
*Rules and Regulations of the
Undergraduate Community*



Academic Dishonesty

The following definitions are provided in order to clarify and supplement the Judicial Code of the Undergraduate Community.

Plagiarism

The following information about plagiarism is reproduced from Duke's First-Year Writing Program web site. Please see <http://www.ctlw.duke.edu/uwp> for more information on properly acknowledging sources and other useful resources regarding academic integrity.

"Academic communities, then, demand that writers be credited for their work and their writing. Not to do so is to plagiarize, to intentionally or unintentionally appropriate the ideas, language, key terms, or work of another without sufficient acknowledgment that such material is not one's own. As the *MLA Style Manual and Guide to Scholarly Publishing* defines this transgression:

'Scholarly authors generously acknowledge their debts to predecessors by carefully giving credit to each source. Whenever you draw on another's work, you must specify what you borrowed whether facts, opinions, or quotations and where you borrowed it from. Using another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism. Derived from the Latin word *plagiarius* ("kidnapper"), *plagiarism* refers to a form of intellectual theft that has been defined as "the false assumptions of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952]2). In short, to plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics (Joseph Gibaldi, *MLA Style Manual and Guide to Scholarly Publishing*. 2nd ed, New York: MLA, 1998: 151).'

"Plagiarism encompasses a range of errors and violations. Though the charge of plagiarism can be leveled against writers who incorrectly cite or neglect to cite quoted material, it most often tempts students who find themselves in the dire straits of having to complete a written assignment without previously having undertaken the laborious and time-consuming process of research, reading, note-taking, interpretation, and analysis. Wholesale copying from sources is an easy way to "fill up the page" and to turn something-anything-in on time. In all cases, it is far better to contact one's instructor and honestly to discuss with him or her a strategy for completing an assignment rather than to risk humiliation and judicial recrimination. Instructors will, within reason and to the best of their abilities, help you to get your papers started and help you to make

progress with your work. You will do yourself and your instructors justice if you openly and squarely discuss the circumstances of your progress or lack thereof.

"On occasion, students accused of plagiarism have claimed that their plagiarism has occurred without their knowledge or intent. Since ignorance of convention is not a reasonable defense, it is best to become thoroughly acquainted both with the various ways in which plagiarism is construed, and with the conventions of source attribution and proper documentation. Some students seem to believe that there are different degrees of plagiarism, some not as bad as others. No distinctions are made between any of the following acts. All constitute transgressions of the Duke University Honor Code, and all constitute violations of the Duke University Judicial Code, which explicitly defines plagiarism as the 'Expropriation of words, phrases, or ideas of another without attribution for the benefit of one who engages in the act of expropriation.' You will be charged with plagiarism if you:

1. Copy from published sources without adequate documentation.
2. Purchase a pre-written paper (either by mail or electronically).
3. Let someone else write a paper for you.
4. Pay someone else to write a paper for you.
5. Submit as your own someone else's unpublished work, either with or without permission.

"If the final work you submit is not all yours, it does not matter how you came by it. If you use another persons' work to further your own understanding of a subject, you must give that person credit."

Cheating

The definition of cheating includes all of the following:

1. Obtaining access, without the instructor's permission, to an examination question or questions prior to the instructor's distribution of the examination.
2. Copying from, attempting to copy from, or consulting during an examination or other assignment from a resource not authorized by the instructor.
3. Without the instructor's permission, collaborating with another, knowingly assisting another or knowingly receiving the assistance of another in writing an examination or in satisfying any other course requirement(s). This includes working together on a lab or computer program when the instructor requires that the work be done on your own.
4. Doing assignments (including labs) for someone else.
5. Committing fraud on a record, report, paper examination, or other course requirement to be submitted to or in the possession of any instructor. Fraud is "any intentional misrepresentation of fact in an attempt to induce another to surrender a right or property or to authorize the conferring of a benefit in reliance upon the misrepresentation; forgery or alteration of document, including course examinations, paper, or other required exercises, in an attempt to obtain a right or benefit or property; obtaining a right or benefit under false pretenses; or unauthorized misuse of otherwise valid documents."
6. Changing grades or answers and submitting the test for a regrade.
7. Altering or forging a document (dean's excuse, attendance sheet, etc.).
8. Submission of multiple copies of the same or nearly similar papers without prior approval of the several instructors involved.

Academic Contempt

In the satisfaction of any course requirement, failure to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty for that course requirement. This may include failure to put books and bookbags away

during a test, taking more time than allotted on a take-home final, failure to seek approval on a paper topic if approval is required, etc.

Animal Abuse

Any type of animal abuse is prohibited, including but not limited to abandonment of or failure to properly care for an animal. Animals, live or dead, may not be used in pranks or otherwise for amusement or ceremony in connection with any institutional or university-recognized group function or activity. For purposes of this policy, the term "animal" includes any wild or domesticated, warm-blooded or cold-blooded animal.

Animals on Campus

The Durham Animal Control Ordinance states that it is illegal to allow animals to run unrestrained anywhere in Durham County, including the Duke University Campus. Violators may be issued a citation and trespassed from the campus for violation of the Ordinance. All animals found running loose on campus or tied to an obstacle unattended will be removed from the campus to the Durham County Animal Shelter by a county official. With the exception of seeing-eye dogs, animals are prohibited inside university facilities. Upon claiming the animal the owner will be required to furnish identification. The Duke University Police Department will refer the names of such students to the appropriate dean; employees will be referred to their department head. *(For policies regarding animals in residential areas, see Residential Rules and Regulations.)*

Alcohol

Duke University's alcohol policy encourages students to make responsible decisions about the use of alcoholic beverages and promotes safe, legal, and healthy patterns of social interaction. Duke recognizes its students to be responsible adults and believes that students should behave in a manner that is not disruptive or endangering to themselves or others and is in compliance with state and local laws regarding the possession, consumption, sale, and delivery of alcohol. This policy primarily addresses on-campus behavior but as with all other university policies, any action that occurs off campus which poses a direct or indirect threat to the campus community may fall within the jurisdiction of the undergraduate judicial system.

For individuals as well as groups, prohibited behavior includes:

- Underage possession
- Unsafe/Irresponsible Behavior
- Violation of Community Standards.

Sanctions for violations of any of these prohibited behaviors may include, but are not limited to, one or more of the following: educational initiatives, restitution to the community, fines, revocation of housing and/or on-campus driving privileges, referral to a substance abuse specialist, treatment through a professional agency such as the Duke Addictions Program, formal warning, disciplinary probation, suspension, or expulsion from the university. Parents of students under the age of 21 will be notified of alcohol-related judicial violations when a student's health or safety has been/is at risk.

Individual offenses will be cumulative over the course of an undergraduate's academic career and sanctions will be applied accordingly. Group offenses will be cumulative on a three (3)-year basis and sanctions will be applied accordingly. After three years from the date of a sanctioned group violation, the violation will no longer be counted in the accumulation of alcohol offenses.

UNDERAGE POSSESSION

Duke University's alcohol policy is in accordance with North Carolina state law; that is, only those 21 years of age and older are permitted to purchase, possess, or consume alcoholic beverages. All persons on university property consuming or possessing alcohol must carry a valid driver's license or state identification card, military identification card, or passport. In addition, Duke students must carry their DukeCard at all times.

North Carolina State Law Regarding Alcohol

For complete information regarding North Carolina state laws governing alcohol, consult the North Carolina General Statutes, Chapter 18B (available online at <http://www.ncga.state.nc.us/statutes/statutes.html>). Criminal penalties for a violation of these laws include a misdemeanor conviction, community service, possible loss of driver's license, and/or fines. Repeat violations incur greater penalties. Highlights of state statutes:

It is illegal for anyone less than 21 years of age to:

- Possess malt beverages, unfortified or fortified wine, spirituous liquor, or mixed beverages;
- Purchase or attempt to purchase malt beverages, unfortified or fortified wine, spirituous liquor, or mixed beverages.

