



# **The Argo Key**

**The Student Guidebook for Rights and  
Responsibilities at the University of Providence**

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# Introduction to the Argo Key

Your Guide to Rights, Responsibilities, and Community at the University of Providence

Welcome to the University of Providence! As an Argo, you are part of a vibrant, diverse community committed to personal growth, academic excellence, and the shared values that define our campus: Integrity, Dignity, Justice, Compassion, and Excellence. The Argo Key is your essential guide to understanding what it means to be a responsible member of this community, outlining your rights, responsibilities, and the standards we uphold together.

The purpose of the Argo Key is to draw from relevant policy, procedure, and expectation in university manuals to provide you with a clear, accessible summary of the University's Student Code of Conduct and other relevant policies, along with important resources and procedures that support a safe and respectful campus environment. This guide is designed to help you navigate your university experience with confidence and clarity — empowering you to make thoughtful decisions and to seek support when needed.

What is included in the Argo Key?

The Argo Key is structured to cover several key areas crucial to your success and well-being:

- **Student Rights and Responsibilities:** An overview of your fundamental rights as a student, balanced by the responsibilities you share toward your fellow Argos and the broader campus community. This section underscores the University's commitment to fairness, respect, and mutual accountability.
- **Standards of Conduct:** A detailed explanation of behavioral expectations and the principles guiding our community. This includes examples of prohibited conduct and the ethos behind these policies, emphasizing holistic student formation and restorative justice.
- **Conduct Process and Procedures:** Clear guidance on how conduct matters are addressed, including the roles of Residential Life staff, the Student Rights and Responsibilities office, and the Conduct Board. This

section explains what to expect if you are involved in a conduct review and outlines your rights throughout the process.

- **Resources and Support:** Information on campus offices and services designed to support your academic, personal, and social development. The Argo Key encourages you to seek assistance proactively and highlights the collaborative spirit of our campus community.

By signing the Argo Key each academic year, you acknowledge your understanding of these guidelines and your commitment to uphold the values that make the University of Providence a place of learning and belonging. Remember, this document is more than just a code — it is a reflection of our shared mission to cultivate a community where every student can thrive, grow, and contribute meaningfully.

We encourage you to keep this guide accessible, review it regularly, and reach out to Student Rights and Responsibilities or any member of the campus community if you have questions or need clarification. Together, we build a respectful and inclusive environment that honors the dignity of all Argos.

Welcome to your journey — the Argo Key will be your compass.

# University of Providence Mission and Values

At the University of Providence, our mission is the foundation of everything we do. We are dedicated to educating the whole person—mind, body, and spirit—within a supportive and inclusive community that fosters intellectual growth, ethical leadership, and lifelong learning. Rooted in the Catholic tradition and inspired by a commitment to social justice, our University empowers students to become compassionate, thoughtful, and engaged citizens who will contribute meaningfully to their communities and the world.

Our mission challenges us to create a learning environment where diverse perspectives are valued and where students are encouraged to explore their unique gifts and develop their fullest potential. We believe education is not simply about acquiring knowledge but about forming character and nurturing the virtues necessary for living a purposeful and ethical life.

Guiding this mission are five core values that shape our community and guide our daily actions:

- **Integrity:** We uphold honesty, fairness, and accountability in all that we do. Integrity is the cornerstone of trust, enabling us to build a community where everyone feels safe, respected, and empowered.
- **Dignity:** Every person is valued for their inherent worth and uniqueness. We commit to treating all members of our community with respect and compassion, affirming the dignity of every individual regardless of background or circumstance.
- **Justice:** We pursue fairness and equity, actively working to confront injustice and promote inclusion. Our dedication to social justice inspires us to serve others and advocate for positive change both on and off campus.
- **Compassion:** We foster empathy and kindness, encouraging support for one another through understanding and care. Compassion strengthens our community bonds and guides us in responding to the needs of others with generosity and grace.
- **Excellence:** We strive for the highest standards in academic achievement, personal growth, and community engagement. Excellence

drives us to challenge ourselves, seek continual improvement, and make meaningful contributions to society.

Together, these values create a vibrant framework that supports your journey at the University of Providence. As an Argo, you are invited to embody these principles in your studies, relationships, and community involvement. In doing so, you help uphold a culture where learning extends beyond the classroom and where each person's development is nurtured with purpose and care.

Our mission and values are more than words on a page—they are a call to live thoughtfully, act justly, and lead with compassion. We are honored to walk alongside you on this path of discovery and transformation.

# A Guide to Student Rights & Responsibilities at the University of Providence

As a Catholic university founded by the Sisters of Providence, we are called to walk alongside our students in their journey of intellectual, personal, and spiritual formation. The University of Providence is committed to nurturing a deep love of truth, a well-formed conscience, and a life rooted in dignity, compassion, justice, integrity, and excellence.

At the heart of our mission is a belief in the sacred worth of every person and a vision of community that reflects mutual care, accountability, and service to the common good. As a result, the expectations we hold for one another as students, staff, and faculty go beyond simple rule-following — they are grounded in the Catholic ideal of community: one that promotes flourishing, reconciliation, and shared responsibility.

The Argo Key is your guide to understanding the rights and responsibilities you hold as a member of this community. It summarizes key principles and expectations from the full Code of Student Conduct, which remains the formal policy. Students are expected to review and sign the Argo Key each year as part of their commitment to living the values of the University of Providence.

Conduct matters are overseen by the Office of Student Rights and Responsibilities. Our approach centers on restorative practices and holistic student development, with the goal of forming ethical leaders who can contribute faithfully and thoughtfully to their professions, communities, the Church, and the world.

The Argo Key is in effect for all students — undergraduate and graduate, full- or part-time, on- or off-campus. Wherever you go, you represent the values of the University of Providence.

You are responsible for knowing and living by the community standards outlined here. If questions arise, or if you need guidance, support, or clarification, we invite you to contact the Office of Student Rights and Responsibilities.

# Students' Rights and Responsibilities

## *Forming a Community of Character at the University of Providence*

At the University of Providence, we believe that education is not only the pursuit of knowledge but also the formation of character. As a Catholic university committed to whole-person development, we recognize that freedom and responsibility go hand-in-hand. The foundation of our community is built upon shared values—**Integrity, Dignity, Justice, Compassion, and Excellence**—which shape both the rights and the responsibilities of every student.

By living out these values, students help build a campus culture where learning is transformative, relationships are respectful, and every person's humanity is honored. This section outlines the rights you are guaranteed as a member of the University of Providence community and the responsibilities you assume to help that community flourish.

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## Student Rights

As a student at the University of Providence, you are entitled to the following rights. These rights are not privileges; they are rooted in your inherent dignity and are essential to your flourishing as a learner and a person.

### **1. The Right to a Safe and Inclusive Learning Environment**

You have the right to an environment free from discrimination, harassment, violence, and hate. This includes physical and emotional safety in classrooms, residence halls, dining spaces, and all campus activities.

*Example: You should feel safe expressing your thoughts in class discussions without fear of ridicule, and free to walk across campus without experiencing verbal or physical intimidation.*

### **2. The Right to Access Educational and Supportive Resources**

You have the right to access academic advising, mental and physical health services, tutoring, campus ministry, disability accommodations, and other support services essential to your success.

*Example: If you're experiencing a mental health challenge, you have the right to access counseling services in a timely and confidential manner.*

### **3. The Right to Due Process and Fair Treatment**

In all academic and conduct-related matters, you have the right to fair, transparent, and timely processes. This includes the right to know the allegations against you, to present your perspective, and to appeal decisions through appropriate channels.

*Example: If you are accused of violating the Student Code of Conduct, you will receive notice, a hearing, and the opportunity to respond and appeal.*

### **4. The Right to Freedom of Thought, Expression, and Belief**

You are encouraged to express your beliefs, ideas, and values respectfully within our diverse campus. Intellectual and spiritual inquiry are cornerstones of our mission.

*Example: You may organize a student-led dialogue on faith and social justice or respectfully debate differing viewpoints in a philosophy seminar.*

### **5. The Right to Privacy and Confidentiality**

You have the right to confidentiality concerning your student records, conduct proceedings, and health information, within the limits of the law and university policy.

*Example: Your academic performance, conduct files, and personal health records will not be disclosed without your written consent, except where legally required.*

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## **Student Responsibilities**

Your rights are balanced by the responsibility to act in ways that promote the well-being, dignity, and learning of all members of the University community. As an Argo, you are called not only to comply with policies but to embody the virtues that give our community their strength.

### **1. The Responsibility to Respect the Dignity of Others**

You are expected to treat all people—students, faculty, staff, and guests—with respect, compassion, and care, regardless of identity or background.

*Example: You refrain from engaging in discriminatory behavior or offensive language and instead advocate for inclusion and belonging in your residence hall or classroom.*

## **2. The Responsibility to Uphold Academic and Personal Integrity**

You are responsible for completing your own work honestly, citing sources, and upholding ethical standards in all areas of your life.

*Example: You do not plagiarize or cheat on exams, and you tell the truth in student conduct or employment processes.*

## **3. The Responsibility to Know and Follow University Policies**

You are expected to familiarize yourself with the Student Code of Conduct, housing policies, and academic regulations, and to follow them consistently.

*Example: You understand and respect the University's alcohol policy, even if you are over 21, and abide by quiet hours in residence halls.*

## **4. The Responsibility to Contribute to a Healthy and Just Campus Culture**

You are called to support restorative approaches to conflict, contribute to solutions when problems arise, and work for the common good.

*Example: If you witness an incident of harm, you report it and participate in a restorative process when appropriate, aiming to repair relationships and prevent recurrence.*

## **5. The Responsibility to Engage in Community Life**

You are encouraged to actively participate in your education, co-curricular involvement, and service opportunities, offering your talents and presence to the greater whole.

*Example: You attend student organization events, volunteer in the local community, and challenge yourself to grow through cross-cultural and faith-based experiences.*

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Together, these rights and responsibilities form the ethical framework of the Argo community. They invite each student not only to follow rules but to live with intentionality and character—shaping a community where all can thrive. As you learn, grow, and lead at the University of Providence, let this section be a compass, guiding your choices and your contributions.

# Standards of Student Conduct

Being a student at the University of Providence is a profound opportunity — not just to pursue academic goals, but to participate in a learning community rooted in Catholic values and the legacy of the Sisters of Providence. Our Standards of Student Conduct are not simply a list of rules, but a reflection of our deepest commitments: to the inherent dignity of each person, to justice and compassion, to excellence in thought and action, and to the common good.

As Argos, we are called to live lives of integrity — both on and off campus, in person and online. These standards are designed to help shape not only your behavior, but also your character, conscience, and capacity for leadership. Our expectations reflect the belief that student conduct is part of a holistic educational journey — one that includes the development of moral reasoning, social responsibility, and spiritual awareness.

