



Westmont Student Handbook

Downloadable PDF Edition

September 18, 2018

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.

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ACADEMIC CALENDAR

Fall 2018

Aug.	27	Mon	Classes begin
	27	Mon	Last day to register for fall semester without penalty
Sept.	4	Tue	Last day to add classes; drop a class without “W”
	14	Fri	Last Day to complete online ILAF process for fall semester internship
	26	Wed	Last Day to add Research and Tutorial Classes
Oct.	8-9	Mon-Tue	Fall Holiday
	17	Wed	Mid-term
Nov.	2	Wed	Last day to withdraw from a class; change grading to P/NC
	12-15	Mon-Thu	Registration for spring semester 2017
	21-23	Wed-Fri	Thanksgiving Holiday
Dec.	7	Fri	Last day of classes
	10	Mon	Study Day
	11-14	Tue-Fri	Final exams
	15	Sat	Residence Halls Close at Noon

Spring 2019

Jan	5	Sat	Residence Halls Open at Noon
	7	Mon	Classes begin
	7	Mon	Last day to register for spring semester
	15	Tues	Last day to add classes; drop a class without “W”
	21	Mon	Martin Luther King Holiday
	22	Tues	Observe Monday class schedule this day only
	25	Fri	Last day to complete online ILAF process for spring semester internship
			Last day to add Research and Tutorial Classes
Feb.	6	Wed	Last Day to add Research and Tutorial Classes
	18-19	Mon-Tue	Presidents’ Holiday
Mar.	1	Fri	Midterm
	11-16	Mon-Fri	Spring Recess
	22	Fri	Last day to withdraw from a class;

			change grading to P/NC
Apr.	2-4	Tue-Thu	Registration for Fall Semester 2017
	9	Tue	Major honors application deadline for fall semester
	19-22	Fri-Mon	Easter Recess
	25	Thu	Last day of classes
	26	Fri	Study Day
	29-30	Mon-Tue	Finals exams
May	1-2	Wed-Thu	Final exams
	3	Fri	Baccalaureate
	3	Fri	Residence Halls Close at Noon
	4	Sat	Commencement

Mayterm 2018

May.	6	Mon	Mayterm Classes begin
	10	Fri	Last day to add/drop Mayterm classes at 3:30 p.m.
	17	Fri	Last day to withdraw from a class; change grading to P/NC
	27	Mon	Memorial Day Holiday
June	7	Fri	Last day of Mayterm classes
	7	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 81st 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,

Gayle D. Beebe, Ph.D. President

Dear Westmont Students

Welcome to the 2018-2019 academic year!

Westmont is a place that provides many options for students to thrive and be challenged so we know that you are faced with lots of opportunities here at college, whether you are a new student or a continuing student. 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 opportunities 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, 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.



This 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 and privilege you bear, having chosen to be a member of this community. I encourage you to read these statements every year you are a student here and 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

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 recognizes that all humans are created in the image of God and that God is the giver and taker of life, from the beginning of life to its end. It teaches us to value human presence, celebrate human creativity, and promote relationship 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 community [1]:

- The college will not condone practices that Scripture forbids. Such activities include occult practices, drunkenness, theft, profanity, dishonesty and sexual relations outside of marriage. 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.

- 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 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 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.

[1]Westmont 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.

DIVERSITY MATTERS AT WESTMONT

Christ holds first place in the educational mission of our college both as an academic institution and as a residential community. The specific expectations of college members in response to Christ's preeminence are enumerated in the [Community Life Statement](#). "Diversity Matters at Westmont" describes how we live out these expectations as we strive to love one another as Christ has first loved us.

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, in offices and

meetings, 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; and
- 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 those 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 slurs based on race, church tradition, ethnicity, gender, sexual orientation, or disability; 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 while “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 people who experience same-sex attraction. At Westmont we do not condone sexual relations outside of marriage, 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. As a member of this residential, liberal arts community, take advantage of the opportunity to learn 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. In accordance with scripture, we desire that conflicts be resolved as quickly as possible and, where appropriate, with the least amount of formality. Jesus tells us to confront a sinning brother or sister one-on-one before calling in one or two others or taking the matter to the church. The college tries to honor that principle in its policies for resolving conflicts or grievances of students, staff and faculty. 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?

- If you are a student, please report incidents directly to Student Life by speaking to your resident director or by calling Stu Cleek (805-565- 6029), the Dean of Students. 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 are a faculty or staff member, please report incidents to the Provost's Office or the Human Resources Office, respectively.
- If you feel unsafe call Public Safety (805-565- 6222).
- Preserve any evidence (graffiti, voice-mail message, e-mail 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 Beth Cauwels in the Office of Human Resources; to Toya Cooper, college counsel; to Chris Call, the college's Title IX officer; to any supervisor, department chair, 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?

An appropriate college official will:

- 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.

Community members 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 is 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 Scholar Seminar course (APP-002) is a seven week 1-unit course to assist students in their academic career at Westmont College. Students have the opportunity to develop effective, practical scholarly habits, and make good use of college resources. Topics include knowledge and understanding of why and how study skills can be best implemented. If you have questions or would like to participate in the class, please contact the Registrar's Office.

Library and Information Services

Voskuyl Library fosters a culture of scholarly, spiritual, and personal growth by providing learning spaces, resources, and services to the Westmont community. Friendly and knowledgeable librarians are always available to help students with research. Librarians are available in person at the Research Help Desk. Students are encouraged to drop by the librarians' offices, ask questions via email, or call to make an appointment.

Voskuyl Library provides a variety of learning spaces on three floors. The main floor contains classrooms, the Research Help Desk, IT Help Desk, Writers' Corner, Circulation Desk (which includes Course Reserves), Interlibrary Loan Services, computer stations and computer lab, printers, scanners, copy machines, Media:Scape group study rooms, treadmill walk stations, and the reference collection. The upper floor of the library houses librarians' offices, the main collection of books, group study rooms, the Office of Disability Services, and IT offices. The lower level includes classrooms, print periodicals, Special Collections and Archives, the children's literature collection, Technical Services, IT offices, and librarians' offices.

The library has over 240,000 print and electronic books, music scores, and DVDs, and subscribes to 100+ databases. In addition, the library provides access to information resources from libraries worldwide through interlibrary loan services. The library hosts events throughout the year for the Westmont community. Visit the library website at <http://library.westmont.edu> and social media for more information and library hours.

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 interdisciplinary 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 their [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. Independently, Westmont competes against small colleges and major universities within California and nationwide. For more information, contact Dave Odell, athletic director, (805) 565-6110, or Kirsten Moore, associate athletic director, (805) 565-6836. 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 Chantel Cappuccilli, women's soccer coach, (805) 565-7165.

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

The greater Santa Barbara area offers a multitude of work and service opportunities for you to apply your classroom knowledge and put your acquired skills into practice.

How does it work? Students enroll for internship-or-service credit during regular registration periods. (Internships have course numbers ending with -190, such as APP-190, COM-190, BIO-190, etc. The zero-credit service option is APP-191SS. See "Serving Society" below.) After securing an internship site, students finalize their registration by completing an online form called the "ILAF" (Internship Learning Agreement Form).

During the internship semester, interns are required to participate in a concurrent seminar on campus, processing the work experience in a community of peers. Internships are available in the fall and spring semesters as well as an online summer class. Internships may be taken for either major or elective credit, and should span a minimum of 12 weeks. Hourly requirements vary depending upon specific requirements of the internship and/or the major. By exploring an issue of diversity or justice, you may also fulfill the Serving Society general education requirement.

For current listings, check out [Handshake](#), our new job resource platform. For more information about internships please email internship@westmont.edu.

Serving Society

Outside of a service-oriented internship, students have the option of fulfilling the 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 Angela D'Amour at (805) 565-7089 or email adamour@westmont.edu.

Internships and Fellowships Policy for Recent Graduates

Recently graduated Westmont students are eligible for Westmont internships and fellowships, which must be selected through a process defined by the Provost and which must be completed within one year. Each award must be approved by the appropriate faculty department chair and by the Provost.

Global Education and Off-Campus Programs

Westmont is strongly committed to global education, and provides multiple opportunities for students to study for a semester off-campus. Currently, Westmont's Office of Global Education offers ten semester-long programs on a rotating basis:

- England Semester
- Europe Semester
- Global Health in Uganda

- Westmont Downtown
- Westmont in Asia
- Westmont in Istanbul
- Westmont in Jerusalem
- Westmont in Mexico
- Westmont in Northern Europe
- Westmont in San Francisco

Students accepted into any one of these *Westmont in...* programs are allowed to apply their financial aid awards from Westmont--both need-based and merit-based awards--toward the program's tuition.

Like many other colleges and universities, Westmont has partnerships with educational organizations and universities throughout the world that offer semester-long courses of study. Students can participate in these "affiliate programs" if approved by the Office of Global Education. These students are allowed to apply their Westmont financial aid to the cost of tuition for these affiliate programs.

Students must apply to the Office of Global Education for approval to participate in an affiliate program. Priority will be given to upper-division students and students whose major or minor requires global study. A \$1500 surcharge is applied to all affiliate programs. Approval is granted on a case-by-case basis by the Office of Global Education, in consultation with the Provost's Office.

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

Student Life

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), 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 the First-Year Experience including new-student orientation and provides leadership to coordinate 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 in the Clark B Cottage. Please stop by to say “hello” or to talk about any topic of interest. If you would like to make an appointment with the Campus Pastor, Scott Lisea, please call (805) 565-6170 or write Samantha Joyner at stevis@westmont.edu.

Career Development and Calling

We educate students in the development of career decision making and exploration through a Christian worldview. We hope that our graduates will navigate the path from college to career with competence and confidence. Students are equipped through a variety of services and resources including career counseling, resume preparation, effective job search training, interviewing, networking, transferable skills and values, exercises, and help preparing for graduate school. To make an appointment, go to [Handshake](#) on our [website](#).

Counseling Services

Licensed mental health professionals provide short-term psychotherapy to students. Students who need or prefer long-term therapy receive referrals to off-campus mental health providers. Except as required by law, all information shared in session remains confidential. Counseling Services is located on lower campus near Armington Halls, and services are covered by student fees.

Health Services

Dr. David Hernandez and his staff, all with a specialization in college health, are available to assess and treat most health issues. Students are able to make an appointment or “walk in” to see a health care professional. The Health Center is located on lower campus near Armington Halls.

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, Latino Cultural Organization, Global & International Student Association, Multi Ethnic Student Association and Racial Equality and Justice. These ICOs exist to support our students from various ethnic and cultural backgrounds and to create more awareness and education about our community.

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 [Student Leader Information & Resources](#). Academic and conduct

standards apply for most 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-in-chief, Kyra Coleman (kycoleman@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-in-chief, Will Walker (wwalker@westmont.edu).

The Phoenix is Westmont's literary magazine. Produced by students, the Phoenix publication features students' poetry, prose, and visual arts. They are all featured during Phoenix Night along with the student music, which is later made available online. For more information, contact the editor-in-chief, Samantha Gee (sgee@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 events for Westmont students. WAC plans dances, concerts, Midnight Madness, speakers, panels, and more. For information visit the [WAC website](#).

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 Executives on the Assembly 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 or visit the [WCSA website](#).

Student Clubs

Westmont clubs provide a great opportunity for all students to get involved on campus. Club types can be academic, athletic, social, service or they can be based on a 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. Every summer Emmaus Road sends student teams to partner with long-term workers in countries around the globe. 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 ministry and service programs. 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, VBS, photography, mobile salon, kitchen, sports, surf camps, or praise and worship, there is ample opportunity for all to be actively involved in supporting the long-term work of our Mexican partners in Ensenada. Email potters_clay@westmont.edu for more info.

Urban Initiative

Urban Initiative acts as a hub for local community engagement at Westmont by introducing students to the realities of inner-city life and mobilizing our community in thoughtful response. Urban Initiative offers weekly local ministry opportunities in a variety of urban topics. Urban Initiative also hosts campus events and urban experiential opportunities – in Santa Barbara, Los Angeles, Salt Lake City, 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 Staff

The Orientation Staff welcome new first year and transfer students to the Westmont community. The Orientation Committee assists in planning the Orientation program and supporting the Orientation team (OTeam) while O Team members lead small groups and help facilitate orientation events. This group of students works with Campus Life Staff to ensure that new students make a successful transition to Westmont. Throughout the year, the Orientation Team continues the relationships built in August as they host the first-year retreat and small group activities. You can find more information on the Orientation Team [here](#).

Spring Sing

At Spring Sing, Westmont students from each residence hall produce Broadway-style skits and compete for prizes and bragging rights. The longest-running tradition on campus, this event involves more students than any other Westmont activity. Performers in Spring Sing will use song, dance, and an occasional faculty/staff guest appearance to tell a story incorporating the current year's theme. Spring Sing is the can't-miss event of the year! For more information, contact springsing@westmont.edu.

School-Wide Dances

All school-wide dances must be sponsored and implemented by the Westmont Activities Council (WAC). WAC will sponsor up to four school-wide dances each year. Students, departments, or campus organizations wishing to propose an idea for a school-wide dance can submit ideas through the event idea form located on the WAC website. As in all college activities, the expectation for on- and off-campus dances is that they will be God-honoring. WAC will oversee event logistics such as security, and music, and will ensure that students comply with Westmont behavioral standards in accordance with the college's community life statement, mission, and purpose. Dances are open to persons from the college community who are directly associated with Westmont College (e.g., students or employees). Dates or friends of students or employees are welcome by invitation only. No non-Westmont or off-campus groups are to be invited (e.g., groups of friends, youth groups).

Chapel at Westmont

Why do we gather together for chapel? Why do we do it three times every week?