It is illegal for anyone (regardless of age) to:

- Aid or abet another in the unlawful sale, purchase, or possession of malt beverages, unfortified or fortified wine, spirituous liquor, or mixed beverages;
- Fraudulently use identification in obtaining or attempting to obtain alcoholic beverages.

There will be no notation on a student's citizenship record for an underage possession violation unless there is a subsequent violation within one year from the date of the incident, at which point all violations (past and future) will be recorded. If the underage possession violation is accompanied by another university policy violation (including another component of the alcohol policy), this provision does not apply and the violation(s) will be noted. All incidents will be documented internally in order to monitor any pattern of alcohol abuse. Should concern arise about a student's behavior with alcohol, he/she may be referred to a substance abuse specialist for assessment and/or treatment.

UNSAFE/IRRESPONSIBLE BEHAVIOR

Unsafe or irresponsible behavior is defined as actions that are harmful or potentially harmful to one's self or others involving the use of alcohol. Unsafe behavior includes, but is not limited to, consuming through beer bong, participating in or facilitating drinking games or progressive parties, taking shots of liquor, or consuming an excessive quantity in a short amount of time. Irresponsible behavior includes, but is not limited to, the use or attempted use of fraudulent identification in order to obtain alcohol or making alcohol available to underage drinkers.

COMMUNITY STANDARDS VIOLATION

It shall be a violation of the alcohol policy to engage in an action while under the influence of alcohol that is disruptive to the community. Such behavior includes, but is not limited to, vomiting in public, public urination, fighting, exhibiting disorderly conduct, damage to property, throwing bottles, blocking or lying across or otherwise preventing or interfering with access to or passage across an entryway or thoroughfare, or cursing, shouting at or otherwise rudely insulting others.

Additionally, Duke University has established the following community standards regarding alcohol:

- No kegs are permitted in private rooms, student apartments, commons rooms, or other public space. [University-approved bartenders, who will be responsible for carding, may distribute alcohol from kegs in public space at officially approved and registered events.]
- No alcoholic beverages are permitted in first-year houses (or the surrounding grounds) on East Campus.
- The use of alcoholic beverages in games (e.g., quarters, drink-offs, “beer pong,” etc.) is prohibited.
- The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc., is prohibited.
- Only university-approved bartenders are permitted to distribute alcohol on campus.
- Except at events in a licensed facility providing a cash bar, no spirituous liquor or fortified wines may be served to undergraduates.
- Alcohol may not be brought in glass containers to BYOB events that require registration.

HEALTH AND SAFETY INTERVENTION

Because health and safety of students is of primary importance, students are encouraged not only to look out for their own health and safety but also for that of their peers. When a person’s health and/or safety is/are threatened or appears to be in jeopardy, immediate action should be taken to prevent injury/illness/danger. The action may be a call to the Infirmary (684-3367) or to Duke Police (911) for assistance and guidance. Whatever the particular need/problem, it is important to respond in a responsible and timely manner. Students who seek medical assistance for themselves or for others due to over consumption of alcohol shall be exempt from disciplinary action; however, restitution to the community (such as community service) shall be required. Parents of such students under the legal drinking age will be notified. There will be an automatic referral made for that individual to see a substance abuse specialist for education, assessment and possible referral for treatment. In the event that a student fails to meet with the specialist or if he/she chooses not to participate in the treatment program outlined, the student faces being placed on a Medical Leave of Absence until he/she produces documentation that appropriate treatment has been successfully sought. Information obtained during the delivery of medical treatment (including the actual transport of a student to obtain treatment) will not be used to bring disciplinary action under the alcohol policy against that individual or against a group or members of a group who assist the student in obtaining medical treatment, provided that the student group has not violated any other (non-alcohol) university policy.

GROUP-SPONSORED SOCIAL FUNCTIONS

Duke University recognizes the value of group-sponsored social events. Groups are permitted to hold open or closed (by invitation only, through the use of guest lists) social events. Groups may be held accountable for underage possession, unsafe or irresponsible behavior, and violations of community standards that occur during a group-sponsored event.

The following provisions of the alcohol policy apply regarding the presence, use, and distribution of alcohol at group-sponsored social functions. A group is responsible for reasonable monitoring of underage drinking and may be sanctioned if the lack of monitoring leads, or could lead, to unsafe/irresponsible behavior and/or community

standard violations. Additionally, groups are expected to ensure that unsafe/irresponsible behavior and/or violations of community standards do not occur. (See above definitions of unsafe/irresponsible behavior and violations of community standards.) If such behavior does occur, identifiable individuals will be held accountable. A group will be held accountable if the group failed to take appropriate precautions.

Appropriate precautions must include:

- A party monitor for every 25 persons expected to attend the event;
- Adequate and accessible non-alcoholic beverages and food;
- Compliance with all fire safety regulations;
- Adequate control of access to event;
- Enforcing occupancy limits for the venue, including commons rooms, hallways, and stairwells;
- Calling for medical/police assistance as needed; and
- Serving of alcohol by licensed bartenders only.

Student party monitors must have attended a party management seminar presented by the Event Advising Center. Their duties shall include but are not limited to prevention of alcohol policy violations, intervention and care of inebriated, at-risk individuals, elimination of safety hazards, and attention to group precautions. Checking identification will be the responsibility of licensed bartenders.

Additionally, parties in commons rooms will be subject to the same requirements as parties held in campus venues, including the presence of personnel who shall monitor and enforce legal capacities in commons rooms, hallways, bathrooms, and stairwells. They will also respond to disruptive behavior.

Social events that fail to meet any of these expectations must be shut down immediately.

HEALTH EFFECTS OF ALCOHOL, TOBACCO, OTHER DRUGS

One class of drugs is most frequently used socially or recreationally— the psychoactive drugs. These drugs are used because of the pleasurable feelings and the altered state of consciousness they induce. Psychoactive drugs act on the central nervous system— more specifically the brain. They may increase its activity (stimulants, such as cocaine, crack, amphetamines), decrease its activity (depressants, such as alcohol, barbiturates, tranquilizers), cause the creation of illusions (hallucinogens, such as LSD, peyote, mushrooms, PCP), or have a combined effect (marijuana). Every drug has multiple effects on the brain and the body. Addiction to any of these substances is a disease which affects the addict mentally, emotionally, physically, and spiritually. It can also have a profound effect on those closest to the addicted person.

Short Term Abuse

Impaired judgement (violent behavior, physical injuries, accidents), unpredictable mood swings, halitosis, risky sexual behaviors (unplanned pregnancy, impaired sexual response, sexually transmitted diseases), sexual assault, rape, hangovers, increased nervousness, tremors, shortness of breath, reduced energy and stamina, digestive problems (nausea, vomiting, diarrhea, ulcer irritation), dehydration, cardiovascular changes, seizures, loss of consciousness, death.

Long Term Abuse

Systemic Disorders. Increased heart rate, increased or sudden decrease in blood pressure, hyperactivity, decreased oxygen in blood supply to the brain, decreased immune system function, AIDS or hepatitis from needle sharing, reverse tolerance, hemorrhage, delirium tremens (D.T.s) from acute withdrawal, death.

Brain/Central Nervous System Disorders. Short-term memory loss, concentration difficulties, damaged nerve connections, disruption of “chemical messengers.”

Mental Health Disorders. Sleep disorders, eating disorders, fatigue, acute or chronic depression, hallucinations, acute psychotic episodes, suicidal thoughts/gestures/actions, personality changes, delusional states, anxiety/panic reactions, psychosis.

Respiratory System Disorders. Painful nosebleeds, nasal erosion, tuberculosis, chronic lung diseases including emphysema and chronic bronchitis, exacerbation of sinus and asthma conditions, increased risk of lung cancer, decreased vital lung capacity.

