programming.

Campus Pastor's Office

The Campus Pastor's office coordinates and provides leadership for Chapel three times a week. It also offers spiritual counseling, teaching and spiritual direction.

Our office is located upstairs in the Kerr Student Center. Come in and have a cup of coffee. We'd love to meet you and welcome you to the campus. If you would like to make an appointment with Campus Pastor Ben Patterson, please call extension 6170 or write Colleen Atkinson at coatkins@westmont.edu. If you would like to make an appointment with Joel Patterson, director of music and worship, please email him directly at: jopatter@westmont.edu.

Residence Life

As a residential college, Westmont seeks to create an atmosphere that helps you develop as a whole person. The residence halls provide many opportunities for social, intellectual, and spiritual growth. Residence living contributes to our learning community. Whether you are grappling with a new concept in the classroom, a service project that awakens your compassion for others, or a required, reflective paper in the context of our student conduct process, we hope you make connections between the college curriculum and your life experiences. Living in such close proximity to one another, coupled with activities and educational programs provided by the staff, make the residence halls an ideal place for these associations to occur.

Residence living also fosters a reflective community. Learning about yourself, your life in Christ, and your relationship with others is a significant part of your Westmont experience. Living in community allows you to enjoy common activities, form relationships with others, and develop the ability to work through difficult times. You will learn the benefits of suspending judgments in order to gain insight into perspectives that differ from your own. You will be challenged to learn

more about yourself: who you are, who you want to be, and how you might contribute to our community.

In addition, campus living creates a responsive community. A culture of involvement at Westmont sets the stage for you to become an active participant in our community. Through formal programs or individual relationships, we encourage you to respond to various needs.

We also believe that the residential setting facilitates an appreciative community. During your college years, you will encounter a variety of thoughts and outlooks. The residential experience provides opportunities to learn from people of various economic, racial, denominational, political, and regional backgrounds. We invite you to be open to these differences and to clarify your own personal commitments.

Student Organizations

Applications for Core Team positions within each organization are accessible by visiting the [Campus Life Office website](#) and clicking on [Become a Student Leader](#). Academic and conduct standards apply for all campus leadership roles. Applicants to student leadership positions must have a minimum 2.3 GPA. Additionally, students on disciplinary and chapel probation are not eligible to serve in student leadership positions.

Yearbook, Newspaper, Literary Magazine

The Citadel, Westmont's yearbook, is produced annually by students. To inquire about serving on the staff contact the editor, Bri Metzner, at bmetzner@westmont.edu.

The Horizon, Westmont's newspaper, is published by students each week and features news and views on a variety of issues and topics. The Horizon is available in several locations, including the post office, the dining commons and the library. To inquire about contributing to the paper or serving on the staff, contact the editor, Katie Plumert, editor, at kplumert@westmont.edu.

The Phoenix is Westmont's literary magazine. Produced by students, the Phoenix features students' poetry, prose, visual arts, and a CD of student music. For more information contact the editor, Briana Stanley, editor, at bstanley@westmont.edu.

Westmont Activities Council

The Westmont Activities Council (WAC) works hand in hand with the assistant director of campus life to plan and implement large-scale social and educational events for Westmont students. WAC oversees the volunteer student programming board. The events WAC plans

include dances, concerts, Midnight Madness, speakers, panels, and more. For information or to suggest an event idea, contact WAC@westmont.edu.

Westmont College Student Association

The Westmont College Student Association (WCSA) serves as the voice of the student body. WCSA Senators are elected to represent each residence hall on campus and the Senate works closely with the WCSA Executive Team to represent the student body to the college administration. WCSA also helps fund student – initiated projects and programs around campus. WCSA is committed to connecting and unifying all the constituencies that make up the Westmont community. For more information on WCSA, please contact WCSA@westmont.edu.

Student Clubs

Westmont clubs provide a great opportunity for students to get involved on campus. Club types can be academic, athletic, social, service or they can be based on a common or special interest. Clubs are student-run and are supported through WAC and the Campus Life Office. For a list of clubs and information on starting a club, visit [the clubs website](#). Contact the WAC clubs coordinator at clubs@westmont.edu with additional club questions.

Emmaus Road

Since Westmont’s inception, the training and mobilization of students for the purpose of ministry and service “overseas” has been integral. Today, Emmaus Road provides Westmont students with meaningful human engagement opportunities in an effort to raise awareness about global issues and mobilize students in thoughtful Christ-like response. This summer alone, Emmaus Road sent student teams to partner with long-term workers in Guatemala, Bolivia, China, Uganda, Nepal, Israel, Madagascar, Japan, Taiwan, South Korea, the Philippines, Indonesia and Turkey. To learn more please contact emmaus_road@westmont.edu.

Potter’s Clay

Begun in 1977, Potter’s Clay (PC) is one of Westmont’s longest-running traditions, and certainly its oldest, continuously-running ministry and service program. Each year, the PC core team actively partners with the Mexican Core Team – located in Ensenada, Mexico – as well as professional volunteers to plan a year of mutually beneficial ministry and service. Whether it be construction, medical/dental, photography, street dance teams, mobile salon, kitchen, sports, surf

camps, praise and worship, videography or VBS, there is ample opportunity for all to be actively involved in supporting the long-term work of our Mexican partners in Ensenada. Email pottery_clay@westmont.edu for more info.

Urban Initiative

Urban Initiative acts as a hub for community engagement at Westmont by introducing students to the realities of inner-city life and mobilizing our community in thoughtful response. Urban Initiative also hosts both campus events and urban experiential opportunities – in Santa Barbara, Los Angeles, and San Francisco – to provide discussion and understanding of complex issues that plague the inner-city, such as racism and poverty. To learn more about this perspective-changing organization, contact urban_initiative@westmont.edu.

Orientation Team

The task of welcoming new students, both first-year and transfer, to the Westmont community falls to the Orientation Team. This group of sixteen students and two interns works to plan and execute the Orientation experience, ensuring that new students make a successful transition to Westmont. The Orientation team works under the direction of the Campus Life Office. Throughout the year, the Orientation Team continues the relationships built in August as they host first-year educational programs, the first-year retreat and other activities. You can find more information on the Orientation Team [here](#).

Spring Sing

Spring Sing is Westmont's longest standing tradition. Students compete annually on behalf of their residence halls in this talent extravaganza. Each act features innovative songs, drama and dancing as students strive for the coveted honor of winning first place and a place in Westmont lore. With hilarious side acts to complement the show, as well as, surprise emcees and cameo appearances by favorite faculty and staff, Spring Sing is the can't-miss event of the year! For more information, contact springsing@westmont.edu.

Dances

Both informal and formal dances are popular at Westmont. Most dances are planned and sponsored by the Westmont Activities Council (WAC). In addition, other student life offices or official campus organizations may sponsor dances.

The director of campus life is responsible to communicate college standards and expectations to all groups that request to sponsor a dance and also to guide the approval process. Helpful guidelines have been

established to ensure that campus dances are consistent with the Community Life Statement and uphold the high standards we have for college events.

Dance Proposal Forms are available in the Campus Life Office and must be submitted to the director of campus life at least 10 days before the intended date. This time period allows for adequate review of all proposals including evaluation of conflicts with other scheduled campus events. The proposal form includes guidelines for chaperones, musicians and DJs, the general atmosphere, and other dance-planning procedures to uphold the spirit of the Community Life Statement. The responsibility to uphold the guidelines and confront breaches of those guidelines falls upon the sponsoring organization as well as the staff and faculty chaperones.

CHAPEL AT WESTMONT

Why does Westmont College have chapel? Our address demands it:

955 La Paz Rd.,
Santa Barbara,
California,
United States,
North America,
Western Hemisphere,
Planet Earth,
Solar System,
Milky Way Galaxy,
Universe,
Mind of God.

Emily, in Thornton Wilder's play, *Our Town* addressed her schoolbooks that way. And it's very close to saying what the apostle Paul said when he quoted the 7th century Greek poet Epimenides to the Athenian philosophers on Mars Hill: "For in him we live and move and have our being" (Acts 17:28). Paul was appalled at the idolatry of these pagans. Their gods were limited to specialized functions and places in heaven and earth: rivers and thunder and agriculture and fertility. The God he came to proclaim was the one who actually made the heavens and the earth. He was a big God. He wasn't in things, things were in him. The idols were frauds, no-gods.

The implications are profound. The God of the Bible obliterates the division between the sacred and the secular, by doing away with the secular altogether. The whole creation is sacred because the whole creation is God's—in him and from him and through him and to him (Romans 11:36). "The world is charged with the grandeur of God," wrote the priest-poet Gerard Manley Hopkins. "It will flame out like shining from shook foil." How does one act in a sacred space? Humbly. More conscious. Deeply respectful.

With wonder and awe. Sacred spaces are places of worship, of service to God. For those who know where they are, all of life is worship, because all of life is lived in sacred space, God's space.

We worship God at Westmont – we have chapel – because we know where we are and don't want to forget it.

Worship services at Westmont are like leaven or salt in our community. Though they make up only a tiny portion of our life together, they affect everything else we do. In chapel we sanctify a part for the sake of the whole. We worship God in chapel so that we may worship and serve him everywhere else – in the classroom, the

laboratory, the dorm and the DC. Chapel services, gatherings of thanksgiving and praise to God, and the hearing of the Word of God are integral to the Westmont experience.

The Heart of God

But there is a greater reason for worshiping God at Westmont. For when this awesome God wanted to reveal his heart, he didn't speak in hurricane, thunder and blinding light. The Word he spoke was simply, "Jesus," the one who came from the Father's side, full of grace and truth. So great is the Father's love for us, "that he gave his only Son, that whoever believes in him should not perish but have everlasting life." Jesus, the sinless Son of God, died for our sins to remove our guilt and rescue us from the tyranny of Satan.

We worship God at Westmont because we believe the Gospel, and don't want to forget it.

Every chapel service is a little reminder; a memorial of God's amazing love – and an opportunity to do what we can never over do: say thank you. It works this way: God's motive in reaching out to us in Christ was his love; his purpose was to make us lovers too. Worshipers. We love because he first loved us. The song the citizens of heaven sing to the Christ is, "you were slain, and with your blood you purchased men for God from every tribe and language and people and nation. You have made them to be a kingdom and priests to serve our God." Christ died to make us priests. Priests serve by worship.

We worship God at Westmont because Christ died to make us worshipers.

Actually, the very sin Christ died for was our refusal to love and worship God. The heart of human darkness is, "For although they knew God, they neither worshiped him as God nor gave thanks to him." In chapel we practice what Christ died to restore in us. Worship is God's right, and our need. We have chapel because we know the truth of St. Augustine's longing: "You made us for yourself, O God, and our hearts are restless until they rest in you." And David's: "My soul thirsts for you, my body longs for you." All our longings are signposts to God, pointing to God and fulfilled in God. We are most human when God is most God to us. For, "the glory of God is man fully alive, and the life of man is the vision of God" (Irenaeus).

First Thing!

Every community and academy has its "first thing", its point of departure, its foundation and cornerstone. For Westmont College it is Colossians 1:18, "So that in everything [Christ] might have the supremacy." "Supremacy" is a worship word. "Everything" describes the sphere of supremacy, of worship. Abraham Kuyper, in his inaugural

address at the Free University of Amsterdam, paraphrased Colossians 1:18 when he asserted that there is not one thing in all creation that Christ does not lay his hand on and say, “Mine!”

This is the conviction that animated the founders of Westmont College, and led them to make bold steps of faith and endure great difficulty to establish this institution. Chapel services were not an afterthought for these men and women. Chapel represented, and in many ways embodied the heartbeat of their mission. When we gather in chapel, we honor the Lord. We also honor these servants of the Lord. When you come to Westmont, for whatever reasons, whether as student, faculty or staff, you join something that was there before you arrived. Coming to Westmont is like joining a family with unique traditions and ethos.

Chapel services are like the family meal, the one gathering to which everyone is invited. In chapel we encounter the value of the various and diverse members of the Westmont family, past, present and even future. Over time we enter into a lively fellowship with the Westmont community; professors, founders, roommates, custodians, alumni. Day to day, amid the heat and busyness of a packed semester, chapel can be a way to integrate the fractured life of a diverse community

Practicing Worship

How do we do chapel? *Above all, we earnestly want everything we do in chapel to have biblical and theological integrity.* We want to worship God in ways that please him. Our roots and affections are evangelical, but our larger loyalty is to historic Christian orthodoxy.

We believe that whatever we may know about worship, we still have a lot to learn. Our understanding of God and the God we worship is partial. The need to worship is natural, the capacity and ability for authentic worship is not; it must be taught and cultivated. Chapel services are not only acts of worship; they are training in worship, disciplines in the enjoyment of God, practices of the pleasure of his presence.

A Christian college is a place where one’s vision of God, and therefore one’s humanity is expanded and deepened. Chapel should frequently be educational; an invitation to acquire a new, larger and more thoughtful set of criteria for what makes worship good. Services will at times feel very familiar and other times very foreign. We want chapel to sometimes seem a perfect “fit,” and other times something you must grow up into.

Among other things, this means growing in understanding and appreciation of the diverse ways Christians once have and now worship God. We want to be sensitive to the perspectives that can shape

worship: things like gender, ethnicity, culture, theology, ecclesiastical traditions, style, chronology (the communion of the saints, the richness of church history), age (e.g., young, middle age, old age), seasons of life (e.g. seasons of doubt, the journey of faith, post-college, etc.), vocation (e.g., different walks of life, business, academia, pastors), theoretical and practical, campus, local, national, international.

Obstacles

Do we really think we can accomplish all this in only 50 minutes, three times a week?

Hardly, not even in 15 weeks a semester over four years. But we like the challenge. As the saying goes, if you aim for nothing, that's what you will hit. There are bigger obstacles than time, however: certain attitudes and outlooks, many of them cultural that misunderstand and run counter to the idea of a Christian college. We list a few:

Confusion over the meaning of freedom and choice

Worship is authentic only if I have chosen to go. Anything else is inauthentic and coercive. No one should ever be "forced" to worship. Required chapel undermines freedom of worship and conscience.

This view seems to be based on two misconceptions. The first is that *choice equals freedom*; the more choices, the more freedom. The fact is, this idea has much more to do with American consumerism than biblical truth. Biblical freedom is not freedom to do whatever you want, but to do what is right – and to want to do what is right.

William Willimon, former Dean of the Chapel at Duke University, sees an irony in all this concern about choice:

“Most of us have been taught that religion is something we ought to choose for ourselves. We don't remember being taught this because choosing for ourselves is a value so widely held in this society, so firmly sanctioned by the economic order and government, that choosing for ourselves seems natural, innate. In so believing we demonstrate how well a consumer society has formed us, turning our lives into a mere matter of consumer preference without our ever remembering when we were taught. We did not choose to believe that personal choice is the highest human virtue. Rather, we were taught, formed, forced to believe that nothing is important in life other than that which we have personally chosen. The irony is that the belief that nothing is important in life other than that which we have personally chosen is a belief that we have not personally chosen! The supermarket and shopping mall have been our school.”

The second misconception is that choice is acting on the mood of a moment.

I am free only if I can do what I feel like doing right now. The truth is, the best choices, and the most freeing, are not about the mood of a moment, but the commitments of a lifetime (or a college career). Marriage is that kind of choice, the promise to choose to behave in a certain way for a lifetime, regardless of moods and moments. God is this way! He makes promises and covenants to behave in a certain ways for thousands of generations.

To come to Westmont, is to RSVP an invitation to a banquet of sorts. The menu is nourishing, and will feed your soul. It is to choose over time, in multiple situations and moods, to engage your mind in vigorous disciplines of learning, to embrace a community and its standards, and to worship God with that community. One is no more forced to worship at Westmont than one is “forced” to accept the invitation.

It’s all about me.

The worship service was good if I felt good about it. If the music or speaker was pleasing or in some other way met my standards, the service was a success.

This view is utterly alien to Scripture. True worship is worship that pleases God, meets his standards and honors his name in the ways he has prescribed. True worship is not about us, it’s about God. Soren Kierkegaard said God is the audience in worship, we are the performers, and those who get up front to speak or sing are the prompters – those who help the performers perform. The question we should ask ourselves after every service of worship is not, “How did they (the prompters, the preacher, the singers, etc.) do?” But, “How did I do? Did the Holy Audience receive my best ‘performance?’”

Individualism and Privatism

My faith is strictly a private matter between God and me. It’s nobody’s business but mine.

Again there is no support for this view in Scripture. Quite the opposite: to be a Christian is to become a member of the Body of Christ. One can no more practice the faith apart from the Body of Christ than a hand can be a hand apart from the body. Jesus did not found a religion, but a church (Mt 16:18). Christian faith is personal, but never private. Faith is lived out in the community of God’s people, or not at all.

Spiritual Dryness

I'm flat spiritually, indifferent, even uninterested in the things of God. I'm increasingly disconnected from the fill in the blank (style of worship, speaker, leadership, other students).

Spiritual dryness happens to the greatest of saints. They are in surprising agreement as to what to do with it. Boiled down it is: learn from your dryness, let it be a teacher, not a master. And keep coming back for prayer, worship, and the fellowship of other believers.

90% of growing in faith is just showing up.

Anxiety

The fear of what's next – a paper due, a test. It's hard enough to have it on your mind – it's worse to bring the work into chapel with you.

There are three things you can do with the anxiety. One, you may want to do a little Matthew 6:33 exercise: seek first his Kingdom by setting aside your work and giving God the honor that is his due. Two, use one of your chapel misses to study. You have 12 in all, roughly a month of chapels, ¼ of the semester. Besides, chapel is a lousy place to study. Three, learn to manage your time in such a way that you won't be in a panic.

Rudeness

All the ways we can act that are heedless, even callous to the fact that we are sitting in a gathering designed to honor our Lord and our Savior. The list is long and includes things like: an open laptop, study notes and textbooks spread out; noisily getting up to go to the restroom – walking down the bleachers, out the door, letting it slam, then walking back in and up to the top of the bleachers; chatting with friends, physical affection between boyfriend and girlfriend.

Usually these kinds of things are not done maliciously, but thoughtlessly. But the effect is the same: God is dishonored and those who want to honor him are distracted. There aren't enough rules – don't do this, don't do that – to fix this. Only a change of heart and attitude will.

How to Get the Most out of Chapel

Attend! To attend to something is by definition to listen, participate, engage, learn. Just showing up, filling out a chapel attendance card and occupying a space is not true attendance. At the heart of chapel attendance is an attitude of reverence.

It is, after all, God who is being worshiped in chapel. He alone is worthy of our full attention. His love, holiness and majesty demand the kind of fear the Scriptures say is the beginning of wisdom.

Talk about it

Let the things that happen in chapel be opportunities for dialogue and conversation with other students, faculty, the Chair of Music and Worship, and the Campus Pastor's office. Explore the implications for faith and life of the things you hear and do in chapel. Do you like something? Say so, and why. Do you not like something? Say so, and why, constructively.

Be real

Ask yourself, honestly, can I say I truly attend chapel – and show reverence for God – when I: Chat with my neighbor, Send text messages, Plug into an iPod, Do homework? Are my attitudes toward chapel a product of my culture, or of biblically faithful, thoughtful conviction?

Be expectant

Expect to meet with God in chapel. Jesus has promised to be present wherever two or three gather in his name. Know that the Lord is there in Murchison gym when we are, whether we feel him or not. Know that he is pleased with our loving attention.

CAMPUS SERVICES

Auxiliary Services Online

The Office of Procurement and Auxiliary Services maintains up-to-date information [online](#) about an ATM machine, the bookstore, the food service, the laundry system, the post office, reprographics, and vending machines.

Bookstore

The bookstore offers a wide variety of merchandise and services to the Westmont community. In addition to books and textbooks, and textbook rentals, you can purchase computer supplies, insignia items, clothing, gifts, cards, electronics, and a selection of snacks and drinks.

Services available through the bookstore include special ordering of books and balloon bouquets. If you don't see what you're looking for, let the bookstore staff know – they may be able to accommodate your needs. The bookstore is located behind Kerrwood Hall and is open from 8:45 a.m. to 4:30 p.m., Monday-Friday and 10:30 a.m. to 2:30 p.m. on Saturdays. It's closed during chapel on Monday, Wednesday and Friday. Merchandise is also available online 24 hours a day, seven days a week, at westmontbookstore.com. For questions or concerns, contact the customer service staff at x6064.

Counseling Services

The Counseling Center is located on lower campus across from Van Kampen Hall. Licensed mental health professionals are on staff to provide short-term counseling to students (up to eight sessions per semester), which is covered by student fees. For longer term counseling, referrals are made to off-campus mental health professionals, and the student is responsible for payment. Except as required by law, all information shared in the counseling sessions is confidential, therefore it has no relationship to disciplinary action.

To make an appointment, fill out the Request for Counseling form provided online or in the office, and contact office manager Claire Cetti, either in person or at x6003 or ccetti@westmont.edu. Appointments are generally available Monday through Friday, 9 a.m.-4 p.m. If there is an urgent need to see a counselor, please come in or call the office manager and arrangements will be made for the student to be seen as soon as possible. In case of emergencies after hours, students should contact their resident director or Campus Security

(x6222); call 211 (local hotline) or 911; or go directly to the emergency room at Cottage Hospital. Find more information [here](#).

Dial-a-Ride Shuttle Service

Westmont students can take advantage of Dial-a-Ride transportation service in addition to the college's regular shuttle service. Dial-a-Ride fills transportation needs between Carpinteria and UCSB and runs Monday through Friday from 10 a.m. to 10:30 p.m., Saturday from 9 a.m. to 5 p.m., and Sunday from 9 a.m. to 5 p.m. To call in a reservation, dial x7000. To make a last-minute request (which are welcome) dial 455-6630. For more details, see the [transportation information](#) posted on the Resources section on the [Student Life page](#).

Dining Services

Continuous Dining Hours

Students on a meal plan are welcome to eat, socialize and study in the dining commons (DC) from 7 a.m. to 8 p.m. every day. Anyone who purchases the standard meal plan has access to the dining commons during these hours. A limited 15-meals-per-week or 10-meals-per-week plan are also available to all students except first-year students during the fall semester. Hours are limited on holidays and can be found [online](#). Retail late night service from 8:30 p.m. to 12 midnight, Sunday-Thursday.

Munch Money Option

Contact the dining services staff at any register to add a prepaid balance to your ID card. Munch Money can be used in the dining commons or for late night service. Purchases paid with Munch Money receive a 10 percent discount.

Entering the Dining Commons without Paying or "Scanning in"

There is a \$50 fine for entering the DC without paying, scanning in, or for allowing someone else to use your meal card. The same fine applies to opening an alarmed side door for someone to enter.