The University of Providence views discipline not primarily as punishment, but as an opportunity for reflection, restoration, and growth. Our conduct process, overseen by the **Office of Student Rights and Responsibilities**, seeks to educate students on the impact of their choices and empower them to live in alignment with their values and the values of our Catholic community.

By affirming the Argo Key each year, you commit yourself to these shared values and expectations. You are not only agreeing to follow University policies — you are joining a mission-driven community that holds itself to a higher standard rooted in faith, love, accountability, and mutual care.

## Scope and Applicability

Unless otherwise noted, these standards apply to:

- **All enrolled students**, including those taking leave, studying abroad, or learning remotely.
- **All student behaviors** from the point of acceptance of admission through graduation, permanent withdrawal, or dismissal.
- **All locations**, including conduct occurring:
  - On UP property
  - At UP-sponsored events (including off-campus or international)

- In virtual spaces (e.g., social media, online classrooms, digital communities)
- Off-campus, when behavior has a significant impact on the UP community.

Students may be held accountable under this Code for behavior occurring outside UP jurisdiction when such behavior:

- Presents a **threat to health, safety, or wellbeing**.
- Harms the **reputation or functioning** of the University
- Negatively impacts **other members of the UP community**.
- Violates the values of our **Catholic mission and institutional identity**.

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## University Authority and Continuing Jurisdiction

The Office of **Student Rights and Responsibilities** has the authority to initiate, investigate, and adjudicate all matters of student conduct.

- A student **may not avoid accountability** by withdrawing or taking a leave of absence after a report has been filed. The University reserves the right to proceed with the conduct process regardless of enrollment status.
- In such cases, an **administrative hold** may be placed on a student's record, delaying graduation, or degree conferral.
- The University reserves the right to address **misconduct that also violates local, state, or federal law** independently from the legal system.
- Students may be subject to both **criminal/civil consequences** and the UP **conduct process** for the same incident. The University's process will generally proceed **regardless of legal proceedings**.
- In cases involving felony charges or convictions, the University may take **summary action**, including temporary or permanent dismissal, with the possibility of reapplication for admission, depending on circumstances.

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## Conduct Expectations and Violations

The behaviors below are considered inconsistent with the values and standards of the University of Providence. Depending on the severity and impact, violations may result in educational interventions, restorative processes, or sanctions up to suspension or expulsion.

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### Dignity, Respect & Community Care

Our community is built on dignity, compassion, and respect. Students are expected to treat all members of the University and surrounding communities with civility and care. Abusive, harassing, or threatening behavior undermines this foundation and will not be tolerated.

Prohibited behaviors include:

- Verbal or written abuse, slurs, name-calling, or personal attacks
- Persistent unwanted contact, including via social media or electronic means
- Threatening statements or behavior that causes another person to fear for their safety
- Retaliation against someone for reporting misconduct or participating in an investigation
- Harassment based on identity, including race, religion, gender, sexuality, disability, or national origin

These actions may be addressed through restorative dialogue, behavior contracts, education, or conduct hearings, depending on the impact. In cases where safety is at risk, interim or permanent separation from the University may be imposed.

Violations include:

- **Abusive, harassing, or threatening behavior**, including unwelcome communication, intimidation, or emotional harm

Respect for the dignity of every person is central to the University of Providence's Catholic mission. Any behavior that demeans,

threatens, or emotionally harms another person violates our core values.

This includes:

- Repeated yelling, name-calling, or degrading language
- Threatening messages, gestures, or confrontations
- Unwelcome communication that causes fear, distress, or emotional harm
- Targeting others based on their background, beliefs, or identity

These actions may be handled through a restorative process, but serious or repeat behaviors may lead to housing restrictions, no-contact orders, or suspension. The goal is both accountability and healing.

- **Bullying or cyberbullying** that targets, intimidates, or damages another student's wellbeing

The University prohibits all forms of bullying—both in-person and online. Students are entitled to a learning environment free from aggression, manipulation, or humiliation.

Examples include:

- Targeted, repeated insults or exclusion
- Spreading harmful rumors
- Public shaming or harassment through social media, texts, or emails
- Online impersonation or digital stalking

Even when framed as a “joke,” such behaviors have serious emotional consequences. Students who engage in bullying may be referred for educational reflection, restorative practices, or formal conduct proceedings depending on the harm caused.

- **Discrimination or retaliation** based on race, religion, sex, gender identity, disability, or other protected categories

We are all made in the image of God. Discrimination undermines this truth and violates both civil law and our faith tradition.

Violations include:

- Treating someone unfairly because of race, gender identity, sexuality, religion, or disability
- Using slurs or exclusionary behavior against a protected group
- Retaliating against someone who reports a violation or supports someone who does

All reports are taken seriously. The University responds with protective measures for affected individuals and holds students accountable through the conduct process, with outcomes ranging from education to separation.

- **Sexual misconduct**, including harassment, exploitation, or non-consensual acts

Sexual misconduct is a serious violation of personal dignity, consent, and campus safety. The University of Providence is committed to preventing and addressing all forms of sexual violence, harassment, and exploitation.

This includes:

- Sexual contact or intercourse without clear, voluntary, ongoing consent
- Pressuring someone into sexual acts through coercion or intoxication
- Sharing intimate images without consent
- Unwanted sexualized remarks, jokes, or messages

These matters are handled under Title IX and may include interim measures for safety. All parties have the right to support, a fair process, and restorative or disciplinary resolution based on severity.

- **Stalking**, including repeated unwanted contact causing fear or distress

Stalking is defined as a pattern of unwanted attention that causes someone to feel fearful, threatened, or emotionally unsafe. It may happen in person, online, or through third parties.

Examples include:

- Repeated texts, calls, or DMs after being asked to stop
- Following or monitoring someone's location
- Showing up uninvited to classes, workplaces, or events
- Collecting or sharing private information without consent

UP treats stalking with urgency. Safety planning and no-contact directives may be implemented immediately. Conduct outcomes may include behavioral assessments, educational interventions, or separation from campus.

- **Hazing**, whether overt or subtle, as a condition of membership in any group or activity

Hazing violates student dignity, creates risk of harm, and is inconsistent with our mission of forming servant-leaders. It is prohibited regardless of intent, consent, or tradition.

Hazing includes:

- Physical endurance or humiliation challenges
- Coerced alcohol consumption or food intake
- Sleep deprivation, forced silence, or secrecy
- Performing humiliating acts in public or online
- Any required act of submission to gain group acceptance

Participation, planning, or failure to intervene in hazing may result in disciplinary action, including organizational sanctions, probation, or expulsion.

- **Failure to intervene** in or report known instances of harm, hazing, or harassment

As Argos, we have a shared responsibility to care for one another. Failing to intervene in, prevent, or report serious misconduct contributes to a culture of harm and silence.

Examples of failure to act include:

- Witnessing hazing or harassment and doing nothing
- Being present during an assault or verbal attack without getting help
- Covering up or ignoring violations to protect a peer or organization

The University encourages active bystander behavior. Educational responses may be used to address bystander inaction, but in serious cases, failing to act may result in sanctions.

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## Safety, Wellbeing, and Personal Responsibility

- **Violence or threats** of violence toward others

Any act of violence or the credible threat of violence is a direct violation of University of Providence community standards. The University maintains a zero-tolerance policy for physical aggression, intimidation, or behavior that causes others to fear for their safety.

Examples include:

- Physical assault or attempted assault
- Threats to cause harm through words, gestures, or weapons
- Provoking or encouraging fights
- Throwing objects or damaging property in anger

These behaviors are considered serious offenses. Interim safety measures (such as no-contact directives or removal from housing) may be enacted immediately. Depending on the case, sanctions may include suspension, expulsion, or a restorative agreement focused on personal accountability and community healing.

- **Endangering behavior** that creates a risk to self or others

Endangering behavior is any action that creates a substantial risk of harm, either to the student engaging in it or to others in the University community. While not always intentionally harmful, such conduct often leads to significant physical, emotional, or community disruption.

Examples include:

- Reckless driving on or near campus
- Participating in or initiating dangerous physical stunts
- Encouraging self-harm or unsafe activities in others
- Intentionally ignoring medical advice or emergency protocols

The University responds with both care and responsibility, often combining conduct procedures with wellness referrals, behavioral assessments, or collaborative safety planning. Students may face sanctions and be required to complete educational or restorative assignments.

- **Possession of weapons** (including firearms, blades over 4", and imitation weapons) or explosives on campus

To maintain a safe and secure campus environment, the University of Providence strictly prohibits the possession, storage, or use of weapons or explosive materials, regardless of intent.

This includes:

- Firearms, whether functional or not
- Knives with blades exceeding 4 inches (except for culinary or academic purposes)
- Ammunition, fireworks, chemical explosives, or dangerous projectiles
- Imitation or replica weapons that may reasonably be perceived as real

Even if legally owned off-campus, weapons are not allowed in University buildings, residence halls, or vehicles parked on campus.

Violations may result in confiscation, disciplinary referral, and immediate removal from campus pending review.

- **Tampering with safety systems**, including fire alarms, extinguishers, smoke detectors, or emergency exits

The integrity of campus safety systems is critical to protecting life and property. Tampering with fire alarms, extinguishers, emergency signage, or other equipment is dangerous and strictly prohibited.

Violations include:

- Pulling a false fire alarm
- Disabling smoke detectors in residence hall rooms
- Removing or misusing fire extinguishers
- Blocking emergency exits or tampering with exit signage
- Interfering with AEDs or emergency call boxes

These behaviors not only endanger the lives of others but also violate state fire codes. Students may be subject to legal penalties in addition to University sanctions. Restitution and educational consequences are typically required.

- **Creating unsafe conditions**, including pranks that risk health or safety

Jokes and pranks that endanger safety, violate personal boundaries, or cause property damage are not consistent with the values of the University of Providence. What may seem humorous to some can have serious emotional, physical, or legal consequences.

Examples include:

- Tampering with locks or furniture to trap or trick others
- Setting up trip hazards or blocking doorways
- Faking emergencies or impersonating safety personnel
- Engaging in practical jokes that cause distress, panic, or embarrassment

Even unintentional harm caused through such behaviors may result in conduct proceedings. The University encourages students to consider the impact of their actions and, when appropriate, engage in restorative practices to repair harm.

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## Alcohol and Other Drugs

### **Alcohol:**

The University of Providence expects students to make responsible decisions regarding alcohol in alignment with both the law and the values of our Catholic community. Students under the age of 21 may not possess, consume, or be under the influence of alcohol at any time. Students over the age of 21 may not use alcohol on campus except in settings or events officially designated by the University.

Violations include, but are not limited to:

- Underage possession or consumption of alcohol
- Intoxication that results in medical risk, disruptive behavior, or community harm
- Hosting or facilitating gatherings where underage drinking occurs
- Possession or display of alcohol-related paraphernalia in University housing
- Public intoxication on or near campus property
- Driving under the influence (see below)

The University responds to violations through an educational, restorative lens. Depending on the severity and frequency of the behavior, sanctions may include alcohol education, reflection assignments, wellness assessments, parental notification (when applicable), probation, removal from housing, or suspension.