Digestive Disorders. Ulcers in the mouth, diseases of the gums, inflammation of the esophagus, stomach, and pancreas, ulcers, cirrhosis, fatty liver disease, alcoholic hepatitis.

Sexual/Reproductive Disorders. Impotence, atrophy of testicles, impaired sperm production, absence of menstrual period, decrease in desire/arousal/performance, birth defects.

Endocrine/Nutrition/Metabolic Disorders. Malnutrition, vitamin/mineral deficiencies, acute gout, obesity, diabetes, decreased testosterone levels in men, appetite disorders, weight gain or loss, impaired immune system.

Skin and Subcutaneous Tissue Disorders. Skin infections, unsightly changes in the skin, dry skin, boils, skin abscesses, itching, increase in skin moles and benign skin, tumors, spider angiomas, edema.

Pregnancy and Fetal Development. Fetal Alcohol Syndrome, low birthweight babies, increased risk of miscarriage, stillbirth, increased risk of Sudden Infant Death Syndrome, brain damage, congenital deformities, addiction in the newborn.

Other Disorders. Prone to cross-addiction to other drugs including prescription medications, laxatives, analgesics, and caffeine. Additionally, chronic abusers have an increased incidence of fractures, sprains, burns, lacerations, bruises, concussions, and other traumas.

HELPING RESOURCES FOR ALCOHOL, TOBACCO, AND DRUG CONCERNS

Emergency Phone Numbers:

Duke Police: 911/684-2444. Alcohol-related emergencies are often difficult to assess.

Student Infirmary's 24-Hour Phone Number: 684-3367. **Call immediately** if there is any question of a student's safety, or the student has: (1) passed out, (2) vomited, (3) consumed most of a fifth of hard liquor in one to two hours, or (4) consumed alcohol in combination with other drugs.

Duke Hospital Emergency Department: 684-2413. If an intoxicated student can't be aroused, has suffered an injury, or seems to be in a life-threatening state, get the student to the Emergency Department. Duke Police can assist in transporting students.

24-Hour Confidential Advice on alcohol or drug-related emergencies can be obtained through the emergency care psychiatric nurse (Durham County General Hospital) at 470-4000; or through Holly Hill Hospital at 1-800-422-1840 or 1-800-447-1800.

Local Inpatient Treatment Facilities:

Holly Hill Hospital	250-7000
3019 Falstaff Road	1-800-422-1840
Raleigh, NC 27610	1-800-447-1800

Local Outpatient Treatment Facilities:

Duke Addictions Program 4323 Ben Franklin Blvd., Suite 1000 Durham, NC 27704	684-3850
Holly Hill Hospital 3019 Falstaff Road Raleigh, NC 27610	250-7000 1-800-422-1840 1-800-447-1800

Individual Counseling:

Duke Counseling and Psychological Services	660-1000
Duke Addictions Program	684-3850
Durham Center 501 Willard Street Durham, NC 27701	560-7500

Support Groups:

Alcoholics Anonymous (AA) (286-9499 or 1-800-662-4357). AA offers emergency support for alcoholics, in addition to their group meetings. Many have found that the 12-step program is the most helpful method of getting sober. There are AA groups near campus.

Narcotics Anonymous (NA) (956-5900 or 1-888-336-4066). This support group is for recovering drug abusers/addicts, or those who are currently abusing drugs, or members of their families, or friends. The 12 steps are used in this program.

ACOA/AL-ANON (403-0687). An ACOA/AL-ANON group is a self-help for family members based on the 12-step model which focuses on dealing with the impact of living with or being close to an alcoholic. There are also ACOA/AL-ANON groups in Chapel Hill. The Alcohol-Drug Council of North Carolina is an information and referral service. (1-800-688-4232)

Women for Sobriety (489-6078). This women's support group is based on re-establishing self esteem and growth in order to recover from alcoholism. Small, confidential groups are available in this area as well as nationally and internationally.

Information/Education:

Healthy Devil (684-5610). The Healthy Devil offers a wide variety of information on alcohol, tobacco, other drugs, how to help a friend, decision-making and more. The office also provides videotapes, films, books, or programming assistance.

Counseling and Psychological Services (660-1000). Counseling and Psychological Services (CAPS) is available for evaluation, consultation, and referral for substance abuse.

North Carolina Alcohol and Other Drug Resource Center (493-2881). Offers an impressive array of free brochures on alcohol and other drugs, plus listings of area treatment and self-help resources, including information on AA, NA, AL-ANON, NAR-ANON, and other support group meeting places and times.

1-800-347-8998. An around-the-clock information and referral service, staffed by recovering cocaine addict counselors.

C.S.A.P. (1-800-662-HELP; 1-800-662-9832 for information in Spanish). A 24-Hour hotline maintained by the Center of Substance Abuse Prevention offers confidential information and referral.

N.C.A.D.I. (1-800-729-6686). The National Clearinghouse for Alcohol and Drug Information offers free print information on alcohol and other drugs. Other media may be available for rent or purchase.

Cancer Information Service (1-800-422-6237; 286-5515). Free telephone smoking cessation counseling, materials, support, referrals. Information in Spanish when needed.

American Lung Association (1-800-586-4872). Self-help materials available.

Banners

Requests for hanging banners on university buildings must be approved by the facilities management department. Banners must be inherently flame resistant or sprayed with a flame retardant spray as approved by the OESO-Fire Safety Division. If approved, a banner may be hung for a period of not more than three days. The banner must be removed by the sponsoring organization within 24 hours of the event that it advertises. In the event that there is no date for the banner, then a three-day maximum will be established for its display. If the group fails to remove the banner within the designated time, the university will remove it at a cost to the responsible organization or individuals. Where no sponsoring organization or individual may be identified, banners will be taken down immediately.

Banners on Light Poles. All banners approved by the Facilities Management Department Banner Committee (FMDBC) for placement on light poles throughout the university will meet the following criteria:

- Banners will be tasteful and in accordance with the high standards set by Duke University.
- No on/off campus business advertising is permitted on banners approved by the FMDBC.
- Banners will meet the criteria set for size, seaming, and grommet placement.
- Banners will only be placed on designated light poles.
- Banners approved for placement by the FMDBC will not remain in place longer than fourteen (14) consecutive days. Exceptions may be approved by the FMDBC (example: United Way banners).
- Banners will be assigned to facilities management department (FMD) for placement and removal.

Requesting Procedure. Individuals requesting placement and removal of banners should complete the information requested on the form available in 200 Facilities Center.

- Request the placement of banners at least fourteen (14) days prior to the first date of placement.
- Provide sample of actual banner to be placed. List contact person for all banner issues.
- Provide Interdepartmental Request (IR) charge code with initial banner request.

Once the request for the placement of banners is received, the FMDBC will respond within five working days on the disposition of each request. Once action is taken, the requestor will be notified immediately. FMD will provide information on vendors, timing, and design of banners upon request. Once the banners' placement period has expired, FMD will remove banners and return them to the requestor.

Banners on the West Union Building. Brackets for hanging banners have been installed on each side of West Union Building at the Bryan Center walkway. Event management department personnel will hang and remove banners for students groups at no cost.

- Banners must be tasteful and in accordance with the high standards set by Duke University. The Event Advising Center will review banners for appropriateness.

- No on/off campus business advertising is permitted on banners.
- Banners must measure 6' x 6' and must have a 2-inch hem at the top to facilitate hanging.
- Banners are due to the Event Advising Center (001 Bryan Center) by 5 P.M. on Tuesday prior to event week or weekend. Banners will be hung by Thursday afternoon.
- Banners will not be returned.
- Banners will be hung on a first-come, first-served basis as space permits.