Removing Food or Dishes from the DC

The college has a continuous dining program which allows for access most of the day to those who have purchased meal plans or individual meals. It is important to the well being of the entire community that this privilege is not abused. Diners who have eaten in the DC may leave with a piece of fruit or a dessert in their hand. Diners who have eaten in

the DC may also leave with a beverage in their own mug. Food being removed should be visible to the cashier, and at no time should any food be put in backpacks, etc. while still inside the DC. Other types of food, entrees, etc., must be consumed in the DC and not removed unless the diner has purchased a to-go container when entering, and food may only be removed in that container. Dishes, cups, silverware, etc., may never be removed from the DC for any reason. Diners who violate these policies will be assessed a \$50 fine per occurrence.

Sack Lunches and Group Packouts

Contact the dining commons managers to arrange sack lunches if you have a schedule conflict preventing you from accessing the dining commons regularly between 11:30 a.m. and 1:30 p.m. Please include a copy of your class schedule, and allow a few days to be added to the packout list. Official groups can also arrange packout lunches or dinners with sufficient notice by visiting [Westmont Dining](#).

Throwing Food

Throwing food, wadded paper or other objects is prohibited because it is unsafe, messy and disrespectful to those who work in dining services. The consequences for such actions is a minimum fine of \$50 along with work hours and the possible loss of board-plan privileges.

Feedback Welcome!! Food Service Committee

We want your feedback. Please use the feedback cards in the dining commons, contact the WCSA representative on the food service committee, or comment [online](#).

Disability Services

Westmont seeks to provide an environment in which all students can have equal access to their education. The purpose of Disability Services is to assist students with disabilities to reach their goals by providing reasonable accommodations and support services. The director of disability services facilitates accommodations and works with students to create a plan for success. Services offered are based on disability verification and appropriate assessments. You may also contact this office if you believe you have a disability. Upon request, a list of local assessment resources and services is available. Students may request accommodations by contacting the Disability Services office at x6186. For necessary forms and an application, please consult our [website](#).

Financial Services

Bills, Fees, and Fines

The Westmont catalog includes information about the cost of tuition, fees, room and board and methods of payment. If you incur fees (e.g., refrigerator fee), fines (e.g., for improper check-out), or charges for damage, you will receive a charge memo from your resident director or resident assistant, who may ask you to acknowledge the charge by signing the form. These and other types of charges, such as pharmaceutical prescription costs, and/or credits to your account will appear on your monthly student account statement. For more information about your account, contact the Business office at X6021 or go to the [website](#).

Financial Aid

Approximately 85 percent of students at Westmont receive some form of financial aid, including parent loans. You may obtain information about the types of financial aid available and the process of applying to receive aid from the Financial Aid Office, located on the first floor of Kerrwood Hall. The Financial Aid Office is open Monday-Friday 8:30-4:30 (closed Monday, Wednesday, and Friday for chapel, 10:15-11:30 a.m.).

Westmont's policy on satisfactory academic progress requires students to successfully maintain a Westmont cumulative grade point average of at least 2.0 and complete at least 75% of all units that are attempted (67% for students with fewer than 26 earned units). Satisfactory academic progress is measured at the end of each semester and at the end of Mayterm. Westmont's Mayterm can be included to assist in maintaining these requirements. If you do not meet the requirements, you will be placed on financial aid warning. Students on "financial aid warning" have one semester (or Mayterm, if attended) to bring their progress up to the standard. Failure to meet the standard during the warning period will result in being ineligible for financial aid. Ineligible students may appeal for reinstatement. More information regarding this process is available in the Financial Aid office.

In accordance with the Drug-Free Workplace Act, all students receiving any federal aid are required to sign a statement declaring that they do not and will not unlawfully manufacture, distribute, dispense, possess or use controlled substances while at Westmont. The college is required to notify the federal government of any student convicted of any of the offenses listed in the above statement within 10 days, after which the financial aid award will be canceled.

Health Services

The Health Center (located near Armington Halls) is open from 10 a.m. to noon and 1 to 4 p.m., Monday-Friday. You will usually be able to see a health-care professional without making an appointment. A full-time physician, physician assistant and registered nurse, all with a specialization in college health, will be able to assess and treat most of your health problems. The Health Center brochure provides a complete listing of Health Center services. For questions, call x6164 or visit us on the [Westmont website](#).

If you become ill or injured when the Health Center is closed, your resident assistant or resident director can assist you in getting the care you need. If they are not available, you should call 911 (and campus security, x6222) or arrange transportation to one of the health-care facilities listed below. Be sure to bring all bills to the Health Center after you return to campus to determine what portion is covered by your student insurance plan.

Local Health Care Facilities

Sansum Clinic-Hitchcock Urgent Care (805) 563-6100, 51 Hitchcock Way, Monday-Friday 8 a.m.-7 p.m., Saturday 9 a.m.-5 p.m., Sunday 9 a.m.-3 p.m.

Cottage Hospital Emergency Room (569-7210), is located on the corner of Pueblo and Bath Street. They are open 24 hours a day, 7 days a week. Please reserve use of the emergency room for true emergencies or to obtain health care when all other facilities are closed.

Lost and Found

The college maintains a general lost-and-found service, with official collection points at the Switchboard and at the Physical Plant. Any item turned in to the Switchboard will be entered into a database of lost items. If we can identify the owner of an item, we will attempt to contact the owner three times.

If you lose something, you may dial “0#” (from an on-campus phone) or 805-565-6000 (from off campus/cell phone) or come by the Switchboard and/or the Physical Plant during normal business hours to check the lost and found. After two weeks, lost-and-found items are taken to the Public Safety Office, which clears unclaimed items every 30 days. The Athletics office, the Dining Commons, and the Library also maintain lost-and-found services for their areas.

Post Office

The campus Post Office processes all inbound letters and parcels and offers a variety of outbound shipping methods including; USPS, UPS or FedEx. You will be assigned an individual, private, 24-hour access mailbox which will remain yours for as long as you are a registered student, even if you leave for an off-campus program. All incoming letters and parcels must be addressed as follows:

Student Name
MS# XXXX (Your 4-digit ms#)
955 La Paz Rd.
Santa Barbara, CA 93108

*Please do NOT include “Westmont College” as part of your mailing address. It is important to include your MS# as part of the address in order to avoid delay in delivery. It is particularly important that your address be labeled correctly as “MS#” not “PO Box” as UPS and FedEx will not deliver to a PO box. Your MS# will be assigned to you in early August and you will be able to access the information on your student profile. At that time you may begin to have **mail** sent to the campus but please refrain from having **packages** mailed to Westmont until **after August 15** as we have no place to store your parcels prior to that time.

You may purchase stamps and envelopes as well as ship parcels at the walk-up customer service counter between 10 a.m. and 4 p.m. Monday-Friday. The Post Office is closed during chapel Mon./Wed./Fri. from 10:30 a.m.-11:30 a.m. Inbound parcels are available for pick-up at the back door of the Post Office during the hours listed above. You will find a package slip inside your mailbox when your package is ready for retrieval. The Post Office also offers incoming and outgoing fax services at the front counter during operating hours.

You can find complete information on the campus Post Office [here](#).

For general questions, feedback or concerns, please contact the Post Office staff at (805) 565-6087. They will be happy to assist you.

Reserving Campus Facilities

Any campus activity sponsored by faculty, staff, or students or event that requires a facility must be confirmed in advance with the Campus Scheduling office (CSO). To begin the process of planning an event and reserving a facility, use the [campus scheduling website](#). This user-

friendly site is the fastest, most efficient way to make a facility reservation request.

Prior to using the campus scheduling website, please read the instructions posted online. Contact the CSO at x6046 with questions.

If you are submitting a same-day request, please alert the CSO by calling x6046; otherwise, allow a minimum of three business days for your request to be processed. If you cancel your event, please submit an online cancellation request. This will enable us to allocate the space to someone else who may need it.

Some facilities require departmental authorization. This process can delay confirmation, so please allow a minimum of two business days to process your request. Request for event services and polycom speaker phones may be made via the campus scheduling website. Additional requirements such as catering, sound and media, custodial, and security should be arranged with the respective departments, as EMS does not handle these services.

All catered events require a minimum of two hours additional time prior and following the event for preparation and clean up. More extensive catering may require additional time. Be sure to add in that time in your facility request.

Generally, reservation request confirmations are sent via email. Please include the email address to which you would like confirmation sent.

Campus Scheduling office hours are Monday through Friday, 8 a.m. to 4 p.m.

POLICIES AND PROCEDURES

Academic Policies

The following policies are some of the more common policies about which students have questions. For a comprehensive list of academic policies please consult either the [college catalog](#) or the [Academic Policies and Procedures](#).

Academic Dishonesty

Academic dishonesty is a serious breach of trust within the Westmont community because it violates the regard for truth essential to genuine learning and Christian consistency. It also hurts those students who do their work with integrity.

Academic dishonesty may consist of plagiarism (the use of someone else's words or ideas without giving proper credit), cheating (the use of unauthorized sources of information on an examination or other assignment), or falsification (misrepresentation of facts in any academic project or obligation). All cases of plagiarism and academic dishonesty result in the work receiving a grade of F and the instructor may impose more severe penalties. Sanctions for a second violation in the same or different course may result in being subject to the full range of disciplinary sanctions, up to and including expulsion from the college. A record of the incidents will be kept in the Provost's and Student Life Office. A complete academic dishonesty policy is available from the Provost's office or [website](#). You are responsible for knowing the contents of this statement.

Class Attendance

One of the distinctive features of Westmont College is its residential nature: as members of this community, we recognize that learning and personal growth occur in community. Attendance at regular class meetings is an important manifestation of this commitment. The following attendance policies are intended to encourage attendance while recognizing special circumstances and the rights of students and faculty.

When attendance is not possible, for whatever reason, students are responsible for the missed course work and activities and should consult the faculty member as to whether and how the work might be made up.

Faculty shall establish their own attendance policies for courses taught by them, subject to the following limitations:

- Faculty must announce their attendance policies and their policies for make-up work in relation to absences at the beginning of a course. Any change in policy during the course must be made clear to the students and shall not be retroactive.
- As a minimum, a student shall be allowed without penalty (beyond the possible loss of credit for missed or late work) at least as many absences per semester as the number of times the class meets per week.
- At the instructor's discretion, absences beyond this threshold may be penalized. However, students should not be penalized (beyond the possible loss of credit for missed or late work) for a reasonable number of absences due to illness or for official school activities (such as varsity athletic events and official class trips field trips).
- Notwithstanding, when a student persistently neglects class assignments or has excessive absences, the faculty member may request the student withdraw from the class or may notify the student that he or she has been terminated with a grade of F in that particular class. A student may not be dropped from a course for missing classes unless the number of absences exceeds twice the number of times the class meets per week. Through the ninth week of the semester, the faculty member may assign a grade of W instead of an F.
- Faculty members are not permitted to provide make-up opportunities or alter established class schedules for suspended students. Where this creates hardship for students they are to be referred to the dean of students.

Classroom Conduct

Students who display unprofessional conduct during class will be asked to leave the classroom. Unprofessional conduct during class includes, but is not limited to, activities such as reading newspapers, studying for a different class, talking while someone else has the floor, evidencing disrespect for those who have a different point of view, or regularly arriving late. Students who do not correct this behavior after having been asked to leave the classroom may be dropped from the course (with a failing grade) for disciplinary reasons.

Commencement Participation Policy

1. Participation in graduation ceremonies is a celebration of work accomplished and is reserved for those students who will complete all degree requirements by the end of the spring semester or Mayterm. A student completing degree requirements in Mayterm must be registered in the appropriate Mayterm classes by March 15.

2. In extenuating circumstances only, a student may petition the Academic Senate for an exception to this policy. The petition must be submitted to the Student Records Office by March 15 and will be reviewed according to the following guidelines:

- a. The petition must explain the extenuating circumstances that prevent the student from completing degree requirements at the end of spring semester or Mayterm.
- b. The petition must include a written plan demonstrating how the requirements will be met during the summer immediately following the graduation ceremony.
- c. The plan may include a maximum of eight pre-approved units to be completed after Commencement.

Degrees for summer-session candidates are conferred as of August; graduation data will not be entered until work is completed and grades are recorded and computed.

Concurrent Enrollment

Concurrent enrollment (enrollment for credit at another school while enrolled at Westmont) may occasionally be permitted for program enrichment or for solving serious class- scheduling conflicts.

- The course should be commensurate with the student's program but not offered at Westmont College or the concurrent enrollment should be undertaken to solve a class-scheduling problem such that a student is unable to enroll for the course in the remainder of the student's Westmont program.
- The student must file a petition requesting approval for concurrent enrollment in advance of enrolling in the concurrent course.
- The student must be a full-time student (minimum 12 academic hours) at Westmont.
- The total academic load in a term must not exceed the academic load permitted at Westmont.
- If transfer credit is expected, the suitability of the particular course must be established in advance through the normal pre-approval process in the Student Records Office.

Disagreements with Professors

Students occasionally experience difficulty with an instructor or disagree about grades. If you have such a problem, you should first meet with the instructor to discuss the situation. If you are still dissatisfied after the meeting, you should talk to the chair of the department. In the event that the problem remains unsolved, you should consult the provost.

Petition Procedures

Petitions for exceptions to academic regulations must be submitted to the registrar for action. Some petitions will be referred on to the Academic Senate Review Committee by the registrar for action. Standard petition forms are available at the Student Records office or on the [registrar's website](#) under "Forms." Students should turn in their petitions at the Student Records office. The registrar will take action within a week and will notify students of the decision. The faculty adviser and/or the instructor also will be notified.

Appeals

If requested, the registrar will provide an additional explanation of actions. A student who feels a petition has been unjustly denied may ask the vice provost to have the petition reconsidered. Actions of the Academic Review Committee may be appealed to the provost.

Off-Campus Program Requirements

A student with a 2.3 G.P.A. may apply to participate in an off-campus program. This will not be considered as a break in residence. Applications must be processed through the Off-Campus Programs office. Off-campus programs sponsored by a particular department for major credit may set their own minimum G.P.A. Westmont reserves the right to limit the number of students participating in these programs each semester. Students who wish to enroll in two different off-campus programs in consecutive semesters must submit a petition to the Academic Senate through the Registrar's office. Students planning to be off-campus during their junior year should complete an application for degree before they leave.

Adding or Deleting a Varsity Sport

Each fall, Westmont will notify students of the opportunity to request the addition or deletion of a varsity sport. Students may obtain a copy of this procedure and of a Varsity Sport Request form from the Athletic Director's office. In order for Westmont to consider adding or deleting a varsity sport as early as the following academic year, you should complete the Varsity Sport Request form and submit it to the athletic director by Oct. 31.

All requests will be reviewed by the college's Title IX officer in light of federal requirements. They will be evaluated by the athletic director and the faculty athletic committee, which will make a recommendation to the provost. Any request approved by the provost will be forwarded to the budget committee for funding consideration and a recommendation to the president. The president will make a final

recommendation to the board of trustees. The timing of the implementation of a decision to add a varsity sport will take into account funding, hiring of qualified personnel, compliance with Title IX, and college-wide programmatic needs.

Chapel Attendance Policy

Attending chapel is a requirement to attend Westmont. Students who do not meet the requirement are not eligible to enroll in any Westmont-related program for the semester following their failure to meet the requirement.

Every student will begin each semester with zero absences.

Twelve chapels may be missed per semester. Please note that the purpose of your Chapel misses is for your use on an “as needed” basis and should be managed as a bank account to cover you in the event of unforeseen circumstances.

With this in mind, the only excused absences are:

- Severe medical conditions which temporarily affects Chapel attendance. Condition must be verified in writing by an attending physician or by an email to our office from the campus physician;
- Other extenuating circumstances (e.g. family emergencies). To be excused a student will need to submit an appeal, along with supporting documentation, to the Campus Pastor’s Office within 2 weeks of the missed Chapel(s);
- Students with children;
- Students away from campus on an authorized academic field trip. Please note: You will not be cleared if the professor has not notified us;
- Jury duty;
- Students cleared by the education department to fulfill student teaching or observation assignments. Please note: You will not be cleared if the department has not given us prior notification;
- Students participating in internships that are approved by a professor and the Internship Office. Students must complete, along with the approving faculty member, an internship form that can be found on our web-pages.
- Athletes, attending away games on recognized intercollegiate sports teams. Please note: You will not be cleared if the department has not notified us.

- Chapel attendance is mandatory. Only seniors in their final semester of attendance at Westmont are not required to attend Chapel.

Note: Work conflicts and medical/dental/physical therapy appointments do not qualify as excused absences. Unless an emergency, all requests for excuses must be submitted in writing to the Campus Pastor's Office in advance, by the persons responsible.

What constitutes missing a chapel? The following are the most frequent circumstances:

- Being physically absent.

Others may be:

- **ARRIVING LATE.** Chapel starts at 10:30 a.m.; students who arrive at 10:30 or later are late.
- **WRITING YOUR NAME AND STUDENT ID ILLEGIBLY.** Obviously, we cannot know if you were in attendance if we can't read what you wrote on your attendance card.
- **PARTIAL ATTENDANCE:** Leaving chapel early or attending only a portion of chapel.
- **DISHONESTY:** Submitting a chapel card for someone else, or seeking to submit your chapel card when you did not attend. In either case, chapel credit will be denied, and the Student Life Office will be informed of the dishonesty.
- **BODY ONLY:** Being physically present, but doing things like studying, talking, sleeping or using electronic devices during chapel. In other words, merely having your body present in a chapel service does not mean you are actually in chapel. **This may be the most egregious and damaging kind of chapel miss, for it not only distracts people around you, but shows crass disrespect for the worship of God.**
- If any of these fraudulent misses occur, you may be asked to surrender your chapel card to the Campus Pastor's staff, or someone else in leadership. This may include faculty, staff, RD's or RA's. In these cases, chapel credit will be denied.

It is solely the responsibility of each Westmont student to keep track of chapel misses.

- A Chapel Attendance website is kept by the Campus Pastor's Office as a courtesy to students in order to check how many chapels may have been missed. The Campus Pastor's Office is not responsible for any technical problems with the website. It remains

the student's sole responsibility, with or without the website, to know the status of his or her Chapel attendance record.

- An e-mail notice will be sent out to students after they miss six Chapels. This will be done as a courtesy and an invitation to talk with a campus pastor about any problems students may have in meeting the requirement. It remains, however, notice or no notice, *solely* the student's responsibility to know the status of his or her chapel attendance record.

Students who exceed 12 misses will not be allowed to register at Westmont (or any Westmont-related programs) for the following semester.

- Students who exceed 12 misses will be notified by email by the Campus Pastor's Office. Students who wish to register can do so with a provision that they are actively working to provide documentation to clear their attendance record or while they make a written appeal to the Campus Pastor. Documentation and/or Chapel appeals are due no later than 5 p.m. on the last day of regular scheduled classes. Appeals must be in writing using the Chapel appeal form that can be found on the Campus Pastor's Web page.
- The final day/time for all Chapel attendance related issues and appeals will be processed and finalized is 12 noon on the last day that final exams are administered. Students who miss the 12 noon deadline will have their registration cancelled and their housing rescinded and will be placed on a waiting list to register. If a spot becomes available to register, you may not be able to add your original classes or housing assignment.

If a student fails to clear their Chapel attendance they will not be able to return to Westmont (or attend a Westmont-related program) for one semester. If, after sitting out a semester, a student wishes to return, he or she will be required to reapply for admission. Because of full-enrollment, it is crucial that the admissions office be contacted for information regarding procedures and deadlines, and that these procedures and deadlines be met in a timely manner!

Computer and Network Use and Copyright Infringement

It is expected that Westmont's information technology resources will be used in an effective and efficient manner authorized by the college in support of its mission and consistent with the law. All other use is inconsistent with college policy and may be illegal. The college does

not authorize the use of its Internet access for the illegal downloading, exchanging or distribution of any copyrighted media. Unauthorized distribution of copyrighted materials including peer-to-peer file sharing may subject you to disciplinary action up to and including expulsion as well as to civil and/or criminal liabilities. For more information on acceptable use of college technology please refer to the [Information Technology Resource Policy](#).

Monitoring Internet Activity

Please be aware that the college monitors its network for unauthorized activity. In addition, the Recording Industry Association of America and the Motion Picture Association engage third-party services to monitor the Web for the instances of infringement of their copyrighted material using technology that can trace IP addresses to both the original and subsequent infringers.

College Discipline, Civil and Criminal Penalties

In the event the college's Information Technology Department detects an infringement occurring at your Internet protocol address, (IP address), your access may be turned off, and you will receive a notice to report to the Student Life Office for possible disciplinary action. The college will not activate your access again until you do so.

Be advised that individuals found legally responsible for copyright infringement maybe liable for statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights. Furthermore, violations of criminal statutes subject you to penalties of up to 10 years imprisonment depending on the nature of the offense.

Drug-Free Campus

It is Westmont's policy that the campus be free of alcoholic beverages; free of drugs made illegal as a matter of federal, state, or local law, including marijuana; and free of their use. The college wishes to provide a drug-free work and educational environment for faculty, staff and students. The on-campus manufacture, distribution, dispensing, possession or use of a controlled substance is unlawful, violates our Community Life Statement, and Employee Handbook, Faculty Handbook and Student Handbook, and is prohibited.

Email

Every enrolled student is provided with a Westmont email account (username@westmont.edu). All-student email is the primary method used by college officials to communicate important messages to all students. It is every student's responsibility to check email regularly for official college correspondence.

The use of all-student email is reserved for faculty, staff and official student organizations. This also applies to class email lists (first-, second-, third-, and fourth- year) unless utilized for academic-related assignments. Clubs, ministries and other student groups looking to notify students about events or meetings are invited to communicate through the Current Students page on the website, which the Campus Life Office updates daily. This page serves as a hub for student information. Students can also join electronic mailing lists for groups with which they are involved.

Fundraising

You will receive instruction and guidance from your staff director/coordinator to ensure the institution approves your fundraising. Guidelines are [online](#). As well as raising funds from friends, family and home churches, you may need to coordinate with the Office of College Advancement (OCA). Contact Sandi White, assistant vice president of college advancement, at x6261 or swhite@westmont.edu. New or not-approved student groups with fundraising goals will find an application to fundraise and directions for pursuing approval online at the link above.

Harassment

Westmont College values diversity and is committed to providing a diverse learning, living and working environment consistent with its mission and heritage, both of which are deeply rooted in the evangelical Christian faith tradition. In keeping with this commitment and in accordance with applicable laws, the college prohibits unlawful discrimination and harassment and will not tolerate retaliation against any individual for making a complaint, for participating in the investigation of a complaint, or for otherwise opposing unlawful conduct as described in this policy and the procedures that follow.

This policy applies to all members of the campus community, independent contractors, applicants for employment and admission and guests to the college. The college will apply the procedures outlined below in responding to any complaints of unlawful discrimination or

harassment. Westmont is committed to investigate promptly any complaints received under this policy. Where unlawful discrimination or harassment is found to have occurred, the college will take appropriate action reasonably calculated to end the behavior, up to and including termination of employment, expulsion from the college, termination of contract, and revocation of permission to be on college grounds. The person responsible for coordinating efforts under this policy is Title IX Officer Chris Call, Vice President for Administration and Planning, Kerrwood Hall, Room 215, x6023.