### **Illicit Drugs:**

The University of Providence prohibits the use, possession, or distribution of illegal drugs and the misuse of prescription or over-the-counter medications. These

behaviors jeopardize student health, public safety, and the integrity of our learning environment.

Violations include:

- Possession, use, or sale of illegal substances
- Use of marijuana or cannabis-derived products (including THC vapes) regardless of state law, on University property or at University sponsored events
- Misuse of medication not prescribed to the student (e.g., stimulants, opioids, sedatives)
- Providing controlled substances to others
- Drug paraphernalia possession (e.g., pipes, grinders, syringes)
- Driving under the influence of drugs or alcohol

The University responds with compassion and a commitment to student wellbeing. First-time or minor violations may lead to educational sanctions, reflection assignments, or referrals to counseling. Severe or repeat violations, especially involving distribution, may lead to long-term probation, loss of housing, or separation from the University.

Other policy violations include:

- **Use, possession, or distribution of alcohol**, except as permitted under specific University policies (e.g., registered events, age 21+)

The possession or consumption of alcohol is prohibited for students under the age of 21, in accordance with Montana state law. For students who are 21 or older, alcohol use is only permitted under specific conditions approved by the University — such as registered events or designated off-campus settings.

Violations include:

- Underage drinking
- Possession of alcohol in residence halls (regardless of age, unless specifically authorized)
- Distribution of alcohol to minors

- Possession of open containers in non-permitted areas

First-time violations are typically addressed through education and reflection. Repeat or serious cases may involve probation, parental notification, or loss of housing privileges.

- **Public intoxication**, alcohol abuse, or hosting gatherings with underage drinking

The University expects students to exercise maturity and accountability in their choices around alcohol. Intoxication that disrupts the community, results in medical risk, or impairs one's behavior is a violation of student conduct standards — even if the student is 21 or older.

Examples include:

- Being visibly intoxicated in public or on campus
- Causing harm to others or property while under the influence
- Hosting gatherings (on or off campus) where underage drinking occurs
- Creating an unsafe or disorderly environment due to alcohol use

These violations may result in conduct board referral, probation, educational programs, or loss of campus privileges.

- **Use, possession, or distribution of illegal drugs** or controlled substances

The use, possession, or distribution of illegal drugs is prohibited by the University of Providence. This policy applies on and off campus and extends to all forms of substances.

Violations include:

- Possessing or using controlled substances without a prescription
- Selling or distributing drugs to others
- Possession of drug paraphernalia (e.g., pipes, grinders, scales)

- Hosting gatherings involving drug use

Sanctions may include counseling referrals, behavioral contracts, probation, or dismissal depending on the severity of the case.

- **Misuse of prescription medications**

Students are expected to use medications responsibly and only as prescribed. Misuse of prescription or over-the-counter drugs — whether to enhance performance, alter mood, or share with others — can pose serious health and conduct risks.

Violations include:

- Taking prescription drugs not prescribed to you
- Sharing or selling your own prescribed medications
- Using stimulants, sedatives, or opioids inappropriately
- Mixing medications with alcohol or other substances

UP views misuse as both a conduct issue and a health concern. Students may be referred for medical assessments, education, or conduct sanctions.

- **Drug or alcohol overdose** events not reported to authorities or medical staff

The University's first priority in any alcohol or drug-related emergency is the health and safety of all students. Failing to seek help for a peer in crisis — or actively concealing a life-threatening overdose — is considered a serious breach of community care.

Examples include:

- Ignoring or downplaying a peer's medical distress
- Preventing others from calling for help
- Leaving an intoxicated person alone without assistance
- Not reporting an overdose out of fear of consequences

In many cases, students who seek help for themselves or others may be eligible for **Medical Amnesty** (limited conduct consequences) to encourage proactive action.

- **Driving under the influence** of alcohol or drugs

Operating a vehicle while impaired by alcohol or drugs poses an extreme risk to self and others. DUI offenses, whether on or off campus, are considered grave violations of the University's safety and legal expectations.

Violations include:

- Driving while intoxicated above the legal limit
- Operating a vehicle after drug use
- Being a repeat passenger in a vehicle with an impaired driver
- Using University vehicles while impaired

All DUI incidents are subject to conduct proceedings, regardless of legal outcomes. Depending on circumstances, sanctions may include probation, suspension, mandatory treatment, or permanent dismissal.

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## Honesty, Integrity, and Ethical Conduct

- **Academic dishonesty**, including cheating or plagiarism (governed by the Academic Integrity Policy)

Academic honesty is foundational to the pursuit of truth and intellectual integrity — a core value at the University of Providence. Academic dishonesty includes any attempt to gain unfair academic advantage through deception or misrepresentation.

Violations include:

- Copying answers during tests or assignments
- Using unauthorized materials or technology
- Submitting another's work as your own (plagiarism)

- Falsifying data, citations, or research
- Having someone else complete work on your behalf

All cases are addressed under the **Academic Integrity Policy** and may result in sanctions such as failure on the assignment, failure in the course, academic probation, or additional conduct action. Educational remediation may also be required.

- **Forgery**, falsification, or misuse of University documents or credentials

The University expects students to uphold the highest standards of honesty and authenticity. Forging, altering, or misusing any official document or record undermines institutional trust and may result in serious disciplinary action.

Violations include:

- Falsifying academic transcripts or grade reports
- Altering doctor's notes or official letters
- Forging signatures on University forms or housing documents
- Misusing UP IDs, parking permits, or access credentials

Such actions may result in probation, suspension, or referral to law enforcement depending on severity. Restorative dialogue and integrity education may also be required.

- **Misrepresentation** of self or others, including impersonation of University personnel

Integrity includes being truthful about your identity, affiliations, and intentions. Misrepresenting yourself — or impersonating another — is a violation of ethical conduct and, in some cases, a safety risk.

Examples include:

- Impersonating a University staff or faculty member
- Providing false information to officials or during a conduct investigation
- Claiming roles, honors, or qualifications you have not earned

- Logging into someone else's social media account, university accounts, personal device, or email without permission

Students may be held accountable through conduct sanctions, educational tasks, or loss of access to systems, events, or privileges.

- **Theft or possession of stolen property**

Stealing — whether from individuals, departments, or external vendors — violates the trust, dignity, and justice that guides our campus community. Equally serious is the knowing possession or use of stolen goods.

Examples include:

- Taking another student's belongings
- Shoplifting from local businesses while representing the University
- Theft of campus equipment, furniture, or supplies
- Possession of lost or stolen items without attempting return

Depending on the situation, students may face restitution requirements, community service, probation, or separation from the University. Law enforcement may also be contacted.

- **Vandalism or intentional damage** to personal or University property

Respect for shared spaces is a hallmark of community life.

Vandalism — intentional or reckless damage to University or personal property — disrupts learning, burdens others, and violates the principle of stewardship.

Examples include:

- Damaging residence hall walls, doors, or furniture
- Defacing signs, whiteboards, or bulletin boards
- Breaking windows or fixtures
- Graffiti or destruction of outdoor spaces or landscaping

In most cases, students will be held responsible for repair costs (restitution). Educational sanctions or conduct status changes may also apply. Repeated offenses or large-scale damage may result in removal from housing or suspension.

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## Community Standards and Conduct in Shared Spaces

The effectiveness of a learning community relies on a shared respect for roles, responsibilities, and the rule of law. Students are expected to comply with University officials' instructions and avoid actions that substantially disrupt campus operations.

Prohibited actions include:

- Refusing to provide identification to Campus Safety or Residential Life
- Ignoring directives to evacuate during emergencies
- Interrupting classes, public events, or University functions
- Encouraging others to violate policies
- Failing to complete assigned conduct sanctions or educational tasks

Disruptive or defiant conduct may interfere with the rights of others and the orderly functioning of campus life. Depending on severity, students may receive warnings, probation, or referrals to the Conduct Board. Patterns of noncompliance may result in progressive sanctions or interim measures to restore safety and order.

Other violations include:

- **Disruption of University operations**, including instruction, housing, or public events

Students are expected to respect the academic, residential, spiritual, and social mission of the University of Providence.

Disrupting any part of University operations interferes with learning, safety, or the smooth functioning of campus life.

Examples include:

- Interrupting classes, events, Mass, or administrative functions

- Blocking access to buildings or offices
- Participating in protests or demonstrations without approval
- Refusing to comply with directives from faculty, staff, or Campus Safety

Depending on the context, students may be asked to leave an event, complete restorative assignments, or attend conduct hearings.

- **Disregard for housing policies**, including unauthorized guests, misuse of common spaces, or vandalism

Residence life at UP is designed to foster dignity, respect, and community living. Violations of housing policy may disrupt this environment and impact others' safety and comfort.

Examples include:

- Bringing in overnight guests without prior approval
- Misusing lounges, kitchens, or communal areas
- Damaging furniture, walls, or appliances
- Violating fire safety policies (e.g., candles, extension cords)

Residence Life staff typically handle these violations with educational conversations, fines, or community service. Serious or repeat issues may result in probation or housing reassignment.

- **Violation of health and safety protocols**, including during emergencies or evacuations

Students must follow health and safety protocols intended to protect themselves and others, especially during emergencies. Ignoring such expectations undermines public welfare and campus trust.

Examples include:

- Failing to evacuate during fire drills or alarms

- Tampering with personal protective equipment, sanitation stations, or health signage
- Failure to comply during lockdowns or alerts
- Ignoring quarantine or illness protocols

Violations may be addressed with reflection assignments, restorative conferences, or disciplinary action if others are placed at risk.

- **Unauthorized access** to University buildings or restricted areas

Access to University buildings, facilities, and rooms is a privilege, not a right. Entering or remaining in spaces without permission violates safety protocols and community norms.

Examples include:

- Using another student's ID to enter restricted spaces
- Entering locked classrooms, labs, or staff offices
- Climbing through windows or forcing open locked doors
- Remaining in buildings after hours without authorization

Students who violate access expectations may lose certain privileges or face sanctions depending on the severity of the intrusion.

- **Irresponsibility for guests** — students are accountable for their visitors' behavior

Students are responsible for ensuring their guests understand and follow University expectations. Guests' behavior is a direct reflection of their host's respect for the community.

Examples of guest-related violations:

- A guest violating alcohol or drug policies
- Disruptive noise or damage caused by a visitor
- Allowing guests into unauthorized areas or after visiting hours
- Refusing to accompany or monitor one's guest

Misconduct by guests may result in educational interventions for the host, restricted guest privileges, or housing probation.

- **Violation of campus visitation or quiet hours**, including in residential facilities

Quiet and visitation hours exist to promote rest, study, and mutual respect within the residential community. Ignoring these guidelines compromises others' ability to thrive in shared spaces.