Bridge Painting

There has been a long-standing tradition of allowing student organizations and individuals to paint the East Campus bridge. The bridge is a place where groups and individuals from Duke can express opinions that are not restricted by content, except by legal standards. The bridge will not be censored for content by the university. As part of a campus maintenance program, the entire bridge may be painted during the summer and semester break. Students are reminded that painting other university property without permission is prohibited. Any group or individual identified as being responsible for painting anything other than the bridge will be charged for clean up and may also be subject to judicial action.

Chalking of University Facilities

The extensive use of chalk to advertise events and activities on buildings, sidewalks, and other university facilities and structures has caused major problems because the chalk must be removed at a considerable expense. Therefore, any individuals or groups identified as being responsible for chalking university facilities will be charged for clean up and also may be subject to judicial action.

Computing and Electronic Communications at Duke University: Security, Privacy and Acceptable Use

The purpose of this policy is to establish and promote the ethical, legal, and secure use of computing and electronic communications for all members of the university community.

The university cherishes freedom of expression, the diversity of values and perspectives inherent in an academic institution, the right to acknowledgment, and the value of privacy for all members of the Duke community. At the same time, the university may find it necessary to access and disclose information from computer and network users' accounts to the extent required by law, to uphold contractual obligations or other applicable university policies, or to diagnose and correct technical problems. For this reason, the ultimate privacy of messages and files cannot be ensured. In addition, system failures may lead to loss of data, so users should not assume that their messages and files are secure.

Neither the university nor its agents restrict the content of material transported across its networks. While the university does not position itself as a censor, it reserves the right to limit access to its networks or to remove material stored or posted on university computers when applicable university policies, contractual obligations, or state or federal laws are violated. Alleged violations will receive the same academic due process as any other alleged violation of university policy, contractual obligations, or state or federal laws.

[Note that the above policy is subject to change. The latest version of the policy is available at <http://www.oit.duke.edu/oit/policy/>]

Examples of the Policy in Practice

1. To guard the privacy of all members of the university community, only access information that is your own, that is publicly available, or to which you have authorized access.
2. To avoid violating federal copyright laws, only use legitimately procured versions of copyrighted software and content.
3. To protect the privacy and security of all users' data, do not attempt to circumvent or subvert system or network security measures without the permission of the owner of the system.
4. To comply with laws regarding vandalism, do not intentionally propagate computer viruses, worms or "Trojan Horse" programs, or otherwise disrupt university network/computing services.
5. In order to protect the university's non-profit status, do not use university computer systems for commercial purposes.

The above list only addresses some of the most common issues that arise with regards to computing. All prohibitions found in applicable law and other university policies also apply to the computer systems.

Guidelines for using University Computing Resources

OIT recommends that users follow these guidelines in order to help assure a safe and accessible computing environment for everyone at Duke.

1. Since the password to your computer account is key to protecting your information and the integrity of the computing systems, choose a good password and don't write it down or share it with anyone else. Computing systems have ways to allow users to share files or information without sharing passwords. For help with this, see the web page: <http://www.oit.duke.edu/security/password.html>
2. Be considerate in your use of shared resources, including disk space, printer paper, and time on pc's in the public computer clusters.

DukeCards

Undergraduates students are issued identification cards (the DukeCard) which they should carry at all times. The cards are the means of identification for library privileges, student health services, athletic events, access to residence halls and academic buildings, and other university functions or services open to them as university students. These cards also serve to purchase food on a selected meal plan or other food and nonfood items on the flexible spending account. Students will be expected to present their cards upon request to any university official or employee.

The cards are not transferable, and fraudulent use may result in loss of student privileges or suspension. A student should report the loss of this card immediately to the DukeCard Office, 100 West Union Building, 684-5800. Temporary cards for access to residence halls can be obtained at the DukeCard Office twenty-four hours a day. The cost of a replacement DukeCard is \$10.

Drugs and Drug Paraphernalia

Duke University prohibits members of its community to manufacture, sell, deliver, possess, or use a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the North Carolina Controlled Substances Act, including but not limited to opiates,

barbiturates, amphetamines, marijuana, and hallucinogens. The presence and use of many of these drugs within the university community are contrary to the intellectual and educational purposes for which the university exists.

The possession of drug paraphernalia is also prohibited under North Carolina state law and university policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the North Carolina Controlled Substances Act.

Alleged violations of this policy will be adjudicated through the Undergraduate Judicial System. A student may also be within the jurisdiction of the Undergraduate Judicial System if convicted on a drug charge by a court of law.

It is expected that in all cases, professional judgment will be exercised in referring students to university health and counseling services. The judicial officer, or designee, may require a student to take a leave of absence, and return to campus may be conditional upon proof of completion of a substance abuse treatment program.

The university recognizes that ignorance or innocence concerning such drugs threatens the safety of members of its community. It therefore seeks to provide as much information as it can concerning the consequences of harmful drugs. The university recognizes also that the illicit use of drugs may reflect emotional problems and is prepared to assist its members involved in their use through medical and psychiatric counseling. Action taken by the university in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the person involved and for the maintenance of a suitable educational environment for all members of the university. Nevertheless, the university considers a violation of the drug prohibition a serious matter and reserves the right to take action appropriate to the circumstances of each case.

Firearms, Explosives, and Other Weapons

It is against North Carolina state law and university policy to possess a gun, rifle, pistol, or other firearm of any kind, or any powerful explosive on university property. Likewise, students are not permitted to possess on campus any weapon, including mace, BB gun, stun gun, air rifle, air pistol, bowie knife, dagger, slingshot, switchblade knife, blackjack, and metallic knuckles.

Fire Safety

Fire safety regulations are for the safety of the entire Duke community. Failure to comply with these regulations is serious and will likely result in immediate loss of the privilege to live on-campus in addition to disciplinary action.

Burning Materials in the Residential Areas (including candles and incense)

It is a violation of university policy to light any material on fire on-campus. Candles, other open flame devices, and incense are strictly forbidden for use inside university facilities except during the official religious ceremonies such as the observance of Chanukah. Those individuals wishing to utilize candles in observance of a religious holiday should contact OESO-Campus Fire Safety Division to obtain information concerning fire prevention. While smoking is permitted in individual student rooms except in smoke-free residence halls, residents may risk losing their housing license and/or be charged for fire damage resulting from neglect.

Electrical Wiring/Appliances

Tampering with electrical wiring, including, but not limited to, the installation of direct wired ceiling fans and dimmer switches, is prohibited. Damage caused by electrical appliances which are not owned by Duke University is the responsibility of the resident(s).

Fire Alarms/Drills

To further assure life safety, fire alarm systems are located in each residence hall at convenient locations to alert the occupants in case of fire.

Residents must comply with all fire alarms/drills. Failure to evacuate may result in disciplinary action. Activating/reporting false alarms or tampering with the alarm system is strictly prohibited.

Fire Extinguishers, Sprinklers, and Other Fire-Fighting Equipment

Fire extinguishers are located in all residence halls. Because of the presence of the extinguishers, sprinklers, and other fire-fighting equipment, numerous fires have been quickly controlled, avoiding injury or loss of life. The potential impact of having this equipment vandalized or stolen is clear; yet each year individuals continue to disregard the safety and rights of others by relocating, removing, tampering with, or destroying fire-fighting equipment. Such acts are prohibited under university policy.

Damage and/or theft of fire equipment also is punishable under North Carolina General Statute 14-286, which carries a maximum penalty of six months imprisonment and/or \$500 fine.

Fireworks

Students may not possess/use fireworks of any kind on-campus.

Grills

North Carolina law prohibits the use of portable charcoal, gas, or electric grills within 10 feet of all residence halls/apartments. Storage of grills not in use, which are cool, is permitted. Failure to abide by this ordinance may result in a fine as determined by the Durham Fire Marshal.

Inflammable/Combustible Materials in the Residential Areas

Inflammable/combustible materials, including but not limited to gas, lighter fluid, and propane lanterns, are not permitted in residential areas.