Unlawful Discrimination

Unlawful discrimination includes but is not limited to treating individuals differently in the terms and conditions of employment or in their academic status and/or progress based on a lawfully protected status.

Examples of unlawful discrimination include but are not limited to unequal treatment in the terms or conditions of employment or academic status on the basis of race, color, sex, sexual orientation, national or ethnic origin, genetic information, age, veteran's status or disability. While the college does not discriminate on the basis of religion in its admissions practice, the college exercises its legal right to seek and hire coreligionists at all levels of employment for all college positions.

Unlawful Harassment

Unlawful harassment (including sexual harassment) is offensive and unwelcome verbal, visual or physical conduct based on a lawfully protected category that is so severe or pervasive that it creates a hostile work environment.

Any of the following conduct, when based on lawfully protected status such as race, color, sex, sexual orientation, national or ethnic origin, age, religion, veteran's status or disability constitutes unlawful harassment:

- a. Verbal: epithets, derogatory jokes, comments or
- b. Visual: depictions such as drawings or gestures;
- c. Physical: unwanted physical contact and blocking or impeding movement.

Sexual harassment includes the conduct previously described when the conduct is engaged in on the basis of sex. Sexual harassment also occurs when:

- a. Submission to the conduct is explicitly or implicitly made a term, condition or benefit of an individual's employment or

academic status and/or progress in employment or academic status.

- b. Submission to, or rejection of the conduct is used as the basis of employment or academic decisions affecting an individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.

Unlawful harassment occurs most often as a result of repeated instances of the types of behavior described above. However, a single instance of the described prohibited behaviors, where sufficiently severe, can amount to unlawful harassment.

Sexual Assault

Sexual Assault is a form of unlawful discrimination and like harassment is unlawful and prohibited. The College's policy and procedures on sexual assault can be [here](#). You may also obtain a copy from the Office of Student Life, Kerrwood Hall Room 209.

Complaint Procedure

A complaint of unlawful discrimination or harassment may be reported to any of the following complaint recipients: the Director or Associate Director of Human Resources, one's immediate supervisor, a department chair, a Resident Director, the college's Title IX Officer, any Dean or Vice President, or the President. *(A list of the people currently occupying these positions can be found in the catalog or received from the Office of the President or the Office of Human Resources.)*

A complaint recipient will notify the college's Title IX Officer whenever a complaint of discrimination or harassment has been received. The Title IX Officer shall ensure that the complainant promptly receives a copy of this Policy and is clearly informed of his or her rights to assistance.

The Title IX Officer will work with the President, Dean of Faculty, and Dean of Students to ensure that:

- a. A complaint of unlawful discrimination or harassment is promptly, fully and effectively investigated;
- b. Whatever action is deemed necessary to end the unlawful conduct will be taken; and
- c. The determination and imposition of any sanctions is handled in accordance with existing procedures spelled out in the relevant handbook (e.g., Faculty Handbook provisions on Discharge for Cause).

Confidentiality for both the complainant and the accused shall be encouraged and maintained as appropriate and to the extent allowed under the circumstances and by law.

If the accused is the Title IX Officer, the Dean of Faculty, or the Dean of Students, then the President will be notified and help determine an appropriate investigation strategy. If the accused is the President or a member of the Board of Trustees, then the Chair of the Board of Trustees will be notified and help determine an appropriate investigation strategy. If the accused is the Chair of the Board of Trustees, then the Vice Chair of the Board of Trustees will be notified and help determine an appropriate investigation strategy.

The Title IX Officer will keep the complainant informed about the process of investigating and responding to the complaint. After action on a complaint is concluded, the complainant will be notified whether or not discipline will be imposed. The college will not tolerate any reprisal or retaliation against someone who has submitted (or indicated an intent to submit) a complaint in good faith.

Westmont encourages all members of the community to report any incidents of unlawful discrimination or harassment immediately so that complaints can be resolved quickly. In addition, any member of the community who believes that he or she has been harassed discriminated or retaliated against for resisting or complaining about harassment or discrimination, may file a complaint with appropriate government agencies. The nearest offices are listed in the telephone directory. The U. S. Department of Education's Office of Civil Rights, the Federal Equal Employment Opportunity Commission, and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited discrimination and harassment; currently, the statute of limitations for filing a claim with these agencies is 180 days, 300 days, and one year, respectively.

Involuntary Withdrawal

Policy Statement

The vice president for student life or designee reserves the right to take immediate, necessary and appropriate action to protect the health and safety of any individual and/or the community. A student whose conduct unreasonably interferes with or unreasonably disrupts an orderly and safe environment is subject to the student conduct process. In unusual cases where a student engages in one or more of the behaviors listed below or exhibits a pattern of such behaviors, the college reserves the right to require an involuntary withdrawal. These behaviors include:

- Engaging in or threatening to engage in physical harm to self or to others;
- Demonstrating an inability to satisfy personal needs, including nourishment, shelter, personal safety and well-being such that a reasonable possibility of serious physical harm or death may occur in a short period of time; and
- Unreasonably interfering with activities of others (including those resulting in a significant and unreasonable impact on the personnel resources necessary to manage the behaviors described).

Involuntary Withdrawal Procedures

Interim Withdrawals

1. If, for reasons previously mentioned above in the “policy statement” section, the vice president for student life (which for the purposes of this policy also includes his or her designee) may remove the student from or restrict the student’s access to college facilities, property, classes, housing, services and activities as appropriate for an interim period while a final determination of the student’s status is being decided. This is referred to as an “Interim Withdrawal.” Every attempt will be made by the vice president for student life to meet with the student before deciding to enact an interim withdrawal.
2. In almost all cases, hospitalization or emergency room visits for behaviors listed above in the “policy statement” section will result in an automatic interim withdrawal. In such cases, a college staff member will make every effort to verbally communicate to the student and their attending health care professional that an automatic interim withdrawal has occurred.
3. Once a decision to enact an interim withdrawal has occurred, this decision will be communicated by the vice president for student life as soon as reasonably possible in writing to the student and others as appropriate. The vice president for student life will communicate the specific conditions or restrictions of the interim withdrawal, and will also communicate the process for evaluating a student’s readiness to return to the educational environment.
4. The interim withdrawal will remain in effect until a final decision has been made pursuant to the procedures below unless, before a final decision is made, the vice president for student life determines that the reasons for imposing the interim removal or restricted access no longer exist.
5. In instances of an interim withdrawal, the extent to which missed course work and class attendance policies can be modified (as an accommodation), will be determined on a case-by-case basis in light of course requirements.

Assessment for Purposes of Involuntary Withdrawal

The vice president for student life will confer with the Student Care Team (SCT) to evaluate whether a student should be involuntarily withdrawn from the campus. The vice president for student life may also choose to consult with additional personnel in accordance with the needs of each individual case, but in all cases the SCT will include the following college personnel (or their designee):

- Associate Dean for Residence Life (Chair)
- Assistant Director of Residence Life
- Director of the Counseling Center
- Director of the Health Services
- Coordinator of Disability Services
- Registrar
- College Counsel

The purpose of the evaluation is to determine:

- The nature, duration and severity of the risk of the student's presence on campus
- The probability that potentially threatening injury or significant disruption to the educational program will occur; and
- Whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk posed by the student's return to participation in the college program.

The vice president for student life, in consultation with the SCT, will require the student to be assessed. The vice president for student life may require assessment off campus, at the student's expense, by an appropriate healthcare provider. In such cases, the vice president for student life will notify parents, guardians and other appropriate persons.

The vice president for student life will:

- Arrange for an appropriate review process to include receiving, gathering and examining appropriate records and documentation;
- Secure a release of information to allow healthcare professionals to share information with the college (The vice president for student life will make all withdrawal determinations in part based on the reasonable medical judgment of healthcare professionals, relying on the most current medical knowledge or the best objective and professional evidence available. The college will make decisions on withdrawals even where the student refuses or is unable to undergo mandated assessment or provide a release of information allowing medical and mental health professionals to share information with the college. Students are strongly encouraged to

cooperate fully with college officials under this policy so that decisions can most fully reflect their interests and concerns.)

- Provide an opportunity for the student to meet with or provide a written statement to the vice president for student life and the SCT (or select members of the same);
- Document the findings of the meeting and any relevant recommendations.

Assessment and Decision

The assessment may result in, but is not limited to, one of the following decisions:

- Student is allowed to stay in the educational program, but is restricted in his/her access to the residential environment;
- Other specified conditions for remaining in the educational program and/or residential environment;
- Student is withdrawn from the educational program.

The vice president for student life will communicate the decision to the student in writing. The decision will include all information the student must submit in order to demonstrate an ability to return to the educational program or to full access to the residential environment with or without reasonable accommodation.

Voluntary Withdrawal

A student covered under this policy may choose to voluntarily withdraw before the assessment and review process are initiated or completed. Should the student elect to voluntarily withdraw from the educational program, the vice president for student life will gather assessment information or review information previously gathered in consultation with the SCT and without hearing to determine the conditions, if any, in order to demonstrate an ability to return to the educational program or to full access to the residential environment with or without reasonable accommodation.

Returning to the Educational Program and/or Full Access to the Residential Environment

Terms of Return

The student who demonstrates an ability to return to the educational program or the residential environment following withdrawal or restricted access and meets readmission criteria and application deadlines that may apply is assured the opportunity to return to the

educational program or full access to the residential environment under the terms and conditions listed below. (Students whose withdrawal period is for the remaining portion of a semester or more must reapply for admission to the college. Applications for readmission can be obtained in the college's Office of Admission. For questions related to reapplications contact the office at 805-565-6200.)

1. A student withdrawn or restricted from the residential environment who wishes to return must contact the vice president for student life and provide appropriate documentation from a health care professional demonstrating an ability to return and meet all behavioral expectations with or without reasonable accommodation.
2. Upon receipt of information from the student, the vice president for student life will:
 - Consult with appropriate campus healthcare professionals;
 - Consult with members of the student care team, as appropriate;
 - Contact the student's parents, if appropriate; and
 - Contact the student to discuss the student's readiness to return.
3. Upon a decision to allow the student to return, the vice president for student life will provide the student with written conditions for continued attendance.
4. Upon a decision to deny the student's request for readmission, the vice president for student life will specify what conditions need to be met in order to apply for return for a later semester.

Effect on Academic Status

In the event of a withdrawal pursuant to this policy, a notation will appear on the student's transcript in accordance with college policy. Any tuition refund due in accordance with college policy will be paid.

Effect on Housing Status

If the student has been restricted from the residential environment the college will cancel the student's campus housing contract and refund any fees due in accordance with college policy.

Appeals Under This Policy

Appeals under this policy may be made to the provost. Appeals must be in writing and submitted to the Student Life office during regular business hours (Monday through Friday, 8 a.m. to 5 p.m.) within three calendar days of the decision. If the third day falls on a non-business day, submit appeals via email to stulife@westmont.edu. In extremely unusual circumstances, students may make a written request to the provost after more than five days to appeal a decision. Such requests

are rarely granted, and the decision to grant or deny an extension of time is within the sole discretion of the provost (which for all purposes described in this section includes his or her designee).

Appeal Format

1. An appeal must be in writing and consist of:

- A completed Appeal Request Form (available in the Student Life office)
- A statement outlining and supporting the specific grounds on which the student is appealing.

2. An appeal must be based one or more of the following grounds:

- A process or procedural error was made that was significantly prejudicial to the outcome of the review process as it affects the student appealing;
- New information has arisen that was not available or known to the student appealing at the time of the SCT meeting which, when considered, may materially alter the outcome; Note: Information that the appealing student chose not to present at the time of the meeting is not considered new information;
- The college denied a reasonable accommodation, which, if the college had granted, would obviate the need to remove the student from the educational program or restrict his or her access to the educational program and/or residential environment.

The appeal must address how the basis for the appeal was sufficient to alter the decision in the original assessment and SCT meeting. Interim removal or restricted access will remain in effect during the appeal process.

The provost will consider all material previously presented and may meet with the student, the SCT and/or select members of the same. The provost will communicate his/her decision on the appeal in writing no later than seven days following receipt of the appeal. Where the appeal does not merit a new decision the provost will uphold the original decision. Where the appeal demonstrates clear and convincing facts or information that warrant an outcome different than the original decision, the provost will modify the original decision.

Missing Student Notification Policy and Investigation Procedures

Purpose

In accordance with federal law and to assist in guarding student safety, Westmont College establishes the following missing-student notification policy and investigation procedures.

Definitions

A. Residential student: For purposes of this policy, a residential student is enrolled in the academic program and resides in on-campus housing.

B. Missing: For purposes of this policy, a residential student is presumed missing if he or she is more than 24 hours late in reaching the expected destination. A residential student may also be considered missing if 1) he or she is overdue in reaching home, campus or another specific location past the expected arrival; 2) additional factors lead college staff to believe he or she is missing, and 3) a check of their dormitory room supports that determination.

C. Confidential contact: For purposes of this policy a confidential contact is the individual named by the residential student to be contacted not later than 24 hours after the college determines the student is missing.

Notification to Residential Students

A. Residential students are informed that they have the option to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing.

B. Residential students who are under 18 years of age and not emancipated individuals are informed that the college is required to notify a custodial parent or guardian if it is determined that the student is missing. Residential students who are 18 years of age or older are notified that the college will contact their parents if they do not identify an alternative confidential contact. (Identifying a confidential contact does not preclude the college from contacting students' parents if in the opinion of college personnel and/or if in the event of an emergency concerning students' safety, contacting students' parents is considered necessary.) In both cases, the college will contact students' parent/guardian or other identified contact not later than 24 hours after the time a student is determined missing.

C. Residential students are informed that the college will notify the appropriate law enforcement agency within 24 hours after the time that the student is determined missing.

D. The Office of Student Life will collect and maintain confidential contact information. The student is responsible for ensuring that the contact information is up to date and accurate.

Notice of Nondiscrimination

Westmont College does not discriminate on the basis of race, sex, color, religion, age, veteran status, national or ethnic origin, or disability in its admissions policies or in the administration of its educational programs, including scholarship and loan programs, and athletic and other college-administered programs and activities. Inquiries regarding the obligations of Westmont College under Title IX of the Education Amendments of 1972 and under the Civil Rights Act of 1964 may be directed to: Chris Call, Vice President for Administration and Planning/Title IX Officer; telephone: (805) 565-6023; email: ccall@westmont.edu or to the Director, U.S. Department of Education, Washington, D.C. 20201.

Parental Contact

The college is permitted but is not required to contact your parents under the following circumstances:

- If either parent claims you as a dependent on their federal income tax returns,
- If you are under 21 and found responsible for violating college policy or federal or state law related to alcohol or a controlled substance,
- If you have a health or safety emergency.

Privacy Rights

Pursuant to the Family Rights and Privacy Act of 1974, you, as a student, are vested with certain rights and the college with certain responsibilities regarding your education records. These rights and responsibilities are as follows.

Complaints

If you feel the college has violated your privacy rights under the act, you may file a complaint to this effect with the Office of the Secretary, Department of Education, Washington, D.C.

Inspection and Review

You may request an opportunity to inspect all college records, files, documents, and other materials which contain information directly related to you. You may also request an explanation or interpretation of

the records, as well as a copy of any information required by law to be given to you upon payment of five cents per page. Direct your requests for inspection and review to the custodian in charge of the records you wish to see as follows:

- Academic records: the registrar (e.g., transcripts, test results, petition forms, correspondence regarding academic progress, class schedules);
- Student Conduct records: vice president for student life;
- Financial records: controller;
- Health records: director of health services

Making Corrections and Amendments

If you believe information contained in your education records is inaccurate, misleading or in violation of your privacy rights, you may request the appropriate custodian to delete or correct the information. The custodian, or his or her nominee, must afford you an opportunity to present your opinion regarding the amendment of your records and must render a decision on your request within a reasonable time.

If the custodian denies your request, you may place a statement in your education records commenting on the disputed information and setting forth your reasons for disagreeing with the custodian.

Record Disclosure

Westmont will not, without your written consent (and except as set forth below), disclose information from your education records except to those authorized by the act to obtain access to student records without consent. Those so authorized include but are not limited to college personnel with legitimate educational interests; schools of intended enrollment; specified state and federal educational administrators; providers of financial aid; and emergency health-care providers. Access to student records without consent may also be obtained by court order.

Westmont will send your grade reports to your home address as long as you remain a dependent of your parents. Students who have established independence from their parents may request their grades be sent directly to them at another address.

The college will keep a record of all individuals or entities other than college personnel who have requested or obtained access to your records.

Your Directory Information

Westmont will disclose certain information about you unless you submit a written directive to the contrary. Called directory information,

this includes your name, address, telephone number; date and place of birth; major; participation in officially recognized activities and sports; dates of attendance at the college; degrees and awards received; and the most recent previous educational institution attended. It also includes the height and weight of members of athletic teams.

If you do not want your directory information to be released, you must sign and deliver to the registrar a Request to Withhold Directory Information form available from the Registrar's office.

Promoting, Selling or Publicizing On Campus

The following policy gives guidelines for anyone who wishes to: 1) publicize and promote events, candidates, job opportunities, ministries or viewpoints on campus, or 2) sell products on campus.

Students, Staff, or Official Campus Organizations:

- An academic department or official student organization may sponsor an issue forum or invite a guest speaker to campus. These events should be planned in accordance with the College Speakers and Sponsorship policy that is available in the Provost's office.
- An academic department or official student organization may arrange with student and alumni employment coordinator (x6248) to use tables at the entry of the D.C. for promotion or other purposes.
- WCSA will publish and uphold its own policies regarding the promotion of candidates in the elections it conducts.
- A student is not permitted to go door to door for the purpose of selling a product or service unless it is for fund raising. A student may purchase advertising space in the Horizon or get approval from the Student Life office to have promotional materials distributed through the campus mailbox (\$60 distribution fee). A gathering to promote a product or service must be held within a student's room.

Off-campus Individuals or Groups:

- Ministries, summer employment and employment recruiters must contact the Office of Life Planning to arrange campus visits. The approved visitors will be given space outside of the dining commons to set up a simple display and to meet with students. (The group may move upstairs during rain or if an elaborate display requires electrical outlets.)

- Door-to-door efforts for fund raising or selling a product or service are not permitted. No campus space will be provided to sell a product or service for profit.

Posting Fliers and Banners

Any individual or group that wants to advertise on campus must have posters and signs approved, stamped and dated by the Student Life office or the Campus Life office before posting them. This includes but is not limited to: all advertisement in public spaces, campus buildings, and residence halls.

- The Campus Posting policy (available in the Student Life office) includes locations, types of announcements, poster sizes and durations for approved postings. Student Life staff may require an individual to sign the posting policy when materials are brought in to be approved.
- Student Life will not allow the posting of any materials that advocate or encourage conduct that is contrary to the Community Life Statement.
- Due to very limited posting spaces, off-campus entities may not post materials on campus. It is possible to get approval from the Student Life office to have materials distributed through the campus mailbox (\$60 distribution fee). Off-campus entities may also purchase advertisement space from the student newspaper, the Horizon.
- The Student Life staff may remove posters or advertisements that have not been approved and stamped.
- Signs and posters must be taken down by the date stamped on the flier. For events, this date will be the day after the event has occurred. If signs and posters are not removed after the event, the responsible individual or group may be charged a fine.
- Certain adhesive materials cannot be used for posting as they can lead to property damage (e.g. duct tape, clear packing tape, masking tape). If any property damage occurs as a result of posting, the responsible individual or group may be charged a damage fee.
- Westmont does not allow the posting of notices on painted, metal, or glass surfaces. This also includes lampposts, trees and external surfaces of buildings.
- Posters in residence halls about residence life events don't need approval.

Other Advertising Guidelines

- Sidewalk chalk may be used to advertise; however, it is the responsibility of the person who uses it to make sure it is properly cleaned up after the event takes place. Chalk is not to be used on the president's patio or the areas immediately surrounding it.

Sexual Assault Policies and Procedures

Our Commitment

Westmont is committed to maintaining an environment in which members of its community and its guests may pursue their interests free from sexual assault and other forms of sexual harassment.

Westmont is committed to effectively investigating all complaints made under this policy and taking remedial and/or disciplinary action where appropriate in as expeditious a manner as possible. Westmont is deeply concerned about any incidents of sexual assault and strongly encourages the prompt reporting of all allegations of sexual assault to the college and to law enforcement officials. The college will not tolerate retaliation against any individual for making a complaint under this policy.

Individuals Covered Under This Policy

This policy and the procedures that follow apply to incidents of sexual assault between students or when the alleged perpetrator is a student. To report a violation of this policy when the alleged perpetrator is a faculty member, contact the provost at 805-565-6007. If the alleged perpetrator is a staff member, contact the director of human resources at 805-565-6101. For information regarding reporting other forms of sexual harassment see the college's Policy on Unlawful Harassment.

Deciding to Make a Complaint

The college encourages victims of sexual assault to make a complaint to the college and law enforcement officials as soon as possible. Reports to the college can be made with any individuals listed in the section below titled, "[The College's Duty to Investigate.](#)" Prompt action under this policy allows for individuals to receive the immediate medical care that may be necessary. Prompt action also allows the college and/or law enforcement to provide individuals with reasonable and necessary protection from any further harm. Preservation of evidence is also critical in the investigation of sexual assault. Individuals making complaints under this policy should take measures to preserve forensic information related to their complaint (e.g.,

documented communication, photographs of injuries; medical examination results, etc.).

Deciding to make a complaint of sexual assault to the college and/or filing a complaint with law enforcement officials can be difficult. You do have options, and you do not have to make this decision alone. You can contact counselors at the Westmont College Counseling Center or the Santa Barbara Rape Crisis Center. Counselors with either of these resources will help you think through your options and the information you share with them will not be disclosed to others without your consent. You will find contact information for these resources and others later in this policy.

The College's Duty to Investigate

Whether or not you decide to make a complaint to the college yourself, you should know that the college does have a duty to investigate allegations of sexual assault and sharing information about a sexual assault with any of the following college officials will result in an investigation and a possible student conduct meeting in accordance with the procedures that follow this policy:

- Resident directors
- Student life deans
- Faculty department chairs
- College employee supervisors
- Vice presidents
- The college Title IX officer

Confidentiality and Privacy

Confidentiality for both the complainant and the accused shall be encouraged and maintained as appropriate and to the extent allowed under the circumstances by law. Information received in connection with a sexual assault complaint is private and will only be shared with those who need to know the information in order to investigate allegations, impose appropriate disciplinary sanctions and/or take necessary corrective actions to protect individuals and the community from further harm. In no case will the college violate the privacy rights afforded to students or others under relevant state and federal laws.