When I was a kid I asked a lot of “Why?” questions. Why did I have to eat chard? Why did I have to take a shower? Why did I have to learn algebra? The answer was usually something about it “being good for me.” Hardly compelling to a young boy who believes he will live forever. It turns out they were right. Said activities have been good for me, even if that hasn’t always been the most compelling answer at the time. I would have benefited from some overarching meta-narrative that would have had me running to eat chard in the shower.

So, why do we get together for chapel as a community? Why do we do it three times every week? Good questions.

After one of Peter’s first sermons over 3,000 people committed themselves to following Jesus. Acts 2:42 describes how they responded: “They were continually devoting themselves to the apostles’ teaching and to fellowship, to the breaking of bread and to prayer.” When people become captivated by Jesus we immediately get immersed in a community of people who are on a similar journey.

The trajectory of the journey will lead us to become people who have encountered God’s love so much that we become transformed people--people shaped by love. The journey itself is intended to be communal. Encountering fellow sojourners will do more to shape our experience of the love of God than anything else. They will challenge us, sharpen us, annoy us, stretch us, expose us, encourage us, pick us up, and compel us to keep going. So we gather together.

Likewise we have voluntarily chosen as a community to come together and devote ourselves to scriptural teaching, which is meant to introduce us to the incredible love of God in Christ, and inspire us to pursue living in such a way that he will be first in all things and in all ways. We don’t by nature default into wisdom and faithfulness. We are frail creatures often duped by our idols and our own selves. Scripture has a way of connecting us to the bigger story of God, and putting things in their right place. “The fear of the Lord is the beginning of wisdom” (Psalm 111:10). We need to have our minds re-made by the love of God. So we gather.

Growing in love is not solely an academic or intellectual process. It does not neglect the mind, indeed the love of God sets our minds ultimately free and propels us toward our greatest capacity and potential. When people become captivated by God's love it is a whole-self response and process. When Jesus was asked what the greatest command was, and what was most important, he replied, "Hear O Israel, the Lord your God is one Lord: and you shall love the Lord your God with all of your heart, soul, mind, and strength. And the second is like it: You shall love your neighbor as yourself" (Mark 12:30-33). So everytime we get together for chapel we are hoping to create space to let the Lord teach us, reach us, and inspires us to love him with our whole selves, and to learn how to love one another, and all our neighbors in the world. So we gather.

When we gather we are going to move beyond any one of our personal preferences, styles, and comforts. We are hoping to include many expressions of how God's people worship him, learn from him, and express ourselves back to him. We will learn new songs, and belt familiar ones. We will learn old prayers and pray new ones. We will learn from one another, bless one another, pray for one another, and learn how to worship God next to one another, as a community. We were made for relationship with God, so we are going to pray. Augustine said that, "When we sing, we pray twice." So we are going to sing. We were made to worship God. So we gather.

We will also be hospitable hosts to a myriad of guests who will come to bless, challenge, encourage, and teach us. Some will have a profound impact on you, and you will remember them as long as you live. Others you will quickly forget, but your neighbor will be impacted. Either way, we will warmly welcome those who have come to share their hearts with us. We will endeavor to transcend the culture's lack of tolerance for differing voices. We will hear from brothers and sisters who are like us, and those who are different than us. So we gather.

God has a plan to transform us into people that look like Jesus-- people whose lives have been overtaken by love. He wants to teach us how to live lives that reflect the school motto-- "*Christus Primatum Tenens*" (*Christ first in all things*) that reflects the foundational truth of Colossians 1:18, "So that in everything [Christ] might have the supremacy." This is hard work and it is beautiful work. It is slow work, and the journey is never a straight line. So we gather, and we gather

regularly. For thousands of years God's people have put regular rhythms in place to help draw them back to being available to being shaped by God's love. So our community gathers three times a week to make ourselves available together. It is a unique opportunity. We encourage you to lean in, and enthusiastically enter the time expecting that God will use it to bless you, bless others, challenge and equip you to bless others. It won't happen every time, but there is a power in making yourself regularly available. So we gather, and God is pleased to be with us.

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. Day to day, amid the busyness of a packed schedule, chapel can be a way to ground ourselves, remember, belong, and become available to the overwhelming love of God.

We will gather, and it will be good for us!

CAMPUS SERVICES

Auxiliary Services Online

The Office of Procurement and Auxiliary Services maintains up-to-date information [online](#) about an ATM machine, the College Store, Dining Services by Sodexo, the WASH Laundry system, Mailing Services, and beverage and snack vending machines.

Bookstore

The College Store offers a wide variety of merchandise and services to the Westmont community. In addition to textbook sales and rentals, you can purchase school supplies, insignia items, clothing, gifts, cards, electronics, Bibles, trade books and a selection of snacks and drinks.

Services available through the College Store include special ordering of books, balloon bouquets and care packages. If you have any special request let the bookstore staff know – they may be able to accommodate your needs.

The College Store 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 *during the academic year*. It is closed during chapel on Monday, Wednesday and Friday and holiday weekends.

Merchandise is also available online 24 hours a day, seven days a week, at www.westmont.edu/bookstore. For questions or concerns please contact the customer service staff at (805) 565-6064.

Counseling Services

The Counseling Center is located on lower campus across from Van Kampen Hall. Licensed mental health professionals provide short-term counseling to students, which is covered by student fees. For students facing more significant difficulties that are not well addressed through the short-term model of treatment, we assist students in connections with local providers for specialized / longer-term treatment options who accept their insurance plan or who provide low cost services. Except as required by law, all information shared in the counseling sessions is confidential.

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 (805) 565-6003 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 Claire and an appointment will be made as soon as possible. In case of emergencies after hours, students should contact the On-Call

Resident Director (805-565-OCRD) or Campus Security (805-565-6222); 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 the free Dial-a-Ride transportation service in addition to the college's regular free shuttle service. Dial-a-Ride operates from 8:30 a.m. to 11 p.m. every day. Reservations must be made online at westmontcollege.quick-rides.com or on the Ride Systems app. For more detailed information, see [transportation information](#).

Dining Services

Dining Website

The Dining website is undergoing a significant transition at the time this publication is being compiled. The best starting point for accessing Dining information on-line will always be westmontdining.com.

Board program at the Dining Commons

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. Sunday through Thursday, and until 7 p.m. Friday and Saturday. Anyone who purchases the standard meal plan has access to the dining commons during these hours. A limited 15-entries-per-week or 10-entries-per-week plan are also available to all students except first-year students during the fall semester. Students and others not on a board meal plan can pay per entry. Hours are limited on holidays and can be found online.

Retail Cafe

A “We Proudly Brew” Starbucks outlet called Ritchie’s Place is also available on campus. Information about Ritchie’s Place can be found [online](#). Meal Plans at the Dining Commons include “Flex Dollars” that can be used there for guests or for any purchases at Ritchie’s Place. Fall Flex Dollars carry over to Spring if you are still on campus, but the combined Fall/Spring Flex Dollars expire at the end of Spring semester. The system uses Flex Dollars before Munch Money.

Munch Money Option

Contact the dining services staff at any register to add a prepaid balance to your account accessed by your ID card (minimum purchase required). Munch Money can be used in the dining commons or

at Ritchie's Place, and for your guests at either location any time. Purchases paid with Munch Money receive a 10 percent discount. Munch Money purchases never expire, and can be refunded whenever you leave Westmont.

Sack Lunches and Group Packouts

Contact the dining commons weekday cashier 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. You will complete a form there and must include a copy of your class schedule. Please allow a few days for processing your request. Official groups can also arrange packout lunches or dinners with sufficient notice by contacting a Sodexo manager.

Entering the Dining Commons without Paying or "Scanning in"

There is a \$50 fine for entering the DC without paying or scanning in. The same fine also applies for allowing someone else to use your access, unless you are using Munch Money (or other funds) to purchase guest entry for them. The same fine also 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.

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 are 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 (or be on!) the Student Food Team, or comment directly to Sodexo [online](#). An annual satisfaction survey is also conducted each Fall, with participants eligible for a prize raffle.

Disability Services

Westmont College is committed to providing equal educational opportunities for all students, including students with disabilities. The purpose of the Office of Disability Services (ODS) is to provide equal access to students with documented disabilities by offering reasonable accommodations. Accommodations are offered in accordance with federal guidelines as required by the Americans with Disabilities Act (1990), Amendment (2008) and by Section 504 of the Rehabilitation Act (1973). Accommodations are determined by disability verification from a licensed professional and through an interactive discussion between the student and director. Students may also contact this office if a disability is suspected for further information. Upon request, a list of local assessment resources and services is available, however, the expense of assessments are the responsibility of the student. For additional information, necessary forms, time-lines, and an application intake form, please consult our [website](#) or call ODS at (805) 565-6186 or (805) 565-6135.

Financial Services

Bills, Fees, and Fines

The Westmont catalog includes information about the costs of tuition, fees, room, and board as well as 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 the Student Account webpage. For more information about your account, contact the [Business office](#) at (805) 565-6021 or studentaccounts@westmont.edu.

Financial Aid

Approximately 95 percent of students at Westmont receive some form of financial aid, including parent loans. You may obtain information from the Financial Aid Office about the types of financial aid available

and the process of applying to receive aid. The Financial Aid Office is located on the first floor of Kerrwood Hall and is open Monday-Friday 8:30-4:30 (closed for chapel on Monday, Wednesday, and Friday, from 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 10am-12:30pm and 1pm-4pm, Monday through Friday. Appointments are recommended. To make an appointment with a health care provider call 805-565-6164 or email ccetti@westmont.edu. Walk ins are welcome; however, you may need to wait.

If you become ill or injured when the Health Center is closed, and are in need of medical assistance, your resident assistant or resident director can help you in getting the care you need. Off campus facilities are listed below.

In the case of an emergency, call 911.

Local Health Care Facilities

Sansum Clinic Urgent Care: 805-563-6100, [215 Pesetas Lane](#),
Monday - Friday 8am - 7pm, Saturday 9am - 5pm, Sunday 9am - 3pm

Downtown Cottage Hospital Emergency Room: [400 West Pueblo](#)

[Goleta Cottage Hospital Emergency Room](#): 351 South Patterson

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 (805) 565-6000 or come by the Switchboard and/or the Physical Plant (805-565-6015) during normal business hours to check the lost and found. After two weeks, lost-and-found items are taken to the Physical Plant Main 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

Westmont Mailing Services 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. As soon as your mailbox is assigned 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 your parcels at the walk-up customer service counter between 10:00 a.m. and 4:00 p.m. Monday-Friday, except during Chapel (10:30-11:30 M/W/F). Inbound parcels are available for pick-up at the back door of

the Mail Center during the hours listed above. You will receive an email when your package is ready for retrieval. The Mail Center also offers incoming and outgoing fax services at the front counter during those same operating hours.

You can find complete information on Westmont Mailing Services [here](#). For general questions, feedback or concerns, please contact the Mailing Services staff at (805) 565-6087. They will be happy to assist you.

Reserving Campus Facilities

Any campus activity or event sponsored by faculty, staff, or students that requires a facility must request space in advance with the Conference and Event Services Department. Students: your first step is to get approval from your organization advisor. To begin the process of 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 Conference and Event Services Department at scheduling@westmont.edu or (805) 565-7070 with questions.

Please allow a minimum of three or more business days for your request to be processed. Last minute requests should be avoided. In the event that you must submit a same-day request, please email scheduling@westmont.edu as this is monitored by multiple staff members. 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 request as far ahead as possible. Request for event services (tables, chairs, podiums, etc) 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 space for 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 EMS facility request.

Generally, reservation request confirmations are sent via email.

Conference and Event Services office hours are Monday through Friday, 8am - 5pm during the academic year, and 8am - 7:30pm everyday during the summer.

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 Integrity

When students join our college community, they are expected, as apprentice scholars, to search for truth with integrity and accuracy. This quest requires humility about our abilities, respect for the ideas of others, and originality in our thinking. Since Westmont is a Christian community, the integrity of our scholarship is rooted in the integrity of our faith. We seek to be followers of Christ in the classroom, in the library, at the privacy of our computers. Violations of academic integrity are a serious breach of trust within the Westmont community because they violate the regard for truth essential to genuine learning and Christian consistency. Such deception also hurts those students who do their work with integrity. Violations of Academic Integrity may consist of cheating (the use of unauthorized sources of information on an examination or other assignment), falsification (misrepresentation of facts in any academic project or obligation), or plagiarism (the use of someone else's words or ideas without giving proper credit). Violations of academic integrity may also consist of making quizzes and tests or essays and papers available to others in person, via the internet, or other means thereby inviting others to cheat, falsify, or engage in plagiarism.

Faculty and students should operate in an environment of mutual trust and respect. Faculty will expect students to act in ways consistent with academic integrity. For both scholarly and spiritual reasons, inappropriate sharing of one's work, cheating, falsification, plagiarism and all other violation of academic integrity will not be tolerated in the Westmont Community.

A complete academic integrity policy is available from the Provost's office [website](#). You are responsible for knowing the contents of this policy.

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:

1. 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.
2. Faculty shall not penalize students (beyond the possible loss of credit for missed or late work) for authorized absences for official school activities (such as varsity athletic events and official class field trips) or for a reasonable number of absences due to illness.
3. During the fall and spring semesters, authorized absences for official school activities shall not exceed thrice the number of times the class meets per week (e.g., nine absences in a MWF class, or six absences in a TTh class). Additional authorized absences may be allowed for national playoffs or other special circumstances approved by the provost. During Mayterm, students will be allowed to miss only three class periods for official school activities. Exceptions would need the approval of the provost.
4. Students shall not be excused from class attendance until 1½ hours prior to the start of on-campus varsity athletic events or ½ hour prior to departure for off-campus athletic events or class field trips.
5. 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. This threshold of a week's worth of absences without penalty shall be regarded as a part of—not in addition to—any excused absences for varsity athletic events, class field trips, or illness. At the instructor's discretion, absences beyond those specified above may be penalized.
6. When a student persistently neglects class assignments or has excessive absences, the faculty member may request that 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 UNEXCUSED absences equals or exceeds TWICE the number of times the class meets per week

(e.g., SIX absences in a MWF class, or FOUR absences in a TTh class). Through the 9th week of the semester, the faculty member may assign a grade of W instead of an F.