Obstruction of Hallways, Stairwells, Sidewalks, and Lawns

North Carolina fire safety codes prohibit the obstruction of hallways and stairwells. The Durham Fire Marshal mandates the immediate removal of all items obstructing hallways and stairwells. The Office of Housing Management will remove without warning or reimbursement furniture, bicycles, lumber, and all other items found obstructing hallways or stairwells. University furniture will be removed from hallways and stairwells and the residents of the house may be charged for missing furniture.

Sidewalks, stairways, and entryways must not be used for purposes other than ingress or egress. Bicycles may not be left in these areas or other locations where they may cause harm to persons or groundskeeping equipment. Motorcycles must be parked in parking lots.

Delivery trucks, automobiles, motorcycles, scooters, and minibikes will not be permitted on lawns and walkways, patios, or stairwells. These vehicles must be parked in legal parking spaces.

Open Fires On Campus

Open fires, including bonfires, are not permitted on Duke University property except as approved by the OESO-Fire Safety Division and the Durham Fire Marshal. Students who either provide or contribute materials to burn or who ignite or attempt to ignite flammable materials will be considered in violation of this policy. Students also should realize that such actions violate state law and may result in their being issued a citation for unlawful burning.

Gambling

It is against North Carolina state law and Duke University policy to gamble. A person/organization is guilty of gambling if he/she/it operates, plays, or bets at any game of chance at which any money, property, or other thing of value is bet.

Harassment

Duke's full harassment policy may be found at http://www.duke.edu/web/equity/har_pol.htm.

Purpose. Harassment of any kind is not acceptable at Duke University. It is inconsistent with the university's commitments to excellence and to respect for all individuals. Duke University is also committed to the free and vigorous discussion of ideas and issues, which the university believes will be protected by this policy.

Scope. The Harassment Policy applies to all persons who are enrolled or employed at Duke University while they are on university property or are participating in a university-sponsored activity off-campus.

Definition of Harassment at Duke University. Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions. The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all the circumstances.

Sexual coercion is a form of harassment with specific distinguishing characteristics. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education; or,
2. submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

Procedures for Resolution of Claims of Harassment Between/Among Undergraduate Students. The Office of Student Development has the authority to adjudicate, through the undergraduate judicial system, all claims of harassment where both parties to the complaint are Trinity College or the Pratt School of Engineering undergraduate students. For these such cases, mediation may be attempted with agreement of the parties, but it is neither mandatory nor a right of the complainant or respondent. Students who have concerns about possible harassment may discuss the situation with a Harassment Prevention Advisor (see below) Duke Police, the Office of Student Development.

Procedures for Resolution of Harassment concerns Involving a Teaching Assistant, Graduate Student, Faculty Member or Nonfaculty Employee. Harassment complaints that involve both undergraduate students and either graduate students, faculty members or employees are addressed, as necessary, through the intervention of the official responsible for the respondent's supervision. Such situations are of particular concern because the possible inherent power differential between the parties increases the potential for coerciveness.

Students with such complaints, individuals charged with harassment, and individuals with knowledge of situations in which harassment may exist may seek assistance through a Harassment Prevention Advisor (see below) or through the Office for Institutional Equity.

Harassment Prevention Advisors. Students who have concerns about harassment may wish to discuss the situation with any of the following individuals, who can provide assistance:

Stephen Bryan	Student Development	684-6313
Sue Coon	University Life	684-3227

Cynthia Clinton	Institutional Equity	684-8222
Carlisle Harvard	International House	684-3585
Alma Jones	Student Affairs	681-2721
Karen Krahulik	Center for LGBTL	684-6607
Donna Lisker	Women's Center	684-3897
Caroline Nisbet	Student Affairs	684-5450
Julian Sanchez	Intercultural Affairs	684-6756
Kay Singer	Trinity College	684-6221
Maggie Sloane	Institutional Equity	684-8222
Kacie Wallace	Student Development	684-6313
Sue Wasiolek	Student Affairs	684-5363

In considering a complaint under the Duke University Harassment Policy, the following understandings shall apply:

1. Duke University is committed to protecting the academic freedom and freedom of expression of all members of the university community. This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however controversial, in the classroom, residence hall, and, in keeping with different responsibilities, in workplaces elsewhere in the university community
2. Harassment must be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.
3. In complaints concerning carrying out of non-instructional employment responsibilities, the university adopts the definition of sexual harassment found in the Equal Employment Opportunity Commission (EEOC) Guidelines: "conduct of a sexual nature . . . when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."
4. Instructional responsibilities require appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation.

The following behaviors are also prohibited by the Harassment Policy:

1. Reprisals Against the Complainant: It is a violation of Duke's Harassment Policy to retaliate against a complainant for filing a charge of harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment. When necessary, the appropriate dean or other university officer may monitor student grading or faculty/staff reappointment, tenure, promotion, merit review, or other decisions to ensure that prohibited retaliation does not occur.

Reprisals Against the Respondent: Lodging a complaint of harassment is not proof of prohibited conduct. A complaint shall not be taken into account during reappointment, tenure, promotion, merit, or other evaluation or review until a final determination has been made that the university's Harassment Policy has been violated.

2. Knowingly Filing False or Malicious Complaints: To file knowingly a false or malicious complaint of harassment or of retaliation is a violation of the Harassment Policy. Such conduct may be pursued using the steps followed for

a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.

3. **Intentional Breaches of Confidentiality:** All participants in the Harassment Complaint Resolution process, including the complainant and respondent, witnesses, advisors, mediators, members of hearing panels, and officers, shall respect the confidentiality of the proceedings. Breaches of confidentiality jeopardize the conditions necessary to the workings of internal procedures for resolution of claims of harassment. Participants are authorized to discuss the case only with those persons who have a genuine need to know. A complaint alleging an intentional breach of confidentiality may be pursued using the steps followed for a complaint of harassment. Such a breach may also constitute an act of retaliation. A breach of confidentiality may void the outcome of any previously agreed-upon resolution to a complaint.

For further assistance with matters regarding harassment and discrimination please contact the Office for Institutional Equity at (919) 684-8222 or refer to the Institutional Equity website at: http://www.duke.edu/web/equity/har_welcome.htm

Hazing

Hazing is a serious infraction of university regulations. The potential for hazing typically arises as part of a student's introduction to or initiation in a university organization, whether that be a fraternity, sorority, athletic team, or other group. Hazing is defined as any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its bearing on his/her membership status. Such activities and situations include, but are not limited to:

- paddling in any form;
- creation of excessive fatigue;
- road trips;
- branding;
- wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year;
- calisthenics;
- marching in line;
- line-ups;
- mandatory periods of silence;
- expected or forced consumption of food, drink (including alcohol), or other substance;
- acts of humiliation or degradation;
- standing for a length of time;
- personal servitude;
- streaking;
- compromising (sexual) situations;
- sleep deprivation (less than six hours of uninterrupted sleep);
- restrictions on eating and/or bathing; and
- interruption or interference of academic commitments.

Both individuals and groups who participate in, or witness and do not report, acts of hazing, may be held accountable under this policy. The action of even one member of a group may result in both individual and group responsibility.

The following questions can help individuals/groups assess the appropriateness of an activity:

- Does the activity promote and conform to the ideals, values, and mission of the university and fraternity, team, or organization?
- Is it an activity that all members (current and initiates) engage in together?
- Would you want a judge, parent, or dean to witness the activity?
- Will this activity increase new members' respect for the group and all members of the group?
- Does the activity cause mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?

(Adapted from the Fraternity Executive Association, the North American Interfraternity Conference, Inc., and Washington University.)

Any individual or group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including, but not limited to: disciplinary probation, social suspension, suspension/revocation of charter, restrictions on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges, expulsion. Students should also be aware that hazing is a misdemeanor under North Carolina state law and is punishable by up to a \$500 fine and/or six months imprisonment. Hazing is defined under North Carolina state law as "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity" (NC Gen. Stat. §14-35). Under North Carolina state law (NC Gen. Stat. §14-36) any student convicted for hazing, or aiding or abetting hazing, must be expelled from the university.