Counseling and Support

Whether or not a victim decides to submit a complaint of sexual assault to the college for investigation and discipline under this policy, the college is committed to providing a safe place to work through the range of emotions and questions that can arise in the event of a sexual assault. The college encourages individuals to take advantage of

personal avenues of emotional support as well as one or more of the following resources:

Campus Resources

- **Counseling Center**, 565-6003, Information and resource referral, Lower Campus
- **Campus Pastor's Office**, 565-6170, Pastoral support and counseling, Kerr Student Center, Second Floor
- ***Health Center**, 565-6164, Medical and information resource, Lower Campus
- ***Vice President of Student Life and Dean of Students**, 565-6140, Information about the student conduct process and list of advisers, Kerrwood Hall, Second Floor
- ***Associate Dean of Students**, 565-6038, Information about the student conduct process and list of advisers, Kerrwood Hall, Second Floor
- ***Associate Dean for Residence Life**, 565-6029, Information about the student conduct process and list of advisers, Kerrwood Hall, Second Floor
- ***Resident Director on Call**, 565-7362, Emergency Response, information and referral resource
- ***Public Safety Department**, 565-6222, Emergency response

***Note:** a campus resource with an asterisk appearing next to it indicates that the individual in the position has a duty to report the incident for investigation by the college under this policy and/or, in certain circumstances, to law enforcement officials.

Community Resources

- Santa Barbara Rape Crisis Center Hotline, (805) 564-3696, 24-Hour Hotline
- **Santa Barbara Rape Crisis Center**, 963-6832, 433 E. Canon Perdido Street, sbrapecrisiscenter.org
- **Cottage Hospital Trauma Center**, 569-7451, Pueblo at Bath Street, Medical assistance and evidence collection

Definitions of Prohibited Behaviors

Sexual Assault (Category I) is defined as engaging in sexual intercourse with any person without that person's consent. Sexual intercourse is the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a sexual body part or sexual object. Students found responsible for having committed a sexual assault (category I) will be suspended for a minimum of one (1)

semester and will be subject to the full range of disciplinary sanctions, up to and including expulsion from the college.

Sexual Assault (Category II) is defined as the act of making sexual contact with the intimate body part of another person without that person's consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female. Students found responsible for having committed a sexual assault (category II) will be subject to the full range of disciplinary sanctions, up to and including expulsion from the college.

Consent is defined as unambiguous and willing participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

1. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known* that the other person was unable to give consent for any of the following reasons:
 - a. The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or
 - b. The individual is unconscious, asleep, or suffering from shock; or
 - c. The individual is under the age of 18 and therefore legally unable to give consent; or
 - d. The individual has a known mental disorder or developmental or physical disability and therefore legally unable to give consent.

* It is important to note that in the Westmont disciplinary process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.

2. The individual has acted or spoken in a manner which expresses he or she refuses to give consent.
3. It is obtained through the use of force or through the fear of or the threat of force.

Sexual Assault Student Conduct Process

The student conduct process described here applies to alleged violations of this policy (for all other alleged violations of the Community Life Statement or other college policy, refer to the conduct process section of the Student Handbook on page 79). Upon receipt of a report or complaint whether oral or written of an alleged violation, the associate dean for residence life (which, for all purposes described in this section, includes his or her designee) will begin a preliminary investigation and determine if there is enough information to merit a conduct meeting regarding the allegation. The associate dean for residence life will meet with the complainant and the respondent separately to explain the student conduct process and obtain from each a written statement and list of witnesses, if any, who have information pertinent to the incident.

A preliminary investigation by the associate dean for residence life (or his or her designee) will determine whether interim measures should be invoked. The purpose of interim measures is, to the extent possible, to ensure safety of all persons involved, reduce concerns for personal physical and emotional safety and overall prevent creation of a hostile environment for the individual and the community. Interim measures may include, but are not limited to, residence hall relocations; restrictions to campus housing or other campus locations and activities; alternative class assignments or classrooms; interim suspension.

After a prompt, full and effective investigation of the allegation, a determination will be made by the associate dean for residence life whether or not enough evidence exists to hold a conduct meeting. If a decision is made that not enough information exists, it is not necessarily or even usually based on the accuracy of the charges but rather on the strength of the information available. In other words, if a case does not result in disciplinary action against the respondent, it does not mean there is not a victim or there was no sexual assault.

If the associate dean for residence life determines that enough evidence exists to hold a conduct meeting, he or she will forward all relevant information to the Student Life Committee. The complainant and respondent will generally be given at least seventy- two (72) hour advance notice of the scheduled meeting time for the Student Life Committee Conduct Meeting.

Students are expected to participate in the student conduct process when they are called as a respondent or witness to a meeting. Should a student fail to appear for a meeting when proper notification has been given or should the student fail to provide a statement during the conduct process, the meeting will proceed without benefit of that student's input. Meetings with the Student Life Committee will be

scheduled taking into consideration the student's regular academic schedule only.

Witness Truthfulness

One of the core values of the Westmont community is integrity and truth-telling. As such, all individuals participating in the student conduct process are expected to tell the full and complete truth in all disciplinary matters. In order to ensure this is possible, individuals participating in a student conduct meeting regarding an alleged violation of the Sexual Assault Policy should expect the Student Life Committee to exercise discernment and discretion regarding how to appropriately respond to other violations of the Community Life Statement or college policy that may arise in the conduct meeting process.

Confidentiality/Privacy

Every reasonable and appropriate effort will be taken by the Student Life Committee, Student Life office and advisers to protect the privacy of all individuals involved in a student conduct meeting. The college will maintain confidentiality regarding the details and content of the student conduct process including, but not limited to, the preliminary investigation, Student Life Committee conduct meeting and appeal process. The college will not share information about this process unless it is necessary for the investigation and resolution of a complaint made under this policy. In no case will the college violate privacy rights afforded to students and other individuals under federal and state law. Students involved in the student conduct process either directly or as a witness are expected to maintain the confidentiality of the process and be mindful of the privacy of others involved.

Rights of the Individual Alleging the Violation (Complainant)

- The right to make a complaint which will initiate the student discipline process.
- The right to a timely student conduct meeting after filing a complaint (cases reported just prior to the end of a semester may be delayed by the semester break).
- The right to a support person of her or his choice in consultation with the associate dean for residence life (or the associate dean's designee), who will assist the individual through the student conduct process.
- The right not to have his or her irrelevant past sexual history discussed during the student conduct meeting.

- The right to confront opposing information*.
- The right to provide witnesses and information pertaining to the case.
- The right to be informed as soon as possible of the outcome of the hearing.
- The right to confidentiality of the student discipline process to the extent possible (see above).
- The right to request academic schedule adjustments or other academic assistance for missed classes or exams or help with rearranging coursework.
- The right to request a change of on-campus residence if both you and the accused live in residential housing, or you may request that the accused be moved pending a Student Life Committee hearing.
- The right to request a no-contact order for the respondent as an interim measure through the student conduct process.
- The right to on-campus emergency counseling sessions with a member of the Counseling Center staff.
- The right to seek off-campus medical and counseling services.
- The right to seek assistance from a member of the Counseling Center staff in a client relationship or the campus pastor in a confessor relationship.
- The right to file a police report and take legal action separate from and/or in addition to student conduct process.
- The right to have legal counsel present. In no case may counsel speak or take an advocacy role during the proceedings.
- The right to not be subject to student conduct sanctions for alcohol or drug use where the sexual assault involves consumption of alcohol or drugs in a manner that violates college policy.

Rights of the Individual Accused of Sexual Assault (Respondent)

- The right to receive written notice of the charges.
- The right to a timely student conduct meeting after being notified of the complaint (cases reported just prior to the end of a semester may be delayed by the semester break).
- The right to a support person of her or his choice in consultation with the associate dean for residence life (or the associate dean's designee) who will assist the individual through the student conduct process.
- The right to pursue his or her educational experience while the student conduct process is still pending free from harassment by the complainant or individuals connected to the complainant.

Anyone who feels they have been inappropriately contacted by the complainant or individuals connected to the complainant should immediately contact the dean of students.

- The right not to have his or her irrelevant past sexual history discussed during the student conduct meeting.
- The right to not be required to give incriminating evidence (the college may make negative inferences from the accused student's decision to not give testimony).
- The right to confront opposing information*.
- The right to provide witnesses and information pertaining to the case.
- The right to be informed as soon as possible of the outcome of the student conduct meeting.
- The right to confidentiality of the student conduct process to the extent possible (see above).
- The right to on-campus emergency counseling sessions with a member of the Counseling Center staff. The right to seek confidential assistance from a member of the Counseling Center staff in a client relationship or the campus pastor in a confessor relationship.
- The right to seek outside counseling support.
- The right to have legal counsel present. In no case may counsel speak or take an advocacy role during the proceedings.
- The right to not be subject to student conduct sanctions for alcohol or drug use where the sexual assault involves consumption of alcohol or drugs in a manner that violates college policy.

***The Right To Confront Opposing Information**

The right to confront opposing information does not mean that students have the right to directly confront, question or speak to witnesses. The right to confront opposing information means that the respondent and the complainant (when applicable) have the right:

- To view one another's written statements submitted to the investigator prior to the conduct meeting.
- To be verbally informed during the conduct meeting of relevant and material, opposing information communicated to or discovered by the investigator during the course of the investigation.
- To be verbally informed during the conduct meeting of relevant and material, opposing information communicated by any witness during the conduct meeting.

Relevant and material information is information directly related to the merits of the violation alleged that when considered would influence the decision maker(s) in reaching a decision.

Support and Legal Counsel

Support

Parents, relatives and friends are not permitted during student conduct proceedings. However, students are strongly encouraged but not required to choose—upon approval of the associate dean for residence life—a faculty or staff member to support them during proceedings under this policy. The individual chosen may not be a student, parent, relative, an attorney or representative of an attorney. The faculty or staff member chosen may be present at any time during the proceedings but is not an advocate for the student in the proceedings and may not address the Student Life Committee or speak on behalf of the student. The faculty or staff member chosen may speak with the student privately and in a manner that is not disruptive.

Legal Counsel

Both the accused and the accuser also have the right to have legal counsel present. However, in no case may counsel speak or take an advocacy role during the proceedings.

Any faculty or staff member or legal adviser participating in the proceedings under this policy is obligated to maintain the confidentiality of the nature of the allegation(s), the content of the student conduct process, and the privacy of the complainant, respondent and any witnesses.

Student Life Committee Meeting

The Student Life Committee is comprised of faculty, staff and students who have been trained to hear sexual assault cases. The committee includes the dean of students, an associate provost, three faculty members, two student life members and two students. At least two faculty members (which could include the associate provost and must include the Student Life Committee chair or acting chair), two student life members (one of which must be the Dean or designee), and one student must be present to convene the committee. The associate dean for residence life serves as the student conduct process facilitator for all sexual assault cases and may be present during the meeting. The facilitator's role is to assist the chair and to ensure compliance with the process and procedures outlined below. A staff member from the Dean's office may also be present to take notes during the testimony portion of the meeting.

It is expected that Student Life Committee members will exhibit the highest ethical standards and disqualify themselves if they believe they cannot be impartial or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the respondent, the complainant and any witnesses before, during and after the conduct meeting. Both the respondent and complainant may raise issues of concern about the impartiality of a member of the Student Life Committee convened for a particular case. The dean of students has the sole discretion to decide whether a Student Life Committee member can be impartial and will remove anyone whom he/she determines is unable to be impartial and/or respectful of the confidentiality of the process and privacy of the individuals involved.

Before the Student Life Committee Meeting

Prior to the committee meeting, the complainant and respondent may arrange to have witness statements submitted. The associate dean for residence life will determine when such statements must arrive in order to give the committee adequate time to review the submitted statements. Also prior to the committee meeting, all relevant information regarding the alleged misconduct will be forwarded to the Student Life Committee. Within seven days of the committee's receipt of the information, the Student Life office will notify the student of the time and date of the meeting and a statement of the alleged misconduct. Generally seventy-two (72) hour advance notice of the scheduled meeting time for Student Life Committee Meeting will be given. Students are expected to participate in the student conduct process when they are called as a respondent or witness to a meeting. Should a student fail to appear for a meeting when proper notification has been given or should the student fail to provide a statement during the conduct process, the meeting will proceed without benefit of that student's input. Meetings with the Student Life Committee will be scheduled taking into consideration the student's regular academic schedule only.

Student Life is committed to prompt resolution of all student conduct proceedings. However, in some cases, such as insuring the thoroughness of the review or to permit time for students to secure legal counsel, the dean of students will permit a short delay of the proceedings.

Student Life Committee Meeting

At the time of the meeting, the staff member(s) who obtained the information upon which the allegation is based may be called to meet before the committee. The committee may also choose, but is not required, to meet with any witnesses or others referenced in the

information it receives. The respondent will not have the right to question the complainant or any witnesses (if applicable), but will have the opportunity to confront opposing information (see previous section titled “Confronting Opposing Information”). If the student refuses to answer questions at the meeting on grounds of the Fifth Amendment privilege, or if they choose not to attend the meeting, the meeting can still take place, and the student conduct officer may draw negative inferences that may result in sanctions. Student Life Committee proceedings are closed to all parties except the individual student(s), the Student Life Committee members, the associate dean for residence life or designee, witnesses and the respective student’s designated support person.

The following is an outline of the Student Life Committee meeting:

1. The chair will convene the Student Life Committee, and the Student Life Committee will meet with participants in the following order:
 - a. Complainant
 - b. Respondent
 - c. Any witnesses requested by the Student Life Committee
2. All participants must be available for recall by the Student Life Committee for additional questioning until the conclusion of the Student Life Committee proceedings.
3. Prior to the Student Life Committee deliberations the following will occur:
 - a. The chair will give members of the committee the opportunity to ask the respondent any follow-up questions, and will give the respondent an opportunity to make a final statement to the Student Life Committee. The respondent is then excused from the proceedings.
 - b. The chair will give members of the committee the opportunity to ask the complainant any follow-up questions, and will give the complainant an opportunity to make a final statement to the Student Life Committee. The complainant is then excused from the proceedings.

Decision

At the conclusion of the meeting, the Student Life Committee will deliberate in private, and, weighing all of the available information, the Student Life Committee must determine whether it is more likely than not that a sexual assault occurred. This level of proof is commonly referred to as a “preponderance of the evidence.” This level is a lesser

level than that used in the criminal justice system, which requires that a case be established “beyond a reasonable doubt.” The Student Life Committee will determine one of the following appropriate findings by majority vote:

- a. It is more likely than not that the alleged violation occurred, and the respondent is responsible; the Student Life Committee will impose sanctions, as appropriate; or
- b. It is more likely than not that the alleged violation did not occur and the respondent is not responsible; or
- c. There is not sufficient information available to make a determination.

Note: In the event of a finding of (b) or (c) is reached by the committee, the finding is not necessarily based on the accuracy of the charges but rather on the strength of the information available.

The chair of the Student Life Committee and the dean of students will communicate the finding of the Student Life Committee to the respondent and the complainant in writing generally within seven (7) business days. Unavoidable delay in providing notice of outcome shall not constitute an appealable procedural error.

Sanctions

The college has established the minimum sanctions for violations of the Sexual Assault Policy found in the Definitions of Prohibited Behaviors section of this policy. More severe sanctions may be imposed by the Student Life Committee depending on the circumstances of a particular case. Any one or more of the sanctions found in the sanctions section of the Student Conduct Process may be assessed to a student found responsible for violating the Sexual Assault Policy.

Appeals

This process applies to an appeal of sanctions received from a violation of the Sexual Assault policy only. For appeal of sanctions received from a violation of other college policies, refer to the Appeals section of the Student Conduct Process. Both the complainant and the respondent may seek review of a decision in a sexual assault case by making an appeal. Appeals must be in writing and submitted to the Student Life office during regular business hours (Monday through Friday, 8 a.m. to 5 p.m.) within three calendar days of the decision. If the third day falls on a non-business day, submit appeals via email to stulife@westmont.edu. In extremely unusual circumstances, students may request in writing to the provost after more than three days to appeal a decision. Such requests are rarely granted, and the decision to grant or deny an extension is within the sole discretion of the provost.

(which, for all purposes described in this section, includes his or her designee).

If an appeal is received from either the complainant or the respondent, the associate dean for residence life will notify, in writing, the non-appealing student within two business days of receipt of the appeal that an appeal has been filed.

Only one request for an appeal may be submitted by either the complainant and/or the respondent.

Appeal Criteria

An appeal must be in writing and consist of:

1. A completed Appeal Request form (available in the Student Life office), and
2. A statement outlining and supporting the specific grounds on which the student is appealing.

The appeal is not a rehearing of the original case and the role of the provost is not to substitute his or her own judgment for the judgment of the Student Life Committee. The role of the provost is to determine whether a new decision should be considered due to a procedural error, the availability of new information or the imposition of excessive sanctions. Therefore, a student's appeal must be based on one or more of the following grounds:

- A process or procedural error was made that was significantly prejudicial to the outcome of the student conduct meeting as it affects the student appealing.
- New information that was not available or known to the student appealing at the time of the student conduct meeting has arisen which, when considered, may materially alter the outcome. Note: Information that the appealing student chose not to present at the time of the hearing is not considered new information.
- The sanctions imposed are so severe — considering the nature of the violation, student attitude, previous history, impact of the student's behavior on the community and other specific circumstances — that they demonstrate an abuse of discretion by the Student Life Committee. (Note: the complainant may use the same grounds to appeal that sanctions imposed are not severe enough.)

It is not enough to simply assert one of the grounds for appeal. The written statement accompanying the appeal form must provide information that supports grounds upon which the student bases the appeal. For example: If the student asserts that a procedural error

occurred, he or she must name the procedure with specificity and explain how the error affected the decision made. If an appeal does not contain sufficient information to support the grounds upon which the student bases the appeal, review of the appeal will be denied.

During the appeal process, the dean of students may choose to set aside sanctions as appropriate.

Preliminary Review of Appeal

The provost will grant or deny review of decisions rendered in student conduct meetings based on the student's written appeal. The decision to grant or deny review of the original decision will be made within three business days following receipt of appeal.

1. *Review Denied:* Provost will not review an original decision based on an appeal that fails to meet the criteria outlined above. In such cases, the provost will make no inquiry beyond the written material submitted and the original decision and any sanctions imposed will stand.
2. *Review Granted:* If the student's written appeal satisfies the appeal criteria, the provost will grant a review of the original decision.

If the provost grants a review of the appeal, the associate dean for residence life will communicate to the non-appealing student this decision and provide the non-appealing student an opportunity to view a copy of the appeal. Within three calendar days of such notification, the non-appealing student may submit a written statement to the provost that he/she wishes to be considered by the provost.

Appeal Review

The provost has two options regarding who will make a decision on the appeal:

- The provost will make a decision on the appeal; or
- The provost will refer the appeal back to the Student Life Committee for a decision on the appeal. If the provost refers the appeal to the Student Life Committee for a decision, the provost will give instructions to the Student Life Committee to review the original decision in light of the information contained in the appeal.

The choice between these two review bodies is in the sole discretion of the provost. The provost will communicate to the appealing student whether the provost or the Student Life Committee will be the reviewing body for the appeal.

As part of the appeal review process, the reviewing body will consider material and/or testimony previously presented or a written summary of the previous proceedings. The review body may, but is not required to, meet with the complainant, respondent, any witnesses and/or members of the Student Life Committee (if reviewed by the provost) prior to making a decision regarding the appeal.

Appeal Decision

Following a prompt and effective review, the provost or Student Life Committee chair (as appropriate) will communicate a decision on the student's appeal no later than ten business days following the decision to grant a review of the original decision. The decision will be communicated in writing to both the appealing and non-appealing student. The decision will be in one of the two following forms:

1. *Original Decision Upheld*: Where review of the original decision does not demonstrate a different decision is warranted, the original decision will be upheld.
2. *Original Decision Modified*: Where review of the original decision demonstrates support for the appeal and a different decision is warranted, the review body will modify the original decision. This decision may include sanctions being decreased, modified, or revoked. Only in instances when the complainant appeals the decision may sanctions be increased.

The decision on the appeal is final, and no other office will accept or review appeals following the decision.

Timely Warning of Campus Threats and Emergencies¹

1. **Purpose**: In accordance with Federal law and in order to protect members of the campus community, the college establishes the following policy for the timely warning of serious or continuing criminal offenses and other emergencies or dangerous situations that pose a threat to the campus community.
2. **Policy**: Upon confirmation of a reportable criminal offense or other emergency considered to be a threat to health or safety, the college will issue a timely warning to the campus community (unless to do so will further jeopardize their health or safety).
3. **Procedures**: Upon receipt of information that a reportable offense or other emergency has occurred, the college will take the following actions:
 - A. A member of the Situation Readiness and Response Team (SRT), Executive Team or Public Safety staff will determine

whether the nature of the reportable offense or emergency amounts to a serious or continuing threat to the health and safety of the campus community.

B. A member or designee of the SRT or Executive Team will then prepare an appropriate warning to the campus community that:

1. describes the nature of the threat;
2. provides instructions and/or recommendations on actions to take in light of the nature of the threat; and
3. includes information on evacuation procedures if the threat requires such action.

C. An SRT member or designee will communicate the timely warning to the campus community through any means appropriate including, but not limited to, one or more of the following ways:

1. email alerts
2. phone alerts (Text to Speech (TTS) and/or text messages and/or hotline postings)
3. website announcements
4. posted warnings

¹ As amended by the Executive Team on January 16, 2013

² For purposes of this policy a reportable criminal offense includes crimes as described in The Clery Act at 20 U.S.C. § 1092(f)(1)F(i)

Withdrawing from Westmont Voluntarily*

If withdrawing during an academic semester:

Step 1

Notify the Student Records Office by filling out the [Student Withdrawal Form](#) It is also available directly from the Student Records Office.

- Once the Student Withdrawal Form is submitted, the Student Records Office will notify the Business Office, Financial Aid Office, the Campus Post Office, Housing, Student Life and your professors.
- Partial tuition refunds are granted through the 6th week of the semester. To view the tuition refund schedule, click [here](#) and search for catalog pages 248-9.

- The Post Office will forward mail for 90 days to the address provided on your student profile page. If you want mail sent somewhere else you must complete the address form found [here](#).

Step 2

- Notify the Resident Director of your Residence Hall and the Resident Assistant of your section. You must schedule a checkout time with your RA and notify the RD of your checkout date. The RD notifies the Housing Department of the checkout date as the basis for the room and board refund, as listed [here](#) and search for catalog pages 248-9.

If withdrawing between semesters (i.e. Christmas break & Summer break):

Step 1

Notify the Student Records Office by filling out this [form](#). It is also available directly from the Student Records Office. Please fill out the form completely.

- Once the Student Withdrawal Form is submitted, the Student Records Office will notify the Business Office, Financial Aid Office, the Campus Post Office, Housing and Student Life.
- The Post Office will forward mail for 90 days to the address provided on your student profile page. If you want mail sent somewhere else you must complete the address form found [here](#).

Returning to Westmont

Complete the [Application for Re-Admission](#) by the deadline given for the semester you wish to attend. Your application must be sent to the Office of Admission who will contact you for next steps.