7. 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 Vice President for Student Life.

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.
3. 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. Students who believe that a course grade was assigned in error have one year from the end of the semester in which the grade was recorded to request a grade change. Requests should first be submitted in writing, directly to the professor. If the matter is not resolved with the professor, the decision may be appealed to the department chair. If the matter remains unresolved or if the department chair is the instructor for the course, the decision may be appealed to the Provost. Requests to the professor and any subsequent appeals must be in writing and include a statement outlining and supporting the specific grounds on which the student is appealing. The Provost's decision on the appeal is final, and no other office will accept or review appeals following the decision.

Petition Procedures

Petitions for exceptions to academic regulations must be submitted to the Registrar for action. The Registrar will refer some petitions on to the Academic Senate Review Committee for action.

Standard petition forms are available on the [registrar's website](#) under "Forms".

1. Requests for exceptions to college policies should clearly indicate the appropriate college policy.
2. Rational for the exception should be stated clearly.
3. Applicable signatures should be secured by student:
 - a. Advisor (always)
 - b. Instructor (for late add or withdrawal)
 - c. Departmental Chair (for exceptions in major areas)
 - d. Dean of Students (for verification of personal reasons)
 - e. School doctor or nurse (illness or health reasons)
4. Student should turn in petition at the Student Records Office. Action will usually be taken within a week. The Registrar will notify students of action. The faculty advisor and/or the instructor will also be notified of the action.

Appeals

If requested, the Registrar will provide an additional explanation for the decision on a petition. A student who feels a petition has been unjustly denied may ask to have the petition reconsidered by the Provost or their designee.

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 Global Education office. Off-campus programs sponsored by a particular department for major credit may set their own minimum G.P.A. Courses, units, and grades are posted to the Westmont transcript and computed into the Westmont G.P.A. for all work taken while enrolled as an approved “visitor” to another college program.

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 Review Committee 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 college requirement. Students are responsible to track their chapel attendance and those failing to meet the requirement are ineligible to enroll in any Westmont-related program the following semester. Seniors in their final semester at Westmont are encouraged, but not required, to attend Chapel.

The following are typical Questions & Answers (Q and A) that assist students in meeting the Chapel Attendance Requirement.

Q: Are students expected to attend every chapel?

A: No. Twelve chapels may be missed each semester. It's best to consider the twelve misses as a bank account to cover occasions when you choose not to attend due to a conflicting appointment, a decision to study/prepare for a class, or other personal circumstances.

Q: Are there some circumstances in which chapel misses are excused?

A: Yes. The following are reasons that chapel absences can be excused. It is the student's responsibility to notify the Campus Pastor's Office by email within 10 days of the missed chapel to have the chapel excused:

1. Jury Duty;
2. Severe illness which is verified in writing by an attending physician or the Westmont Health Center staff;
3. Family emergencies;
4. Students who care for their own children;
5. Students cleared by a professor to attend an academic field trip;

6. Students cleared by the Education Department to fulfill student teaching or observation assignments.
7. Students participating in internships that are approved by a professor and the Career Development and Calling Office. An internship form available at the Career Development and Calling Office must be submitted within 10 days.
8. Athletes on an NAIA intercollegiate sports team who are competing at an away site.

Q: What typical circumstances are not excused?

A: Work conflicts and routine medical appointments do not qualify as excused absences. Students who arrive late or leave chapel early do not receive credit for attending.

Q: How is chapel dishonesty handled?

A: Seeking to submit your chapel card when you were not in attendance or submitting a chapel card for another student are examples of chapel dishonesty. In both cases, at a minimum the offending student does not receive chapel credit.

Q: What happens if I exceed 12 misses in one semester?

A: If you exceed 12 chapel absences in one semester and do not successfully appeal to the campus pastor's office or demonstrate that the campus pastor's office record of your attendance is in error, you will be ineligible for the next semester's enrollment. To appeal unexcused absences or seek correction of your attendance record, take the following steps:

1. Register for your next semester courses.
2. Submit documentation correcting your attendance record and/or a written appeal of your unexcused absences to the Campus Pastor's office no later than 5 p.m. on the last day of regular scheduled classes. Use the chapel appeal form found on the [campus pastor's website](#).

All requests for attendance corrections and appeals will be processed and finalized by 12 noon on the last day that final exams are administered. Students with records that still indicate an excess of 12 absences by that time will have their registration cancelled and their housing rescinded. Students whose records are corrected or who successfully appeal unexcused absences after that time will be added to a waiting list to register. Students who later register from the waiting list may not be able to add their original classes or housing assignment. Students who fail to successfully appeal unexcused absences or correct

their attendance record 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 must complete a Re-application Form to the Admissions Office and comply with all established deadlines established.

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 may be liable for statutory damages up to \$80,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$250,000 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 on-campus manufacture, distribution, dispensing, possession or use of a controlled substance is unlawful, violates our Community Life Statement, Employee Handbook, Faculty Handbook and Student Handbook, and is prohibited.

The college also prohibits the presence of any drug paraphernalia (including, but not limited to bongs, pipes, hookah pipes) on campus or at any campus event. These policies are part of the college's effort to create a drug-free work and educational environment for faculty, staff and students.

Drones

Out of safety concerns for students, employees, guests, neighbors and college property, Westmont College prohibits the operation of unmanned aerial systems, or aerial drones, on campus by the general public, including recreational users and hobbyists, without prior written authorization from Westmont.

This prohibition includes drones for filming or videotaping, as well as any drone use by media or journalists operating above Westmont property, including any drone launched off site and subsequently flown above college property.

Any authorized operation of aerial drones will be governed by Federal Aviation Administration rules and regulations as well as policies established by Westmont, which may include certification, training, insurance coverage and indemnification requirements. Any violation of this policy will be referred to Westmont Public Safety and the Student Life Office for possible legal action and/or suspension.

Please contact Nancy Phinney at (805) 565-6055 or nphinney@westmont.edu if you have any questions or if you seek prior approval to operate any aerial drones.

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 Dr. Reed Sheard, vice president of college advancement, at (805) 565-6050 or rsheard@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.

Guidelines for Campus Events

Only campus departments, organizations, and student clubs are eligible to plan campus events. Individual students with event ideas may submit them to the Westmont Activities Council for consideration.

Campus Departments

Campus departments may sponsor events that flow from the scope of their focus and they will oversee these events. Students wishing to propose events connected with a campus department may approach a faculty or staff member in the respective area for consideration.

Student Organizations

Student organizations will work with their organizational advisor for event approval and implementation.

Student Clubs

Student clubs must work with their advisors and the WAC Clubs Coordinator to submit an event proposal form through Campus Life. For student clubs, a campus event meets one or more of the following criteria:

- expects attendance of 50 or more people
- invites people outside the scope of the club's membership (as indicated in the membership portion of the club database)
- invites a non-Westmont speaker or organization (see policy on inviting outside speakers)

- Clubs within the first year of chartership are not eligible to hold a campus-wide event (club events during this time will be limited to the club membership).

Guidelines for Inviting Outside Speakers

Background

As a liberal arts college, Westmont attempts to provide an education that is broad, synoptic and integrative. An effective means by which this occurs is through healthy and robust dialogue: the bringing together of diverse ideas and people, both to understand the range of possibilities, and to counter the natural tendency towards parochialism or limited perspective.

As a Christian college, Westmont attempts to provide an education that helps students understand the rich applicability and varied implications of the historic Christian faith to all of life. An effective means by which this occurs is through an appreciative and critical exploration of our Protestant evangelical heritage: seeking to discover what it means to be true to our own biblical heritage in new and challenging circumstances, to examine diverse perspectives, to incorporate new insights and dislodge old errors while remaining true to the central verities that shape and give direction to our Christian faith.

Therefore, we encourage our community to engage and grapple with diverse ideas in order to more fully appreciate and pursue what is true and good and beautiful. Our goal is to engage in stimulating community dialogue about a diverse range of issues and concerns in a manner that enhances the intellectual, social, and spiritual development of our students.

For these reasons, the College has a practice of inviting speakers to campus or sponsoring events that help us better understand and assess our evangelical heritage, or that offer diverse viewpoints about current societal issues.

Policy and Procedures

The Provost's Office and the Office of Student Life have primary responsibility for the educational programs of the college and the authority to invite and sponsor external speakers for college events in the advancement of the college's educational mission. By extension of this authority, staff and faculty departments may extend invitations to external speakers for departmental-related campus events.

Student clubs beyond the first year of chartership may propose external speaker events by submitting proposals online through the club management site. Campus Life will consider for approval only student

clubs event proposals made in this format. All other students may propose external speaker events using the [Westmont Activities Council Idea form](#).

The Provost and/or Vice President for Student Life in consultation with the President will resolve any disputes or controversies regarding the suitability of an external speaker for a campus event.

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 residence hall 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.

Nonconsensual Sexual Misconduct Policy and Procedures

Individuals Covered Under This Policy

This policy and the procedures that follow apply to incidents of alleged occurrences of nonconsensual sexual misconduct (including but not limited to sexual assault and sexual harassment) between students or when the responding party is a student. For alleged occurrences of harassment on bases other sex or when the responding party is a faculty or staff member, or for alleged occurrences of discrimination of any form, please refer to the college's Unlawful Discrimination, Unlawful Harassment, and Sexual Assault policy.

Our Commitment

Westmont is committed to an environment free from nonconsensual sexual misconduct, including sexual assault, stalking, dating and domestic violence.

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 and strongly encourages the prompt reporting of all allegations covered under this policy to the college and to law enforcement officials. The college will not tolerate against any individual for making a complaint under this policy and will take strong, corrective action where retaliation is found to have occurred. For purposes of this policy, retaliation means any threat, act intended to cause fear, or exertion of pressure against any person for making a complaint under this policy or for involvement in the procedures under this policy.

Deciding to Make a Complaint

The college encourages the prompt reporting of incidents covered under this policy for resolution in accordance with the procedures as described here. The college also strongly encourages individuals to report complaints to law enforcement officials as soon as possible. Reports to the college can be made to any individual 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. 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, correspondence such as letters, emails, telephone or text messages, gifts, etc.).

Deciding to make a complaint under this policy to the college and/or filing a complaint with law enforcement officials can be difficult. There are options available for those who do not want to make this decision on their own. Counselors at Westmont College Counseling Services or the Santa Barbara Rape Crisis Center are available to those who would like assistance to think through their options. The information shared with these providers will not be disclosed to others without consent. Contact information for these resources is below.

The College’s Duty to Investigate

While the college does have a responsibility to effectively address all reports made under this policy, requests of the reporting party to withhold their identity or to not initiate a conduct process will be considered in light of the college’s responsibility to provide a safe and non-discriminatory environment for all students.

Sharing information about sexual discrimination covered under this policy with any of the following college officials is considered reporting it to the college:

- Resident Directors
- Resident Assistants
- Student life deans
- Faculty department chairs
- College employee supervisors
- Directors of off campus programs
- Vice presidents
- The College Title IX officer

For those not ready to make an official report, contact Westmont Counseling Services at 805-565-6003 or the Santa Barbara Rape Crisis Center 24-Hour Hotline at 805-564-3696.

Counseling and Support

Whether or not a reporting party decides to submit a complaint 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 an incident covered under this policy. 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**, 805-565-6003, Information and resource referral, Lower Campus
- **Campus Pastor's Office**, 805-565-6170, Pastoral support and counseling, Clark B
- ***Health Center**, 805-565-6164, Medical and information resource, Lower Campus
- ***Vice President for Student Life**, 805-565-6028, Information about the student conduct process and list of advisers, Kerrwood Hall, Second Floor
- ***Dean of Students**, 805-565-6028, Information about the student conduct process and list of advisers, Kerrwood Hall, Second Floor
- ***Associate Dean of Students**, 805-565-6038, Information about the student conduct process and list of advisers, Kerrwood Hall, Second Floor
- ***Resident Director on Call**, 805-565-6273, Emergency Response, information and referral resource
- ***Public Safety Department**, 805-565-6222, 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**, 805- 963-6832, 433 E. Canon Perdido Street, sbrapecrisiscenter.org
- **Cottage Hospital Trauma Center**, 805-569-7451, Pueblo at Bath Street, Medical assistance and evidence collection

Confidentiality and Privacy

Confidentiality for the both the Reporting Party and the Responding Party 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, stalking, dating or domestic violence complaint is private and will 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.

Under the Clery Act, the college must disclose statistics of incidents covered under this policy in its Annual Security Reports (ASRs). When the college receives information about an allegation presenting a serious or ongoing threat to the safety of the community, a timely warning may be issued. The college will never disclose the identity of the reporting party without his or her consent nor otherwise violate privacy rights afforded to students under the Clery or Family Educational Rights and Privacy Acts (FERPA).

Definitions of Prohibited Behaviors

Nonconsensual Sexual Misconduct covers a range of sexual acts committed by one person against another by use of coercion or intimidation or when the individual does not otherwise provide consent or is incapable of providing consent for reasons of age, unconsciousness, mental impairment, or ingestion of drugs, alcohol or other substance. Nonconsensual sexual misconduct covered under this policy includes the following prohibited behavior:

- **Sexual Assault** 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 or of the mouth with a sexual body part or sexual object.
- **Nonconsensual Sexual Contact** is defined as the intentional 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. Some nonconsensual

sexual contact may constitute sexual harassment. Generally, this is the case if the contact is brief and does not involve force or incapacitation.