Acts or potential acts of hazing may be reported to Judicial Affairs (684-6313) or Duke Police (911). In addition, concerns may be reported confidentially via voicemail to the university's Hazing Hotline at 684-5766.

Infectious Disease/Food Poisoning

Any student who contracts an infectious or contagious disease, or gets food poisoning from on-campus facilities should immediately report this to the residence hall staff, the Infirmary, or the Office of Student Development.

Keys

The unofficial use or possession of residence hall keys, including possession of master keys or keys other than those assigned to the student, is prohibited. Keys are not transferable; switching keys with other students is prohibited. (*Also see Residential Policies.*)

Library Policies

Fines and Charges

Students will be delinquent if they owe more than \$225 in library charges. Borrowing privileges may be suspended until the charges are resolved. Recalled books not returned after seven days will be fined \$3 per day per book.

Food, Drink, and Tobacco

1. Limiting the consumption of food and drink in Perkins Library and prohibiting the use of tobacco are intended to protect books, electronic equipment and

furnishings; decrease the presence of vermin in the building; promote a decorous atmosphere; and reduce housekeeping costs.

2. Food and drink are permitted in several designated areas within Perkins Library: the Deryl Hart Room, the Gothic Reading Room, the Perk, entrance lobbies, faculty and staff lounges, and meeting rooms (223A, 226, the Carpenter Board Room, and the Breedlove Room). Food and drink are subject to confiscation in undesignated areas.
3. No smoking or other tobacco use is allowed anywhere in Perkins Library.

Library Materials Security

Library materials are electronically protected by a theft detection system. An alarm sounds when items not properly charged out are taken through the security gates near the Perkins circulation desk. Individuals carrying books through the gates when the alarm sounds are asked to return to the circulation desk. Anyone who refuses to permit his or her books to be examined may be denied further use of the library. Student offenders will be reported to the appropriate dean. Deans are authorized to refer offenders to judicial boards or to take independent disciplinary action, including applying penalties appropriate to the seriousness of the offense, up to and including suspension.

Mediation

Mediation is one option offered at Duke that empowers students to resolve their own disputes. It is a consensual, facilitated process that uses negotiation, conflict resolution and cooperation to resolve disputes between people. Situations that may be appropriate for mediation are roommate conflicts, domestic disputes, student-to-student harassment, and some disciplinary matters. Students may access the university mediation services, which is staffed by students, faculty and administrators, through the mediation website at <http://avpo.stuaff.duke.edu> or by emailing mediation@studentaffairs.duke.edu.

Medical Center Student Traffic

Duke Hospital and clinics provide medical service and support to thousands of patients and their families. Student traffic brings congestion, noise, and additional building maintenance that are incompatible with patient care.

Students are prohibited from using Duke Hospital Clinic as a thoroughfare. Students must walk around Duke Hospital Clinic via Trent Drive and Flowers Drive.

Additionally, students are not allowed to travel through Duke Hospital South to access Duke Hospital North. Students are allowed access to Duke Hospital South for purposes of visiting the student infirmary, going to work, the bank, or the pharmacy. If requested, students must be able to document reason for being in the hospital. Hospital food service is not provided for students and is an unacceptable reason for accessing the hospital.

Noise

This policy is based on the belief that all persons residing in the community have a responsibility to respect the rights, health, security, and safety of other community members and that persons who repeatedly fail to respect others should no longer be afforded the privilege of residing in university housing.

During the following times, higher noise levels will be tolerated but must remain at a level considerate of those students who wish to study or sleep:

East, West (including Trent), Campuses:

5:00 pm–7:00 pm Monday–Friday

5:00 pm–2:00 am Friday

1:00 pm–2:00 am Saturday

1:00 pm–6:00 pm Sunday

Central Campus:

Quiet hours are in effect 24-hours a day, 7-days a week.

1. At all times, students are expected to respect the rights of others.
2. Please note that any event with sound amplification placed or directed outside must be registered through the Event Advising Center (660-1700).
3. Students who are disturbed by noise should attempt to resolve the situation by contacting the other party(ies) involved; or, if needed seek the assistance of house officers or resident advisors. If necessary, persistent complaints may be registered by calling Duke Police at 684-2444.
4. It should be noted that residents are responsible for the actions of their guests; and, cohesive units, as a whole, may be held responsible for violations of this policy by their individual members.
5. All violations of this policy will be subject to disciplinary action. Depending on the nature and severity of the violation, as well as the existence of prior violations, a judicial response may include a letter of warning from the Office of Student Development or a disciplinary conference with the judicial officer, or designee. Multiple violations may be just cause for revocation of one's housing license or, in the case of group violations, a period of social suspension.

Nondiscrimination

Duke University does not discriminate on the basis of race, color, national origin, handicap, sexual orientation or preference, gender, or age in the administration of educational policies, admission policies, financial aid, employment, or any other university program or activity. The university admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

Discrimination: Appeal Procedures for Student Employment

Complaints from students of discrimination regarding hiring practices should be filed in writing with the Office of Undergraduate Financial Aid, 2122 Campus Drive. A staff representative of the Office of Financial Aid shall notify the university equal opportunity officer in writing of the complaint within ten (10) working days. The equal opportunity officer will investigate the complaint, notify the Office of Student Affairs and the respective college or school of the student, and attempt to reconcile the parties. Should the complainant feel that the complaint of discrimination has not been remedied after receiving a written evaluation from the equal opportunity officer, appeal may be made to the respective dean of the student's college or school.

Pickets, Protests, and Demonstrations

Statement of Policy. Duke University respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions publicly and privately, and to join together to demonstrate their concern by orderly means. It is the policy of the university to protect the right of voluntary assembly, to make its facilities available for peaceful assembly, to welcome guest speakers, to protect the exercise of these rights from disruption or interference.

The university also respects the right of each member of the academic community to be free from coercion and harassment. It recognizes that academic freedom is no less dependent on ordered liberty than any other freedom, and it understands that the harassment of others is especially reprehensible in a community of scholars. The substitution of noise for speech and force for reason is a rejection and not an application of academic freedom. A determination to discourage conduct which is disruptive and disorderly does not threaten academic freedom; it is rather, a necessary condition of its

very existence. Therefore, Duke University will not allow disruptive or disorderly conduct on its premises to interrupt its proper operation. Persons engaging in disruptive action or disorderly conduct shall be subject to disciplinary action, including expulsion or separation, and also charges of violations of law.

Students planning a picket, protest, or demonstration, should contact the Event Advising Center (660-1700) for guidance and further information.

Rule. Disruptive picketing, protesting, or demonstrating on Duke University property or at any place in use for an authorized university purpose is prohibited.

Hearing and Appeal. Cases arising out of violations of the Pickets and Protests Regulations will be heard by the University Judicial Board, in accordance with the procedures outlined herein. The University Judicial Board shall have jurisdiction over members of the student body, members of the faculty, and administrative personnel of the university not subject to the personnel policy handbook. Hearings will be conducted with regard for academic due process. The decision of the University Judicial Board shall be final if the accused is exonerated or if there is no appeal. In other cases, students may appeal to the president, or, in his/her absence, the provost, in which case such appeal shall be solely on the record of the proceedings before the Hearing Committee of the University Judicial Board. Argument on appeal shall be on written submission, but the president may, in addition, require oral argument.

A Hearing Committee will consist of two faculty members, one dean, and two students. These students will be selected from members of the judicial boards or governments in the undergraduate, graduate, or professional colleges or schools. The chair of the Hearing Committee will be designated by its members. The Hearing Committee will conduct its proceedings in accordance with academic due process.

