bulletin of
Duke University
2000-2001

Information and Regulations

Trinity College of Arts and Sciences
The Pratt School of Engineering
The Mission of Duke University

The founding Indenture of Duke University directed the members of the university to "develop our resources, increase our wisdom, and promote human happiness."

To these ends, the mission of Duke University is to provide a superior liberal education to undergraduate students, attending not only to their intellectual growth but also to their development as adults committed to high ethical standards and full participation as leaders in their communities; to prepare future members of the learned professions for lives of skilled and ethical service by providing excellent graduate and professional education; to advance the frontiers of knowledge and contribute boldly to the international community of scholarship; to foster health and well-being through medical research and patient care; and to promote a sincere spirit of tolerance, a sense of the obligations and rewards of citizenship, and a commitment to learning, freedom, and truth.

By pursuing these objectives with vision and integrity, Duke University seeks to engage the mind, elevate the spirit, and stimulate the best effort of all who are associated with the university; to contribute in diverse ways to the local community, the state, the nation, and the world; and to attain and maintain a place of real leadership in all that we do.

The Fundamental Standard

Undergraduate students in Trinity College and the Pratt School of Engineering comprise a major constituency of the Duke University community. Admission to this community of scholars is a privilege, not a right, and it is expected that its members will adhere to the fundamental standards of honesty, integrity, and respect for the rights of others. Failure to meet these standards may be sufficient cause for dismissal from the university.
The information in this bulletin applies to the 2000-2001 academic year and is accurate and current, to the extent possible, as of July 2000. The university reserves the right to change the information herein without prior notice, in accordance with established procedures.

Duke University does not discriminate on the basis of race, color, national and ethnic 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. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students. For further information, contact the Office for Institutional Equity at (919) 684-8222. Duke University has adopted procedures for investigation and remedy of complaints involving harassment. See the Harassment Policy Statement within this publication.

Duke University Student Affairs encourages individuals with disabilities to participate in its programs and activities. If you anticipate needing reasonable accommodations or have questions about the physical access provided, please contact the Program for Persons with Disabilities in the Office of Institutional Equity at (919) 684-8231 in advance of your participation.

Duke University recognizes and utilizes electronic mail as a medium for official communications. The university provides all students with e-mail accounts as well as access to e-mail services from public clusters if students do not have personal computers of their own. All students are expected to access their e-mail accounts on a regular basis to check for and respond as necessary to such communications, just as they currently do with paper/postal service mail.

Information that the university is required to make available under the Student Right to Know and Campus Security Acts may be obtained from the Office of University Relations at 684-2823 or in writing at 615 Chapel Drive, Duke University, Durham, NC 27708.

Duke University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award baccalaureates, masters, doctorates, and professional degrees.

This publication may be accessed online at: http://registrar.duke.edu/bulletins/inforeg/.

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<td>August</td>
<td>23</td>
<td>Wednesday—Orientation begins; assemblies for all new undergraduate students</td>
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<td>28</td>
<td>Monday, 8:00 A.M.—Fall semester classes begin</td>
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<td>September</td>
<td>4</td>
<td>Monday—Labor Day, classes in session</td>
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<td></td>
<td>8</td>
<td>Friday—Drop/Add ends</td>
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<td>October</td>
<td>8</td>
<td>Sunday—Founders’ Day</td>
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<td>13</td>
<td>Friday—Last day for reporting midsemester grades</td>
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<td>18</td>
<td>Wednesday, 8:00 A.M.—Classes resume</td>
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<td>25</td>
<td>Wednesday—Registration begins for spring semester, 2001</td>
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<td>27-29</td>
<td>Friday-Sunday—Parents’ Weekend</td>
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<td>November</td>
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<td>Friday—Registration ends for spring semester, 2001</td>
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<td>17-19</td>
<td>Friday-Sunday—Homecoming</td>
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<td>18</td>
<td>Saturday—Drop/Add begins</td>
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<td>22</td>
<td>Wednesday, 12:40 P.M.—Thanksgiving recess begins</td>
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<td>27</td>
<td>Monday, 8:00 A.M.—Classes resume</td>
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<td>December</td>
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<td>Thursday, 7:00 P.M.—Fall semester classes end</td>
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<td>8-10</td>
<td>Friday-Sunday—Reading period</td>
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<td>11</td>
<td>Monday, 9:00 A.M.—Final examinations begin</td>
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<td>16</td>
<td>Saturday, 10:00 P.M.—Final examinations end</td>
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<td>January</td>
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<td>Tuesday—Registration and matriculation of new undergraduate students</td>
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<td>Wednesday, 8:00 A.M.—Spring semester classes begin: ALL classes normally meeting on Mondays meet on this Wednesday only; Wednesday ONLY classes begin Wednesday, January 17</td>
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<td>Monday—Martin Luther King, Jr. Day holiday: classes are rescheduled on Wednesday, January 10</td>
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<td>24</td>
<td>Wednesday—Drop/Add ends</td>
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<td>February</td>
<td>23</td>
<td>Friday—Last day for reporting midsemester grades</td>
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<td>March</td>
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<td>Friday, 7:00 P.M.—Spring recess begins</td>
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<td>19</td>
<td>Monday, 8:00 A.M.—Classes resume</td>
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<td>28</td>
<td>Wednesday—Registration begins for fall semester, 2001, and summer 2001</td>
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<td>Saturday—Drop/Add begins</td>
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<td>25</td>
<td>Wednesday, 7:00 P.M.—Spring semester classes end</td>
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<td></td>
<td>26-29</td>
<td>Thursday-Sunday—Reading period</td>
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<td></td>
<td>30</td>
<td>Monday, 9:00 A.M.—Final examinations begin</td>
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<tr>
<td>May</td>
<td>Saturday, 10:00 P.M.—Final examinations end</td>
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<tr>
<td>5</td>
<td>Monday</td>
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<td>11</td>
<td>Friday—Commencement begins</td>
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University Administration