- **Sexual Harassment** is generally described as any offensive, unwelcome, sex-based behavior that is so severe or pervasive that it creates a hostile environment. Unwelcome sexual touching may constitute sexual harassment. As with all cases, these instances are fact specific and no single factor will be determinative.
- **Sexual Exploitation** means taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited in a manner not covered under other prohibited behaviors as defined in this policy. Examples of sexual exploitation include, but are not limited to surreptitiously observing another individual's nudity or intimate activity or allowing another to observe consensual intimate activity without the knowledge and consent of all parties involved; non-consensual sharing or streaming of images, photography, video, or audio recording of intimate activity or nudity, or distribution of such without the knowledge and consent of all parties involved; exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances.

Domestic Violence, Dating Violence and Stalking when based on sex constitutes prohibited conduct for purposes of this policy and is defined as follows--

- **Domestic Violence** means felony or misdemeanor crimes of violence committed against one's current or former cohabitant, spouse, former spouse, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship or any other person protected under domestic violence law.
- **Dating Violence** means violence by a person who has been in romantic or intimate relationship with the Reporting Party. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Stalking** means a pattern of actions composed of more than one act over a period of time, however short, demonstrating a continuity of conduct, directed at a specific person 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 unwanted letters, emails, text and telephone messages; telephone calls; unwanted gifts; following an individual or frequently appearing at locations where the individual is located.

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 Reporting Party and Responding Party 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 conduct process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in conduct 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.

Student Conduct Process

The following student conduct process applies to allegations of prohibited conduct described in 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 131. The college will attempt to resolve complaints made under this policy no more than sixty (60) calendar days after a complaint is received. However, in some cases, the process may take longer.

Pre-Investigation Review.

Upon receipt of a report or complaint, whether oral or written, of an alleged violation of this policy, the Dean of Students (which, for all purposes described in this policy, includes his or her designee) will conduct a pre-investigation review of the information received. During the pre-investigation review, the Dean of Students will conduct separate meetings with the parties. During the meetings, the Dean of Students will explain the process and answer any questions about the process. Neither the Reporting nor Responding Party will be required to provide substantive information about the alleged misconduct during their meetings.

Interim Measures

During the pre-investigation meeting, the Dean of Students will consider whether to issue interim measures. 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 individuals and the community. Interim measures may include, but are not limited to, no contact advisories, residence hall relocations; restrictions to campus housing or other campus locations and activities; alternative class assignments or classrooms; and/or interim suspension.

Notice of Investigation

Once the Dean of Students opens an investigation, the parties will receive written notice. The notice of investigation will include, the identity of the parties, the specific section of this policy allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident.

After issuing the notice of investigation, the Dean of Students will assign an investigator to schedule separate investigative meetings for the parties. In anticipation of the interviews, the investigator will ask the parties to submit written statements to be reviewed by the investigator prior to the interview. In the alternative, the parties may

elect to have the information they provide during their substantive investigative interviews to serve as their written statement on the allegation. The parties may also identify a list of any witnesses with information pertinent to the alleged conduct. After conducting interviews with both parties, the investigator will determine whether there is enough information to forward to the student conduct panel for resolution or, where appropriate, offer the parties the option of voluntary, informal resolution of the complaint.

Complaint Resolution

Informal Resolution

If after conducting substantive interviews with the parties, the investigator determines that the complaint is appropriate for informal resolution, the parties may voluntarily agree to forego a full investigation and any subsequent student conduct panel proceedings and instead participate in an informal process to reach a mutually acceptable resolution.

Formal Resolution (Student Conduct Panel Proceedings)

When the informal resolution procedures are not possible or appropriate, or fail to satisfactorily resolve the concern, the investigator will complete a full investigation and determine whether there is sufficient information to forward the matter to the Student Conduct Panel for resolution.

Student Conduct Panel

The Student Conduct Panel is comprised of a minimum of three student life staff who have been trained to investigate and resolve allegations made under this policy. The Dean of Students serves as the chair of the Student Conduct Panel. The chair's role is to facilitate the Student Conduct Panel meeting and ensure compliance with the process and procedures outlined below. A note taker who does not serve on the panel may also be present to take notes during the Student Conduct Panel's meetings with any parties or witnesses.

Conflicts of Interest

Student Conduct Panel members should avoid conflicts of interest and recuse themselves from proceedings when their membership on the panel jeopardizes the impartiality of the process. Both the Responding Party and Reporting Party may raise issues of concern about the impartiality of a member of the Student Conduct Panel convened for a particular case. If a potential conflict of interest is identified, the Student Conduct Panel Chair has the sole discretion to decide whether a

Student Conduct Panel member should serve on the panel and will replace anyone whom he/she determines is unable to serve on the panel. If the potential conflict involves the chair, then the Vice President for Student Life will make the determination.

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. Neither the reporting nor responding party; nor any individual who participates as a witness under this policy will be subject to conduct sanctions for violations of other college policies at or near the time of the incident, unless the college determines that the violation was egregious, or amounts to an action that places the health or safety of any other person at risk or involves academic dishonesty.

The college will not consider polygraph examinations in any student conduct proceedings.

Confidentiality/Privacy

Every reasonable and appropriate effort will be taken by the Student Conduct Panel and Student Life office to protect the privacy of all individuals involved in a student conduct meeting. The college will, to the extent possible, maintain confidentiality regarding the details and content of the student conduct process including, but not limited to, the investigation, Student Conduct Panel meeting and appeal process. The college will disclose information about this process only when it is necessary for the investigation and resolution of a complaint made under this policy, or to meet an otherwise legitimate educational interest.

Rights of the Parties

Both Responding and Reporting Parties have the right—

- To receive written notice that the college is conducting an investigation of the incident alleged to be in violation of this policy, including the identity of the Responding and Reporting Parties, the specific section of this policy allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident.
- To receive a copy of this policy explaining the policies and procedures used to resolve complaints of prohibited conduct as it is described in this policy.

- To receive information about reasonably prompt timeframes for the major stages of the investigation and student conduct panel process.
- To receive timely notice of all student conduct meetings in which either or both parties will be present.
- To have a support person or adviser present during any stage of the investigation and student conduct proceedings.
- To have the opportunity to give information, identify witnesses, and provide documentary information during the course of the investigation.
- To have timely and equal access to all information that will be used during any informal or formal proceedings.
- To not have their irrelevant sexual history discussed during the proceedings.
- To confront opposing information*
- To receive simultaneous, written notification of the outcome, including any sanctions imposed.
- To appeal the outcome of the proceedings.
- To receive written notice of any appeal and notice of any modification made to the outcome during or after an appeal.
- To have appropriate conduct outcomes, remedial measures, and systemic remedies put in place following a final finding of responsibility.

***The Right To Confront Opposing Information**

The right to confront opposing information means that the Responding Party and the Reporting Party have the right:

- To view one another's written statements submitted to the investigator prior to the conduct meeting.
- To view prior to the conduct meeting, documents or material discovered or developed by the investigator during the course of the investigation that was provided to the Student Conduct Panel as part of the conduct process.
- 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, in the opinion of the panel Chair, when considered may influence the decision maker(s) in reaching a decision.

The right to confront opposing information does not mean that students have the right to directly confront, question or speak to the other party or witnesses. Only panel members will ask questions of the parties and witnesses during the proceedings. Parties may submit questions to the panel to be asked of any party or witness. The panel will, in its sole discretion, determine whether the questions the parties present are relevant and appropriate to ask.

Adviser

Adviser's Role

The role of the adviser is to support the student as she or he prepares to participate in proceedings under this policy, and to provide a supportive presence in any meetings the student attends. An adviser may assist the student in reviewing and confirming their understanding of procedures; or reminding the student of available resources referred to in this policy or by any college official administering this policy. The adviser chosen may be present with the student at any time but is not an advocate for the student and may not address the Student Conduct Panel directly or speak on behalf of the student. The student's chosen adviser may be his or her legal counsel. However, in no case may an adviser, even if the person is the student's legal counsel, speak or take on an advocacy role during any portion of the proceedings. The adviser chosen may speak with the student privately and in a manner that is not disruptive. The Student Conduct Panel chair will remove or dismiss advisers who become disruptive or who do not abide by these limitations on their participation.

Choosing an Adviser

Students are strongly encouraged but not required to choose an adviser to support them during any meetings conducted under this policy. Many students choose a faculty or staff member. While students are not restricted in their choice of an adviser, they are encouraged to choose an individual they believe understands the scope of the adviser's role and who will respect students' privacy and the confidential nature of information disclosed during the proceedings. The adviser may be present with a student during any meeting he or she attends. Meetings are scheduled so as not to conflict with the student's regular academic schedule. While reasonable requests to reschedule meetings due to a conflict with the adviser's schedule will be considered, advisers are expected to make adjustments to accommodate the student's scheduled meeting.

Before the Student Conduct Panel Meeting

Submission of Documentary Information

Prior to any Student Conduct Panel meeting, the Reporting Party and Responding Party may offer documentary information in support or defense of the complaint, including any questions that they would like asked of the other party or witnesses during the conduct proceedings. The Student Conduct Panel Chair will inform the Reporting Party and Responding Party of the deadline for the submission of such information. Information submitted after the deadline will generally not be accepted unless prior permission from the Chair is received. The Student Conduct Panel Chair will review all information submitted and return all that is not relevant or material to the complaint or that is submitted after the deadline when no exception to timely submission is warranted. It is within the sole discretion of the Chair to determine what information is relevant and appropriate and whether extenuating circumstances warrant an exception to the deadline given to the parties for the submission of the information described here.

Inspection and Review of Documentary Information

The Student Conduct Panel Chair will assemble for the Reporting Party, Responding Party and Student Conduct Panel's review, all documentary information related to the allegations. Documentary information will generally consist of, but is not limited to:

- A statement of the specific allegations to be resolved by the Student Conduct Panel
- A written summary of the investigation conducted
- All relevant and material statements and documents collected by the investigator
- All relevant and material statements and documents submitted by the Reporting Party and Responding Party

Notification of Student Conduct Panel Meetings

Within seven days of the Student Conduct Panel's review of documentary information, the Student Life office will notify the Reporting Party and the Responding Party of the time and date of its first witness meeting. Generally, the Reporting Party and Responding Party will receive seventy-two (72) hours advance notice of the scheduled meeting time for their respective meetings with the Student Conduct Panel. While participation in the Student Conduct process is voluntary, students are expected to participate in the student conduct process upon request. 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 Conduct Panel will be scheduled taking into consideration

students' regular academic schedules only. Student Life is committed to prompt resolution of all student conduct meetings. However, the Dean of Students in his or her sole discretion may extend or modify the above-referenced timeframes.

Student Conduct Panel Meeting

Once convened by the Chair, the Student Conduct Panel may conduct several meetings as part of its proceedings under this policy. In addition to its meetings with the Reporting Party and Responding Party, the Student Conduct panel may meet with all, some or none of the witnesses identified in the documentary information it receives.

The Responding Party and the Reporting Party will not have the right to directly question one another or any other witnesses (if applicable), but will have the opportunity to confront opposing information (see previous section titled "Confronting Opposing Information"). If a student refuses to answer questions at the meeting on grounds of Fifth Amendment privilege, or if they choose not to attend the meeting, the meeting can still take place, and the panel may draw negative inferences that may result in sanctions. Student Conduct Panel meetings are closed to all parties except the individual student(s), the Student Conduct Panel members, witnesses and the respective student's designated adviser. As a general rule, the Student Conduct Panel will meet with the following individuals over the course of one or more days:

1. The Reporting Party
2. The Responding Party
3. Any witnesses requested by the Student Conduct Panel

Prior to the Student Conduct Panel deliberations, the Chair will give members of the panel the opportunity to ask follow up questions of the Reporting Party, the Responding Party and any witnesses previously met. Therefore, all participants should remain available for recall prior the Student Conduct Panel's deliberations.

Deliberation

At the conclusion of its meetings, the Student Conduct Panel will deliberate in private, and, weighing all of the available information, the Student Conduct Panel will determine whether it is more likely than not that a sexual assault, stalking, dating or domestic violence 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 Conduct Panel 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 Responding Party is responsible; the Student Conduct Panel will impose sanctions, as appropriate; or
- b. It is more likely than not that the alleged violation did not occur and the Responding Party 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 panel, the finding is not necessarily based on the accuracy of the charges but rather on the strength of the information available.

Outcome

The chair of the Student Conduct Panel will communicate the outcome of the Student Conduct Panel to the Responding Party and the Reporting Party in writing generally within seven (7) business days. Unavoidable delay in providing notice of result shall not constitute an appealable procedural error. Results will include the name of the student, the findings of the student conduct panel meeting, any sanctions imposed by the student conduct panel, and the rationale for the findings and sanctions. Disclosure of the result in this manner does not violate the Family Educational Rights and Privacy Act and is consistent with the college's obligations under the Clery Act.

Sanctions

Students found responsible for having committed a sexual assault will be suspended for a minimum of one (1) semester. In addition to this mandatory minimum, students found responsible for any violation under this policy are also subject to the following sanctions:

Active Sanctions: Our goal is to make 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.
- **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 may occur if a student is claimed as a dependent and is either found responsible for sexual assault, placed on deferred suspension, suspended or expelled.

- **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.).
- **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, suspension, or expulsion 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. (For a list of violation levels and associated sanctions see the Student Conduct Process section on Sanctions in at p. 141-142)

- **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.

Other Remedial Efforts

In addition to the imposition of sanctions, the college may develop and/or distribute additional education and training for students and other members of the college community on prevention and awareness of sexual assault, stalking and domestic violence; provide increased supervision, monitoring and/or public safety presence in locations where violations under this policy are found to have occurred; revise and publicize procedures; or conduct climate surveys.