*Additional steps may be required in instances where the involuntary withdrawal process was initiated (see Involuntary Withdrawal Procedures for further details).

COMMUNITY STANDARDS

Accountability and Integrity

Westmont is deeply concerned about students who are involved in or are victims of situations that can interfere with their attitude and character development. The issues outlined in our Behavioral Expectations are all concerns we must address as a community.

However, being interested not only in the letter of the law but in the spirit as well, our concerns are much broader than the specific behavioral expectations in this handbook. The spirit of the law emphasizes our life in Christ. Are we seeking to be more like him? To gain his insights? To conform to his priorities? To seek him in all of our lives? These expectations govern the spirit of the expectations of each member of this community.

While the great majority of students are conscientious about living responsibly, past experience indicates that imposing consequences for irresponsible behavior is necessary to hold the irresponsible few accountable and to minimize their negative influence on our desire to be a community that follows Jesus Christ. Westmont believes that if the residence halls are to be places that facilitate growth and development, unhealthy and counter-productive lifestyles and patterns of behavior must be confronted. It is as much your responsibility to confront other students as it is the responsibility of the deans, faculty and residence hall staff. Integrity is a key value in our community. It is evidenced by a congruence between word and deed, a willingness to accept responsibility for our actions, and a commitment to represent the actions of others accurately. You will be held accountable for the agreement you signed in your application to Westmont.

In the context of eternity, breaking a rule once (such as committing a room violation) is relatively insignificant. However, when you give your word in writing that you will not engage in certain behavior and then wilfully break that agreement; your action is of great concern.

All students are expected to be aware of and uphold the policies set forth in this Student Handbook, the college catalog and any other official college documents. While the following section is not exhaustive, it does summarize specific issues of concern to the Westmont community for which sanctions may be applied.

Abuse of the Student Conduct Process

Any form of abuse of the student conduct process in and of itself is considered a serious concern for the community. Some abuses of the student conduct process include, but are not limited to:

- Falsification, distortion or misrepresentation of information;
- Filing a complaint knowingly without cause;
- Attempting to discourage an individual's proper participation in the process;
- Attempting to influence the impartiality of a participant;
- Harassment (verbal or physical) and/or intimidation of a participant;
- Failure to comply with the sanction(s) imposed.

Alcohol

Westmont expects all students to uphold both California state laws and these college policies regarding alcoholic beverages. For the policies below Ocean View apartments is considered campus housing.

State Law

In the state of California, persons under the age of 21 shall not purchase, consume or possess alcoholic beverages. In addition, it is against California law to sell or furnish alcoholic beverages to persons under 21 years of age.

Possession and Consumption

Westmont prohibits the presence or consumption of alcoholic beverages on campus and at off-campus Westmont student-sponsored or related activities. Any student in the presence of alcohol on campus (regardless of who actually owns it or who brought it to campus) will be considered in violation of this policy.

Alcohol Containers

Westmont prohibits the presence of full or empty alcoholic beverage containers anywhere on campus, including vehicles. Students are responsible to ensure that no guest brings full or empty alcohol containers on campus.

Drinking in Moderation

Westmont expects students of legal drinking age who choose to drink alcoholic beverages to be moderate in their consumption. Any consumption of alcoholic beverages by any student that results in

impairment or intoxication is a serious violation of community standards.

Off-Campus Hosting Responsibilities

It is a serious violation of both California law and college policy to directly or indirectly provide alcoholic beverages that are consumed by underage visitors. It is also a violation to collect money for admission to events where alcoholic beverages are either directly or indirectly provided. Any off-campus student who lives where a hosting violation of the alcohol policy occurs and is present at such time may also be in violation of this policy. Students who host events off-campus (either at their residence or other venues) and choose to provide alcohol or allow alcohol to be present at the event are responsible to ensure that no underage or excessive consumption of alcohol occurs at the event and must take reasonable steps to ensure this does not occur. At a minimum, hosts must:

- Accurately identify guests under the age of 21 (e.g. checking IDs) and clearly designate them in some way (e.g. marking hands, wristbands, etc.).
- Clearly communicate to guests under the age of 21 that they are not to consume alcohol at the event even though alcohol may be present (e.g. stated in invitations, visible signage at the event, verbal communication at the event).
- Place alcoholic beverages (including any beverages brought by guests) in one location and monitor that location in a way that would ensure guests under the age of 21 do not obtain alcohol or guests who are 21 are not served alcohol in excess. (Competitions involving the consumption of alcoholic beverages are discouraged as they can make it difficult to accurately monitor alcohol consumption).
- Provide an adequate supply of appealing non-alcoholic beverages and substantive snacks/food. These should be available to all guests and located in a prominent location.

One of the common reasons hosts lose control of an event is because unknown students arrive. Limiting the attendance to students who are known by the hosts can be accomplished by having a guest list.

Hosts should also ensure that students who have consumed alcohol have a ride with someone who has not consumed alcohol.

For more information regarding responsible hosting, students are encouraged to consult with a staff member in the Student Life Office.

Compliance with College Officials

Students are required to comply with the direction of college officials or Public Safety officers acting in the performance of their duties. Students must also identify themselves to these persons when requested to do so.

Computer and Network Use Violations

Computers are playing a larger role at Westmont and in society at large. With the increased power of this technology comes increased responsibility. The information technology department publishes and enforces the Computer and Network Use policy, which governs the use of the campus computing facilities and network. This policy can be found [here](#). You are implicitly agreeing to abide by the policy when you obtain access to these resources. Westmont expects you to access only those materials on the network for which you have permission.

You may not access materials of an illegal or pornographic nature. Pornography degrades God's gift of human sexuality and has addictive qualities. Because of these concerns, Westmont monitors World Wide Web access. If you are found to be in violation of college policy, your computer will be blocked until the situation is resolved in consultation with the dean's office. The Counseling Center provides confidential assistance to students struggling in this area.

Dishonesty

Integrity is a key value in our community and dishonesty in any form is a breach of community standards. Acts of dishonesty include, but are not limited to:

- Academic dishonesty
- Furnishing false information to any college official, faculty member or office;
- Forgery, alteration or misuse of any college document, record or instrument of identification; and
- Tampering with the election of any college-recognized student office or organization.

Disruption of College Activities

Students may not participate in any activity or protest that disrupts or interferes with the rights of other students, faculty or staff to participate in the educational program and/or perform duties imposed by the college; disrupts the normal operations of the college and infringes on

the rights of other members of the college community; lead or incite others to disrupt scheduled and/or normal activities within any campus building or area; or be a part of any intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus. Questions on this policy should be directed to the Student Life Office.

Firearms, Explosives, and Weapons

Possession of firearms, explosives (including firecrackers and dry ice), weapons, (including but not limited to: swords, knives, air soft guns, BB guns and toys that replicate or could be mistaken for real guns) or dangerous chemicals on college premises is expressly prohibited. A \$100 fine per violation may apply.

Free Speech and Peaceful Assembly

“Learning depends on truth-centered attitudes and thrives in an atmosphere of discriminating openness to ideas characterized by a measurement of modesty towards one’s own views, the desire to affirm the true, and the courage to examine the unfamiliar (from Westmont’s Living in Community statement).” At times the pursuit of truth may produce conflicts of ideas, opinions, and proposals for action. Individuals may seek to voice ideas, opinions and proposals for action in a public way. As convictions are expressed, one enters the “great conversation” of collegiate life.

Westmont’s Free Speech and Peaceful Assembly Policy seeks to find appropriate balance between two important sets of potentially competing values. The first is the right to exercise free speech and/or organize a peaceful assembly to express one’s convictions on particular issues. The second is the obligation of the college to insure that the educational program and the pursuits of non-participating faculty, staff, and students are not reasonable disrupted. It is expected that individuals who exercise their rights of free speech and/or contemplate organizing a peaceful assembly will do so with the understanding that they will comply with all college policies and procedures. Among these are the following time, place, and manner conditions:

- The time is limited to 2 hours between 8 a.m. and 8 p.m., Monday-Friday (to allow other uses of the space and to ensure that adequate staffing is available if needed to help ensure safety and civility of all present).
- Permissible locations, if not already in use, are the Dining Commons Lawn, the lawn in front of Murchison Gymnasium,

Magnolia Lawn and the lawn across from the pathway from Magnolia Lawn.

- Amplified sound (in compliance with the County of Santa Barbara) and signboards larger than 3'x4' are prohibited (for safety and aesthetic reasons).

A [Free Speech and Peaceful Assembly form](#) must be submitted 24 hours prior to the assembly to acknowledge awareness of this policy prior to the event. Staff members in the Campus Life or Vice President/Dean of Students offices are available to provide feedback on Peaceful Assembly planning to help insure that the event complies with the college policy.

Violations of the Free Speech Assembly Policy are subject to the conduct process and the full range of sanctions. Exercising free speech and/or organizing a peaceful assembly violates college policy when the event:

1. Includes participants that are not current faculty, staff or students;
2. Threatens property or public safety;
3. Infringes upon the rights of others by interrupting chapel, a classroom, or any college sponsored events or activities (e.g. halting a lecture, debate, or any public forum by indirectly preventing the speaker from speaking – even for a brief period of time – or seizing control of a public forum for one's own purposes);
4. Violates the time, place, and manner restrictions listed above;
5. Violates the [Photographing and Filming On Campus Policy](#); or
6. Occurs without acknowledging awareness of this policy (i.e. failure to submit the [Free Speech and Peaceful Assembly form](#)).

Westmont values freedom of expression and, therefore, supports students' desires to exercise this freedom in a public way as expressed in this policy. The use of the college forum for expression of ideas or viewpoints in compliance with this policy does not imply college acceptance or endorsement of the views expressed.

Golf Carts

Many college employees use golf carts in the course of completing their work for the college. Also, a limited number of golf carts are available on a temporary basis through the Health Center to students who have a temporary medical condition that would make it extremely difficult to walk through the campus. Because unauthorized use of

these golf carts is highly disrespectful and inconvenient to the people who need and use them, the college takes it very seriously. Additionally, according to federal regulations, joy riding in a golf cart is considered as an incident of motor vehicle theft, even if the cart is returned. Anyone involved (either as a driver or passenger) in taking a golf cart will be fined a minimum of \$100 and will also be responsible for cleaning and damage charges.

Hazing and Abuse

Hazing is not permitted at Westmont. No individual, recognized student organization, club, team, or any other Westmont-affiliated student group is permitted to plan, engage in, or condone hazing, on or off campus. Westmont's hazing policy is not intended to prohibit student recruitment or new or continuing member activities that are positive and educational in nature, designed to instill a group ethos or unity. Its intent is to deter those behaviors that cause or are likely to cause danger, harm or humiliation to another student.

Definition of Hazing at Westmont

Hazing includes any activity done in connection with a student organization, regardless of whether the organization is officially recognized at Westmont, that causes or is reasonably likely to cause another student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation or humiliation in fact results. Hazing might occur during initiation or pre-initiation into a student organization, but is not limited to these time frames. Any individual who plans or intentionally assists in hazing activity has engaged in hazing, regardless of whether that individual is present when the hazing activity occurs.

Consequences of a Violation

Westmont expects its students to conduct themselves in socially responsible and respectful ways. Thus, participation in hazing, either as an individual or as part of any student group, may result in serious individual and organizational consequences including, but not limited to: disciplinary action up to and including expulsion; permanent loss of organizational recognition; and loss of eligibility to remain a member of any club, team, or other Westmont-affiliated student group. Consent, implied or expressed, is not a defense to any complaint or charge alleging a hazing violation.

Offensive or Obscene Conduct

Students should refrain from conduct that is offensive to others, lewd or indecent. Such conduct includes, but is not limited to, streaking and profane or obscene expressions or speech that violates accepted standards of decency and Christian conduct. Discretion should also be exercised regarding videos, periodicals and posters.

Photographing and Filming On Campus

As a private campus Westmont College reserves the right to approve any photography and filming that takes place on campus for commercial use or other public distribution, including posting on the Internet. Anyone seeking to photograph or film on campus for commercial use or seeking to publicly distribute filming or photographing of campus events must obtain permission from the Westmont College Communications Office. The following guidelines must be observed for personal photographing and filming on campus:

- Respect the privacy of campus residences.
- Avoid disruption of classes or other college functions.
- Do not film or photograph students, faculty, staff, and visitors without their knowledge or consent.

Safe and Drug Free Schools and Communities Act

Consistent with the Drug-Free Schools and Communities Act, Westmont has adopted and implemented policies that are intended to prevent the unlawful possession, use, or manufacture of illegal drugs and the abuse of prescription drugs by students and employees. College policy prohibits the use or presence of all controlled substances and any related paraphernalia. Students and employees are also prohibited from exceeding the dosage of physician-prescribed medications. Substance abuse affects the family and the community and subjects the user to a range college related sanctions, state, federal and local penalties and significant health associated risks.

Violation of college policy with respect to drug use or possession is a serious breach of our behavioral standards, and students who violate this policy are subject to the full range of disciplinary consequences, including expulsion from the college. When there is reasonable suspicion of drug use by a student, the college will request that the student submit to a drug test as part of the student conduct process. The student may refuse the test; however, the college may draw negative inferences from that refusal.

If you need help or know someone with a drug-related problem,

please know that the Counseling Center, the Health Center, our resident directors, deans, faculty, and all other college personnel will provide assistance to those who come forward seeking help. The Counseling Center provides confidential consultations with trained psychologists and marriage and family therapists and also makes referrals to outside counseling and treatment services.

Health Risks Associated with Alcohol and Drug Abuse

The risk of many harmful health conditions associated with the use and abuse of alcohol and drugs are significant and include but are not limited to:

- Depression
- Anxiety
- Neurological impairment
- Kidney Failure
- Cirrhosis of the Liver
- Bronchitis, Respiratory and Cardiac Failure
- Cancer
- Death

For more information on the health risks associated with the use and abuse of alcohol and drugs visit the [National Institute on Drug Abuse](#).

State, Local and Federal Penalties for Alcohol and Drug Violations

All laws related to the unlawful possession, use, manufacture, sale or furnishing of alcohol and other drugs do not appear here. Members of the Westmont community are responsible for knowing and abiding by all current and applicable laws.

Alcohol

In the state of California, persons under the age of 21 shall not purchase, consume or possess alcoholic beverages. In addition, it is against California law to sell or furnish alcoholic beverages to persons under 21 years of age. Any person who sells, provides, gives or causes to be sold an alcoholic beverage to any person under the age of 21 is guilty of a misdemeanor punishable by a fine of \$250 and/or no more than 32 hours of community service for the first offense with increased penalties for additional violations

Any person under the age of 21 who purchases alcoholic beverages or consumes alcoholic beverages is guilty of a misdemeanor punishable

by a fine of \$250 and/or no more than 32 hours of community services for the first offense with increased penalties for additional violations.

Westmont prohibits the presence of consumption of alcoholic beverages on campus and at off-campus Westmont student-sponsored related activities. Any student in the presence of alcohol on campus (regardless of who actually owns it or who brought it to campus) will be considered in violation of this policy.

Westmont prohibits the presence of full or empty alcoholic beverage containers anywhere on campus, including vehicles. Students are responsible to ensure that no guest brings full or empty alcohol containers on campus

Drugs

Opiates, Stimulants & Anabolic Steroids

Under federal and state law, the unlawful sale, transport, manufacture, furnishing or possession of certain opiate and stimulant drugs, such as *Adderall*, *Ritalin*, *Xanax*, *Oxycodone* and *Steroids*, is a felony subject to penalty of state imprisonment, fine and/or forfeiture of property. Further, the law provides for sentencing enhancement that will increase the severity of penalties for certain offenses.

Marijuana (Possessing, Cultivating, Selling)

Under California law, the offense of possession of any concentrated cannabis is a felony and is punishable by imprisonment in **jail for not more than one year or by fine of not more than \$500 or both**, or by imprisonment in state prison.

Possession of not more than 28.5 grams of marijuana is an infraction and shall **be fined not more than \$100**.

Possession of more than 28.5 grams of marijuana **is punishable by imprisonment in jail for not more than six months, or by a fine of not more than \$500 or both**. (California Health and Safety Code Section 11357)

Planting, cultivating, harvesting, drying, processing, or selling marijuana is a felony punishable by **imprisonment in state prison**. (California Health and Safety Code 11358, 11359)

Possession of paraphernalia for unlawful use is an infraction. (Health and Safety Code 11364. Santa Barbara County Ordinance 13-A-3)

It is unlawful to be in any room or place where any controlled substances (such as marijuana) or narcotics are being unlawfully smoked or used with knowledge that such activity is occurring.

Suspension of Eligibility for Federal Student Aid for Drug Related Offenses

Drug convictions also impact financial aid eligibility. A student who has been criminally convicted of any offense under any federal or state law involving the possession or sale of a controlled substance is ineligible to receive any federal financial aid (including any grant, loan, or work assistance). Financial aid eligibility will be suspended beginning on the date of any conviction and ending at the time specified below:

Possession of a Controlled Substance

Offense	Ineligibility Period
1st Offense	1 year
2nd Offense	2 years
3rd Offense	3 years

Sale of a Controlled Substance

Offense	Ineligibility Period
1st Offense	2 years
2nd Offense	Indefinite

You can find more information about eligibility [here](#).

Sexual Activity Outside of Marriage and Pregnancy

National statistics indicate that many college students are sexually active. The statistics show that the difference between Christians' and non-Christians' sexual activity is alarmingly small. Westmont is deeply concerned when our students decide to be sexually involved outside of marriage.

While the college recognizes the need for privacy among students, it encourages students to avoid situations of absolute privacy because of the potential for abuse. It takes realistic account of the fact that some students confuse Christian liberty with sexual license or do not accept the standards of the college on sexual behavior. However, Westmont holds to the conviction that premarital intercourse conflicts with biblical teaching and that conduct promoting such intimacy (e.g., nudity, lying in bed together) is unacceptable behavior. Persons involved in such behavior are subject to the full range of disciplinary consequences, up to and including expulsion from the college.

If you or someone you know becomes pregnant, the college encourages you to talk to a dean, resident director or other student life staff member. The Student Life Office is ready to help and offer

support to those involved to effectively work through the complexity of needs that a pregnancy presents. Additional confidential support through the Westmont Counseling Center and the Health Center are available, along with academic and other support services. While some students in these circumstances may choose to leave the college temporarily, it is our hope that any student who chooses to continue in classes during the pregnancy will find this to be a supportive and redemptive community.

Sexual Assault

Westmont is deeply concerned about any incidents of sexual assault. The Student Life Office will work to provide a safe place for the survivors of the sexual assault. Below are some frequently asked questions pertaining to the issues of sexual assault. For more detailed information, refer to the Sexual Assault Policy and Procedures.

What should I do in the event of a sexual assault?

Go to a safe place. Do whatever you need to do to be safe! You do not need to go through this alone. You have multiple options of resources that can provide you with assistance and/or guidance:

- R.D. on Call (565-6273)
- Public Safety (565-6222)
- Santa Barbara Rape Crisis Center Hotline 805-564-3696 (24-hour and non-Westmont)

What if I just want to consult with someone but do not want to report the incident?

You can contact the Westmont Counseling Center at 565-6063 or the Santa Barbara Rape Crisis. If you are not ready to make an official report, you can talk about your situation without disclosing any identifying information. All other college officials are obligated to report any sexual assault incident.

I would like to talk with someone who is not connected to Westmont, whom can I call?

Santa Barbara Rape Crisis Center is not directly associated with Westmont. The center has certified therapists who can help you through the process.

What if I am physically hurt?

Seek medical assistance immediately. If you need help in seeking medical assistance, the R.D. on Call (565-6273) or Public Safety (565-6222) can help you. You can also directly contact Cottage Hospital Trauma Center (569-7451).

Do I have to seek medical assistance even if I don't think I am physically hurt?

Internal injuries are difficult to assess without medical training. It is a good idea to get checked by medical personnel. If you decide to seek medical assistance, do not wash, eat, chew gum, brush your teeth, drink, douche or change clothes. If you must change into new clothing, do not wash the old clothes. Doing these things can tamper with possible evidence.

What if I don't feel comfortable talking with any medical personnel or the police?

You need to do what feels right and safe to you. You may decide not to seek medical or law enforcement assistance right away. However, keep all possible evidence (i.e., clothing) in case you decide to report the incident later.

I think my friend has been sexually assaulted, how can I help?

Encourage him/her to seek help. You can also consult confidentially with the Westmont Counseling Center or the Santa Barbara Rape Crisis Center without disclosing any identifying information.

I feel guilty and confused. Is that normal?

It is common for a sexual assault survivor to experience a wide range of emotions (anger, guilt, sadness, shame, confusion, powerlessness, or feeling out of control). These can be symptoms of Rape Trauma Syndrome, which closely parallels Post-Traumatic Stress Syndrome. If you are experiencing these signs, you should talk confidentially with a counselor through the Counseling Center or the Santa Barbara Rape Crisis Center.

Stalking, Dating and Domestic Violence

Westmont College is committed to providing a safe working and learning environment. For this reason, the college will not tolerate acts of stalking, dating or domestic violence or sexual assault on its campus or from any member of its community. Westmont is also committed to providing appropriate safety measures and support services to those alleging violations of this policy.

This policy applies to all students, faculty and staff. They college will apply the procedures outlined below in responding to any complaints of stalking, dating or domestic violence. (For complaints of sexual assault, please see the college's policies and procedures on sexual assault.) Westmont is committed to promptly investigating any

complaints received under this policy. Where stalking, domestic or dating violence is found to have occurred, the college will take appropriate action reasonably calculated to end the behavior, up to and including termination of employment, expulsion from the college and revocation of permission to be on college grounds. The person responsible for coordinating efforts under this policy is the Title IX Officer Chris Call, Vice President for Administration and planning, Kerrwood Hall, Room 215, (805) 565-6023.

Stalking

Stalking allegations can be defined as allegations that an individual has engaged in a pattern of repeated and unwanted attention, contact or any other course of conduct over a period of time, however short, that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Stalking includes but is not limited to:

- Nonconsensual hand-written, telephonic, electronic (including email, Facebook postings and chat solicitations), or in-person communication
- Unsolicited gifts
- Following, waiting or showing up uninvited to a residence hall, classroom, or other place frequented by an individual who is the subject of the unwanted attention
- Vandalism
- Threatening

Dating Violence

Dating violence allegations can be defined as allegations that a person has committed violence against someone with whom they have a social relationship of a romantic nature; and where the existence of such a relationship is gauged by its length, type, and frequency of interaction. Dating violence includes but is not limited to:

- Hitting, striking or slapping
- Sexual assault*
- Verbal abuse

Domestic Violence

Domestic violence allegations can be defined as allegations that an individual has committed misdemeanor or felony violent offenses against that individual's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Domestic violence includes but is not limited to:

- Physically hurting or trying to hurt someone, intentionally or recklessly
- Sexual assault*
- Threats or promises to harm

Safety Measures and Support Services

Westmont is committed to supporting victims of stalking, dating and domestic violence. Upon receipt of complaints under this policy, a complainant may request and/or the college may impose and/or provide any of the following safety measures and support services:

- No-contact order
- Change in an academic or work schedule
- Alternative housing opportunities
- Imposition of an interim sanctions on the accused
- Resources for medical and/or psychological support at the college health and counseling center in the case of students; and referral to such services external to the college in the case of faculty and staff.