Examples include:

- Loud music, shouting, or disruptive behavior during quiet hours
- Hosting guests past approved visitation times
- Using shared spaces for private gatherings after hours
- Holding group meetings or rehearsals in residence halls late at night

Consequences may include warnings, fines, community service, or temporary loss of hosting privileges.

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## Miscellaneous Policy Infractions

- **Election Tampering**

We believe in fair and honest representation in student leadership. Integrity in elections is essential for building trust in student organizations and governance.

Violations include:

- Tampering with ballots, votes, or election systems
- Misusing one's position to influence outcomes unfairly
- Falsely campaigning on behalf of others or spreading misinformation

All students participating in leadership roles or elections are expected to uphold democratic values and ethical conduct. Tampering with elections—whether through coercion,

manipulation, or dishonesty—undermines the legitimacy of student voices. The University will investigate such incidents thoroughly and may refer them to the Student Rights and Responsibilities Office or, when appropriate, to Student Government for resolution. Sanctions may include removal from office, disbandment of involved organizations, or suspension of leadership privileges.

- **Rioting or Group Violence**

As a community of peace and mutual care, we reject all forms of mass violence or collective unrest that endangers others.

Violations include:

- Participating in or inciting large-scale fights, brawls, or riots
- Encouraging destruction of property or harm to others during unrest
- Organizing unregistered events that result in danger or disorder

Group unrest poses significant risks to health, safety, and the well-being of the University community. While students are encouraged to express disagreement and participate in peaceful protest, actions that escalate to violence, destruction, or large-scale disruption violate both civil law and campus policy. In such cases, students may face temporary removal from campus, referral to law enforcement, or suspension, depending on the severity of the behavior.

- **Unauthorized Use of University Logos or Marks**

Our brand represents our shared mission and Catholic identity. Misusing official symbols can cause confusion and misrepresent the University.

Violations include:

- Using the UP logo or seal without approval
- Creating unofficial merchandise or materials with University imagery
- Misrepresenting an outside group as UP-sponsored

The University of Providence maintains clear branding standards to protect its mission, identity, and reputation. Any reproduction of University logos, names, symbols, or design marks must be approved by the Office of Communications and Marketing. Unauthorized use may result in legal liability, cease-and-desist action, and conduct sanctions, especially when misuse implies false endorsement or sponsorship.

- **Gambling**

The University of Providence complies with state law and maintains a learning environment free from exploitative practices.

Violations include:

- Betting money or valuables on games of chance
- Hosting poker nights or sports pools for cash
- Participating in unregulated raffles or lotteries

Gambling undermines financial well-being and can introduce risk behaviors into the campus community. With the exception of sanctioned fundraising raffles approved by Student Engagement, all forms of gambling are prohibited. Repeated or high-stakes gambling may result in loss of student organization privileges, restitution, or further disciplinary action.

- **Ineligible Group Affiliation**

Belonging to campus groups is a privilege built on trust and transparency. Students must meet eligibility requirements before joining any official organization.

Violations include:

- Participating in pledging without meeting GPA or conduct standards
- Being knowingly accepted into a group without approval from appropriate university authorities
- Affiliation with an unrecognized or banned student group

Student organizations must follow University guidelines for membership, including academic standing, behavioral eligibility,

and inclusivity. Students who circumvent these requirements—by secretly pledging, operating underground groups, or knowingly joining suspended organizations—may face loss of recognition, denial of funding, or individual disciplinary consequences.

- **Unauthorized Use or Possession of Animals**

We aim to maintain a safe and healthy campus for all. Animals are only permitted when legally authorized or pre-approved.

Violations include:

- Keeping pets in residence halls without permission
- Failing to register emotional support animals with Accessibility Services
- Bringing animals into academic buildings without approval

Animals on campus must comply with University housing agreements, ADA accommodations, and health regulations.

Service animals are always welcome in compliance with law, but all other animals—especially those in residence halls—require prior approval. Unauthorized animals may be removed, and students may face fines, conduct hearings, or disciplinary sanctions.

- **Public Exposure or Lewd Conduct**

Respect for oneself and others is foundational to our Catholic identity. Public exposure compromises this dignity and may cause harm to others.

Violations include:

- Public urination, defecation, or nude exposure
- Engaging in sexual acts in public or semi-public settings
- Streaking or indecent displays at events

Lewd behavior erodes the sense of respect, comfort, and safety that students deserve in shared spaces. Even when intended as jokes or pranks, such actions can cause psychological harm or violate local laws. Students found responsible for public exposure may face removal from residence halls or other corrective measures.

- **Financial Responsibilities**

Trust and accountability are core to our community. Students are expected to meet their financial obligations to the University and its agents.

Violations include:

- Failing to pay tuition, housing, or meal plan balances
- Writing knowingly invalid checks or withholding funds
- Abusing institutional or departmental purchasing privileges

Students who fall behind on financial responsibilities may face academic holds, blocked registration, or exclusion from graduation activities. If misconduct is intentional or fraudulent, it may also result in disciplinary action. Students facing hardship are encouraged to proactively contact Student Accounts or Financial Aid for support.

- **Failure to Comply with Other University Policies**

Students are responsible for knowing and following all University policies—not just those listed in the Argo Key.

Violations include:

- Breaking parking, technology, or housing rules
- Misuse of drones, failure to follow FERPA, or ignoring smoking regulations
- Disregarding policy guidance from official sources (catalog, IT, Campus Safety, etc.)

This clause affirms that University policies across departments carry the same authority and expectation of compliance. Students are expected to familiarize themselves with relevant policies—found in the Student Handbook, Residence Life Agreement, and Catalog—and to seek clarification when needed. Repeated or significant violations may lead to progressive discipline.

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## Restorative and Educational Focus

When a violation occurs, the University responds with a process grounded in:

- **Student rights:** including due process, fair notice, and the opportunity to be heard
- **Personal responsibility:** students are accountable for the consequences of their actions
- **Community restoration:** focus on repairing harm, rebuilding trust, and learning from mistakes
- **Holistic formation:** prioritizing moral growth, emotional maturity, and leadership development

# Student Conduct Process at the University of Providence

The conduct process at UP is designed to help students grow and develop through moments of challenge or misjudgment. Rooted in our Catholic values and the principles of whole-person formation, this process balances accountability with compassion, education with justice, and rights with responsibilities.

Below is a detailed outline of how the conduct process works from beginning to end:

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## 1. Incident Reported

Anyone—student, faculty, staff, or community member—may report behavior that appears to violate University policies or values. Reports are typically submitted through a formal online form or by emailing the Office of Student Rights and Responsibilities.

### **Why this matters:**

This step ensures all members of the community are empowered to speak up when harm, risk, or a policy violation occurs. Reports help the University address behavior early and fairly.

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## 2. Preliminary Review

Once received, the Office of Student Rights and Responsibilities (SRR) conducts an initial review of the report to determine:

- If the behavior described may be a conduct violation
- Whether there is enough information to move forward
- If the case should be handled informally or formally

**If the report has no merit**, it may be dismissed or addressed through supportive conversations.

**If the report has merit**, the process moves into the formal conduct pathway.

### **Why this matters:**

This review protects students from unfounded claims and ensures that any further steps are appropriate and fair.

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## **3. Determination: Title IX or General Conduct**

Some reports involve allegations of sexual misconduct, discrimination, or harassment based on protected identity categories. These cases are assessed under **Title IX federal guidelines** and follow a separate investigation and hearing process.

All other behavioral concerns (e.g., alcohol, dishonesty, vandalism, disruption, safety violations) follow the general conduct process outlined here.

### **Why this matters:**

Title IX cases require special handling due to their sensitive nature and federal oversight. This ensures compliance and respect for all parties involved.

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## **4. Resolution Path Chosen**

After the initial review, the case may proceed through one of two options:

- **Informal Resolution:**

A restorative meeting or mediated conversation where all parties agree to resolve the issue without a formal conduct record. Used when responsibility is acknowledged and harm can be repaired collaboratively.

- **Formal Resolution:**

A structured process including investigation, a hearing, and possible sanctions. Used when the violation is serious, contested, repeated, or cannot be resolved informally.

### **Why this matters:**

Not all harm requires a punitive approach. Informal resolution honors agency, dialogue, and growth when appropriate, while formal processes protect fairness and accountability.

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## 5. Investigation (if needed)

For formal cases, an investigation may be conducted to gather information from involved parties and witnesses. This includes:

- Interviews
- Reviewing evidence (photos, texts, emails, security footage)
- Assessing relevant context

If a policy violation seems likely, the student receives a **Letter of Charge** outlining the alleged conduct issues and the next steps.

### **Why this matters:**

An impartial and thorough investigation ensures decisions are based on facts and student voices are heard.

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## 6. Hearing Type Assigned

The conduct process at UP is designed to be proportional. Based on the **severity of the alleged behavior**, the case is assigned to one of two types of hearings:

- **Individual Hearing (Administrative):**  
For first-time or lower-level violations. Led by a **Residential Life staff member**, these are one-on-one conversations focused on reflection, understanding, and personal responsibility.
- **Conduct Board Hearing:**  
For upper-level, repeat, or high-impact violations. Facilitated by the **Director of Student Engagement and Commuter Services**, this board includes trained faculty and staff. It provides a formal, balanced setting for case review and decision-making.

### **Why this matters:**

The structure ensures that small mistakes are handled restoratively while serious matters receive careful, community-based attention.

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## 7. Conduct Hearing

The student is invited to a hearing where they can:

- Share their perspective and context
- Ask questions about the report or policy
- Present relevant evidence or statements
- Be accompanied by a support person if desired
  - A support person is any one person chosen by a Respondent, Complainant or Witness to accompany them at any meeting or interview throughout the student conduct process. A Support Person serves at the Student's own expense, if any, and may include, for example, a friend, faculty member, advisor or parent. The Support Person's role is to provide support, advice or assistance to the person requesting their presence. A Support Person may not act as an agent of the student. A Support Person is not permitted to actively participate in any part of the procedure and may not serve as a fact Witness or a party in the proceedings. Therefore, if the individual personally witnessed the events at issue or has other first-hand information relevant to the factual circumstances, they may not serve as a Support Person.

The hearing officer or board considers all information before making a decision:

- **Not in Violation:** The case is closed.
- **In Violation:** The case moves to sanctioning.

### **Why this matters:**

This is the heart of the conduct process — a space where students are heard, treated fairly, and offered a chance to grow from the experience.

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## 8. Conduct Outcomes and Sanctions

The University of Providence views student accountability as an opportunity for holistic formation. When a student is found responsible for violating University policy, conduct outcomes are issued to promote responsibility, restore

community trust, and foster personal growth. Sanctions may be educational, protective, or disciplinary, and more than one may apply based on the nature of the violation.

Sanctions are determined in light of the severity of the behavior, prior conduct history, impact on the community, and a student's willingness to engage in restorative or corrective measures.