Appeals

This process applies to an appeal of sanctions received from a violation of this 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 Reporting Party and the Responding Party may seek review of a decision made under this policy by making an appeal. Appeals must be in writing and submitted to the Vice President for Student Life during regular business hours (Monday through Friday, 8 a.m. to 5 p.m.) within three business days of the decision. Submit appeals via email to stulife@westmont.edu. Appeals will be reviewed by the Vice President for Student Life (or designee). Any requests for extension must be made in writing to the Vice President for

Student Life within the original three-day appeal time period. Extensions for appeals are rarely granted, and will only be granted in extremely unusual circumstances. The decision to grant or deny an extension is within the sole discretion of the Vice President for Student Life.

If an appeal is received from either the Reporting Party or the Responding Party, the Dean of Students 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 Reporting Party and/or the Responding Party.

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 Vice President for Student Life is not to substitute his or her own judgment for the judgment of the Student Conduct Panel. The role of the Vice President for Student Life 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 result 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 result. 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 or not severe enough — 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 Panel.

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 Vice President for Student Life may choose to set aside sanctions as appropriate.

Preliminary Review of Appeal

The Vice President for Student Life will grant or deny review of decisions rendered by a Student Conduct Panel 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:* Vice President for Student Life will not review an original decision based on an appeal that fails to meet the criteria outlined above. In such cases, the Vice President for Student Life 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 Vice President for Student Life will grant a review of the original decision.

If the Vice President for Student Life grants a review of the appeal, the vice president 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 business days of such notification, the non-appealing student may submit a written statement to the Vice President for Student Life that he/she wishes to be considered by the Vice President for Student Life.

Appeal Review

The Vice President for Student Life has two options regarding who will make a decision on the appeal:

- The Vice President for Student Life will make a decision on the appeal; or
- The Vice President for Student Life will refer the appeal back to the Student Conduct Panel for a decision on the appeal. If the Vice President for Student Life refers the appeal to the Student Conduct Panel for a decision, the Vice President for Student Life will give instructions to the Student Conduct Panel 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 Vice President for Student Life. The Vice President for Student Life will communicate to the appealing student whether the Vice President for Student Life or the Student Conduct Panel 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 student conduct panel meeting. The review body may, but is not required to, meet with the Reporting Party, Responding Party, any witnesses and/or members of the Student Conduct Panel (if reviewed by the Vice President for Student Life) prior to making a decision regarding the appeal.

Appeal Decision

Following a prompt and effective review, the Vice President for Student Life or Student Conduct Panel 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 Reporting Party 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.

Notice of Nondiscrimination

Westmont College does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity, gender expression, age, disability, genetic information, medical condition, religion, marital status, military status, or veteran status 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.

Patriot Act

The USA Patriot Act, signed into law by President Bush in October 2001, has given the federal government new authority to access education records that previously were protected by FERPA, campus privacy policies, and other laws. In order to minimize any legal liability for Westmont College, we must be prepared to respond to any request for access to student or employee records.

The Patriot act does contain liability-minimizing language (e.g., a college or university shall not be liable to any person for good faith disclosure of education records in response to a federal law enforcement request.)

Since the probability of Westmont College receiving a request for information under the Patriot Act is likely very small, Westmont College requires a response approach for which the cost is commensurate with the risk.

Therefore, Westmont College adopts the following policy regarding its responsibility under the Patriot Act.

1. Any Patriot Act request (originating internally or externally) must be submitted to the Office of the President.
2. The request will be submitted for counsel to the institution's legal counsel.
3. The institution, under the direction of the president's designee, will respond to the request after review of the legal counsel.

Privacy Rights (FERPA)

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 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.

Inspection and Review

FERPA provides students with the right to inspect and review records directly related to them and maintained by the college. 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.

The college must fulfill your request to inspect and review your record within 45 days of its receipt of your request.

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 discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as the Student Conduct Panel or Student Care Team. A school official also may include a volunteer or contractor outside of the Westmont who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of information from education records, such as an attorney, auditor, or

collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for Westmont.

The college will also disclose information from education records to 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, honors, 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.

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.

Publicizing and Promoting Events, Issues & Internships/Employment/Ministry Opportunities

College Departments or Official Student Organizations/Clubs:

- Only college departments and official student organizations/clubs may publicize and promote events, issues, and internship/employment/ministry opportunities.
- A college departments or official student organization/club that is considering an issue forum or inviting a guest speaker to campus, including political candidates, must plan in accordance with the Guidelines for Inviting Outside Speakers policy that is available in the Provost's office and the Office of Student Life
- Three common practices for publicizing and promoting are:

Use of Tables at Dining Commons

- The two recruiter tables (used to highlight ministry/internship/job opportunities during lunch) outside of the entrance to the Dining Commons are available during the dinner hours. College departments and official student organizations/clubs that wish to reserve these tables during dinner may do so by contacting Career Development & Calling (x6031 or careerdev@westmont.edu). Tables located inside the Dining Commons are available for department and official student organizations anytime during dining common hours on a first-come, first-served basis. Clubs that desire to use the tables located inside the Dining Commons need to submit an event proposal to host a table. These tables are not to be moved from their original locations and should not impede the flow of traffic.

Posting Fliers and Banners

- Posting fliers and banners are limited to specified locations identified in the Campus Poster Approval process on the Campus Life Office website. All signage must have the contact information (e-mail and department or organization/club name) for the sponsoring group clearly printed on the sign and follow the Campus Posting Policy and Poster Approval Process (available online at [Campus Life office website under forms/resources](#)) before posting. The college will not allow the posting of any materials that advocate or encourage conduct that is contrary to the Community Life Statement.

- All approved signage for the Dining Commons must be freestanding. No tape may be used on any surface inside or outside the building, EXCEPT blue painters tape may be taped to the front hardwood table edges.
- The Director of Library and Information Services must approve any postings in the library.

Sidewalk Chalk

- College departments and official student organizations/clubs may use sidewalk chalk to advertise an approved event. The organizing group must provide a sketch of the advertising/announcement to the Campus Life Office for approval. Only water-soluble materials may be used to create sidewalk announcements.
- The only approved locations for chalk promotions include the pathways immediately in front of the Dining Commons, the patio area in front of Murchison Gym and the patio area in front of the Library.
- Advertising may appear on sidewalks four days prior to the event, and can remain three days afterwards. A cleanup fee will assessed if the chalk was not water-soluble or if the announcement remains after three days.

Other

- Student Life Facebook Page (Contact Campus Life Office)
- Dining Commons Monitors (Contact Campus Life Office)
- Residence Hall Newsletters (Contact individual Resident Directors with a blurb prepared on the event so they can copy and paste into newsletters)
- Current Students Page (Contact Campus Life Office)
- Chapel Slides (Contact Campus Pastors Office)

Faculty/Staff/Students NOT acting on behalf of College Departments or Official Student Organizations/Clubs; Individuals/groups outside of Westmont

- Requests can be made to publicize in the student newspaper, The HORIZON, at the standard advertising rates. Advertising may not advocate or encourage conduct that is contrary to the Community Life Statement.
- Ministries, summer employment and employment recruiters may contact Career Development and Calling (x6031 or careerdev@westmont.edu) to arrange to use the two recruiter tables outside of the Dining Commons.

Publicizing and Promoting Political Campaigns

- WCSA will publish and uphold its own election policies, which includes campaigning for student offices.
- The college welcomes political candidates that have been invited by a college department or official student organization/club. If the desire is to have the candidate address an audience, those planning must do so in accordance with the Guidelines for Inviting Outside Speakers policy that is available in the Provost's office and the Office of Student Life.
- College departments and official student organizations/clubs that wish to publicize or promote political candidates or campaigns may reserve the two recruiter tables during dinner by contacting Career Development & Calling (805.565.6031 or careerdev@westmont.edu). Tables located inside the Dining Commons are available for department and official student organizations anytime during dining common hours on a first-come, first-served basis. Clubs that desire to use the tables located inside the Dining Commons need to submit an event proposal to host a table. These tables are not to be moved from their original locations and should not impede the flow of traffic.
- Candidates without a department or official student organization/club as a sponsor may purchase advertising space in the student newspaper, The HORIZON.
- Westmont College reserves the right to ask candidates and/or campaign workers to leave campus for good cause.

Safety Withdrawal Policy

Policy Statement

Upon observation or report of circumstances covered under this policy, the Dean of Students or his or her designee will intervene, assess, and where necessary, remove or reasonably accommodate any student who poses an unreasonable threat to the health and/or safety of any member of the community; or who becomes unreasonably disruptive to an orderly environment or to the lawful activities of others.

Voluntary Safety Withdrawal

A student may consider withdrawal from the college in the event they are unable, with or without reasonable accommodation, to continue at Westmont without posing unreasonable risks to safety and/or the lawful and orderly activities of the community. Students are encouraged to consult with the Director of Health Services, the Director of Counseling

Services, or external providers to determine whether a withdrawal would be beneficial to the student. Students often find that taking a break from college life and their studies allows them to return to the college with an enhanced opportunity to achieve their educational goals. Should a student choose to voluntarily withdraw from the educational program, the Dean of Students or designee may gather additional information to determine the conditions, if any, that must be met 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.

Involuntary Safety Withdrawal

Withdrawals under the involuntary safety withdrawal policy are meant to be utilized only under extraordinary circumstances, when a student is unable or unwilling to voluntarily withdraw from the college. 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 will initiate an individualized assessment process to determine whether or not an involuntary safety withdrawal is required. These behaviors include:

- Engaging in or threatening to engage in physical harm to one or more members of the community;
- 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; or
- 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).

Procedures

When the Dean of Students or designee is alerted to a student's behavior or health concerns that involve any behaviors listed above, and the Dean of Students or designee deems it appropriate, these procedures will be initiated:

1. The Dean of Students or designee will notify the student that an involuntary withdrawal is under consideration and the reason(s) why it is under consideration.
2. The Dean of Students or designee will discuss with the student the implications of, and procedures relating to, an involuntary withdrawal. Whenever possible and appropriate, the Dean of Students

will encourage the student to voluntarily withdraw, thereby eliminating the need to complete the process for an involuntary withdrawal.

3. The student will be provided an opportunity to respond to the above information either in person, over the phone, or in writing.

4. The Dean of Students or designee may require a medical evaluation if the Dean of Students or designee believes it will facilitate a more informed decision. Such an evaluation may be an assessment off campus, at the student's expense, by an appropriate healthcare provider. In such cases, the Dean of Students or designee may notify parents, guardians and other appropriate persons.

5. The Dean of Students or designee will arrange for an appropriate review process to include receiving, gathering and examining appropriate records and documentation. This may involve securing a release of information to allow healthcare professionals to share information with the college. The Dean of Students or designee 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 is unwilling or 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.

6. In consultation with the Student Care Team (SCT) and/or other appropriate college personnel, the Dean of Students or designee will conduct an individualized assessment to determine if an involuntary withdrawal is warranted (for a listing of the SCT members see the SCT webpage on the college website). The Dean of Students or designee will pay particular attention to the criteria for invoking an involuntary withdrawal, specifically whether the student's behavior is disruptive to the college's learning environment, whether the student's health concerns have compromised the student's health, safety, or academic success, and whether the behavior poses a direct threat to the safety of one or more members of the college community. In this context, "direct threat" means that the student poses a significant risk to the health and safety of one or more members of the college community. The significant risk must represent a high probability of substantial harm and not simply a slightly increased, speculative, or remote risk. The Dean of Students or designee will make an individualized assessment

on all the above factors, based on a reasonable judgment that relies on an individualized medical assessment and/or on the best available objective evidence, to ascertain: the nature, duration and severity of the risk to the individual student and the greater campus community and the probability that potential injury will actually occur. The Dean of Students or designee will also determine whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk of harm to others or the potential for further disruptive behavior.

Decision

The assessment may result in, but is not limited to:

- Student is allowed to remain 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 Dean of Students or designee 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.

Appeals Under This Policy

Appeals under this policy may be made to the Vice President for Student Life (which for all purposes described in this section includes his or her designee). 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.

Appeal Process

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 individualized

assessment which, when considered, may materially alter the outcome;

- 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 individualized assessment. Any decisions made from the individualized assessment (including but not limited to removal or restricted access) will remain in effect during the appeal process unless otherwise determined by the Vice President for Student Life.

The Vice President for Student Life will consider all material previously presented and may meet with the student, the SCT and/or select members of the same. The Vice President for Student Life 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 Vice President for Student Life 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 Vice President for Student Life may modify the original decision. The decision of the Vice President for Student Life is final.

Returning to 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 Dean of Students or designee 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 Dean of Students or designee 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 Dean of Students or designee may provide the student with written conditions for continued attendance.
4. Upon a decision to deny the student's request for readmission or be permitted full access to the educational environment, the Dean of Students or designee 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.

Selling Products on Campus

- Only students who are fundraising for an official student organization may go door to door for the purpose of selling a product or service.
- Students promoting products or services for profit may purchase advertising space in the student newspaper, The HORIZON. Students seeking to sell products or services within their rooms must get permission from the Student Life Office prior to publicizing.
- Off campus individuals or groups are not permitted to promote or sell products or services directly to students, faculty, or staff. No campus space will be provided to sell a product or service for profit, but off campus individuals or groups may purchase advertising space in the student newspaper, The HORIZON.

Service and Support Animals on Campus

Purpose of Policy

Consistent with federal and state law, Westmont College permits assistance animals on its campus pursuant to the following policy and procedures.

Scope of Policy

This policy applies to students.

Definitions

Accommodation: Any modification or adjustment in policies, practices, procedures or work/school/housing environment to enable an individual with a disability to enjoy equal access to college programming, activities and services.

Assistance Animal: Assistance animal is the umbrella term which includes both service and support animals as defined below.

Individual with a Disability: An individual with a disability means a person who has a physical or mental impairment that impairs one or more major life activity; has a record of having such impairment or is regarded as having such impairment.

Service Animal: Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to physical, sensory, psychiatric, intellectual or other mental disabilities.