Amendments. These regulations on pickets, protests, and demonstrations may be changed or amended by the university at any time but any such change or amendment shall be effective only after publication or other notice. These regulations supersede any regulations heretofore issued on the subject.

Roofs/Ledges/Attics/Tunnels/Unauthorized Areas

Access to roofs, ledges, attic space, tunnels, or other unauthorized areas is forbidden. Students have been injured falling over roof and ledge areas, and the tunnels contain high voltage equipment that can be extremely dangerous. All users of the Central Campus pool must observe swimming pool regulations published by the Office of Housing Management; entry during times which the pool is not open is considered to be trespassing.

Safety Tips

No institution can guarantee the safety of all students. It is therefore recommended that students exercise caution at all times. It is recommended that students avoid isolated areas. 684-SAFE (684-7233) may be called to request escort service from dusk to dawn.

1. Do not walk, jog, or bike alone outside of well-populated areas.
2. Keep your room and apartment door locked at all times whether or not you are present.
3. All external doors should be kept locked. Do not allow others to "tailgate" into a secured building behind you.
4. Immediately report to the Duke University Police Department, 911 or 684-2444, any incident taking place that threatens safety or appears suspicious.
5. Become familiar with the locations of campus "Help" phones and use them if you need assistance of any kind.

Security Access to Residence Halls

All residence halls are locked twenty-four hours a day. Access may be gained by using a DukeCard or the telephones which are installed at the front door of each living group. Each house votes annually whether to allow access to students from other houses between the hours of 9:00 A.M. and 2:00 A.M.

Smoking

Duke University seeks to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members. For those students and staff living within the confines of university facilities, it is important to recognize that measures are in place to balance the individual and community interests in situations where an individual makes the personal choice to use tobacco products in residential areas.

- Public residential spaces (e.g., common rooms, restrooms, hallways, study rooms, computer clusters, etc.) are smoke-free areas.
- Smoking is permitted in a student's private room or apartment, provided such activity is agreed to by the roommate(s) and is not permitted to impact negatively those living nearby.
- Camelot, Chatham, Nottingham, and Brown residence halls are entirely smoke-free, including student rooms.
- Any students responsible for damage resulting from the use of a tobacco product will be required to pay restitution and risk losing their housing license.

Solicitation

Commercial selling or soliciting is prohibited in university facilities and in the residence halls or Central Campus Apartments whether by residents or nonresidents. The Bryan Center environs may be used for the purpose of sales, distribution, or events involving the use of sound amplification equipment. Any such activity must be sponsored by a recognized campus organization.

Support Services for Survivors of Sexual Violence

Overview. Sexual violence is a term used to describe any kind of unwanted sexual activity, including rape, sexual assault, child sexual abuse or unwanted touching of certain areas of the body. Sexual assault is a criminal act, violating both North Carolina statutes and the Undergraduate Judicial Code. You can get assistance on campus dealing with these crimes whether they happened recently or in the past. Additional resource information is available at: <http://www.studentaffairs.duke.edu>.

Information, Advocacy, and Support. You can call Duke's Office of Sexual Assault Support Services (SASS) or Rape Crisis of Durham (RCD) for information. Both services are free and confidential and do not require making a formal report to the police. They can explain your options, the implications of the actions you may be considering, and can serve as your advocate. These services also are available to you if you are helping a friend who has been assaulted.

For Urgent Matters. For assistance 24 hours a day, call the dean on call at 970-4169. The dean on call can assist you and/or reach the SASS coordinator. To schedule an appointment, call or come by the Women's Center, 126 Few Fed (West Campus, across the traffic circle from the Allen Building), 684-3897, between 8:30 a.m.-5 p.m. on weekdays. You may call the SASS information and referral line 24 hours a day, 681-6882.

To reach Rape Crisis of Durham (RCD) 24 hours a day, call 401-9295, and ask to speak to a rape crisis volunteer.

Immediate and Urgent Medical Concerns. Go directly to the Emergency Department (ED) of Duke Medical Center (off Erwin Road near Trent Residence Hall). You can call the Duke Police Department, 684-2444 or 911, for transportation without having to make a report. The services available are: medical care, evidence collection, payment options (delayed or direct billing), and medication for pregnancy and sexually transmitted disease prevention. To leave your options for pressing charges open and to be eligible for victim's assistance, a state fund which pays for the hospital expenses, you will want to have evidence collected by the hospital within 72 hours of the assault. In order to receive funds from victim's assistance, you must make a report. Another funding option for repaying hospital bills is a loan fund available through the SASS office. This loan fund does not require that you make a report. Contact the SASS coordinator for more information.

Less Immediate Medical Concerns. Schedule an appointment at Student Health in the Pickens Building. You can call SASS for someone to accompany you if you would like. The services available are: medical care, medication for pregnancy and sexually transmitted disease prevention. All services are covered by the student health fee, except for a minimal charge for the morning-after pill. For non-urgent overnight care, the morning-after pill, or for super-confidential HIV counseling and testing, go to the Student Infirmary in Duke South, 684-3367.

Counseling or Emotional Support. SASS provides basic crisis intervention (short term support), referrals to counselors on and off campus who have experience working with survivors, information sessions, and support groups. Counseling and Psychological Services (CAPS), 660-1000, provides individual counseling/psychotherapy, referrals, and, in some semesters, group counseling.

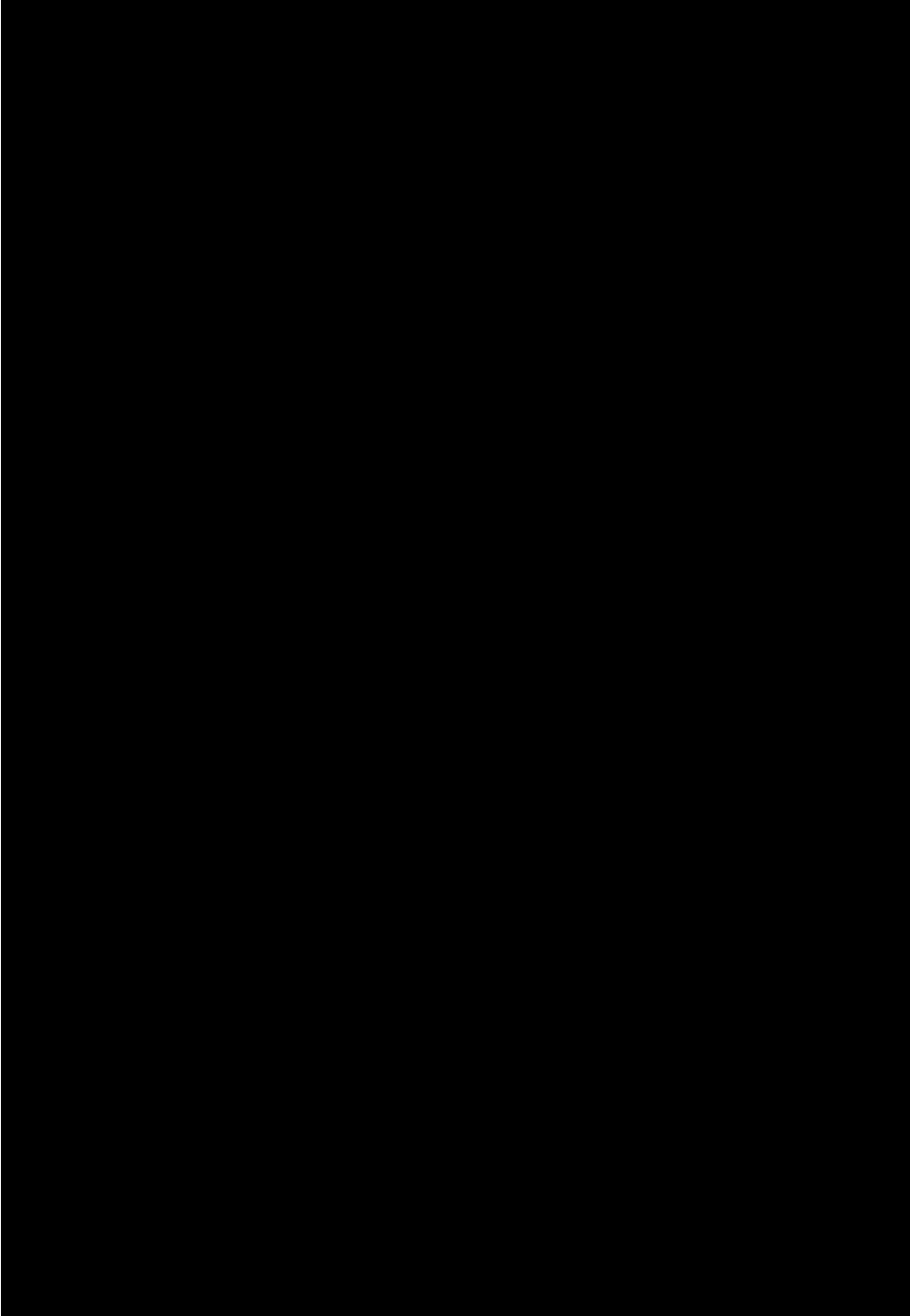
Duke University Police Department. Duke Police (911) will respond to emergencies and non-emergencies to provide legal assistance by intervening in cases of assault, providing transportation to the Emergency Department, taking reports of an assault, investigating and participating in the appropriate legal or judicial action. They are responsible for notifying the community in a case of continuing danger, can issue a trespass order that requires a dangerous individual to stay away from campus or a particular area of campus, and will provide referrals including how to obtain a restraining order.