## Educational and Developmental Sanctions

- **Warning:** A written notice that a policy was violated. Future violations will result in more serious outcomes.
- **Restitution:** Repayment for damages, cleanup costs, or lost property, including for spaces returned in poor condition.
- **Fines:** Monetary charges may be assessed, based on the nature of the offense and student responsibility.
- **Community Service:** A specific number of service hours performed under supervision. May include reflective writing or learning outcomes.
- **Behavioral Requirement:** May include counseling referrals, apology letters, academic skill-building, or similar restorative tasks.
- **Educational Programming:** Completion of educational workshops, presentations, or modules related to the violation (e.g., alcohol safety, ethics).
- **Confiscation of Prohibited Property:** Items that violate campus policy may be confiscated and may or may not be returned at the discretion of Student Rights and Responsibilities.

## Loss of Privileges and Access

- **Loss of Privileges:** Temporary loss of campus access or services (e.g., event attendance, room reservations, building use).
- **Restriction of Visitation:** Limits placed on a student's ability to visit other residence halls or specific locations on campus.
- **Eligibility Restrictions:** Limits on participation in leadership roles, athletics, student employment, conferences, or official University representation.

## Housing Sanctions

- **Housing Probation:** A student remains in housing under probationary status, with further violations potentially resulting in removal.
- **Housing Reassignment:** Student is moved to another room, floor, or residence hall based on the situation and available spaces.
- **Housing Suspension:** Temporary removal from University housing. A reapplication process may be required to return.
- **Housing Expulsion:** Permanent removal from all campus housing. May include a no-trespass order.

## University Standing

- **University Probation (Non-Academic):** A student is placed on probationary status, and future violations may lead to suspension or expulsion.
- **University Suspension (Non-Academic):** Temporary separation from the University. Students must vacate campus and may return only if specific conditions are met.
- **University Expulsion (Non-Academic):** Permanent dismissal from the University. The student may not return or participate in UP-sponsored events.

## Organizational Sanctions

- **Group Accountability:** Clubs or organizations found responsible for violations may face any of the above sanctions as well as:
  - Loss of recognition or privileges
  - Temporary or permanent deactivation

Each group member may also be individually sanctioned depending on their involvement.

## Parental Notification

The University may notify the parents or guardians of dependent students in connection with alcohol or drug violations. For students under age 21, notification may occur at the discretion of the University. Notifications will always

be handled with care and in accordance with FERPA regulations or with student consent.

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## 9. Appeals Process

Students have the right to appeal a conduct decision on the following grounds:

- A procedural error significantly impacted the outcome
- New evidence has become available
- The sanction imposed is grossly disproportionate to the violation

Appeals are reviewed by the **Conduct Board** (if not previously involved) or a designated appeals panel. Their decision is final.

### **Why this matters:**

Appeals ensure fairness, transparency, and trust in the process — especially when serious consequences are involved.

# Student Rights and Responsibilities in the Conduct Process

At the University of Providence, every student is treated with dignity, fairness, and respect throughout the conduct process. This process is not only about addressing violations — it is also an opportunity for learning, formation, and renewal. Below are your rights and responsibilities when participating in the conduct process.

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## Student Rights

As a student involved in a conduct case, you have the right to:

- **Be Treated with Dignity**

You will be treated respectfully by all University officials regardless of the nature of the allegations.

- **Receive Written Notice**

You have the right to know the alleged violations, the conduct policies involved, and the next steps in the process.

- **Be Heard**

You have the opportunity to share your perspective, provide context, and offer relevant information at a hearing.

- **Have Support**

You may bring a support person (e.g., friend, family member, advisor) to any conduct meeting or hearing.

- **Access Information**

You may review evidence or documentation related to the case before a formal hearing.

- **Request a Fair Hearing**

You have the right to a timely, unbiased, and thorough process led by trained staff or the Conduct Board.

- **Appeal the Outcome**

You may request an appeal based on specific criteria (e.g., new evidence, procedural error, or excessive sanctions).

- **Maintain Privacy**

Your conduct records are kept confidential, shared only with individuals who have a legitimate educational interest, in accordance with FERPA.

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## Student Responsibilities

With these rights come responsibilities. You are expected to:

- **Engage Honestly**

Provide truthful, complete, and respectful communication throughout the process.

- **Attend Meetings Promptly**

Respond to communications and participate in scheduled conduct meetings or hearings in a timely manner.

- **Understand the Policies**

Familiarize yourself with the University's Student Code of Conduct and the Argo Key to know your obligations and expectations.

- **Follow Interim Measures**

If temporary safety or no-contact measures are issued, you must comply fully while the case is pending.

- **Complete Sanctions**

If found responsible, you are expected to fulfill all assigned outcomes by their deadlines.

- **Uphold Community Standards**

Your conduct should reflect the University's values of justice, compassion, integrity, dignity, and excellence — even in challenging moments.

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## A Restorative Approach

The conduct process at UP is designed to repair harm, promote reflection, and strengthen the community. Students are encouraged to take ownership of their actions and grow through the experience, not simply be punished for mistakes.

## The University as Convener

At the University of Providence, every student conduct case is initiated and guided by the University—not by individual parties. This ensures fairness, consistency, and mission alignment. In any case:

- The **Respondent** is the student alleged to have violated a policy.
- The **Complainant** may be another student, faculty member, staff, guest, or visitor who experienced or reported the behavior.
- **Witnesses** may offer relevant information during the investigation.
- A **Conduct Administrator** investigates the concern and shares gathered evidence.

All parties are given equitable opportunity to share their experience and be heard in a process grounded in dignity and compassion.

---

## Group Accountability

Student organizations and clubs may be held accountable—both as a group and individually—if:

- A violation occurred during an event they sponsored or co-sponsored
- Their leadership encouraged, allowed, or ignored misconduct
- The behavior was known or should have been known by group members

When a group is involved, each member's role is assessed individually. Sanctions may apply to specific students, the group as a whole, or both, depending on the circumstances and level of involvement.

---

## Amnesty and Safe Harbor

We want students to seek help and report concerns without fear of punishment for minor violations. That's why UP offers **amnesty** in the following situations:

- **Victims** reporting serious incidents (like assault) will not be punished for minor rule violations that occurred at the same time (e.g., underage drinking).
- **Helpers** who assist others in crisis (e.g., calling 911 for an intoxicated friend) will not face consequences for minor conduct issues.
- **Reporters of serious violations** (e.g., hazing or violence) may also receive amnesty for any minor violations discovered in the process.

**Important:** Repeated or intentional misuse of amnesty can result in it being revoked.

### **Safe Harbor Policy**

Students struggling with substance use can ask for help without triggering a conduct process. If a student voluntarily discloses an addiction or dependency issue and seeks support, they will not face disciplinary action. Instead, they will be offered a supportive action plan. If the student chooses not to follow that plan, Safe Harbor protections may be removed, and the conduct process may resume.

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## Interim Measures

To keep our community safe, the University may temporarily separate a student from campus or limit their involvement while a serious conduct case is pending.

This may include:

- Suspension from classes, housing, or activities
- Restrictions from campus spaces or events
- Temporary no-contact orders or other protective steps

Interim measures are typically used when:

- A student may be a danger to others or themselves
- Criminal activity is being investigated
- An investigation requires privacy or safety precautions

Students subject to interim actions can request a meeting to discuss their status, but these protective steps remain in place until the full conduct process is complete.

# Nondiscrimination, Access, and Inclusion

## Upholding Dignity, Justice, and Belonging for All

At the University of Providence, every member of our community is created in the image of God and worthy of dignity, respect, and belonging. As a Catholic institution rooted in the values of compassion, integrity, and justice, we are committed to creating an educational environment where **all students can thrive without fear of discrimination, harassment, or exclusion.**

This commitment is more than a policy — it is a calling to build a campus culture of inclusion and mutual care, in which diversity is seen as a strength and difference is honored.

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## Our Nondiscrimination Policy

The University of Providence **prohibits all forms of discrimination**, harassment, and retaliation in educational, residential, and workplace settings on the basis of:

- Race, color, or ethnicity
- National origin or citizenship status
- Religion or creed
- Sex, gender identity, or sexual orientation
- Disability or perceived disability
- Age or veteran status
- Pregnancy or parental status
- Genetic information or other legally protected categories

This protection applies to all areas of campus life — including admissions, academic programs, athletics, employment, housing, and extracurricular involvement.

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## Title IX: Gender Equity & Safety

In compliance with **Title IX of the Education Amendments of 1972**, UP is committed to providing a campus free from:

- Sex- or gender-based discrimination
- Sexual harassment or assault
- Dating violence or stalking
- Sexual exploitation
- Retaliation for reporting or participation in an investigation

Students have the right to report Title IX violations and to receive **supportive measures**, such as no-contact orders, academic accommodations, and counseling referrals. Investigations are conducted fairly, promptly, and with respect for all parties involved.

To learn more or file a report, contact the **Title IX Coordinator** at (insert contact info).

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## ADA & Accessibility: Equal Opportunity for All

In accordance with the **Americans with Disabilities Act (ADA)** and Section 504 of the Rehabilitation Act, the University ensures that qualified students with disabilities receive reasonable accommodations to participate fully in academic and campus life.

This includes, but is not limited to:

- Academic adjustments (e.g., extended test time, note-taking support)
- Housing or dining accommodations
- Access to campus facilities and technologies

Students seeking accommodations should register with **Accessibility Services** as early as possible and will be supported through a collaborative, confidential process.

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## Inclusive Practices in Action

We are continually working to build a University culture that affirms:

- **Faith and reason** working together to serve the common good
- **Anti-discrimination practices** in hiring, teaching, and programming
- **Equitable access** to campus resources for all students
- **Intercultural dialogue** that enriches our shared learning experience
- **Restorative responses** to bias and harm that promote education and healing

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## What to Do if You Have a Concern

If you experience or witness discrimination, harassment, or a violation of this policy, you are encouraged to:

- Speak with a trusted staff or faculty member
- Submit a report through the **Bias or Title IX reporting system**
- File a grievance using the **Student Rights and Responsibilities process**
- Reach out to **Accessibility Services** if you encounter a barrier to access
- Know that **retaliation is prohibited** and will be taken seriously

All reports are handled with **discretion, fairness, and a trauma-informed approach.**

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## Key Contacts

- **Title IX Coordinator** – Brittany Budeski
- **Accessibility Services** – Carilyn Voorhies
- **Office of Student Rights and Responsibilities** – Ian Bechtel
- **Confidential support (counseling/CARE Team)** – Nikki Lewis-Clark

# Freedom of Expression at UP

## Balancing Open Inquiry with Respect for Human Dignity

The University of Providence affirms the **right of students to express ideas, question assumptions, and engage in dialogue**—critical practices in any liberal arts education and essential to the Catholic intellectual tradition. At UP, we believe that truth is best pursued through respectful inquiry, reasoned debate, and compassionate engagement.