Support Animal: Support animal means an animal that individuals with disabilities use for emotional support, well-being or comfort. A support animal need not be trained to perform any specific task. An Emotional Support Animal (ESA) is only allowed in the student's residence hall room and does not accompany students to class, the dining hall or other campus venues.

User/Owner: Individual with a disability that uses a service or support animal.

Using a Service Animal on Campus

Nonresidential Facilities. Students with disabilities who use service animals in nonresidential facilities and areas only are encouraged but not required to contact the Office of Disability Services (ODS).

In College Housing. Service animals may not reside in college housing without prior notification and submitting a Notice of Intent to Use Service Animal In Residence. Students who require the use of a service animal in college housing (including Ocean View) must abide by the following procedures:

Incoming Students: Incoming students must submit a Notice of Intent to Use a Service Animal in Residence with ODS, in addition to filing their initial housing application with the Housing Office. Request must be received by ODS a minimum of 4 weeks in advance.

Current Students: Current students must submit a Notice of Intent to Use a Service Animal In Residence no later than four (4) weeks prior to the student's scheduled move-in date.

Students newly prescribed a service animal after the start of a semester, that intend to use the service animal in college housing should notify ODS immediately.

The Notice of Intent to Use a Service Animal In Residence can be found [here](#) or in the ODS.

Request for Support Animals on Campus

As indicated in the definitions section of this policy, support animals are not trained to perform a specific task. Therefore, they do not qualify as service animals. Westmont permits support animals on a case-by-case basis. All students seeking to use a support animal on campus must complete the Request to Use A Support Animal Form found [here](#) or in the ODS. Students are requested to have the provider prescribing the animal for a disability to complete and return this [form](#) and the completed Emotional Support Animal Provider Request form as located on ODS website.

Students requesting a support animal on campus must sign a release of information for roommates and suitemates to be contacted about a potential support animal living in close proximity to determine any potential conflicts. After this contact, a roommate/suitemate signed agreement form must be included prior to final approval. Please see ODS for more information.

Incoming Students: Incoming students must submit a request to use their support animal with ODS, in addition to filing their initial housing

application with the Housing Office-see housing deadlines-a minimum of six (6) weeks in advance.

Current Students: Current students must submit a request to use their support animal no later than four (4) weeks prior to the student's scheduled move-in date.

Students who wish to bring a support animal to campus after the semester begins should submit a request to the ODS as soon as possible, and may not bring a support animal to campus until such time that their request is approved by ODS.

All students, current and incoming, requesting the accommodation of use of a support animal on campus must complete the [ODS Student Intake Form](#) for services.

Decision on Support Animal Requests

Decisions on requests to use support animals on campus will be made within ten to fifteen (10-15) business days of the ODS's complete receipt, review of documents and conclusion of a Residential Life consultation. Incomplete requests will be returned to the student without review. For information on what constitutes a complete request to use a support animal, see the request form [here](#) or obtain a form from the ODS.

Responsibilities of Service and Support Animal User

All service and support animal users are responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage or injury. The care, supervision and well-being of a service/support animal are the sole responsibility of the User at all times. For a full list of responsibilities, see the Agreement for Service or Support Animal in College Housing [here](#).

Complaint Process

Residents will have the opportunity to report complaints and concerns in regard to noise, odor, pests, threat, or danger. Unacceptable behavior from a support or service animal may be reported as follows:

- Behaviors in residential facilities should be reported to the Resident Director or to the On Call Resident Director.
- Behaviors in non-residential campus facilities should be reported to Public Safety.
- In all emergencies, in any setting, contact 911.

The complaint will be forwarded to and reviewed by the Dean of Students (or designee). Within 5 business days of the receipt of the complaint, the Dean of Students (in consultation with the Director of Disability services) will respond to the complaint in writing and may issue any one or more of the following sanctions:

- Requiring specific reasonable action on the part of the User to rectify a problem
- Suspension of use of service or support animal for one or more semesters

Removal/Relocation of Service or Support Animal

An animal may be removed from any campus facility for unruly and/or disruptive behaviors including but not limited to:

- Excessive barking
- Repeated lack of supervision
- Aggressive Behavior
- Repeated soiling in residence or not housebroken
- Improper grooming or hygiene (foul odors, fleas, excessive shedding, etc.)

If suspension of pet owning privileges is implemented, the pet owner will be given up to 14 days to alternately place the animal.

When a service animal is properly excluded from the premises for any of the reasons above or other appropriate reason, users will be offered the opportunity to participate in the service program or activity without the service animal.

Grievances

Students may appeal decisions made pursuant to this policy under the ODS Grievance Procedure found [here](#).

Student Concerns and Complaints Policy

Westmont's desire is to provide the best experience possible for students as they pursue their education. Acknowledging that students may on occasion have concerns or complaints about their experience, this policy is established to guide the quick and efficient resolution of concerns or complaints presented to staff members in the Student Life Division.

The Student Life division will seek to resolve complaints about student experiences through the offices that handle issues related to the concern. When receiving a complaint from a student, the student life

staff person receiving the complaint will make every effort to determine what office is best able to resolve the student's concern and connect the student directly to an individual in that office who is able to assist. Examples of student complaints may include but are not limited to:

- Academic concerns—Records Office and Registrar
- Concerns about student accounts—Business Office
- Concerns about financial aid—Office of Financial Aid
- Residence hall, roommate concerns, housing issues—Residence Life
- Security or safety—Office of Public Safety
- Parking permits--Housing and Parking Office
- Meal plans or food service—Sodexo or Office of Procurement and Auxiliary Services
- Harassment (e.g., racial, sexual)— Student Life Office
- General concerns—Student Life Office

When a student presents a concern or complaint to the Student Life Office that is relevant to the work of student life, the following procedure will be followed: Office personnel (or the staff member receiving the complaint) will determine who in the office (or division) is best able to respond to the student's concern. When possible, the student's concern should be addressed and resolved by that individual. As a matter of practice, this should be considered the "normal" resolution process. When concerns can be resolved quickly, no formal record needs to be made.

On occasions when a student's concern or complaint cannot be resolved through this procedure, or when the student is not satisfied with the resolution offered, students may make a formal complaint. Formal complaints should be presented, in writing, to the Student Life Office. When a complaint is received, the student life personnel receiving the written complaint will forward it to the Dean of Students or the Director of Residence Life (whoever is available and/or appropriate in light of the complaint). This person will review the complaint and determine the student life staff member most able to resolve the situation (a dean, a director, a resident director, etc.). The student will be notified by letter or email within two business days that his or her complaint has been received and to whom it has been assigned for resolution. Student life staff members will make every effort to respond to and resolve the student's complaint within 10 business days (more quickly when possible). The final resolution will be provided to the student in writing and in person when appropriate. If

a student is dissatisfied with the resolution offered, he or she may appeal to the Vice President for Student Life. 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 regarding the resolution offered. If the third day falls on a non-business day, submit appeals via email to stulife@westmont.edu. Following a prompt and effective review, the vice president for student life will communicate a decision on the student's appeal no later than ten business days. The decision of the Vice President for Student Life is final.

For complaints involving offices outside of Student Life, the Vice President for Student Life will work with the appropriate Vice President to determine resolution and response to appeals.

Note: When concerns or complaints are first presented by a student's parent(s), parents will be asked to encourage their daughter or son to present the concern or complaint or write the appeal. As a general rule, written correspondence concerning the complaint will always be directed to the student and meetings concerning the complaint should always happen in the presence of the student.

Records of student complaints and resolutions will be kept by the Vice President for Student Life. Every year the Vice President for Student Life will review the complaints received that year and in the previous years to determine if there are trends or ongoing concerns that need to be addressed. If so, the Vice President will take responsibility for implementing appropriate plans to respond to these trends.

In addition to or in lieu of these college processes, students may file a complaint against the institution with Westmont's accrediting agency or with the State of California:

WASC Senior College and University Commission
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(Tel.) [510.748.9001](tel:510.748.9001)
(Fax) [510.748.9797](tel:510.748.9797)
(Web) <http://www.wascsenior.org>

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(Tel.) [916.431.6959](tel:916.431.6959)
(Fax) [916.263.1897](tel:916.263.1897)

(Web) <http://www.bppe.ca.gov>

Timely Warning of Campus Threats and Emergencies

To see the college's Timely Warning Policy, please [click here](#).

Unlawful Discrimination, Unlawful Harassment, and Sexual Assault

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 all of our actions, we seek to affirm every individual as created in the image of God, worthy of dignity and respect. While the college lawfully exercises the right to seek and hire faculty and staff co-religionists at all levels of employment and hold members of its community to conduct standards that are consistent with its established faith-based tenets,¹ the college will not tolerate unlawful discrimination or harassment in any of its programs, practices or policies; nor will it 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.

Scope of Policy

This policy applies to all members of the campus community, independent contractors, applicants for employment and admission and guests to the college; and to all college programs, activities and events.

Duty to Investigate & Take Corrective Action

Westmont is committed to investigate promptly any complaints received under this policy. The college endeavors to resolve complaints made under this policy within 60 days from the date the complaint is received or a complaint recipient is otherwise made aware of alleged conduct covered under this policy. However, in some cases (*e.g., complex facts; large number of witnesses; official break in the academic calendar, etc.*), an extension of that time may be necessary. The Title IX Officer will ensure that both Complainant and Respondent are informed of the status of the complaint at regular intervals.

¹ See Westmont's Community Life Statement for a description of how the college's faith-based tenets shape its vision for Living in Community and its Behavioral Expectations.

In the cases where the Respondent is a student, or a member of the staff or faculty, the determination of whether a policy violation has occurred, the imposition of any appropriate sanctions, and the implementation of any appeal process are handled in accordance with existing procedures outlined in the relevant handbook. In all other cases, the Title IX Officer, President, Provost and Dean of Faculty, and Vice President for Student Life will determine the appropriate investigation process, whether a policy violation has occurred, and any appropriate corrective action aimed at preventing any ongoing or subsequent policy violation. The college does not consider polygraph examination results in its investigations.

Where unlawful discrimination, unlawful harassment, or sexual assault 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, exclusion from admission or enrollment and employment and revocation of permission to be on college grounds or to participate in college events or activities. The person responsible for coordinating efforts under this policy is Title IX Officer Chris Call, Vice President for Administration and for Research, Planning and Implementation, Kerrwood Hall, Room 215, 805-565-6023.

Unlawful Discrimination

Unlawful discrimination (including unlawful harassment) occurs when individuals are disadvantaged and/or treated unfavorably in the terms and conditions of employment or in their academic status and/or progress based on a lawfully protected status. Westmont College does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity, gender expression, age, disability, genetic information, medical condition, religion, marital status, military status, or veteran status.

Unlawful Harassment

Unlawful harassment (including sexual harassment) is a form of unlawful discrimination. It is offensive and unwelcome conduct based on a lawfully protected category that is so severe or pervasive that it creates a hostile work and learning environment. Any of the following conduct, when based on a lawfully protected status, constitutes **unlawful harassment**:

- A. Verbal: epithets, derogatory jokes, comments
- B. Visual: depictions such as drawings and pictures; gestures; email or text messages
- 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 education and/or progress in employment or education.
- B. Submission to, or rejection of the conduct is used as the basis of employment or educational decisions affecting an individual.
- C. The conduct has the purpose or effect of having a negative impact upon the individual's work or educational performance, or of creating an intimidating, hostile or offensive work or educational environment.

Mimicking an individual's mobility or speech impairment; using insulting, gender-based language to describe an individual's demeanor or style of dress; taunting an individual about their sexual orientation in a note left on an office or residence hall room door; or using derisive comments about someone's nationality in an email message are all examples of prohibited conduct.

A hostile environment 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 also is a form of unlawful discrimination. Sexual assault covers a range of sexual contact and involves a determination of consent.

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. **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.

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 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.

Complaint Procedure

A complaint of unlawful discrimination, unlawful harassment, or sexual assault 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 leader of an off-campus program, 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, harassment, or sexual assault 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 Dean of Faculty, and Vice President for Student Life² to ensure that:

² If the accused is the Title IX Officer, the Provost and Dean of Faculty, or the Vice President for Student Life, 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

- A. A complaint of unlawful discrimination, unlawful harassment, or sexual assault is promptly, fully and effectively investigated;
- B. Any interim measures deemed appropriate to address the physical and emotional safety of the parties involved will be taken;
- C. A determination is made whether it is more likely than not that the alleged conduct occurred; and
- D. Whatever action is deemed necessary to end the unlawful conduct will be taken.

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 and respondent informed about the process of investigating the complaint. After action on a complaint is concluded, the respondent and 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.***

The college's process of investigating and resolving complaints covered under this policy can be, and is, different than the process used in a criminal or a civil proceeding. As a result, judicial rules of evidence are not applicable; the college does not accept the results of polygraph tests; the standard of proof in a criminal proceeding is higher than the preponderance of evidence standard employed at Westmont and other colleges and universities. However, the college's process and that of law enforcement or civil court proceedings are not mutually exclusive. Individuals may seek assistance of law enforcement and/or civil representation. Law enforcement may take legal action based on information reported to it. In addition, the evidence gathered in a college investigation is discoverable in a civil or criminal action. Individuals with questions regarding the scope of the college's process should contact the college's Title IX Officer, Chris Call.

Rights of Complainants and Respondents

All complainants and respondents share the following – the right to:

- Written notice of the allegations.
- A timely review of and determination regarding the complaint.
- Request class, work or residence hall adjustments during the

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.

investigation and decision-making process.

- Provide witnesses and information pertinent to the case.
- Confront opposing information that is relevant and material.
- Not have irrelevant history (e.g., sexual history) considered by the decision maker (or discussed during a student hearing).
- Not provide incriminating evidence (though the college may draw negative inferences from a person's unwillingness to cooperate or participate in resolution of the complaint).
- An individual of their choice to attend all meetings with them to support them (rather than advocate for them) throughout the process.
- Have legal counsel present. (In no case may counsel speak or take an advocacy role during an investigation or hearing.)
- Confidentiality to the extent possible. (Any individual serving as a support person or as a 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. The college will remove any support person or adviser who fails to adhere to any of the expectations outlined for them in this policy.)