In addition to these measures and services, individuals are encouraged to seek the assistance of law enforcement and the protective measures it offers, such as restraining orders, which can be enforced on campus.

Individuals who are hurt or who are in imminent danger as a result of behaviors covered under this policy should call public safety at (805) 565-6222; or 9-1-1.

Preservation of evidence is critical in the investigation of stalking, dating violence and domestic violence cases. Individuals making complaints under this policy should take measures to preserve forensic information related to their complaint (e.g., documented

communication, photographs of injuries, medical examination results, etc.). Individuals making complaints under this policy should take measures necessary to protect their safety.

Complaint Procedure

A complaint of stalking, dating or domestic violence may be reported to any of the following complaint recipients: the Director or Associate Director for Human Resources, one's immediate supervisor, a department chair, a Resident Director, the college's Title IX Officer, any Dean or Vice President, or the President. (A list of the people currently occupying these positions can be found in the catalog or received from the Office of the President or the Office of Human Resources.) A complaint recipient will notify the college's Title IX Officer whenever a complaint under this policy has been received. The Title IX Officer shall ensure that the complainant promptly receives a copy of this Policy and is clearly informed of his or her rights to assistance.

The Title IX Officer will work with the President, Provost, and Vice President for Student Life to ensure that:

- a. A complaint under this policy is promptly, fully and effectively investigated;
- b. Whatever action is deemed necessary to end the unlawful conduct will be taken; and
- c. The determination and imposition of any sanctions is handled in accordance with existing procedures as spelled out in the relevant handbook (e.g., Faculty Handbook provisions on Discharge for Cause).

Confidentiality for both the complainant and the accused shall be encouraged and maintained as appropriate and to the extent allowed under the circumstances and by law. The Title IX Officer will keep the complainant informed about the process of investigating and responding to the complaint. After action on a complaint is concluded, the complainant will be notified of the outcome. The college will not tolerate any reprisal or retaliation against someone who has submitted (or indicated an intent to submit) a complaint in good faith.

Theft

Attempted or actual theft and/or damage to college property or the property of a member of the college community (including their families) or other personal or public property is expressly forbidden.

Theft also includes: unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises and theft or other abuse of computer time (see [Computer and Network Use Violations](#)).

Tobacco

Under no circumstances shall any member of the community use or possess tobacco products (including smokeless tobacco) on campus or when attending college-related student activities. Additionally, Westmont is located in a high fire region and neighbors have a legitimate concern when they notice students smoking in the area. For these reasons students may not smoke in the vicinity of the college (including the hills behind campus). Smoking violations are considered a fire hazard and are subject to a \$100 fine per incident.

Vandalism and Violence

Subjecting others to physical violence, threatening others with physical violence or engaging in acts of vandalism are unacceptable (and illegal) ways to deal with conflict. Westmont does not tolerate vandalism, violence or the threat of violence against anyone.

TRANSPORTATION AND PARKING REGULATIONS

Speed Limit Enforced on Cold Spring Road to Insure Safety of Children, Pedestrians, and Motorists

The speed limit on Cold Spring Road is 35 miles per hour (and 25 mph when children are present). Westmont expects students to make sure that whoever drives their vehicle observes this speed limit. Radar is used to determine speed. If your vehicle is identified as one that has exceeded this limit, you will receive a \$50 fine. A second excessive speed citation will result in the suspension of parking permit privileges in addition to another \$50 fine.

Parking Permits are Limited to Reduce Traffic on Area Roads

To limit traffic on Montecito roads, Santa Barbara County restricts the number of student and employee vehicles traveling on Cold Spring Road. Juniors and seniors may purchase full-time parking privileges. Sophomores will only be allowed to obtain full-time parking privileges on a space-available basis. It is a violation of college policy to bring non-permitted vehicles to campus or park on a neighboring street. This will result in a \$50 fine per incident and may jeopardize future permit privileges. First-year students are not eligible to apply for a permit and should not bring a car to the college.

Permit Enforcement

The college identifies vehicles and applies sanctions to students' non-permitted vehicles parked on campus, in the vicinity of the college and in the larger Montecito area. The Conditional Use Permit (CUP) that governs our use of this prime Montecito property specifically prohibits student parking on neighboring streets or in other public areas which are not at their off-campus residence. Residents and merchants in the area are understandably frustrated when students use residential streets or business parking spaces for a vehicle not permitted to be on campus.

In addition to following regular Public Safety enforcement procedures, Westmont identifies non-permitted vehicles in several ways: through a data base; through observations by faculty/staff members; and, if necessary, with a boot that immobilizes vehicles. Sanctions for permit violations are as follows:

1st notification: \$50/citation;

- 2nd notification:** \$50/citation, minimum one-month suspension of parking privileges, conference with student life staff member;
- 3rd notification:** \$50/citation, minimum one-semester suspension of parking privileges, conference with dean of students (or designee).

Appeals of Parking Citations

The parking appeals committee is the investigative body that determines if a student receives a citation error. Submit such appeals to Tom Bauer, director of public safety (tbauer@westmont.edu) within 12 days for consideration. It is not acceptable to appeal a citation by saying, "I had a good reason" to bring a vehicle to campus. The committee acknowledges that many circumstances exist when a vehicle seems critical to accommodate a tight schedule, return to campus late at night, assist an academic department or student activity, etc. In these situations, it is likely less expensive to rent a taxi than pay a \$50 fine and jeopardize future permit privileges. Please note that citations at Ocean View are not appealable.

Students Who Own Vehicles Must Have California License Plates

The California Vehicle Code requires most vehicles used by students in California to be registered with the California Department of Motor Vehicles and to display California license plates. The only exceptions are: 1) if the vehicle is not registered to the student AND it is operated in California less than it is operated in any other state AND the student is not registered to vote in California; OR 2) if the vehicle is not registered to the student AND it is used by a student under 23 years of age who is a dependent of a non-California resident AND the student is not employed in California in any capacity, whether full time or part time AND the student is not registered to vote in California.

College Reserves the Right to Tow and Immobilize Vehicles

In order to comply with the Santa Barbara County Conditional Use Permit, to maintain orderly parking and to ensure ready access for emergency and refuse vehicles, Westmont has the right to fine, tow (at the expense of the owner/operator), revoke parking privileges, immobilize (using a boot) and/or issue other disciplinary sanctions.

Motor Homes

Visitors traveling in motor homes may park at the local RV campgrounds. The closest one to campus is the Carpinteria State Beach Park, located 12 miles south, just off Highway 101. There are no

locations or facilities on campus to accommodate motor homes or campers.

Transportation for Westmont-sponsored Special R.O.T.C. Programs

Since the R.O.T.C. Army program through UCSB and R.O.T.C. Air Force program through USC, UCLA, and Loyola Marymount University are Westmont-sponsored special programs, the college will ensure that first-year and sophomore students have transportation to their respective program locations. This provision is made because of restrictions in the issuance of parking permits to first-year and sophomore students. Westmont accomplishes this by the following means:

1. If a junior/senior is attending the program at the same time and has a vehicle, the college will connect the first-year and sophomore students with those with transportation.
2. If no juniors or seniors in the R.O.T.C. programs have their own transportation, Westmont will loan a college vehicle for the student to drive to the program site. The vehicle rental charges will be covered by the college.

Please contact the Housing Office for more information.

Westmont College Vehicle Regulations are available from Public Safety.

Shuttle Schedule

Westmont operates a shuttle between campus and a number of predetermined locations around Santa Barbara every day of the week. Buses for 22 and 18 passengers provide this transportation. Pocket-sized shuttle schedules are available from the post office, library, switchboard, physical plant and your resident director. For a current schedule, please visit [here](#) or check the Westmont App on your cell phone.

Student/School Holidays: No Transportation

Nov. 27-Dec. 1	Thanksgiving
Dec. 15-Jan. 4	Winter Break
March 10-14	Spring Break
April 18-21	Easter Recess

Dial-A-Ride

Dial-a-Ride is a free (no tipping) transportation service provided for Westmont students to use in addition to our regular shuttles. We can accommodate a wide range of needs from planned transportation to last-minute needs. Dial-a-Ride will provide transportation needs between Carpinteria and UCSB. The service will run Monday-Friday, 10 a.m. to 10:30 p.m., Saturday, 9 a.m.-5 p.m., and Sunday, 9 a.m.-5 p.m.

Text or Call Your Reservation (If leaving a voice message, please speak clearly)

1. Give your name, phone number and address of your destination.
2. Give the date and time you wish to be picked up on campus.
3. Give the time of the pick up for returning to campus.
4. Give the number of passengers. There is a maximum of seven passengers that can be accommodated at one time.

Reservations

Text or call 805-455-6330 for all reservations – an advance request or a last-minute need. Text or call 805-453-6341 for week night or weekend last-minute requests. The driver will periodically check his/her messages during the shift when they are not driving. Please allow sufficient time for a response from the driver. The day's schedule is determined between 5 and 6 a.m. The Dial-A-Ride coordinator will text you with your scheduled time before 8 a.m. Please respond back as soon as possible. Dial-A-Ride is flexible and will try to accommodate as many needs as possible. Please be flexible with your pick-up times. Since we only have one driver per shift, we try to transport as many people as possible on any given trip. When the change in the shift occurs between 4 p.m. and 5 p.m., there will be limited availability for rides.

Passenger Guidelines

Please be ready to leave five minutes before your scheduled pick-up time at the predetermined location (campus – Clark, Page and VK shuttle stops). The drivers have been instructed to consider the reservation cancelled at five minutes after the pick-up time. If you need to cancel a reservation, please text or call as soon as possible to make room for others who may need to use the service. If you have any comments or suggestions, please text or call 805-455-6630 .

RESIDENCE LIFE POLICIES

In order to ensure your safety and practice good stewardship of college buildings and facilities, Westmont has developed the following policies to address specific issues that have caused problems in past semesters. These policies have helped us maintain an excellent safety record and work together to create an understanding of community responsibility.

Students must be enrolled full-time (minimum of 12 units) in order to live on campus. Any student who drops below 12 units must get approval from Student Life in order to remain in the residence halls.

Access to Rooms

Westmont reserves the right to have authorized personnel enter any unit or room for the purpose of inspection, repairs or other official business. Authorized personnel may also enter rooms when they have reasonable grounds to believe that the well-being or safety of the occupants of the building are in jeopardy or a college policy is being violated. During vacation periods, public safety personnel may make safety inspections.

Air Conditioners

Students are not permitted to use air conditioner units (neither window units nor portable units) in their residence hall rooms. Students may bring fans to help cool their rooms.

Antennas and Cable TV

For safety and aesthetic considerations, the residence hall lounges and Kerr Student Center, dining commons and the Ocean View Apartments are the only locations where cable television, antenna and satellite services are provided and permitted. Students are not permitted to connect to existing cable lines or add their own.

Appliances and Cooking

You may use hot-air corn poppers which do not use oil and hot pots that do not have exposed heating coils in your room. Residence halls have kitchens for occasional, recreational cooking. The students in each residence hall are responsible to keep their kitchens clean, as Westmont does not provide regular cleaning service for them. Fire and safety regulations prohibit the use of appliances with exposed heating coils, microwave ovens and toaster ovens in student rooms.

BBQs

Due to Westmont being located in a high fire region, students may not use personal bbqs in the vicinity of the college (including the hills behind the campus). Students may arrange to use the residence hall bbq with the resident director. Students may keep personal bbqs in their rooms (for use off campus–beach, etc.) but may not keep any fuel in their room.

Bed Set-Ups

Since earthquakes occur in the Santa Barbara area, you should exercise care in the arrangement of furniture in your room. Although Westmont allows creative furniture arrangements, the college discourages anything that could be a safety hazard for room occupants. Please contact your resident director for approval of any unusual furniture arrangements. Your resident director may be able to furnish some additional college- owned bed frames, depending upon availability.

Bicycles

Bicycles brought to campus must be registered with residence life during residence hall check-in. If a bicycle is brought to campus after check-in it must be registered with your resident director.

Bicycles should be in individual rooms or locked in the bicycle racks near the residence halls, and not in hallways, lounges, entry ways, storage rooms, or planters. To prevent damage and theft, you should store your bicycle in your room during extended breaks.

Westmont offers no bicycle storage for the summer months. Therefore, all bicycles must be removed from campus at the end of the academic year. Any owners who leave their bicycle after the closure of the residence halls will be notified to claim and retrieve their bicycle within 90 days of notice. Bicycles not retrieved within 90 days will be disposed of. Unregistered bicycles left after the closure of the residence halls will be tagged for removal. Any tagged bicycles remaining past 90 days will be disposed of (Mopeds left on campus will be towed and stored as per county guidelines at the expense of the owner/operator).

Bicyclists are expected to abide by all California bicyclist laws and are encouraged to use campus roads when riding through campus. If bicyclists choose to ride on pathways, they are expected to use common bicycle etiquette (e.g., riding cautiously and giving the right-of-way to pedestrians).

Board Plans

If you live in a campus residence hall, you must participate in the board plan (exceptions include residents of Ocean View Apartments). If you do not live on campus, you may enroll in the board plan through the Housing Office. You may also purchase discounted Munch Money on your ID card from the Dining Services office for food in the dining commons.

Bunk Beds/Trading Beds

In order to keep your sleeping surface below the wall-mounted smoke detector and prevent injury or damage from striking the ceiling, your mattress must be at least 36 inches from the ceiling. Your resident director has bunk bed connectors, and he/she must approve any trading of beds between rooms.

Candles, Fires, and Oil Lamps

Safety codes prohibit burning open flames or incense in any college building except Ocean View at any time. Violations are subject to a \$100 fine per incident.

Changing Roommates

If you wish to make a housing change or roommate request, begin by discussing your request with your resident assistant or resident director, who will then direct you through the proper procedures with the Housing Office.

Changing Rooms

You should address requests for room changes to your resident director. Changes may be made beginning the third week of each semester after you have secured final approval from the Housing Office. To change rooms between the fall and spring semester, you must check with the resident director and fill out the proper paperwork (available in the Housing Office and from your resident director). Approvals will be communicated in early December. Official check-out and check-in procedures apply to old fall room assignments and new spring assignments. The deadline for completing both check-out and check-in is noon on Saturday, Dec. 20, 2014. Note that a room change may eliminate a triple-room refund.

Check-in

In order to protect you from unwarranted damage charges, you must complete the room condition inventory (RCI) form and sign the check-in agreement prior to moving into your room. Be sure to observe the proper check-in procedure with your resident director to avoid a possible \$50 fine.

Check-out

In order to ensure that your room is left in proper condition and is vacated on time, you must make an appointment and check out in person with your resident director before leaving. There are no exceptions to this policy.

You should leave your room in the same condition as you found it. Westmont will assess charges for all damage, odd furniture arrangements and excess mess not recorded on your Room Condition Inventory (RCI) form. In order to avoid a possible \$50 fine and/or \$200 moving and cleaning fee, be sure to follow the proper check-out procedures.

The fall semester check-out deadline is noon on Saturday, Dec. 20, 2014; the spring semester check-out deadline is noon on Friday, May 8, 2015. The spring deadline applies to all students not officially involved in graduation ceremonies or authorized to stay by the Housing Office (e.g., for reasons such as Mayterm, athletics, summer residency at Ocean View or Westmont summer employment). If you are authorized to stay in Westmont housing beyond Friday, May 8, you have until noon on Sunday, May 10, to check out.

If you wish to withdraw from school during a semester, you must obtain a withdrawal form from the Registrar's office in Kerrwood Hall and go through the residence hall check-out procedure.

Christmas Break

The residence halls will close for the Christmas holiday at noon on Saturday, Dec. 20, 2014. They will re-open at noon on Saturday, Jan. 10, 2015. During this break, security personnel may inspect your residence hall room or apartment for safety hazards.

Since heat and electricity may be turned off in the campus residence halls, you should empty your personal refrigerator and make provisions for pet fish. Although you may keep a flame-treated Christmas tree in your room, you must remove it before the break, or public safety officers will discard them, complete with decorations.

Students living in the Ocean View apartments may stay there during the Christmas holiday, but on-campus residents may not stay.

During the Christmas holiday, you are welcome to visit the campus to pick up mail, use the library, attend basketball games, show the campus to parents and friends and make use of the public areas (note that business days/hours are reduced during this break). However, you must obtain authorization prior to accessing the residence halls. A \$50 fine may apply for each violation.

Computer Network Access from Residence Hall Rooms

I.T. provides a number of computer-related services and assistance. Details can be found on their [web page](#). If you have a computer, you may obtain access to resources on the World Wide Web and to the high-speed campus network. Connection to the network requires a 100Mb or 1000Mb Ethernet card and Ethernet cable or Wi-Fi card. [The Computer and Network Use policy](#) governs the use of the campus computing facilities and network. This policy can also be found [here](#). You must agree to abide by the policy in order to obtain access to these resources.

Damage to or Loss of Personal Property

Westmont recommends that your parents include your belongings away from home in their homeowner's policy and that you obtain insurance protection against loss, damage or theft of personal property. (The college assumes no responsibility for and does not provide insurance or any other financial protection for your personal property or that of your guests.) Westmont recommends locking your room to prevent theft.

Draperies

If you wish to hang personal window coverings, you should contact the housing director in order to avoid charges for wrinkles or damage caused by improper handling. You may hang only drapes from existing drapery rods. The Housing Office will supply missing drapery wands. Since laundering or dry cleaning can shred drapery fabric, the college does not clean draperies.

Electrical Cords

You may use UL-rated power strips with built-in circuit breakers as extension cords in your room. However, regular extension cords may

fail at the outlet during a power surge and cause an electrical spark, representing a safety hazard. Therefore, these are prohibited.

Emergency Planning

The college asks and expects your cooperation in maintaining safety for the entire community in the event of an emergency. Please review and become acquainted with the Immediate Actions specified on the [Emergency Info website](#). Make sure to keep your emergency contact information up to date on [webadvisor](#).

Extreme Sports

Due to our concern for the safety of students and the preservation of facilities, the practice of extreme sports (parkour, free-running and other activities involving elevated risk of personal injury or property damage) is discouraged on the Westmont campus.

Fire Equipment

County fire regulations make it illegal to tamper with fire equipment. Tampering with fire extinguishers, hoses or alarms will result in a minimum \$100 fine, and damaged equipment or emptied fire extinguishers will result in additional charges.

Firearms and Fireworks

The possession of fireworks and firearms is illegal and unsafe, and you may not possess weapons, firearms or fireworks on campus at any time. This includes Airsoft guns and pellet guns. Violators of this policy are subject to suspension.

Furniture/Furnishings

All furniture and furnishings, cabinet doors, handles, drawer pulls and other such fixtures in residence hall rooms, lounges and Ocean View apartments must remain in place. Unauthorized removal of furniture from these locations may result in a minimum \$50 fine.

Although Westmont does not remove triple furniture when vacancies exist, you may disassemble unused beds and store them in your room. However, you must return them to their original condition at check-out or when needed by an additional resident. For safety reasons, custom lofts and beds are not permitted (also see Lofts).

Guest Privileges

Campus residents should register their overnight guests online at the housing or residence life websites (see guest registration). Guests are welcome to stay for a maximum of five nights each semester and must stay in the same room all five nights. No extensions will be granted. Current Westmont students who do not pay for on-campus housing do not qualify as guests.

Please maintain respect for the concerns of your roommates when guests visit. As a host, you are responsible to explain college regulations (such as vehicle use) and community behavioral standards (such as open hours and alcohol use) to your guest(s). You may also be held responsible for any damage to college property caused by your guest(s).

Hallway Sports

To ensure your safety, Westmont prohibits potentially injurious or damaging activities inside the residence halls, including playing with balls, throwing Frisbees, using skateboards and riding bicycles.

In-line Skates, Skateboards and Scooters

Westmont's hilly campus and narrow walks and roadways make skateboarding, in-line skating, and scooters unsafe. This also applies to our neighboring roads. For this reason, Westmont is in compliance with the college insurance provider's request to prohibit all use of these items on campus and neighboring roads. Use of these items on campus could result in a \$50 fine.

Keys

If you lose your room key, report the loss immediately to your resident director, who will issue a spare key and ask security to re-key the lock. The re-keying charge is \$30. In order to prevent non-occupants from gaining unauthorized access to your room, do not attach your room key to any kind of identification card.

Laundry Facilities

For your convenience, card-operated laundry facilities are available in your residence hall. Card recharging machines are located in the post office, upper Kerr Student Center, Armington C and the Ocean View laundry room. WEB Laundry Service (not physical plant) maintains the washers and dryers in the residence halls; please call them about

machine malfunctions at (800) 424-8771 or reach them [online](#). (You should report building-related emergencies, e.g., electrical-power outages, flooding or overflowing water, immediately to Public Safety and your resident director.)

Lighting

Westmont provides ceiling-mounted fluorescent fixtures in each room. The college recommends that you bring your own desk lamp. Westmont allows the use of new fluorescent torchieres bearing the EnergyStar label. These cost more to purchase but provide a safer, more efficient torchiere.

Halogen floor lamps (torchieres) are prohibited. Though inexpensive to purchase, they present serious safety concerns because the bulbs burn at extremely high temperatures (1,000°F). They can easily ignite flammable and combustible materials. Halogens also require a large amount of electricity to operate. You should place personal light fixtures away from flammable materials such as draperies, mattresses, carpet, bed linens and clothing.

Lofts

For reasons of safety, the college does not allow the installation of custom-built lofts, beds or platforms. For information about borrowing additional, college-owned bed frames or beds from other residents contact your resident director.

Mattresses

Residence hall mattresses are extra-long twins (80 inches long by 36 inches wide). If you prefer a different mattress, contact the Housing Office, x6037, to arrange for an exchange from the college's supply of older ones.

Movie Watching in Lounges

It's illegal to view movies rented or purchased for private use in a public area. Therefore, students are not allowed to watch movies in residence hall lounges. While we do understand that this policy can seem restrictive if a group of friends wants to watch a movie together, we are committed to living with integrity as an institution in regard to copyright laws. You can do your part by viewing movies in your room.

Occupancy Obligation, Moving Off Campus or Withdrawing from College

Everyone who reserves campus housing is obligated to pay the room charge for the entire semester. If you move off campus or withdraw, the schedule for refunds is in the college catalog.

Open Hours

Westmont has established the following open-hours policy that designates times during which you may visit the individual living areas of members of the opposite sex. The rationale for establishing such a policy is twofold. First, while the college recognizes the need for privacy among students, it seeks to avoid situations of absolute privacy because of the potential for abuse (see section on Sexual Activity Outside of Marriage). Second, the policy allows for personal space needed to respect the differing sleep, study and living patterns of roommates.