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## The Foundation: Catholic Identity and Human Dignity

As a Catholic university, UP is committed to cultivating an environment where:

- **Faith and reason coexist and enrich one another**
- **Truth is pursued with humility, curiosity, and moral clarity**
- **Every person's dignity and voice are respected**, regardless of viewpoint or background
- **Civil discourse and active listening** are seen as forms of solidarity and love

Freedom of expression is not just a legal principle—it is part of how we form thoughtful, just, and morally responsible citizens.

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## Student Expression Rights

Students at UP have the right to:

- Express personal opinions through speech, writing, art, or peaceful assembly
- Participate in protests, demonstrations, or public dialogue (with appropriate registration)
- Invite guest speakers or host debates on campus, with approval from the VP of Mission Integration

- Engage in activism or advocacy, as long as it aligns with campus policies on safety and non-disruption

These rights apply both in person and online, and are protected so long as they do not infringe on the safety, dignity, or learning environment of others.

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## Expectations & Boundaries

With freedom comes responsibility. Expression at UP must:

- Not promote hatred, violence, or dehumanization
- Avoid obscenity, threats, or targeted harassment
- Respect University time, place, and manner guidelines
- Comply with the **Student Code of Conduct, Title IX**, and other applicable laws and policies

The University reserves the right to address expression that seriously disrupts campus operations, violates law or policy, or contradicts UP's commitment to human dignity and the common good.

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## Organizing an Event or Demonstration?

Students wishing to:

- Organize a public demonstration or march
- Reserve space for a speaker or forum
- Display controversial or expressive materials

must work in advance with the **Office of Student Engagement and Commuter Services** to ensure a safe, organized, and mission-aligned experience.

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## Questions or Concerns

For assistance navigating your rights or responsibilities regarding expression, contact:

- **Division of Student Life**– for university policies or procedures

- **Office of Student Rights and Responsibilities** – for understanding of your rights and responsibilities
- **Office of Campus Ministry** – for dialogue around faith, justice, and moral discernment
- **Division of Mission Integration** – for guidance on aligning advocacy with UP's values

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# Freedom of Expression Toolkit

## Resources for Advocacy, Dialogue, and Demonstration

This toolkit equips students with clear steps, forms, and guidance to engage in free expression that is safe, respectful, and mission-centered.

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### 1. Planning an Event, Demonstration, or Speaker?

Before moving forward, students must:

- Complete a **Demonstration/Event Request Form**
- Meet with **Student Engagement staff** to review logistics
- Ensure the event complies with campus policies and public safety requirements
- Consult with **Campus Ministry or Mission Integration** (recommended for mission alignment or sensitive topics)

Submit request form at least **10 business days in advance** of the event.

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### 2. Understanding Time, Place, and Manner

All demonstrations and public expression must respect:

- The **educational mission** and academic calendar
- The **safety of all community members**
- Designated campus locations and hours
- The **non-interference clause**: Events may not disrupt classes, services, or operations

For questions about where or how expression can take place, contact Student Engagement.

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### 3. Dialogue Guidelines

To encourage productive dialogue:

- Listen to understand, not to refute
- Assume good intentions, while also holding space for impact
- Seek shared values, even when opinions differ
- Speak for yourself, not others
- Avoid personal attacks; focus on ideas

Use these norms during panel discussions, protests, or tabling activities.

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#### 4. Quick Resources

Need Help With...	Contact
Event planning or registration	Student Engagement
Advocacy & moral discernment	Campus Ministry
Policy questions or safety planning	Student Rights & Responsibilities
Policy interpretation or alignment	Mission Integration
Conflict resolution	CARE Team / Student Affairs

# How to File Complaints or Raise Non-Academic Concerns

## *Your Voice Matters: Steps to Address Issues at the University of Providence*

At the University of Providence, we are committed to creating a respectful, safe, and supportive community for all students. If you experience or witness a concern that affects your well-being or the campus environment—whether related to conduct, housing, harassment, discrimination, or other non-academic issues—you have a clear process to raise those concerns and seek resolution.

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### **Step 1: Identify the Concern**

Think about the issue you want to report. Examples include:

- Harassment, bullying, or discrimination
- Conflict with roommates or Residential Life staff
- Safety or health concerns on campus
- Violations of University policies or community standards
- Issues with student organizations or campus events

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### **Step 2: Seek Immediate Assistance if Needed**

If the situation involves an emergency or immediate safety risk, call Campus Safety or local emergency services right away.

- Campus Safety: 406-791-5911
- Emergency: 911

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### **Step 3: Report the Concern**

For non-emergency matters, you can report your concern through one or more of the following channels:

- **Student Rights and Responsibilities Office:** The primary office for conduct and community standards concerns. You can submit a report online or in person.
- **Residential Life Staff:** For issues related to housing, roommates, or residence hall community living.
- **Title IX Coordinator:** For concerns related to sexual misconduct or discrimination.
- **Student Engagement Office:** For concerns about student organizations, events, or campus climate.

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#### **Step 4: What to Expect**

Once you file a complaint:

- Your report will be reviewed promptly and confidentially.
- You may be contacted for more information or to discuss next steps.
- The University will work to address the concern fairly and respectfully, using restorative or disciplinary processes as appropriate.
- You have the right to be informed of outcomes and to appeal decisions if necessary.

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#### **Step 5: Support and Resources**

You do not have to navigate concerns alone. The University offers support services including:

- Counseling and mental health services
- Advocacy and advising through Student Rights and Responsibilities
- Campus Ministry and peer support programs
- Disability accommodations and academic support

# Right to Privacy and FERPA Overview

At the University of Providence, we are committed to respecting your privacy and protecting the confidentiality of your educational records. Your rights in this area are safeguarded by the **Family Educational Rights and Privacy Act (FERPA)**, a federal law designed to give you control over your student information.

## What is FERPA?

FERPA gives you important rights regarding your education records, which include transcripts, grades, disciplinary records, financial information related to your education, and other personally identifiable data maintained by the University.

### Your FERPA Rights Include:

- **The Right to Inspect and Review Your Records:**

You may request to see your education records maintained by the University. For example, you can review your academic transcript, disciplinary files, or financial aid documents by contacting the appropriate office, such as the Registrar or Student Rights and Responsibilities.

- **The Right to Request Amendment of Records:**

If you believe that information in your education records is inaccurate, misleading, or violates your privacy rights, you can request that the University correct or remove the information. This ensures your records fairly and accurately reflect your academic and personal history.

- **The Right to Control Disclosure of Your Records:**

The University cannot release personally identifiable information from your education records to third parties without your written consent, except in certain limited circumstances. These exceptions include disclosures to:

- University officials with a legitimate educational interest
- Other schools to which you are transferring
- Certain government agencies in compliance with legal requirements

- Parents or guardians if you are a dependent for tax purposes
- In health or safety emergencies

### **What Does This Mean for You?**

Your academic progress, conduct history, and other personal information are protected. You decide who may access your records, helping you maintain control over your privacy. For example, if you want a parent or employer to receive your grades or conduct information, you must provide written authorization for the University to share that information.

### **How to Exercise Your FERPA Rights:**

To review your records or submit a request to amend them, contact the University Registrar or the Student Rights and Responsibilities Office. To authorize disclosure to a third party, you will be asked to complete a FERPA release form specifying which information can be shared and with whom.

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By understanding your rights under FERPA, you can take an active role in protecting your privacy while engaging fully in your University experience. If you have any questions or concerns about your educational records or privacy, the University staff are here to assist you.

# The CARE Team

The **CARE Team** (Coordinated Assistance, Response & Engagement) at the University of Providence exists to ensure the well-being, safety, and holistic support of students who may be experiencing distress, disruption, or challenges that impact their academic and personal success. Guided by a mission of **early intervention and compassionate outreach**, the CARE Team works collaboratively to identify students in need and coordinate appropriate responses and resources.

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## What Does the CARE Team Do?

The CARE Team:

- **Receives and reviews reports** about students who may be struggling with academic, emotional, social, behavioral, or physical concerns
- **Assesses risk** and determines what type of support or outreach is needed
- **Coordinates communication** among faculty, staff, coaches, counselors, Residence Life, and others to ensure a comprehensive support plan
- **Connects students** to services such as counseling, health care, academic support, Campus Ministry, and other University or community resources
- **Follows up** to ensure students are making progress and have what they need to succeed

The CARE Team is **not a disciplinary body**. Its purpose is support, not punishment.

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## When and How to File a CARE Report

You should file a CARE Report if you are concerned about a student who:

- Is withdrawing or isolating from community or classes
- Is showing signs of anxiety, depression, or other mental health concerns

- Has experienced a recent loss, trauma, or crisis
- Is acting in a way that suggests they may need help, even if they don't ask for it directly
- Has had a sudden decline in academic or personal functioning
- Expresses thoughts of self-harm or harm to others

**Anyone** — students, faculty, staff, or community members — can submit a CARE Team report using the **online CARE referral form** (link available on the Student Life or Student Rights and Responsibilities webpage). Reports can be submitted confidentially.

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## What Happens After a Report is Filed?

Once a CARE report is submitted:

1. The CARE Team reviews the information and assesses the level of concern.
2. A designated staff member reaches out to the student to offer support, resources, and guidance.
3. A follow-up plan may be put in place, and referrals are made to appropriate offices or services.
4. The team continues to monitor the situation to ensure the student is progressing and safe.

The process is **discreet, private, and focused on care, not judgment**.

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## Support Over Surveillance

The CARE Team operates from the principle that **every student is a whole person**, and challenges in one area of life often ripple into others. Whether a student is struggling emotionally, academically, socially, or spiritually, the goal is to **walk with them**, not watch them.

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## CARE Team and the Conduct Process

Sometimes, a student may be involved in **both a conduct process and a CARE referral** — for example, if substance use, housing violations, or concerning behavior are linked to underlying distress. In such cases, the CARE Team works **alongside** conduct staff to ensure the student is supported even as they are held accountable. Conduct outcomes may include CARE-based follow-up or resource referrals.

# TRIO Student Support Services

## Empowering First-Generation and Underserved Scholars

TRIO Student Support Services (SSS) at the University of Providence is a federally funded program designed to help eligible students succeed in college, graduate on time, and build the skills needed for lifelong achievement. TRIO embodies UP's mission of **equity, dignity, and excellence** by ensuring that all students—regardless of background—can thrive academically and personally.

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## Who TRIO Serves

TRIO is designed for undergraduate students who meet one or more of the following criteria:

- First-generation college students (neither parent holds a 4-year degree)
- Students from limited-income backgrounds
- Students with documented disabilities

Students must be enrolled full-time in a degree-seeking program and demonstrate academic need. TRIO is **not remedial**—it's developmental. The program builds on each student's strengths and supports their goals.