Safe Spaces. Duke University's Women Center provides safe and confidential spaces to go on a Friday or Saturday night between 11PM and 7AM. These spaces are called Safe Havens. They are located in the Women's Center on West Campus (126 Few Fed) and in the Wellness Clinic (next to the Marketplace) on East Campus. Safe Havens are staffed by trained student volunteers that can assist you in contacting someone who can help you.

Legal or Judicial Options. Your options include pursuing criminal charges, civil charges, or a complaint under the Undergraduate Judicial Code. SASS or RCD can provide initial information and serve as an advocate for you through any of these processes. In the case of a university hearing, sanctions for a guilty verdict include, but are not limited to, recommendation for counseling, disciplinary probation, suspension, expulsion, and other sanctions deemed appropriate by the hearing body.

Academic and Residential Life. After a crisis or assault, you may have concerns about security or feel a need to change your residence or your phone number. You also may need academic intervention (an excuse from class, an extension, or a leave of absence). SASS can help you identify the appropriate deans and can accompany you or help you to arrange a meeting to discuss your needs.

SASS Worksheet



Campus Sexual Assault Victims' Bill of Rights

Congress enacted the "Campus Sexual Assault Victims' Bill of Right" in 1992 as part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486(c)). The complete text can be found in 20 USC 1092(f)(8). A summary of the law is as follows:

1. The accuser and accused must have the same opportunity to have others present at a disciplinary proceeding.
2. Both parties shall be informed of the outcome of any disciplinary proceeding.
3. Survivors shall be informed of their options to notify law enforcement.
4. Survivors shall be notified of counseling services.
5. Survivors shall be notified of options for changing academic and living situations.

Support Services for Survivors of Dating Violence

Overview. Most dating relationships are fun, supportive, and loving; however, some dating relationships are characterized by a cycle of emotional control and/or physical violence that one person in a relationship exercises over the other. Control and abuse are intentional behaviors that often begin with jealousy, chronic put-downs, urged or forced isolation from friends and family, intimidation, and threats. Stalking, physical abuse, and/or sexual abuse may follow. The physical abuse may involve weapons and it can include different kinds of sexual assault. Once abuse begins, it usually continues and escalates.

This kind of abuse occurs in all cultural, racial, and socioeconomic groups, as well as in same-sex relationships. Both men and women can be victims as well as perpetrators, though the majority of victims are female and the majority of perpetrators are male.

If you need help because of a difficult, controlling, or abusive relationship, please contact any of the following resources:

Information, Advocacy, and Support. Duke's Office of Sexual Assault Support Services (SASS) can provide you with support, information about your options both on campus and off, and can serve as an advocate for you. ARISE (formerly the Orange/Durham Coalition for Battered Women) is an off-campus resource also available to provide advocacy, information, and references. If a friend has been abused, these same services are available to you in helping that friend. These services are free and confidential.

For Urgent Matters. For assistance 24 hours a day, call the dean on call at 970-4169. The dean on call can assist you and/or reach the SASS coordinator. To schedule an appointment, call or come by the Women's Center, 126 Few Fed (West Campus, across the traffic circle from the Allen Building), 684-3897, between 8:30 a.m.-5 p.m. on weekdays. You may call the SASS information and referral line 24 hours a day, 681-6882.

To reach ARISE, 24 hours a day, call 688-2372, and ask to speak to an advocate from the coalition.

Duke University Police Department. Duke Police (911) will respond to emergencies and non-emergencies to provide legal assistance by intervening in cases of assault, providing transportation to the Emergency Department, taking reports of an assault, investigating and participating in the appropriate legal or judicial action. They are responsible for notifying the community in a case of continuing danger, can issue a trespass order that requires a dangerous individual to stay away from campus or a particular area of campus, and will provide referrals including how to obtain a restraining order.

Safe Spaces. Duke University's Women Center provides safe and confidential spaces to go on a Friday or Saturday night between 11PM and 7AM. These spaces are called Safe Havens. They are located in the Women's Center on West Campus (126 Few Fed) and in the Wellness Clinic (next to the Marketplace) on East Campus. Safe Havens are staffed by trained student volunteers that can assist you in contacting someone who can help you.

Medical Concerns. For urgent and immediate medical concerns go directly to the Emergency Department (ED) at Duke Medical Center. You can call Duke Police, 684-2444 or 911, for transportation without having to make a report. For less urgent concerns you may go to the Student Infirmary in Duke South, 684-3367, or schedule an appointment at Student Health in the Pickens Building, 684-3180.

Counseling and Emotional Support. The SASS coordinator provides short-term support, information, advocacy, and referrals to counselors on and off campus who have experience working with survivors. Counseling and Psychological Services (CAPS), 660-1000, provides brief individual counseling/psychotherapy, referrals and, in some semesters, group counseling.

Legal and Judicial Options. You have many legal options including issuing protective orders and pursuing criminal or civil charges. You may also pursue charges under the Undergraduate Judicial Code. For detailed information on all your options, contact Duke Police Department's Investigations Division, 684-4026, or the SASS Coordinator, 684-3897. For detailed information about Duke judicial options call Judicial Affairs in the Office of Student Development at 684-6313.

Academic and Residential Life. Being involved in an abusive relationship may interfere with your academic, social, and residential life. If you have concerns about security, feel a need to change your residence or your phone number, or you need academic intervention (an excuse from class, an extension, or a leave of absence), SASS can help you identify the appropriate deans and can accompany you or help you arrange a meeting to discuss your needs.

Traffic Regulations

Motor vehicles must be registered annually at the beginning of the fall semester or, if a vehicle is acquired later, within five days after bringing it to campus. During the first week of fall semester classes, registration will take place in the Bryan Center. All other registration takes place in the Parking Services Office, 2010 Campus Drive, or places and times as announced. There is an annual parking fee, determined by location and status. Students must present their student identification card.

Upon registration of a motor vehicle, students will receive a copy of the university motor vehicle regulations. Operation of a motor vehicle on the campus is contingent upon compliance with these regulations.

All vehicles parked illegally, including bicycles, motor bikes, motor scooters, and motorcycles, may be subject to immobilization and/or towing.