All-campus open hours occur noon-midnight, Sunday through Thursday and noon-1 a.m. on Friday and Saturday. If there are no campus classes scheduled for the following day, open hours end at 1 a.m. At the Ocean View apartments, no opposite gender may be in the bedrooms at any time.

Room doors of hosts must remain at least halfway open and allow unrestricted visual access to the room. At no time may you engage in intimate activities (e.g., lying under covers in bed together) which could make others feel uncomfortable and put yourselves in a compromising situation. Violations may result in the loss of your open-hour privileges, community service hours, removal from the residence hall and/or suspension. You are responsible to know the boundaries and times of open hours in all living areas. Please direct any questions or comments about this policy to your resident director or the deans in the Student Life office.

Personal Items in Bathrooms and Lounges

In consideration of other residents, you should not leave personal items (such as shampoo bottles, curling irons, surfboards, and bicycles) in common areas in the residence halls. The custodial staff regularly checks common areas and moves personal items left there to a collection bin. Items not retrieved in a reasonable amount of time may be donated to a charitable organization.

Pets and Assistance Animals on Campus

Pets

Students may keep fish in your student room or apartment. However, electricity is turned off in the residence halls during Christmas vacation, so students should remove fish from their rooms during this holiday. Keeping or caring for pets other than fish on campus will result in removal of the pet and a \$50 fine.

Assistance Animals

Students with disabilities requiring the assistance of a service animal on campus should contact the Office of Disability Services (ODS) at x6159. ODS will work with you to determine appropriate accommodations.

Pranks and Practical Jokes

Westmont strongly discourages pranks and practical jokes because they are often unwelcome and even demeaning to victims, and they can result in escalated retaliation. Participants who violate this policy are subject to the student conduct process and will be held responsible for any negative consequences. Sanctions may include paying retribution, cleaning up any resulting mess, civic engagement within or outside the Westmont community or any additional sanctions deemed appropriate in response to the prank.

Quiet Hours

Official quiet hours are from 11 p.m. to 7 a.m. Throughout the rest of the day, please extend courtesy and sensitivity to others' needs for quiet due to illness, study requirements, etc. Using headphones when listening to loud music helps accomplish this goal.

Recycling

Each residence hall room has a blue recycling can. Please make every effort to recycle as much as possible; please visit [Westmont Recycling](#) for more information. It is your responsibility to bring out your own recycling cans and dump the contents into the recycling dumpsters located outside your dorm near the normal trash dumpsters.

Refrigerators

You may keep a small refrigerator (under five cubic feet) in your residence hall room for an additional charge of \$30 per year to defray energy expenses.

Repairs and Maintenance Problems

Physical plant will repair your electrical and plumbing problems, broken windows, screens, locks, etc. Your resident director or resident assistant will arrange for maintenance needs upon your request. If a room or building emergency occurs, contact security immediately at x6222 and report the problem to the residence hall staff as well. You should address furniture concerns (including those involving mattresses and draperies) to the housing director.

Roofs

Since climbing to or walking on roofs represents safety hazards and may cause undetectable and costly damage, please do not climb on the roof of any Westmont building at any time. A \$100 fine per violation may apply.

Room Assignments

The Housing Office seeks to accommodate requests for housing but reserves the right to determine and change room and roommate assignments. Returning students select rooms and roommates for the following fall during housing sign-ups for next year. It is the sole right of the Housing Office to assign occupants to specific rooms and apartments.

If you plan to study away or abroad for the fall semester you should make arrangements for your future housing (in the spring semester) as soon as possible. Contact the Housing Office and see the information for away/abroad students on the housing [website](#).

Room Decorating

Westmont wants to offer you a room that is in the best possible condition. In order to keep rooms looking their best, the college assumes sole responsibility for painting rooms in full or in part.

You may use tack and some adhesives and tapes in decorating your room (see your resident director for suggestions). Duct and double-stick tapes are not recommended. Since damage occurs when bolts and nails are used on walls, ceilings, building surfaces and furnishings, their

use is prohibited and may result in possible damage fees. This applies equally to window, door and hallway decorations. Please make every effort to return your room to its original condition after you leave.

Screens

Window screens are considered permanent fixtures and may be easily damaged; removing them for any reason other than an emergency will result in a \$25 fine. Additional charges may be assessed if damage or loss occurs.

Sleeping Outdoors or in Lounges

Approved visitor groups (but not students or their guests) may receive permission from the Housing Office to sleep in lounges. Students who are found to be sleeping in lounges will be subject to a \$50 fine per incident (or night). For security reasons, neither college residents nor guests may sleep outdoors on campus.

Smoke Detectors

Each residence hall room is supplied with a working smoke detector. Please do not remove or tamper with the smoke detectors. If you are experiencing any problems with your smoke detector, contact a residence life staff member immediately. Campus safety personnel check smoke detectors in rooms during Christmas break to insure they are in working condition. Any smoke detectors that have been removed or damaged will be replaced, and the residents of the room will be charged.

Spring Break

You may remain on campus for all or part of spring recess, but you must sign up in advance on the online form at the housing website. No dining or custodial services will be provided, access to the residence hall kitchens may be limited, residence hall staff will be available only on a very limited basis, and shuttle service will be suspended during spring recess. Guests may not stay in the residence halls during this break. Behavioral expectations and housing policies apply as usual.

Spring Sing Painting and Building Sets

The Spring Sing committee will meet with the director of physical plant and/or the housing director to determine appropriate locations for painting and building sets. Student participants will be held responsible for any resulting damage or excess mess in the residence halls.

Storage

There are many public storage facilities in the Santa Barbara area for items that do not fit in your residence hall room. During the year, all of your belongings, except for motorized vehicles, must be kept in your assigned room or apartment. This applies to vehicle accessories, such as jeep tops and roof racks.

Summer Housing

During the spring semester, you may apply for summer housing at the housing Web site. If you wish to occupy campus housing after Commencement, you must qualify to do so. Also, you should submit an application as soon as it becomes available during the spring semester. Short-term summer residents, such as intercollegiate athletes and those attending Mayterm or summer travel programs, are housed in Clark Halls. The transition from spring to summer housing occurs during the morning and afternoon of the day after Commencement.

Any current student may apply for summer housing at the Ocean View apartments, and Westmont student employees receive initial priority for housing in Ocean View. There is no Mayterm housing at Ocean View, although current Ocean View residents' Mayterm requests will be evaluated on a first-come, first-served basis (depending upon available space).

Summer housing space at Ocean View is limited. There is a 10-week minimum rental commitment, and applications are considered on the basis of the space available and the duration of the rental commitment. Summer housing check-in at Ocean View occurs at 5 p.m. the day after Commencement.

Telephone Problems

Telecommunications no longer provides phones in dorm rooms; students must provide their own analog phone. Phone service (extension number and dial tone), and a voice mailbox are available free of charge to students who subscribe. To activate phone and/or voice-mailbox service, log in to your Student Profile, and under Telephone Services, click enable. A long- distance code is required for all out-of-area-code calls, and you may also enable this through your Student Profile. All charges are billed to your student account. Visit the Telecommunications website for more information. For problems, please submit a Mayday.

Trash

Dumpsters and trash bins are located outside each residence hall. To ensure a sanitary environment for all students, please do not leave trash in hallways, foyers, lounges, stairwells or any other area in the residence halls. Each section is responsible to monitor its common areas and cover excessive cleaning charges.

Triple Room Refunds

All triple rooms contain furniture to accommodate three residents. All furniture is to remain in each triple room, even if not fully occupied. For occupants of triple rooms, a refund is credited at the end of each semester to residents who have lived in a fully occupied triple room for the entire semester. However, since the Housing Office cannot guarantee that designated triple rooms will be fully occupied, you should not count on receiving a refund. If one or more of the roommates vacate a triple room during the semester, none of those occupants will receive a refund for that semester.

STUDENT CONDUCT PROCESS

Student Conduct at Westmont College

Westmont desires to be a redemptive community. In order for this to occur, the college believes that students need the opportunity to learn and grow through accepting responsibility for their actions. While correction within a community is sometimes a difficult, awkward and painful process, it can and should be an opportunity for significant growth in students' lives.

Initiating Student Conduct Proceedings

Student conduct proceedings are initiated when the associate dean for residence life (which, for all purposes described in this section, includes his or her designee) receives an incident report regarding alleged student misconduct. After this information is received, a preliminary review will take place to determine whether enough information exists to warrant a student conduct meeting. In most cases, the review is as simple as reading an incident report submitted by student life staff on the alleged misconduct. However, a review could also include interviewing witnesses or obtaining other documentation of the incident. *The student facing allegations of misconduct will be notified of the alleged misconduct and given the opportunity to respond. Notification will be communicated no more than five business days following the associate dean for residence life's receipt of information concerning the student's alleged misconduct.*

At the conclusion of the preliminary review, the associate dean for residence life will determine whether enough evidence exists to hold a student conduct meeting. If enough evidence does not exist, then no further disciplinary action will be taken. If it is deemed that enough evidence exists, the associate dean for residence life will initiate a student conduct proceeding using either the Administrative or Committee Resolution (see section below).

Student Conduct Proceedings with Student Complainant

The following section describes the process used when the alleged violation is not only a violation of college policy, but also involves a student complainant (i.e. harassment, physical assault, theft, etc.). For information related to allegations of sexual assault, including a complete policy with definitions of sexual assault and an explanation of the procedures that the college will follow in cases of disciplinary matters related to sexual assault, refer to the College Sexual Assault Policy and Procedures.

Upon receipt of a report or complaint whether oral or written of an alleged violation, the associate dean for residence life will begin a preliminary investigation and determine if there is enough information to merit a conduct meeting regarding the allegation. The associate dean for residence life will meet with the complainant and the respondent separately to explain the student conduct process and obtain from each a written statement and list of witnesses, if any, who have information pertinent to the incident.

A preliminary investigation by the associate dean for residence life will determine whether interim measures should be invoked (see the Westmont College Student Handbook at page 80). The purpose of interim measures is, to the extent possible, to ensure safety of all persons involved, reduce concerns for personal, physical, and emotional safety and overall prevent creation of a hostile environment for the individual and the community. Interim measures may include, but are not limited to, residence hall relocations; restrictions to campus housing or other campus locations and activities; alternative class assignments or classrooms; interim suspension.

After a prompt, full and effective investigation of the allegation, a determination will be made by the associate dean for residence life whether or not enough information exists to hold a conduct meeting. If a decision is made that not enough evidence exists, it is not necessarily or even usually based on the accuracy of the charges but rather on the strength of the information available. In other words, if a case does not result in disciplinary action against the respondent, it does not mean there is not a victim.

If the associate dean for residence life determines that enough information exists to hold a conduct meeting, he or she will forward all relevant information to the appropriate student conduct body depending upon the type of resolution chosen (Administrative or Student Life Committee). The complainant and respondent will generally be given at least twenty-four (24) hour advance notice for Administrative Meetings, and seventy-two (72) hour advance notice of the scheduled meeting time for Student Life Committee Meetings.

Students are expected to participate in the student conduct process when they are called as a complainant, respondent or witness to a meeting. Should a student fail to appear for a meeting when proper notification has been given or should the student fail to provide a statement during the conduct process, the meeting will proceed without benefit of that student's input. Conduct meetings will be scheduled taking into consideration the student's regular academic schedule only.

Rights of the Individual Alleging the Violation (Complainant)

- The right to make a complaint which will initiate the student conduct process.
- The right to a timely student conduct meeting after filing a complaint (cases reported just prior to the end of a semester may be delayed by the semester break).
- The right to a support person of her or his choice in consultation with the associate dean for residence life (or the associate dean's designee), who will assist the individual through the student conduct process.
- The right to confront opposing information.*
- The right to provide witnesses and information pertaining to the case.
- The right to be informed as soon as possible of the outcome of the hearing.
- The right to confidentiality of the student conduct process to the extent possible.
- The right to request academic schedule adjustments or other academic assistance for missed classes or exams or help with rearranging coursework.
- The right to request a change of on-campus residence if both you and the accused live in residential housing, or you may request that the accused be moved pending a student conduct meeting.
- The right to request a no-contact order for the respondent as an interim measure through the student conduct process.
- The right to on-campus emergency counseling sessions with a member of the Counseling Center staff.
- The right to seek off-campus medical and counseling services.
- The right to seek assistance from a member of the Counseling Center staff in a client relationship or the campus pastor in a confessor relationship.
- The right to file a police report and take legal action separate from and/or in addition to student conduct process.
- The right to have legal counsel present. In no case may counsel speak or take an advocacy role during the proceedings.
- The right to appeal the outcome of the student conduct meeting.

Rights of the Individual Accused (Respondent)

- The right to receive written notice of the charges.
- The right to a timely student conduct meeting after being notified of the complaint (cases reported just prior to the end of a semester may be delayed by the semester break).
- The right to a support person of her or his choice in consultation with the associate dean for residence life (or the dean's designee) who will assist the individual through the student conduct process.
- The right to pursue his or her educational experience while the student conduct process is still pending free from harassment by the complainant or individuals connected to the complainant. Anyone who feels the complainant or individuals connected to the complainant has inappropriately contacted them should immediately contact the dean of students.
- The right to not be required to give incriminating evidence (the college may make negative inferences from the accused student's decision to not give testimony).
- The right to confront opposing information.*
- The right to provide witnesses and evidence pertaining to the case.
- The right to be informed as soon as possible of the outcome of the student conduct meeting.
- The right to confidentiality of the student conduct process to the extent possible.
- The right to on-campus emergency counseling sessions with a member of the Counseling Center staff. The right to seek confidential assistance from a member of the Counseling Center staff in a client relationship or the campus pastor in a confessor relationship.
- The right to seek outside counseling support.
- The right to have legal counsel present. In no case may counsel speak or take an advocacy role during the proceedings.
- The right to appeal the outcome of the student conduct meeting.

***The Right To Confront Opposing Information**

The right to confront opposing information does not mean that students have the right to directly confront, question or speak to witnesses. The right to confront opposing information means that the respondent and the complainant (when applicable) have the right:

- To view one another's written statements submitted to the investigator prior to the conduct meeting.

- To be verbally informed during the conduct meeting of relevant and material, opposing information communicated to or discovered by the investigator during the course of the investigation.
- To be verbally informed during the conduct meeting of relevant and material, opposing information communicated by any witness during the conduct meeting.

Relevant and material information is information directly related to the merits of the violation alleged that when considered would influence the decision maker(s) in reaching a decision.

Support and Legal Counsel in Student Conduct Proceedings

Support

Parents, relatives and friends are not permitted during student conduct proceedings. However, students are strongly encouraged but not required to choose—upon approval of the associate dean for residence life—a faculty or staff member to support them during student conduct proceedings. The individual chosen may not be a student, parent, relative, an attorney or representative of an attorney. The faculty or staff member chosen may be present at any time during the proceedings but is not an advocate for the student in the proceedings and may not address the student conduct body or speak on behalf of the student. The faculty or staff member chosen may speak with the student privately and in a manner that is not disruptive.

Legal Counsel

The accused and the accuser (when applicable) have the right to have legal counsel present if the conduct matter involves actual or potential criminal charges. However, in no case may counsel speak or take an advocacy role during the proceedings.

Any faculty or staff member or legal adviser participating in the proceedings under this policy is obligated to maintain the confidentiality of the nature of the allegation(s), the content of the student conduct process, and the privacy of the complainant, respondent and any witnesses.

Types of Student Conduct Proceedings

There are two types of student conduct proceedings:

1. Administrative Resolution and
2. Student Life Committee Resolution.

Regardless of which proceeding is used, the accused will not have the right to question any witness or victim (if applicable), but will have the opportunity to confront opposing information (see previous section titled “Confronting Opposing Information”). If the respondent refuses to answer questions at the meeting on grounds of the Fifth Amendment privilege, or if they choose not to attend the meeting, the meeting can still take place, and the student conduct body may draw negative inferences that may result in sanctions.

The details of each procedure and an explanation for when each procedure will be used are described below.

Administrative Resolution

The Administrative Resolution proceeding is used when the associate dean for residence life determines that the nature and circumstances of the alleged violation do not warrant Student Life Committee resolution and the student facing allegations of misconduct does not request Student Life Committee resolution. The Administrative Hearing is conducted by one or two student life staff members, referred to as “student conduct officers.”

Administrative Meeting

At the time of the student conduct meeting, the student facing allegations of misconduct will meet with the student conduct officer to respond to allegations of misconduct. The student may request that the student conduct officer receive written statements from any potential witnesses. The student conduct officer will review all written statements but is not required to meet with any witnesses. The student will not have the right to question any witness or victim but will have the opportunity to respond to written statements or testimony submitted by the victim or witnesses. If the student refuses to answer questions at the meeting on the grounds of the Fifth Amendment privilege, or if they choose not to attend the meeting, the meeting can still take place, and the student conduct officer may draw negative inferences that may result in sanctions.

Decision

Following prompt, full and effective inquiry into the merits of the information obtained, the student conduct officer will make a decision as to whether it is more likely than not that the student has violated college policy and impose sanctions if appropriate. Any sanction(s) given will be set forth in writing and delivered to the student. In most cases, notification of sanctions will be communicated no more than five business days following the decision to impose the sanction(s). In some cases due to scheduling challenges, the time may be extended.

Student Life Committee Resolution

The Student Life Committee Resolution proceeding is used when:

1. the associate dean for residence life determines that the nature and circumstances of the alleged violation of college policy warrant resolution by a meeting conducted by the Student Life Committee (SLC); or
2. the student facing the allegations requests a SLC meeting.

The Student Life Committee

The SLC is comprised of faculty, staff and students who have been trained to hear student conduct cases. The committee includes the dean of students, an associate provost, three faculty members, two student life members and two students. At least two faculty members (which could include the associate provost and must include the SLC chair or acting chair), two student life members (one of which must be the Dean or designee), and one student must be present to convene the committee. The associate dean for residence life serves as the student conduct process facilitator for all SLC meetings and may be present during the meeting. The facilitator's role is to assist the chair and to ensure compliance with the process and procedures outlined below. A staff member from the Dean's office may also be present to take notes during the testimony portion of the meeting.

It is expected that SLC members will exhibit the highest ethical standards and disqualify themselves if they believe they cannot be impartial or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the respondent, the complainant and any witnesses before, during and after the conduct meeting. The respondent or complainant (if applicable) may raise issues of concern about the impartiality of a member of the SLC convened for a particular case. The dean of students has the sole discretion to decide whether a SLC member can be impartial and will remove anyone whom he/she determines is unable to be impartial and/or respectful of the confidentiality of the process and privacy of the individuals involved.

Before the Student Life Committee Meeting

Prior to the committee meeting, the student(s) may arrange to have witness statements submitted. The associate dean for residence life will determine when such statements must arrive in order to give the committee adequate time to review the submitted statements. Also prior to the committee meeting, all relevant information regarding the alleged misconduct will be forwarded to the Student Life Committee. Within seven days of the committee's receipt of the information, the

Student Life office will notify the student of the time and date of the meeting and a statement of the alleged misconduct. Generally seventy-two (72) hour advance notice of the scheduled meeting time for a Student Life Committee Meeting will be given. Students are expected to participate in the student conduct process when they are called as a respondent or witness to a meeting. Should a student fail to appear for a meeting when proper notification has been given or should the student fail to provide a statement during the conduct process, the meeting will proceed without benefit of that student's input. Meetings with the Student Life Committee will be scheduled taking into consideration the student's regular academic schedule only.

Student Life is committed to prompt resolution of all student conduct proceedings. However, in some cases, such as insuring the thoroughness of the review or to permit time for students to secure legal counsel, the dean of students will permit a short delay of the proceedings.

Student Life Committee Meeting

At the time of the meeting, the staff member(s) who obtained the information upon which the allegation is based may be called to meet before the committee. The committee may also choose, but is not required, to meet with any witnesses or others referenced in the information it receives.

SLC proceedings are closed to all parties except the individual student(s), the SLC members, the associate dean for residence life or designee, witnesses and the respective student's designated support person.

The following is an outline of the SLC meeting:

1. The chair will convene the SLC, and the SLC will meet with participants in the following order:
 - a. Complainant (if applicable)
 - b. Respondent
 - c. Any witnesses requested by the SLC
2. All participants must be available for recall by the SLC for additional questioning until the conclusion of the SLC proceedings.
3. Prior to the SLC deliberations the following will occur:
 - a. The chair will give members of the committee the opportunity to ask the respondent any follow-up questions, and will give the respondent an opportunity to make a final statement to the SLC. The respondent is then excused from the proceedings.
 - b. If applicable, the chair will give members of the committee the opportunity to ask the complainant any follow-up questions, and

will give the complainant an opportunity to make a final statement to the SLC. The complainant is then excused from the proceedings.

Decision

At the conclusion of the meeting, the SLC will deliberate in private, and, weighing all of the available information, the SLC must determine whether it is more likely than not that a violation of college policy occurred. This level of proof is commonly referred to as a “preponderance of the evidence.” This level is a lesser level than that used in the criminal justice system, which requires that a case be established “beyond a reasonable doubt.” The SLC will determine one of the following appropriate findings by majority vote:

- a. It is more likely than not that the alleged violation occurred, and the respondent is responsible; the SLC will impose sanctions, as appropriate; or
- b. It is more likely than not that the alleged violation did not occur and the respondent is not responsible; or
- c. There is not sufficient information available to make a determination.

Note: In the event of a finding of (b) or (c) is reached by the committee, the finding is not necessarily based on the accuracy of the charges but rather on the strength of the information available.

The chair of the SLC and the dean of students will communicate the finding of the SLC to the respondent (and the complainant, when applicable) in writing generally within seven (7) business days. Unavoidable delay in providing notice of outcome shall not constitute an appealable procedural error.

Sanctions

Students often ask what happens when a college policy is violated. The short answer is that our hope is to provide as redemptive of a process as possible. We all make mistakes. In fact, learning from our mistakes is one of the ways we learn. Most of the mistakes students make won’t keep them from continuing as a student at the college, but it will often require some action as a means of accountability and to encourage different decisions in the future. Our goal is to provide clear expectations and a supportive environment to encourage students to live within the guidelines we have agreed upon.

With that in mind, the following section lists some examples of student conduct violations that differ in levels of seriousness and the more common resulting sanctions (consequences). This list is not

exhaustive but it serves as a guide in the student conduct process. In reviewing each violation, the following variables will be considered to determine the range of appropriate sanctions and whether or not additional sanctions may be imposed beyond this general framework: attitude and/or truthfulness of student when confronted and throughout the student conduct process, prior student conduct violations, impact of the violation on the community, when the misconduct occurred, and whether or not the student came forward to assume responsibility.

Level I Violations

Generally result in losing some privileges (e.g. open hour visitation) and/or a fine. Students may also be assigned an active sanction* as appropriate, or may receive a warning (for very minor violations).