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## What TRIO Offers

TRIO students receive individualized and group support services such as:

- **Academic Coaching & Advising**  
One-on-one support to plan coursework, stay on track for graduation, and manage academic challenges.
- **Financial Literacy & Aid Guidance**  
Help with FAFSA renewal, budgeting, scholarships, and long-term financial planning.
- **Career & Graduate School Prep**  
Résumé help, mock interviews, and exploration of graduate school pathways.

- **Peer Mentoring & Workshops**

TRIO fosters a supportive peer community and hosts workshops on study skills, wellness, identity, and more.

- **Campus Navigation Support**

Help connecting with tutoring, disability services, counseling, and other campus resources.

- **Cultural & Leadership Development**

Opportunities to explore identity, leadership, and experiences beyond the classroom.

# Student Clubs & Organizations

## **Building Belonging, Leadership, and Purpose Beyond the Classroom**

At the University of Providence, student-led clubs are a vibrant expression of our mission to form whole persons committed to service, integrity, justice, and community. Clubs are not only spaces of social engagement — they are platforms for leadership, identity, growth, and shared responsibility.

The University encourages students to form organizations that foster learning, promote inclusion, and advance the common good in alignment with UP's Catholic and humanistic values.

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## **Forming and Maintaining a Recognized Student Club**

To be an **officially recognized club or organization**, students must complete the following steps annually through the Office of Student Engagement and Commuter Services:

- 1. Complete the Club Registration Form**

Submit details including the club name, purpose, and alignment with UP's mission.

- 2. Write a Club Constitution**

Outline the governance structure, membership policies, leadership roles, and decision-making procedures.

- 3. Identify Student Leadership**

At least two students must serve as officers in good academic and disciplinary standing.

- 4. Secure a Faculty/Staff Advisor**

Advisors help support club operations, mentorship, and policy compliance.

- 5. Attend Required Club Leadership Training**

All club officers must complete orientation at the start of each academic year.

## 6. **Renew Annually**

Failure to renew may result in deactivation and loss of access to funding, event spaces, and campus promotion.

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## Expectations for All Clubs

Recognized clubs must uphold University policies and contribute positively to the UP community. Each club is expected to:

- **Promote Inclusion and Belonging**

Club membership must be open to all currently enrolled students, without discrimination based on race, gender, religion, sexual orientation, disability, or other protected identity categories.

- **Align with the Catholic Mission of UP**

Clubs may represent a wide range of interests but may not advocate for actions or ideologies contrary to the University's values, including the dignity of all human life.

- **Host Events Responsibly**

All events must be registered and approved in advance. Events involving food, travel, fundraising, speakers, or security must follow appropriate protocols.

- **Comply with Safety and Behavioral Standards**

Club events are subject to all campus conduct policies, and club leaders are responsible for creating a safe and respectful environment.

- **Maintain Accurate Records**

Clubs are responsible for maintaining minutes, rosters, finances, and activity logs.

- **Collaborate in Good Faith**

Clubs must respond to outreach from Student Engagement staff and work cooperatively with campus departments.

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## Funding, Fundraising & Budgeting

Student clubs may request funding and generate resources through approved channels:

- **Apply for Funding**

Recognized clubs may request financial support through ASUP or the Office of Student Engagement. Funding is not guaranteed and must be justified with a detailed budget proposal.

- **Fundraise Responsibly**

Fundraising must be approved in advance. All money raised must be deposited and managed through University accounts.

- **Use University Funds Properly**

Purchases and reimbursements must follow institutional financial policies, including pre-approval and documentation.

- **Track and Report Spending**

Clubs must keep records of all expenditures and submit financial reports as requested.

Misuse of funds, fundraising without approval, or undocumented spending may result in suspension or loss of recognition.

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## Club Compliance & Accountability

Clubs that fail to comply with University policies or community expectations may face:

- Written warnings and mandatory corrective action
- Freeze of funds or inability to reserve campus spaces
- Removal from the list of recognized clubs
- Referral to the student conduct process (for individuals or groups)

UP reserves the right to disband any organization whose activities pose a threat to safety, dignity, or the educational mission of the institution.

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## Leadership Support and Opportunities

The University is committed to developing confident, ethical student leaders. Club leaders have access to:

- **Leadership Retreats and Workshops**  
Focused on team-building, conflict resolution, public speaking, budgeting, and mission-driven leadership.
- **Event Planning Support**  
Staff are available to help you design impactful, inclusive events that align with campus protocols.
- **Awards and Recognition**  
Outstanding club efforts are recognized annually at the Student Leadership Celebration.

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## Want to Start or Join a Club?

Visit the Office of Student Engagement and Commuter Services in the Student Center or email Ian at [ian.bechtel@uprovidence.edu](mailto:ian.bechtel@uprovidence.edu)

Access the club directory, registration forms, and event request tools at

# Miscellaneous Student Policies

## Student Identification Cards

Your University ID is your key to campus life — from building access and meal plans to event entry and safety. All main campus students are required to carry their UP student ID at all times and present it when requested by University officials. Distance learners may also request an ID.

- Lost or stolen cards must be reported immediately to Campus Security.
- Replacement cards can be issued for a small fee.
- Refusing to provide identification when requested may lead to removal from campus or conduct action.

Your ID not only grants access but symbolizes your place in the UP community. Use it responsibly.

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## Student Grievance (Non-Academic)

Students have the right to raise concerns when they believe a University policy or decision has been unfairly applied. The non-academic grievance process ensures that such concerns are heard and addressed in a manner consistent with UP's commitment to justice and dignity.

Grievances may be submitted when:

- A University policy is misapplied or misinterpreted
- A University action may violate state or federal law

Grievances may **not** be used for:

- Student conduct decisions
- Discrimination/harassment (see Title IX and civil rights procedures)
- Academic issues (see the Academic Catalog)

Students unsure how to proceed are encouraged to consult the Director of Community Standards and Residential Life for guidance.

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## Student Complaint Policy

The University of Providence encourages students to resolve concerns internally through appropriate University processes. In compliance with federal regulations, students may also file external complaints with accrediting bodies or state agencies, particularly regarding accreditation or consumer protection.

Students are asked to:

- First pursue internal grievance or appeal processes
- Consult with Student Affairs for appropriate channels
- Access accreditor and state agency contact info online or through Student Affairs

This policy ensures transparency and access while honoring UP's commitment to accountability and student voice.

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## Chapel Use Policy

The University Chapel is a sacred space rooted in Catholic identity and open to reverent use by all members of the UP community. It is intended for prayer, reflection, and Catholic liturgical functions.

- Use of the Chapel for non-Catholic services or events must respect the space's sacredness
- The altar, ambo, and tabernacle are holy objects and may only be moved by Mission Integration personnel
- Chapel use requests must be submitted through the Chaplain or VP for Mission Integration

All who enter the Chapel are expected to do so with respect for the space and its religious significance.

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## Residency Policy

UP believes in the value of residential life for whole-person formation. Housing policies support community development, responsibility, and student well-being.

### Key points:

- All unmarried students under 21 must live on campus for two academic years
- Student athletes must live on campus for three years (or two if they are transfer students)
- Exceptions may be granted for students living with close family within 50 miles or with valid personal circumstances

Students must apply in writing for off-campus approval.

Housing deposits are required and refundable upon move-out if no damages occur.

Meal plans are mandatory for all residential students.

For full housing policy details, see: UP Residential Life Handbook

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## Clubs and Organizations

Student clubs and organizations play a vital role in campus life. To operate officially, each must be recognized by Student Engagement and comply with University policies.

Student clubs are expected to:

- Uphold the Code of Student Conduct
- Comply with local, state, and federal laws
- Align with UP's mission and values
- Practice responsible leadership and accountability

Clubs that violate policy may face disciplinary action, including suspension of privileges or derecognition. Club leaders are responsible for ensuring their organization fosters an inclusive, respectful, and safe environment.

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## Student Clubs and Organizations: Event Policy

Recognized Student Clubs and Organizations play an important role in fostering vibrant, mission-aligned campus life. With that privilege comes the responsibility

to plan and execute events that are safe, inclusive, and in alignment with University policies.

Any club or organization planning to host an event—on or off campus—must:

- Submit the appropriate event approval forms through the Office of Student Engagement
- Follow all University risk management and safety guidelines
- Coordinate with Campus Security, Facilities, and other relevant offices as needed
- Comply with the University's Facilities Use and Rentals Policy

Event planning is more than logistics—it is an opportunity to model leadership, accountability, and hospitality. Failure to comply with this policy may result in loss of event privileges or further disciplinary action.

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## Student Clubs and Organizations: Travel Policy

Clubs and organizations representing UP off campus reflect the values and reputation of the University. To ensure safety and integrity during travel, all official off-campus trips organized by recognized student clubs must adhere to the University's travel policy.

Key requirements include:

- Completing travel request forms in advance
- Submitting itineraries, driver information, and rosters to the Office of Student Engagement
- Following applicable risk management procedures
- Ensuring all participants sign required liability waivers

This policy **does not apply** to personal travel, class field trips, or athletic competitions.

Travel is a formative experience and a public witness to our shared values—plan accordingly.

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## Freedom of Expression Policy

The University of Providence affirms the importance of free and open dialogue, rooted in the Catholic Intellectual Tradition. We encourage the exploration of diverse ideas and perspectives that are expressed respectfully and constructively.

Students and faculty may invite speakers and host events consistent with University policy. Demonstrations and peaceful protests are permitted, provided they do not interfere with the rights of others or disrupt University operations.

Freedom of expression carries with it the responsibility to:

- Respect the dignity of all persons
- Avoid speech or actions that incite violence or hatred
- Honor the sacred nature of our learning environment

UP strives to balance open inquiry with our Catholic mission, always pursuing truth in love.

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## Gambling Policy

Gambling is not permitted on University property or at University-sponsored events. This includes online betting, sports pools, card games for money, and unapproved raffles.

Prohibited actions include:

- Participating in or organizing bets, pools, or fantasy leagues for money
- Hosting games of chance involving real or implied currency
- Using personal or University devices for online gambling
- Involvement in bookmaking or influencing athletic outcomes

Students and staff involved in Athletics must also follow NAIA regulations, which prohibit all sports gambling, regardless of location or legality.

University-sanctioned fundraising events (like casino nights or raffles) must receive prior approval from Student Engagement or Advancement.

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## Guest Speakers and Performers Policy

Speakers and performers enrich our intellectual and cultural community. To ensure alignment with the University's mission, all non-UP guest speakers or performers must be approved in advance.

All external guests must:

- Be approved through the Office of Student Engagement or the Vice President for Mission Integration
- Demonstrate that their content does not endanger public health, safety, or disrupt the educational environment
- Respect Catholic teachings and the values of civil discourse

Events with guest speakers that cause disruption, incite harm, or violate policy may be canceled by University leadership.

Note: Classroom guest speakers require departmental and VP for Mission Integration approval.