Additional rights for student complainants and respondents are included in the Sexual Assault Policy found in the Student Handbook.

Resources

Students are encouraged to take advantage as needed of campus resources -- e.g., Health Center and Counseling Services (additional resources for students are included in the Sexual Assault Policy found in the Student Handbook). Likewise, faculty and staff are encouraged to take advantage as needed of Employee Assistance Program benefits (including counseling and legal services) and other off-campus resources.

External Complaint Options

Westmont encourages all members of the community to report any incidents of unlawful discrimination or harassment, or of sexual assault or retaliation **immediately** so that complaints can be addressed as soon as possible. In addition, any member of the community who believes that he or she has been harassed, sexually assaulted, discriminated or retaliated against for resisting or complaining about harassment or discrimination, may file a complaint with appropriate government agencies. Law enforcement agencies investigate claims of sexual assault and other alleged violations of criminal law. 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 Housing³ 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.

Use of Institutional Letterhead, Trademarks, Tradenames

The president approves the logo, letterhead and other Westmont insignia and identifying symbols, which should be used only for official business on behalf of the college. The vice president for student life must approve the use of college symbols and stationery by students or student organizations as it might imply institutional endorsement of their activities. Private use of Westmont logo, insignia and symbols is not allowed.

Withdrawing from Westmont

If withdrawing during an academic semester:

Step 1

Contact the [Student Records Office](#) to set up a short exit interview with a staff member.

- Once the exit interview has taken place the Student Records Office will notify the Business Office, Financial Aid Office, the Campus Post Office, Housing, Student Life, your advisor and your professors of your withdrawal and your last date of attendance.
- Partial tuition refunds are granted through the 6th week of the semester. To view the tuition refund schedule, click [here](#) and search on "Withdrawing from School."

The Post Office will forward mail for 90 days to the address provided on your student profile page. Find more information [here](#).

Step 2

³ To locate the agency office location nearest you, call the following numbers: Department of Fair Employment and Housing 1-800-884-1684; Office for Civil Rights 1-800-421-3481; Equal Employment Opportunity Commission 1-800-669-4000. You may contact the Santa Barbara Sheriff's Department at 805-681-4100. You may contact the Santa Barbara Police Department at 805-897-2300. In emergency situations, please call 9-1-1.

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 on “Withdrawing from School.”

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

Step 1

Contact the [Student Records Office](#) to set up a short exit interview with a staff member. This can be completed over the phone if you are withdrawing between semesters.

- Once the exit interview has taken place 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. Find more information [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.

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 willfully 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 of students' office. The Counseling Services 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
- Chapel attendance 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 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 or infringes on the rights

of other members of the college community; leads or incites others to disrupt scheduled and/or normal activities within any campus building or area; or intentionally obstructs or interferes with other student, faculty, or staff freedom of movement, either pedestrian or vehicular, on campus. Questions regarding this policy should be directed to the Student Life Office.

The dean of students (or designee) reserves the right to impose interim sanctions (which could include college suspension) on any student whose behavior either intentionally or unintentionally 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, or poses a safety risk to students, faculty, or staff. Interim sanctions will be in place until either the appropriate process to address such behavior has concluded, or the dean of students no longer deems the interim sanctions necessary. For further explanation of related college policies, please see: Peaceful Assembly Policy (page 100), Student Conduct Process (page 131), and Safety Withdrawal Policy (page 76).

Firearms, Explosives, and Weapons

Possession of firearms, explosives (including firecrackers and dry ice), weapons (including but not limited to swords and knives, with the exception of small pocket knives; airsoft guns; BB guns; and toys that replicate or could be mistaken for real guns) or dangerous chemicals on college premises is expressly prohibited. Such items may be confiscated, and 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 ensure that the

educational program and the pursuits of non-participating faculty, staff, and students are not unreasonably 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 (except for the hour before, during and after chapel), 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: occurring during or interrupting chapel; interrupting 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.

Lewd, Indecent or Obscene Conduct

Students should refrain from conduct that is lewd, indecent, or obscene. Such conduct includes, but is not limited to, profane or obscene expressions, public nudity, or other behaviors that violate accepted standards of decency and Christian conduct. Discretion should also be exercised regarding watching videos, hanging posters, and viewing periodicals, websites or social media sites that are degrading and/or promote an unhealthy view of sex, sexuality, and gender.

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. Any student seeking to photograph or film on campus for commercial use must request permission from the Westmont Conference and Event Services Office. Students seeking to publicly distribute filming or photographing of campus events for any other reason 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 disrupting classes or other college functions.

- Do not film or photograph students, faculty, staff and visitors without their knowledge or consent.

Pregnancy

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices. Therefore, should a Westmont College student become pregnant while unmarried, she is encouraged to communicate with a dean, resident director, and other student life staff members. Student Life staff are ready to help and offer support to both the father and mother to effectively work through the complexity of needs that a pregnancy presents. The life and health of the mother and child and the spiritual well-being of the parents and the Westmont College community are of significant our primary concerns. The College is committed to responding in a redemptive manner and Christian love, seeking to balance compassion with accountability.

Staff members are excellent resources to connect the student to academic and other support services. Every reasonable and appropriate effort will be taken to protect the privacy of the mother and father of the unborn child. The College will disclose information only in the case of legitimate educational need. In no case will the College violate privacy rights afforded to students under federal and state law. 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 Westmont to be a supportive and redemptive community. Students who access support that is available through the Westmont Counseling Services and the Health Center can be assured that information is confidential as provided by applicable laws.

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. Substance abuse exposes the user to a variety of significant health risks*, affects the family and the community and under certain circumstances subjects the user to a range of college sanctions, state, federal and local penalties**. College policy prohibits the unlawful use and presence of all controlled substances and any related paraphernalia. Students and employees are also prohibited from exceeding the dosage of physician-prescribed medications or consuming another individual's prescription medication.

Violation of college policy with respect to drug use or possession is a serious breach of our behavioral expectations, 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 may 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. Random drug testing is a typical sanction for a student who is found responsible for a drug related violation,

If you need help or know someone with a drug-related problem, please know that the Counseling and Health Centers provide confidential consultations and also make referrals to outside counseling and treatment services. Faculty and staff may contact Human Resources to access help that is available through Westmont's Employee Assistance Program.

***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 or 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)

Westmont students may not possess or consume marijuana on or off campus. Marijuana remains a schedule I drug under the Federal Controlled Substance Act. Possession, cultivation, sale, distribution and/or consumption of marijuana remains illegal under federal law and is a violation of college policy and subject to the full range of disciplinary sanctions.

Penalties for Sale and Possession

You can find information regarding the state penalties for the sale and/or possession of illicit drugs [here](#).

Medical Marijuana

While the state of California permits the licensed use of marijuana under its Compassionate Use Act, the sale, use, and possession of marijuana remains unlawful under federal law. Therefore, the college prohibits its use, sale or possession both on and off campus.

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 & thereafter	Indefinite
Sale of a Controlled Substance	
Offense	Ineligibility Period
1st Offense	2 years
2nd Offense & thereafter	Indefinite

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

Sexual Activity Outside of Marriage

At Westmont, we are committed to helping our students develop Christ-like maturity in all areas of their lives, which includes helping

students make wise and biblical decisions regarding sexual activity. The Community Life Statement reflects the college's understanding of Scripture, which is the church's historic, classical interpretation of marriage and sexual fidelity. In regard to sexual activity, the college will not condone practices that Scripture forbids, including sexual relations outside of marriage between persons of opposite sex or persons of the same sex. Additionally, conduct promoting such intimacy between unmarried persons (i.e., nudity, lying in bed together) is unacceptable behavior and private situations that foster such behavior should be avoided. Members of the Westmont community who choose to marry are expected to abide by the commitment to lifelong heterosexual marriage, and whether single or married, to strive to maintain healthy family relationships.

Westmont College believes the best place to navigate these issues of sexuality, including sexual identity, is in Christian community and that students are best supported if they are able to share their questions, struggles, or their self-understanding with trusted others, including those in Student Life and Residence Life. Concerns about sexuality may be difficult to disclose, but struggling in silence is a far greater challenge. In all such personal issues, Student Life and Residence Life staff members are committed to discretion, sensitivity, compassion, and redemptive actions. Additionally, confidential assistance is available through Westmont's Counseling Services. When a student approaches us and communicates that he or she is struggling with sexual purity or same-sex attraction or behavior, we aim to offer safety that promotes openness, to communicate personal acceptance, and to provide accountability and assistance to support students to live consistently with biblical teaching.

All members of the Westmont Community are expected to treat one another with respect, dignity and Christ-like compassion. Insults, slurs and other forms of derogatory, disrespectful or flippant speech have no place in a Christian community. The college is committed to protecting individuals from harassment and retaliation based on sexual orientation, gender identity and gender expression. Refer to [Westmont's Policy and Procedures on Unlawful Discrimination, Unlawful Harassment, and Sexual Assault](#) for more information.

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 Policy and Procedures on Nonconsensual Sexual Misconduct.

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 805-565-6273
- Public Safety 805-565-6222
- 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 805-565-6003 or the Santa Barbara Rape Crisis Center. If you are not ready to make an official report, you can talk about your situation without disclosing any identifying information. Sharing information about a sexual assault with any of the following college officials is considered reporting it to the college:

- Resident Directors
- Resident Assistants
- Student Life deans
- Faculty department chairs
- College employee supervisors
- Directors of off campus programs
- Vice Presidents
- The College Title IX officer

While the college does have a responsibility to effectively address all reports of sexual assault, requests of the victim to withhold their identity or not initiate a conduct process will be considered in light of the college's responsibility to provide a safe and non-discriminatory environment for all students.

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 (805-565-6273) or Public Safety

(805-565-6222) can help you. You can also directly contact Cottage Hospital Trauma Center (805-569-7451).

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 jeopardize 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.

Is the college required to report sexual assault allegations to law enforcement?

Set forth below are the instances in which the college must inform external authorities of its receipt of sexual assault reports. For cases in which the complainant consents to be identified or where the college is required to disclose identity, both the complainant and the respondent remain in control of any additional information they wish to provide. While the decision to cooperate in any investigation of a sexual assault is yours, we strongly encourage and will provide support through the campus counseling center for students who seek to do so or who are seeking guidance in making a decision.

Physician Reports

In accordance with state law, when operating within the scope of his or her duties, the college physician must inform law enforcement of contact with any person suffering wounds or injuries reported to be the result of a sexual assault. In these instances the physician must report the name and location of the injured person if known; the character and extent of the injuries; and the identity of the person the injured individual alleges to be responsible for the injury or wound.

Statistical Reporting

In accordance with The Jean Clery Act, the college annually discloses campus crime statistics, including statistics on sexual assaults, to the

United States Department of Education. No identifiable information regarding the complainant or respondent is made available in this report.

Local Law Enforcement Reporting

In accordance with state law, the college must inform law enforcement of its receipt of reports of sexual assault made to campus security authorities (campus security authorities include Public Safety Officers, Resident Directors, and any Student Life Dean). The college will not disclose the identity of the individual's involved unless the complainant consents to the disclosure.

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

Encourage him/her to seek help. You can also consult confidentially with Westmont's 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 may talk confidentially with a counselor through Westmont's Counseling Center or the Santa Barbara Rape Crisis Center.

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

In the state of California, persons under the age of 21 shall not purchase, use, or possess tobacco or tobacco products. Under no circumstances shall any member of the community use or possess tobacco products (including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, hookah pipes, and E-cigarettes) 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 21 or older may not smoke in the vicinity of the college (including the hills behind campus) and are subject to a \$100 fine per incident.

Vandalism, Violence, & Bullying

Subjecting others to physical violence, threatening others with physical violence, and engaging in acts of vandalism or bullying against another person are unacceptable ways to deal with conflict.

Bullying may take place in a variety of hostile acts that are carried out repeatedly over time. The acts often involve a real or perceived imbalance of power, with the more powerful individual or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *psychological* (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation).

It is important to recognize that a single act (e.g. name calling, mocking or harsh words) that causes discomfort to another may not constitute bullying that is subject to the college student conduct process. Nor does being “uncomfortable” automatically translate to being “unsafe” or being “threatened.” Each allegation must be examined with respect to its severity, repetitiveness, and tangible impact on the individual in reaching a determination as to whether the act was in violation of college policy.

Westmont does not tolerate bullying, vandalism, violence or the threat of violence against anyone. Should the behavior be related to a characteristic of a targeted person that is a legally protected status, the person engaging in the behavior also may be violating the college’s Policies and Procedures on Nonconsensual Sexual Misconduct.

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 is driving 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 (regardless of who may have been driving the vehicle). 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. Seniors may purchase full-time parking privileges. Juniors and sophomores will only be allowed to obtain full-time parking privileges on a space-available basis, and such space is very limited. It is a violation of both college policy and County regulations to bring or operate non-permitted vehicles on the 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 (regardless of unit credit status) 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' vehicles parked on campus without permits, and in the vicinity of the college and in the larger Montecito area with or without permits. 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 Montecito area (including the Upper Village and on Coast Village Road) are understandably frustrated when students use residential streets or business parking spaces for a vehicle not permitted to be on campus.

In addition to regular Public Safety enforcement procedures and neighborhood sorties, Westmont identifies non-permitted vehicles in several ways: through a data base; through observations by faculty/staff members; and, if necessary, with the assistance of the Department of Motor 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 has received a citation in error. Submit such appeals to Tom Bauer, Chief 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 an unpermitted 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 or use a ride-sharing service or the campus Zipcar/s 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 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, 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 ROTC Programs

Since the ROTC Army program through UCSB and ROTC 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 ROTC programs have their own transportation, Westmont will loan a college vehicle for the student to drive to the program site. The vehicle internal chargeback costs 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. For a current schedule, please visit [here](#) or check the Westmont App (available for download from the App Store) on your cell phone.