- Repeated noise violation
- Open hour violation
- Tobacco on campus
- Candle hazard
- Dining commons behavior
- Sports in the halls
- Pet policy violation

Level II Violations

Generally result in losing some privileges and being assigned active sanctions*. In addition, a student is typically placed on Student Life Probation or Deferred Suspension (depending upon the severity of the violation and/or previous student conduct violations).

- Three Level I violations during a 12 month time period
- Alcohol violations
- Possession or use of controlled substance
- Sexual misconduct
- Abuse of the student conduct process
- Disruption of college activities
- Hazing
- Failure to comply with college official
- Failure to complete assigned sanctions
- Property damage/vandalism

Level III Violations

Generally result in an immediate suspension from the college for one or two semesters. Can also result in expulsion from the college.

- Assault (physical or sexual)

- Providing or sale of a controlled substance
- Theft
- Multiple Level II violations in the same incident (based on severity of the violations)

***Active Sanctions:** In keeping with our goal of making the student conduct process a redemptive and learning experience, students are often required to complete an assignment that is designed to offer opportunities to develop new knowledge or skills, reflect on their experiences, and contribute to the community in some way. Some examples of these opportunities are written reflection papers, community service, mentoring, educational programs, and counseling.

Sanctions may also include, but are not limited to one or more of the following:

- **Formal apology.** A written and/or verbal apology to the offended party/parties.
- **Restitution.** Compensation for loss, damages or injury. This may take the form of completing appropriate service and/or monetary or material replacement.
- **Fines.** Previously established and published fines may be imposed.
- **Parental Notification.** Parental notification may be required as a sanction through the student conduct process, and is generally required as a result of violations of the alcohol or drug policy. Parental notification will occur if a student is claimed as a dependent and is either found responsible for any Level III violation, placed on deferred suspension, suspended or expelled.
- **Drug testing.** Students who violate the drug policy are generally required to participate in random drug testing for a period of time.
- **Loss of privileges.** Denial of specified privileges for a designated period of time. Loss of privileges includes, but is not limited to, open hours, vehicle permit, living in residence halls or off-campus, entering the dining commons, withholding transcripts, and attending or participating in college programs or activities (such as athletic events, intramurals, music performances, drama productions, intercollegiate athletics, graduation exercises, student leadership positions, club activities, off-campus study programs, summer travel programs, etc.).
- **Warnings.** Verbal or written notification that a student's conduct should not continue, and similar violations of college policy with result in more serious sanctions.
- **Notice of Reprimand.** A written notification that a student's conduct was inappropriate for a member of the college community. The notice of reprimand lets a student know that similar violations

of college policy will likely result in further restrictions such as, but not limited to, Student Life probation or deferred suspension. A recent notice of reprimand may, but does not always, restrict a student's ability to participate in certain leadership positions, and certain activities such as study abroad programs, or other activities in which the student is representing the college. A notice of reprimand is treated as educational counseling—rather than a disciplinary sanction—for the purposes of reporting to agencies outside the college.

- **Student Life probation.** A period of review during which the student must demonstrate the ability to comply with the Community Life Statement and other college policies or requirements. Probation status takes away the privilege of holding certain student leadership positions. Probation may, but does not always, restrict a student's ability to participate in activities such as study abroad programs, or other activities in which the student is representing the college. Students are typically placed on Student Life probation for 15 or 30 weeks of the academic calendar. Violations that occur during the probation period may lead to further restrictions such as, but not limited to, extension of the probationary period, deferred suspension, or suspension from the college.
- **Deferred suspension.** Deferred suspension is a period of review during which the student must demonstrate an ability to comply with the Community Life Statement and other college policies or requirements. If, during the period of deferred suspension, the student is found responsible for a similar or more serious violation, the student will be suspended from the college (the suspension may be imposed immediately with the loss of the current semester). Deferred suspension status takes away the privilege of holding certain student leadership positions. Deferred suspension may, but does not always, restrict a student's ability to participate in activities such as study abroad programs, or other programs in which the student is representing the college. Students are placed on deferred suspension for 15 or 30 weeks of the academic calendar. If, during the period of the deferred suspension, a student is found responsible for a Level I violation, the period of the deferred suspension for the student will be extended.
- **College suspension.** Separation of the student from the campus for a specified period of time, after which the student is eligible to return. While suspended, students may not be on campus or participate in any college related event. Length of suspensions may vary from one or more days to one or more semesters. The timing

of the suspension will not occur at the convenience of the student. The Academic Policies and Procedures state, “Faculty are not permitted to provide make-up opportunities or alter established class schedules for suspended students. Where this creates a hardship for students, they are to be referred to the dean of students.” Conditions for the student’s return to campus may be specified. If a student is suspended for the remainder of a semester or the entire semester, they must re-apply for admission to the college.

- **College expulsion.** Permanent separation of the student from the college.

Interim Sanctions

Under either Student Conduct proceeding, while the investigation is being conducted, and based upon the information received by the dean of students regarding the matter, the dean of students may take any one or more of the following actions:

- Impose immediate interim sanctions pending a final determination in the matter, including, but not limited to: no contact orders; removal from the residence halls; suspension from campus, classes, or Westmont-related off-campus events.
- Enter into the residence hall, room, or apartment of the student facing the allegations of misconduct for the sake of removing any material that constitutes a serious risk of harm to other persons or property in the residence halls.
- Refer the matter to the appropriate police authorities. The interim sanction will remain in effect until it is otherwise revoked by an appropriate representative of the college or expires by its own terms.

Failure to Complete Sanctions

As is noted in a student’s decision letter given at their sanction meeting, failure to complete all sanctions by the deadline given is a Level II violation and therefore results in further sanctions. Sanctions given as a result of missed deadlines may include, but are not limited to, the extension or addition of probationary status, additional sanctions being assigned, or registration cancellation (depending on timing during semester).

Sanctions and Student Records

Student conduct sanctions are maintained in the student’s confidential record in the student life office and may be disclosed to other college personnel with a legitimate educational interest in the information in accordance with the Family Educational Rights and Privacy Act of

1974. Student conduct sanctions shall not be made part of the student's academic transcript but shall become part of the student's student conduct record. A student's student conduct record is cumulative over the course of his or her academic career. Student conduct records involving the imposition of sanctions other than college suspension or expulsion shall be expunged from the student's confidential record upon graduation. Student conduct records involving the sanction of college suspension are kept for five years after the expected or actual graduation date (whichever occurs later). Student conduct records involving the sanction of college expulsion are kept indefinitely.

Appeals

Students may request review of decisions rendered in student conduct meetings by making an appeal. In cases involving a student complainant, the complainant may also appeal the decision. Appeals must be in writing and submitted to the Student Life office during regular business hours (Monday through Friday, 8 a.m. to 5 p.m.) within three calendar days of the decision. If the third day falls on a non-business day, submit appeals via email to stulife@westmont.edu. Appeals from administrative resolution will be reviewed by the vice president for student life (or designee); and appeals from Student Life Committee resolution will be reviewed by the provost (both of whom are referred to as the "appeal officer"). In extremely unusual circumstances, students may request in writing to the appeals officer after more than three days to appeal a decision. Such requests are rarely granted, and the decision to grant or deny an extension is within the sole discretion of the appeal officer.

If an appeal is received from either the complainant or the respondent, the associate dean for residence life will notify, in writing, the non-appealing student within two business days of receipt of the appeal that an appeal has been filed.

Only one request for an appeal may be submitted by either the complainant and/or the respondent.

Appeal Criteria

An appeal must be in writing and consist of:

1. A completed Appeal Request form (available in the Student Life office), and
2. A statement outlining and supporting the specific grounds on which the student is appealing.

The appeal is not a rehearing of the original case and the role of the appeal officer is not to substitute his or her own judgment for the

judgment of the original decision. The role of the appeal officer is to determine whether a new decision should be considered due to a procedural error, the availability of new information or the imposition of excessive sanctions. Therefore, a student's appeal must be based on one or more of the following grounds:

- A process or procedural error was made that was significantly prejudicial to the outcome of the student conduct meeting as it affects the student appealing.
- New information that was not available or known to the student appealing at the time of the student conduct meeting has arisen which, when considered, may materially alter the outcome. Note: Information that the appealing student chose not to present at the time of the hearing is not considered new information.
- The sanctions imposed are so severe — considering the nature of the violation, student attitude, previous history, impact of the student's behavior on the community and other specific circumstances — that they demonstrate an abuse of discretion by the student conduct officer or Student Life Committee. (Note: a complainant may use the same grounds to appeal that sanctions imposed are not severe enough.)

It is not enough to simply assert one of the grounds for appeal. The written statement accompanying the appeal form must provide information that supports grounds upon which the student bases the appeal. For example: If the student asserts that a procedural error occurred, he or she must name the procedure with specificity and explain how the error affected the decision made. If an appeal does not contain sufficient information to support the grounds upon which the student bases the appeal, review of the appeal will be denied.

During the appeal process, the dean of students may choose to set aside sanctions as appropriate.

Preliminary Review of Appeal

The appeal officer will grant or deny review of decisions rendered in student conduct meetings based on the student's written appeal. The decision to grant or deny review of the original decision will be made within three business days following receipt of appeal.

1. **Review Denied:** Appeal Officer will not review an original decision based on an appeal that fails to meet the criteria outlined above. In such cases, the appeal officer will make no inquiry beyond the written material submitted and the original decision and any sanctions imposed will stand.

2. **Review Granted:** If the student's written appeal satisfies the appeal criteria, the appeal officer will grant a review of the original decision.

If the appeal officer grants a review of the appeal, the associate dean for residence life will communicate to the non-appealing student (if applicable) this decision and provide the non-appealing student an opportunity to view a copy of the appeal. Within three calendar days of such notification, the non-appealing student may submit a written statement to the provost that he/she wishes to be considered by the provost.

Appeal Review

The appeal officer has two options regarding who will make a decision on the appeal:

- The appeal officer will make a decision on the appeal; or
- The appeal officer will refer the appeal back to the original decision body (Student Life Committee or student conduct officer) for a decision on the appeal. If the appeal officer refers the appeal to the original decision body for a decision, the appeal officer will give instructions to the original decision body to review the original decision in light of the information contained in the appeal.

The choice between who will review the appeal is in the sole discretion of the appeal officer. The appeal officer will communicate to the appealing student whether the appeal officer or the original decision body will be the reviewing the appeal.

As part of the appeal review process, the reviewing body will consider material and/or testimony previously presented or a written summary of the previous proceedings. The review body may, but is not required to, meet with the complainant, respondent, any witnesses and/or members of the original decision body (if reviewed by the appeal officer) prior to making a decision regarding the appeal.

Appeal Decision

Following a prompt and effective review, the appeal officer or the original review body (as appropriate) will communicate a decision on the student's appeal no later than ten business days following the decision to grant a review of the original decision. The decision will be communicated in writing to the appealing student (and non-appealing student, if applicable). The decision will be in one of the two following forms:

1. Original Decision Upheld: Where review of the original decision does not demonstrate a different decision is warranted, the original decision will be upheld.
2. Original Decision Modified: Where review of the original decision demonstrates support for the appeal and a different decision is warranted, the review body will modify the original decision. This decision may include sanctions being decreased, modified, or revoked. Only in instances when a complainant appeals the decision may sanctions be increased.

The decision on the appeal is final, and no other office will accept or review appeals following the decision.

Non-Disciplinary Policy of Westmont College

Students struggling with difficult issues in their personal lives are encouraged to seek out a student life staff member for help at any time. Except in situations where the college is required by law to take appropriate disciplinary action (e.g. harassment, sexual assault, etc.), students who come to a Student Life professional staff member for help related to lifestyle behaviors (e.g. alcohol, drug use, tobacco dependency, sexual issues, etc.) prior to staff becoming aware of a violation of college policy will be offered support and help outside of the regular student conduct process.

BUSINESSES AND POINTS OF INTEREST

Beaches

Santabarbara.com/activities/beaches

Butterfly Beach

Channel Drive (across from the Four Seasons Biltmore)

Carpinteria Beach (684-2811)

Linden Avenue Exit off 101

East Beach (965-0509)

Cabrillo Boulevard

Leadbetter Beach (564-5419)

Cabrillo Boulevard

Hendry's (Arroyo Burro) Beach

Las Positas Exit off 101

Coffee Shops

Coffee Bean & Tea Leaf*

1209 Coast Village Road (565-7559)

811-A State Street (966-2442)

3052 De La Vina (569-1809)

Coffee Cat* (962-7164)

1201 Anacapa Street

Daily Grind* (687-4966)

2001 De La Vina Street

Goleta Coffee Company (96 4-8 344)

177 South Turnpike Road

The Good Cup* (963-8699)

1819 Cliff Drive

918 State Street (965-5593)

Java Station* (681-0202)

4447 Hollister Ave

Jeannine's Bakery (969-7878)

1253 Coast Village Road

Muddy Waters* (966-9328)

508 E. Haley St.

Pierre Lafond (565-1502)

516 San Ysidro Road
11 W. De La Guerra (Paseo Nuevo) (966-5290)

Santa Barbara Roasting Company* (962-0320)

321 Motor Way

Starbuck's* (565-1935)

1046 Coast Village Road
539 State Street (884-4029)

The French Press* (963-2721)

1101 State Street

*** Wireless Internet available**

Discount/Low Cost Stores

99 Cent Store (965-4299)

424 State Street

Art from Scrap (845-5102)

302 East Cota Street

Home Improvement Center (963-7825)

415 East Gutierrez Street

K-Mart (968-4462)

6865 Hollister Avenue, Goleta

La Cumbre Mall (687-6458)

121-F South Hope Avenue

Long's Drug Store (565-0806)

1282 Coast Village Road

Smart & Final (564-8855)

217 East Gutierrez Street

Staples Office Supplies (965-9577)

410 State Street

Rite Aid Pharmacy (966-5229)

35 South Milpas Street
825 State Street (966-2760)

Grocery Stores

Farmer's Market

Friday morning 8-11:15 a.m., Coast Village Road

Tuesday, 4-6 p.m., Lower State St.

Saturday, 8:30 a.m.-12:30 p.m., Cota Street

Lazy Acres (Health Food) (564-4410)

302 Meigs Road

Albertson's (966-5011)

2010 Cliff Drive

Montecito Village Grocery (969-1112)

1482 East Valley Road

Scolari's Food Company (963-2377)

222 North Milpas Street

Trader Joe's (564-7878)

29 South Milpas Street

Von's (969-2112)

1040 Coast Village Road

Local Libraries and Other Great Places to Study

Santa Barbara City College (965-0581)

721 Cliff Drive

Santa Barbara Public Library (962-7653)

40 East Anapamu Street

UCSB Library (893-2478)

Isla Vista

Biltmore (Wall) Beach

Channel Drive

Movie Theaters

Arlington (963-9503)

1317 State Street

Fiesta Five (963-9503)

916 State Street

Metro 4 (963-9503)

618 State Street

Paseo Nuevo (963-9503)

8 W. De La Guerra (off State Street)

Parks

Chase Palm Park

Between East Beach and Stern's Wharf on Cabrillo between State and Garden

Francheschi Park

1540 Mission Ridge Road

Above Old Mission-best view in town!

Kids' World

Garden and Micheltorena Streets

Magic Mountain/Six Flags

Valencia, California

Oak Park

300 W. Alamar Avenue

Near Cottage Hospital

Santa Barbara Botanic Garden (682-4726)

1212 Mission Canyon Road

Santa Barbara Zoological Gardens (962-5339)

500 Ninos Road

Museums

Karpeles Manuscript Library Museum (962-5322; 969-7660)

21 West Anapamu Street

Museum of Natural History (682-4711)

2559 Puesta del Sol Road

Santa Barbara Museum of Art (963-4364)

1130 State Street

Santa Barbara Historical Museum (966-1601)

136 East De la Guerra Street

SANTA BARBARA CHURCHES

The list below is a sampling of churches in the Santa Barbara area. For a complete list of churches, please follow this [link](#).

African Methodist Episcopal

St. Paul African Methodist Church

502 Olive Street
962-1189
WS: 11 a.m.

Assembly of God

Living Faith Center

www.livingfaithsb.org
4597 Hollister Avenue, Goleta
967-5651
WS: 10:15 a.m.

Baptist

Calvary Baptist Church

www.cbcsb.org
736 West Islay
569-0508
WS: 10
WS: 12 noon (Spanish)

First Baptist Church

www.firstbaptistsb.com
949 Veronica Springs Road
682-2485
WS: 10:30 a.m.

Catholic

Old Mission

www.saintbarbaraparish.org
2201 Laguna Street
682-4151
Mass: 7:30, 9, 11 a.m., 12 noon
Weekdays: 7:30 a.m.; Sat. 4 p.m.

Our Lady of Mt. Carmel Church

www.olmc-montecito.com
1300 East Valley Road
969-6868
Mass: 8, 10 a.m. and 12 noon
Saturday Vigil: 4:30 p.m.
Weekdays: 7:45 a.m.

St. Mark's University Parish

www.saint-marks.net
6550 Picasso Road, Goleta
805-968-1078
Mass: 10 a.m.
Student Mass: 7 p.m.
Saturday Vigil: 5 p.m.
Weekdays: 5:15 p.m.

St. Raphael Catholic Church

www.straphaelsb.com
5444 Hollister Avenue, Goleta
Mass: 7:30, 9:30, 11 a.m.
Mass: 12:30 p.m. (Spanish)
Saturday Vigil: 5:30 p.m.
Weekdays: 8 a.m.

Church of God in Christ

New Covenant Worship Center

www.ncwc.net
Email: info@ncwc.net
821 State Street "The Loft"
WS: 9 a.m.

Congregational

Bethany Congregational

www.bethanysb.org
Email: info@bethanysb.org
556 North Hope Avenue
687-1115
WS: 10:30 a.m.

Covenant

Community Covenant of Goleta

www.comcov.org

5070 Cathedral Oaks
967-2671
WS: 10 a.m.

Montecito Covenant Church

www.mcchurch.org
671 Cold Spring Road
969-0373
WS: 10 a.m.

Ocean Hills Covenant Church

www.oceanhills.org
721 E. Cota St. (meets at the Marjorie Luke Theatre,
SB Junior High campus)
965-9283
WS: 10 a.m.

Disciples of Christ

First Christian Church

www.fccsba.com
1905 Chapala Street
682-9228
WS: 10:30 a.m.

Episcopal

All Saints by the Sea

www.allsaintsbythesea.org
84 Eucalyptus Lane
969-4771
WS: 8 and 10 a.m.

Christ the King Episcopal Church

www.ctksb.org
5073 Hollister Avenue, Goleta
964-9966
WS: 8 and 10:30 a.m.

Trinity Episcopal Church

www.trinitysb.org
1500 State Street
965-7419
WS: 8 and 10 a.m.

Evangelical Free

Chinese Evangelical Free Church

www.cefcsb.org
15 W. Calle Crespis
569-7159
WS: 9 and 11 a.m.

The Mansion

www.themansionsb.com
935 San Andres
963-4228
WS: 9 a.m.

Foursquare

New Life Church

www.nlcsb.org
50 E. Alamar Avenue
687-1116
WS: 10 a.m.

Nueva Vida

www.nuevavida-santabarbara.com
5272 Hollister Avenue, Goleta
683-2225
WS: 10 a.m.

Free Methodist

Free Methodist Church

www.fmcsb.org
1435 Cliff Drive
965-1338
WS: 8, 9:30, and 11 a.m.

Lutheran

Christ Lutheran Church

www.christlutherangoleta.org
6595 Covington Way
964-2267
WS: 10:15 a.m.

Emanuel Lutheran Church

www.emanuellutheransb.org

3721 Modoc Road
687-3734
WS: 9:30 a.m.

Prince of Peace Lutheran Church of SB

Meets at Westmont in Deane Chapel
805-698-5927
WS: 10:15 a.m.

Trinity Evangelical Lutheran Church

www.telcsb.com
909 La Cumbre Road
687-1577
WS: 8, 9:15 and 10:30 a.m.

Methodist Church

First United Methodist Church

www.fumcsb.org
305 E. Anapamu St.
963-3579
WS: 9 and 10:30 a.m.

St. Mark Methodist Church

www.stmarkumcsb.org
3942 La Colina Road
687-2631
WS: 9:30 a.m.

Nazarene

Coast Community Church of the Nazarene

www.sbnaz.com
4973 Via Los Santos
967-0815
WS: 10 a.m.

Non-Denominational

Calvary Chapel of Santa Barbara

www.calvarychapelsb.com
1 N. Calle Cesar Chavez #21
730-1400
WS: 9, 11 a.m. and 5:30 p.m.
Revive College Ministry: Friday, 7 p.m.

Hope Community Church

www.hopesb.com
Meets at Elings Performing Arts Center
Dos Pueblos High School Campus
682-6232
WS: 9:30 and 11 a.m.

Oaks Bible Church

www.oaksbible.org
560 N. La Cumbre
708-9343
WS: 10 a.m.

Reality Carpinteria

www.jesusisreality.com
684-5247
WS: 10:30 and 11:15 a.m.
Reality Carp. bus meets in the DC parking lot.

Reality Santa Barbara

www.jesusisreality.com
Meets at SB High Theater
700 East Anapamu
684-5247
WS: 10 a.m.
Reality SB bus meets in the DC parking lot.

Santa Barbara Community Church

www.sbcommunity.org
1002 Cieneguitas Road
687-7797
WS: 9 a.m., 11 and 5 p.m.

Synergy

www.synergysb.com
Email: info@synergysb.com
371 Hitchcock Way
UCSB West Conference Center
964-0536
WS: 10 a.m.

Orthodox

St. Athanasius Antiochian Orthodox Church

www.stathanasius.org
300 Sumida Gardens Lane

685-5400

WS: Great Vespers - 6 p.m. Saturday

Divine Liturgy: 10 a.m. Sunday

Presbyterian

Christ Presbyterian Church

www.cpcsb.org

36 E. Victoria

957-4200

WS: 10 a.m.

El Montecito Presbyterian Church

www.elmopres.org

1455 East Valley Road

969-5041

WS: 9 and 10:30 a.m.

First Presbyterian Church

www.fpcsb.org

21 E. Constance

687-0754

WS: 8:30 a.m. (Communion), 9 a.m. (Informal) and 10:30 a.m. (Traditional)

Goleta Presbyterian Church

www.goletapres.org

6067 Shirrell Way

967-2131

WS: 9:30 a.m.

St. Andrews Presbyterian Church

www.standrewspcusa.org

4575 Auhay Drive

967-6327

WS: 9:30 a.m.

Tapestry

www.tapestrysbc.com

1455 East Valley Road

952-334-7890

WS: 5:30 p.m.

Seventh Day Adventist

S.B. Seventh Day Adventist Church

www.knowjesusfully.com

425 Arroyo Road
967-9615
WS: 10:50 a.m. Saturday

Vineyard

Vineyard Christian Fellowship

www.govineyard.org
5679 Hollister Avenue
Meets at Goleta Valley Community Center
683-8783
WS: 10 a.m.

As of August 2014