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## Volunteers on Campus

Volunteers contribute meaningfully to the life of the University by offering their time and skills in service of our mission. All volunteers must be approved through both the hosting department and Human Resources to ensure alignment with University values, safety protocols, and applicable laws.

### **Key guidelines include:**

- All volunteers must be screened for suitability, including background checks where necessary.
- Volunteers must not perform duties reserved for paid employees without formal HR approval.
- Individuals on sex or violent offender registries are not eligible to volunteer.
- No department may discriminate in selecting volunteers based on any protected identity.

- International students and visitors with visa restrictions (e.g., F-2, J-2, B-1/B-2) may not serve as volunteers under federal law.

Volunteering is a privilege—not a right—and must be consistent with UP's commitment to safety, inclusion, and legal compliance.

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## Alcohol and Drug Prevention Program

In keeping with our mission to form whole persons, the University is committed to providing an alcohol- and drug-free environment. In compliance with federal law, we maintain a robust prevention program that includes education, intervention, and consistent enforcement.

### **Each year, all students and employees receive:**

- Clear expectations about substance use on campus
- Information about health risks related to drug and alcohol use
- Local, state, and federal legal consequences for illegal use
- Disciplinary outcomes for violating campus standards

The University reviews this program every two years to ensure effectiveness and fairness. We are committed to helping students grow in health, responsibility, and integrity.

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## Drug-Free Campus Policy

Use or possession of illegal drugs, narcotics, or related paraphernalia is strictly prohibited on all UP property. The University views drug misuse as both a disciplinary concern and a serious threat to student well-being and campus safety.

### **Violations include:**

- Possession or use of illegal substances
- Distribution or manufacturing of narcotics
- Possession of drug paraphernalia

Students found in violation will be encouraged to seek professional support, but may also face disciplinary action, including suspension or expulsion. The University complies fully with all applicable federal and state drug laws.

**In case of overdose or non-responsive intoxication:**

- Always call **911** immediately
- Contact Campus Safety and Residential Life for follow-up and support
- Ensure the person is safe and not left alone

We prioritize student safety above all. Seeking help in good faith will not result in conduct action for minor violations under our Amnesty policy.

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## Smoking and Tobacco-Free Policy

To protect the health of our community and promote a clean environment, the University of Providence is a **tobacco-free campus**.

**Prohibited actions include:**

- Smoking or vaping on any University property
- Use of chewing tobacco or similar products
- Disposing of tobacco in unsanitary ways (e.g., spitting in public spaces)

This applies to all students, employees, and guests—including while in University vehicles or attending University-sponsored activities off campus. Violations may result in conduct or employment consequences.

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## Campus Law Enforcement & Emergency Response

The University's Campus Safety team maintains a **24-hour presence** on campus, working to promote a secure, welcoming environment for all Argos. While Safety Officers do not have arrest powers, they serve as the first line of response in cooperation with local law enforcement.

**Key contact numbers:**

- **Campus Safety (non-emergency):** 406-791-5911

- **Great Falls Police Department:** 406-771-1180 (non-emergency)
- **Emergency:** Call **911**

**Emergency phones are located in:**

- Lower Campus Parking Lot (under the blue light)
- Sullivan Hall (first floor)
- Argo Hall (First Floor)
- McLaughlin Center (main foyer)
- Science Building (ask a staff member)
- Chapel (side hallway)
- Theater (main foyer)
- Mother Joseph Hall (main entrance)

All students are briefed on safety protocols during orientation. Regular updates are provided via signage and campus emails. UP's safety mission is rooted in our Catholic call to care for every person as sacred.

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## Campus Security & Fire Safety Reporting

The University of Providence complies with the **Clery Act** by publishing an annual *Security and Fire Safety Report* (ASR). This report includes three years of crime statistics, campus security policies, fire safety procedures, emergency notifications, and prevention efforts.

UP maintains these records for seven years and includes:

- Campus incident logs
- Disciplinary referrals and sanctions
- Notifications to the campus community about safety and crime

This transparency reflects our commitment to fostering a safe, informed, and prepared community.

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## Fire Safety

The safety of our residential communities is a shared responsibility. In alignment with federal law, UP maintains a comprehensive fire safety program that includes:

- Fire detection and suppression systems in all residence halls
- Annual fire drills and evacuation procedures
- Fire safety education for students and employees
- Required reporting of fire statistics in the ASR

Students are expected to respect fire safety systems and follow all evacuation instructions. Tampering with fire alarms or extinguishers is a serious violation and will result in disciplinary action.

---

## Security Awareness & Crime Prevention

Creating a culture of safety begins with awareness. The University regularly offers programs that empower students and employees to:

- Understand and follow campus security procedures
- Take personal responsibility for their safety and the safety of others
- Learn proven crime prevention practices

These programs are publicized annually and reinforce our shared commitment to a secure and respectful community.

---

## Child Abuse and Neglect Reporting

Members of the UP community who work with minors through University-sponsored events or programs are **mandatory reporters** under Montana law. If you suspect that a child is being abused or neglected:

- You must report your concern immediately
- The duty to report applies even if you are unsure or the child is not a UP student

Exceptions exist only for recognized legal confidential relationships. We are called to safeguard the dignity of every child entrusted to our care.

---

## Emergency Notification & Response

In an emergency, rapid and accurate communication is vital. UP uses **EverBridge**, an alert system that sends emergency texts, emails, and calls to the campus community.

Notifications are sent:

- Immediately, unless doing so would compromise emergency response efforts
- To provide essential instructions during weather events, lockdowns, or other threats

All students and employees are automatically enrolled and encouraged to keep their contact information updated in MyArgoExpress.

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## Timely Warnings

If a situation presents a **serious or continuing threat** to the campus, the University will issue a Timely Warning via email, text, and other methods. These alerts aim to inform, not alarm—giving students the facts they need to make safe choices.

Warnings are issued in accordance with the Clery Act and are crafted carefully to balance safety, privacy, and public interest.

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## Mandatory Reporting (Title IX)

All University employees—unless designated confidential—are **mandatory reporters** of any sexual misconduct, discrimination, or harassment involving students. If a student discloses such an incident:

- The employee must report it to the Title IX Coordinator
- Supportive resources will be offered immediately

UP is committed to ensuring students feel heard, supported, and safe in seeking help. Students may also report anonymously or confidentially through designated offices.

---

## Missing Student Notification

If a student living in campus housing is unaccounted for after **24 hours**, any concerned person should report the concern to the Director of Residential Life or Campus Safety immediately.

Upon receiving a report:

- UP will notify the student's designated emergency contact
- Law enforcement will be informed within 24 hours
- A coordinated investigation will begin

Early reporting helps ensure the safety and wellbeing of our community. Students are encouraged to keep their emergency contact information up to date.

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## Registered Sex Offenders

In alignment with the **Campus Sex Crimes Prevention Act**, the University of Providence is committed to transparency and safety. Students and employees may access Montana's public registry of sexual and violent offenders at: <https://app.doj.mt.gov/apps/svow/default.aspx>.

In addition:

- The University maintains a local file updated each semester in the Office of the Vice President of Student Life.
- Anyone convicted of a qualifying offense must notify both law enforcement and the University's Student Engagement or Human Resources Office.

Misuse of this information for harassment or intimidation is illegal and will not be tolerated.

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## Campus Security Camera Use

Security cameras support safety and accountability. The University may use non-instructional surveillance cameras for:

- Monitoring building entrances/exits and public areas
- Investigating suspected criminal activity
- Protecting University facilities and property

Cameras will not be used to monitor private areas or employee performance. The presence of cameras does not guarantee real-time monitoring. Questions about camera placement or use should be directed to the Director of Campus Safety.

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## Technology & Acceptable Use

Students are expected to use University technology ethically and responsibly. This includes:

- Adhering to copyright laws and user agreements
- Maintaining personal password security
- Using only approved campus wireless access points

Unlawful use of University networks or equipment may lead to conduct sanctions and legal consequences. Personally installed wireless routers are strictly prohibited and will be removed.

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## Bicycles, Boards & Personal Wheels

For the safety of all, UP regulates the use of bicycles, skateboards, rollerblades, hoverboards, and similar personal transportation:

- Not permitted inside buildings or on stairways, courtyards, or artificial playing surfaces
- Yield to pedestrians and follow campus signage
- Cannot be locked to trees, handrails, or University structures

- Unauthorized motorized vehicles are prohibited on walkways
- Attaching oneself to moving vehicles or golf carts is strictly forbidden

Be courteous and safe. Your right to ride comes with responsibility.

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## Children in the Classroom & Workplace

The University welcomes families at events and in shared community spaces. However, for safety and educational integrity:

- Minor children must be supervised at all times
- Children are generally not permitted in classrooms or workspaces during instructional or working hours
- Exceptions include short-term emergencies or pre-approved family-inclusive events
- Children are never permitted in labs, kitchens, or high-risk areas
- Lactating mothers are supported with reasonable breaks and private accommodations

Parents/guardians are responsible for their child's safety, behavior, and any damages caused while on campus.

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## Credit Card Marketing

To protect students from predatory lending, **credit card advertising, solicitation, or marketing is strictly prohibited** on campus or at University-sponsored events. This includes banks, third-party vendors, or promotional representatives. Students are encouraged to learn about financial wellness through approved University resources.

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## Demonstrations on Campus

As a Catholic university rooted in the free exchange of ideas, UP recognizes the right to peaceful expression. Demonstrations must:

- Be registered and approved at least 72 hours in advance with the President's Office
- Be organized by members of the UP community
- Not disrupt the educational process or violate UP's mission and Catholic identity

Speech that demeans others based on protected categories is not permitted. All participants are responsible for their conduct and compliance with applicable policies and laws.

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## Parking on Campus

Parking is a **privilege**, not a right. Students, faculty, and guests are expected to:

- Park only in designated spaces
- Respect signage (handicapped, reserved, or fire lanes)
- Display appropriate permits when required

Vehicles in violation may be fined, booted, or towed at the owner's expense. The University is not responsible for damage or loss resulting from violations of this policy.

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## Posting & Notices on Campus

At the University of Providence, posting and advertising materials supports campus engagement while respecting our community values. All postings must:

- Be approved **in advance** by the Office of Student Engagement & Commuter Services before printing or distribution
- Comply with the University's Catholic identity, mission, and Code of Student Conduct
- Avoid demeaning, discriminatory, or inappropriate content
- Include clear sponsor information, contact details, event date/time/location, and costs or beneficiary if applicable

- Be placed only on designated Campus Posting Bulletin Boards or approved locations
- Remain posted no longer than two weeks and be removed within 24 hours after events
- Follow specific guidelines for banners, chalking, table tents, yard signs, and other materials

Materials that violate these rules may be removed and could result in suspension of posting privileges or disciplinary action. For questions or appeals, contact the Office of Student Engagement & Commuter Services..

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## Unmanned Aircraft Systems (Drones)

Use of drones on campus is prohibited without prior University permission. Operators must comply with University guidelines and all applicable laws.