Student/School Holidays: No Transportation

Nov. 21*-24	Thanksgiving
Dec. 15-Jan. 5	Winter Break
March 9-16	Spring Break & Easter Recess
April 21	Easter Sunday

* Regular shuttle service available until 7:30 p.m.

Dial-A-Ride

Dial-A-Ride is a free, reservation-based service for Westmont students, offering transportation to off-campus sites in Santa Barbara and Goleta. Students can schedule rides to and from churches, appointments, internships, jobs, research libraries, the airport, the train station, etc., locations the shuttle doesn't reach.

- Dial-A-Ride hours are: 8:30 a.m. to 11:00 p.m. every day.
- Dial-A-Ride passengers must make reservation requests a minimum of two-hours in advance at westmontcollege.quick-rides.com. Rides are based on a space and time available basis, so the more advance notice you provide, the better the chance of accommodating your request. The driver may combine rides to accommodate passenger requests, so you may be asked to adjust your pickup time.
- ◆ Drivers make every effort to arrive at your location at the requested time. There is just one van and one driver at any time. "On time" is considered 10 minutes before or after the scheduled time. Plan to be ready at your pick-up/drop-off location 5-10 minutes early. Please cancel your request as soon as possible when your plans change. Dial-A-Ride reserves the right to refuse service to those who are repeatedly late or have excessive no-shows or late cancellations.

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.

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 install or use portable air conditioner units (neither window units nor portable units requiring venting through the window) in their residence hall rooms. Students may bring fans to help cool their rooms. Students are also permitted to use small portable evaporative coolers that do not exceed 1.0 amperage. These units are not recommended as they work best in dry/arid conditions. Residents will be responsible for any water damage that results from the use or operation of evaporative coolers.

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. 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 (i.e. Meal Plans)

If you live in a campus residence hall, you must participate in the meal plan (exceptions include residents of Ocean View Apartments and the Global Leadership Center). If you do not live on campus, you may enroll in the meal plan through the Housing Office. You may also purchase discounted Munch Money on your ID card from the cashier 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 should be 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.

Changing Rooms

You should address requests for room changes to your resident director. Changes may be made beginning the third week of each semester, if approved by your resident director. To change rooms between the fall and spring semesters, you must check with the resident director and fill out the online request form (available at the Housing website). Approvals will be communicated in late November or 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 12:00pm (noon) on Saturday, December 15, 2018. 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 12:00pm (noon) on Saturday, December 15, 2018; the spring semester check-out deadline is 12:00pm (noon) on Friday, May 3, 2019. 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 3 you have until 12:00pm (noon) on Sunday, May 5, 2019, 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 12:00pm (noon) on Saturday, December 15, 2018. They will reopen at noon on Saturday, January 5, 2019. 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. 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 website (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. For guests of the opposite sex, residents should ask a friend of that sex to host and register that guest.

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.

Hammocks

It is fairly common for students to enjoy the beautiful campus and nice weather by hanging hammocks around campus. For the safety of our campus community, hammocks must be secured to stable trees only in a way that does not damage the tree, and hung at a height of no more than six (6) feet high at the center point while empty. Additionally, hammocks may not be secured to any man made structure or hung in such a way that would interfere with pedestrian walkways, egress from buildings, impede grounds maintenance, or harm property. The college accepts no responsibility for tree or limb stability or suitability for hanging hammocks nor maintains or designates trees or limbs for this purpose. Consequently, students hammock at their own risk, which includes accepting sole responsibility for determining trees and limbs which are stable and suitable for bearing the occupied weight of hammocks.

Hammocks hung in an area outside of the residential areas must be removed after each use. Hammocks may be left in residential areas provided they adhere to the above guidelines. It is the student's responsibility to use and maintain hammocks in a safe manner per the manufacturer's specifications and any conditions imposed by residence life staff. The student must remove any hammock displaying signs of undue wear and tear. The college reserves the right to remove

hammocks from service for any violation of this policy or any other applicable college policy, rule, or procedure.

In-line Skates, Skateboards, Scooters and Hover Boards

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.

Additionally, due to fire safety concerns regarding reported hover board fires nationwide, the college prohibits the use, possession, or storage of hover boards, electronic skateboards, including self-balancing boards/scooters and similar devices containing lithium ion batteries on campus until safety standards for them have been adequately developed and implemented across all models.

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 rekey 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

See Auxiliary Services for information about the laundry machines in the residence halls.

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, 805-565-6036, 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. 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 or support animal on campus should contact the Office of Disability Services (ODS) at 805-565-6186. 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 residence hall 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 805-565-6222 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 requests 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, or for items you wish to store during the summer. 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 Page Hall. 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 during the afternoon on the day after Commencement.

Telephone Problems

Telecommunications no longer provides phones in residence hall 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 (except for flex-triples in the GLC), 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 dean of students (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 dean of students' receipt of information concerning the student's alleged misconduct.*

At the conclusion of the preliminary review, the dean of students will determine whether enough evidence exists to hold a student conduct meeting. If enough evidence does not exist, then no further student conduct action will be taken. If it is deemed that enough evidence exists, the dean of students will initiate a student conduct proceeding using either the Administrative or Student Conduct Panel 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, stalking, dating or domestic violence, including a complete policy with definitions and an explanation of the procedures that the college will follow in such cases, refer to the College Sexual Assault, Stalking, Dating and Domestic Violence Policy and Procedures.

Upon receipt of a report or complaint whether oral or written of an alleged violation, the dean of students will begin a preliminary investigation and determine if there is enough information to merit a conduct meeting regarding the allegation. As part of the preliminary investigation, the dean of students 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.

The dean of students will also 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 and effective preliminary investigation of the allegation, a determination will be made by the dean of students 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 dean of students 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 by the dean of students (Administrative or Student Conduct Panel). 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 Conduct Panel 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 dean of students (or 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 dean of students (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

Except in student conduct procedures on sexual misconduct (see student handbook p.53-71) 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 dean of students—a faculty or staff member to support them during student conduct proceedings. The individual chosen may not be a student, parent, relative. 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 only 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 Conduct Panel 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 Dean of Students determines the nature and circumstances of the alleged violation do not warrant Student Conduct Panel resolution. The Administrative Meeting is conducted by one or two student life staff members, referred to as “student conduct officers.” If, for some reason, the student responding to the alleged violation does not feel comfortable with the student conduct officers assigned to the administrative resolution, the student may request to the Dean of Students that alternative student conduct officers be assigned to their conduct meeting.

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.

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 Conduct Panel Resolution

The Student Conduct Panel Resolution proceeding is used when the Dean of Students determines that the nature and circumstances of the alleged violation of college policy warrant resolution by a meeting conducted by the Student Conduct Panel.

Student Conduct Panel

The Student Conduct Panel is comprised of a minimum of three student life staff who have been trained to investigate and resolve student conduct cases. One of the panel members will be the staff member who conducted the initial investigation. The Dean of Students serves as the chair of the Student Conduct Panel. The chair's role is to facilitate the Student Conduct Panel proceeding and ensure compliance with the process and procedures outlined below. A staff member from the student life office (who does not serve on the panel) may also be present to take notes during the Student Conduct Panel's meetings with any witnesses.

It is expected that Student Conduct Panel 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 Conduct Panel convened for a particular case. The vice president for student life has the sole discretion to decide whether a Student Conduct Panel 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 Conduct Panel Meeting

Submission of Documentary Information

Prior to any Student Conduct Panel meeting, the complainant and respondent may offer documentary information in support or defense of the complaint. The Student Conduct Panel Chair will inform the complainant and respondent of the deadline for the submission of such information. Information submitted after the deadline will generally not be accepted unless prior permission from the Chair is received. It is within the discretion of the Chair to determine whether extenuating circumstances warrant an exception to the deadline communicated. The Student Conduct Panel Chair will review all information submitted and return all documents that are not relevant or

material to the complaint or that are submitted after the deadline when no exception to timely submission is warranted.

Inspection and Review of Documentary Information

The Student Conduct Panel Chair will assemble for the complainant, respondent and Student Conduct Panel's review, all documentary information related to the allegations. Documentary information will generally consist of, but is not limited to:

- A statement of the specific allegations to be resolved by the Student Conduct Panel.
- A written summary of the investigation conducted.
- All relevant and material statements and documents collected by the investigator.
- All relevant and material statements and documents submitted by the complainant and respondent.

Notification of Student Conduct Panel Meetings

Within seven days of the Student Conduct Panel's review of documentary information, the Student Life office will notify the complainant and the respondent of the time and date of its first witness meeting. Generally the complainant and respondent will receive seventy-two (72) hours advance notice of the scheduled meeting time for their respective meetings with the Student Conduct Panel. While participation in the Student Conduct process is voluntary, students are expected to participate in the student conduct process upon request. 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 Conduct Panel will be scheduled taking into consideration students' regular academic schedules only.

A complainant or respondent who believes a member of the Student Conduct Panel presents a conflict of interest or who in some way is incapable of making an impartial decision in the case before the Student Conduct Panel should report the information to the Dean of Students who will inform the vice president for student life of the potential conflict. The vice president for student life will make the decision as to whether recusal is appropriate.

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 Conduct Panel Meeting

Once convened by the Chair, the Student Conduct Panel may conduct several meetings as part of its proceedings under this policy. In addition to its meetings with the complainant and respondent, the Student Conduct panel may meet with all, some or none of the witnesses identified in the documentary information it receives. The respondent and the complainant will not have the right to directly question one another or any other witnesses (if applicable), but will have the opportunity to confront opposing information (see previous section titled “Confronting Opposing Information”). If a 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 panel may draw negative inferences that may result in sanctions. Student Conduct Panel meetings are closed to all parties except the individual student(s), the Student Conduct Panel members, witnesses and the respective student’s designated adviser. As a general rule, the Student Conduct Panel will meet with the following individuals over the course of one or more days:

1. The Complainant
2. The Respondent
3. Any witnesses requested by the Student Conduct Panel

Prior to the Student Conduct Panel deliberations, the Chair will give members of the panel the opportunity to ask follow up questions of the complainant, the respondent and any witnesses previously met. Therefore, all participants should remain available for recall prior the Student Conduct Panel’s deliberations.

Deliberation

At the conclusion of its meetings, the Student Conduct Panel will deliberate in private, and, weighing all of the available information, the Student Conduct Panel will 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 Student Conduct Panel 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 Conduct Panel 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 panel, the finding is not necessarily based on the accuracy of the charges but rather on the strength of the information available.

Outcome

The chair of the Student Conduct Panel will communicate the finding of the Student Conduct Panel 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

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 more 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.

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 other than reportable Clery Act or Title IX offenses, or the imposition of sanctions involving college suspension or expulsion shall be expunged from the student's confidential record within one year of graduation (or expected graduation date if the student has withdrawn from the college). Student conduct records involving reportable Clery Act or Title IX offenses, and/or the sanction of college suspension are kept for a minimum of seven years from the date sanctions are imposed, and shall be expunged from the student's confidential record prior to the start of the following academic year after having been kept for seven

years. 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 vice president for student life 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 will be reviewed by the vice president for student life (or designee). Any requests for extension must be made in writing to the vice president for student life within the original three day appeal time period. Extensions for appeals are rarely granted, and will only be granted in extremely unusual circumstances. The decision to grant or deny an extension is within the sole discretion of the vice president for student life.

If an appeal is received from either the complainant or the respondent, the Dean of Students 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 Conduct Panel. (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 vice president for student life may choose to set aside sanctions as appropriate.

Preliminary Review of Appeal

The vice president for student life 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: vice president for student life will not review an original decision based on an appeal that fails to meet the criteria outlined above. In such cases, the vice president for student life 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 vice president for student life will grant a review of the original decision.

If the vice president for student life grants a review of the appeal, the vice president for student 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 vice president for student life that he/she wishes to be considered by the vice president for student life.

Appeal Review

The vice president for student life has two options regarding who will make a decision on the appeal:

- The vice president for student life will make a decision on the appeal; or
- The vice president for student life will refer the appeal back to the original decision body (Student Conduct Panel or student conduct officers) for a decision on the appeal. If the vice president for student life refers the appeal to the original decision body for a decision, the vice president for student life 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 vice president for student life. The vice president for student life will communicate to the appealing student whether the vice president for student life 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 vice president for student life) prior to making a decision regarding the appeal.

Appeal Decision

Following a prompt and effective review, the vice president for student life 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

Breakfast Culture Club* (453-5954)

711 Chapala Street

Coffee Bean & Tea Leaf*

1209 Coast Village Road (565-7559)

811-A State Street (966-2442)

3052 De La Vina (569-1809)

Daily Grind* (687-4966)

2001 De La Vina Street

The French Press*

1101 State Street (963-2721)

523 Anacapa Street (962-7733)

Goleta Coffee Company (964-8344)

177 South Turnpike Road

The Good Cup* (963-8699)

1819 Cliff Drive

918 State Street (965-5593)

Handlebar Coffee* (719-201-3931)

128 E Canon Perdido St.

Java Station* (681-0202)

4447 Hollister Ave

Jeannine's Bakery (969-7878)

1253 Coast Village Road (969-0088)

3607 State Street (687-8701)

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

Alpha Thrift Store (964-1123)

700 N Milpas Street

Art Essentials (964-5456)

32 E Victoria Street

(Offers student discounts)

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)

Goodwill Retail Store and Donation Center (805) 899-3807

302 W Carrillo St

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

Tri-County Produce Co. (965-4558)

335 S Milpas St.

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 Micheltoarena Streets

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