GENERAL ADMINISTRATION
Nannerl Overholser Keohane, Ph.D., President
Peter Lange, Ph.D., Provost
Ralph Snyderman, M.D., Chancellor for Health Affairs and Executive Dean, School of Medicine
Tallman Trask III, M.B.A., Ph.D., Executive Vice-President
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John J. Piva, Jr., B.A., Senior Vice-President for Alumni Affairs and Development
R. James Clack, Ph.D., Interim Vice-President for Student Affairs
H. Clint Davidson, Jr., M.B.A., Vice-President for Human Resources
Sally M. Dickson, J.D., Vice-President for Institutional Equity
Robert S. Shepard, Ph.D., Vice-President for University Development
N. Allison Haltom, A.B., Vice-President and University Secretary
David B. Adcock, J.D., University Counsel
William J. Donelan, M.S., Vice-Chancellor for Medical Center Administration and Chief Financial Officer
Edward W. Holmes, M.D., Vice-Chancellor for Academic Affairs and Dean, School of Medicine
Michael D. Israel, M.P.H., Vice-Chancellor for Health Affairs and Chief Executive Officer, Duke University Hospital
Steven A. Rum, M.S., Vice-Chancellor for Development and Alumni Affairs
Jean Gaillard Spaulding, M.D., Vice-Chancellor for Health Affairs
R. C. "Bucky" Waters, M.A., Vice-Chancellor for Special Projects
Gordon D. Williams, B.A., Vice-Chancellor for Medical Center Operations and Vice-Dean for Administration and Finance, School of Medicine
William H. Willimon, S.T.D., Dean of the Chapel
Joseph L. Alleva, M.B.A., Director of Athletics

GENERAL ACADEMIC ADMINISTRATION
Peter Lange, Ph.D., Provost
Bruce W. Cunningham, Ph.D., Registrar
Cathy Davidson, Ph.D., Vice-Provost for Interdisciplinary Studies
David S. Ferriero, M.A., University Librarian and Vice-Provost for Library Affairs
John Harer, Ph.D., Vice-Provost for Academic Affairs
David Jamieson-Drake, Ph.D., Director of Institutional Research
Bruce R. Kuniholm, Ph.D., Vice-Provost for International Affairs and Development
Betty B. Leydon, M.A., M.A., Vice-Provost for Information Technology and Chief Information Officer
Amy Oates, B.A., Director, Academic Financial Services and Systems
James S. Roberts, Ph.D., Vice-Provost for Finance and Administration
Judith Ruderman, Ph.D., Vice-Provost for Academic and Administrative Services
Lewis M. Siegel, Ph.D., Vice-Provost and Dean of the Graduate School and Interim Vice-Provost for Research

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Berndt Mueller, Ph.D., Dean of the Natural Sciences
Robert J. Thompson, Jr., Ph.D., Dean of Trinity College
Robert F. Barkhau, B.S., Director of Facilities for Arts and Sciences
Charles W. Byrd, Jr., Ph.D., Associate Dean for Academic Affairs
Jane H. Dittmann, J.D., Associate Dean for Advancement
Thomas D. Mann, A.B., Associate Dean for Administration
Melissa J. Mills, M.B.A., Associate Dean for Computing
Lee W. Willard, Ph.D., Associate Dean for Academic Planning and Special Projects
Trinity College
Robert J. Thompson, Jr., Ph.D., Dean of Trinity College
Gerald L. Wilson, B.D., Ph.D., Senior Associate Dean for Administration; Social Sciences and Pre-Law
Martina J. Bryant, Ed.D., Associate Dean for Social Sciences and Pre-Business
Norman C. Keul, Ph.D., Associate Dean for Pre-Majors and Director of the Pre-Major Advising Center
Mary Nijhout, Ph.D., Associate Dean for Natural Sciences and Pre-Graduate School
Kay H. Singer, Ph.D., Associate Dean for Natural Sciences, Director of Health Professions Advising Center
Ellen W. Wittig, Ph.D., Associate Dean for Humanities
Paula E. Gilbert, Ph.D., Director of Continuing Education and University Summer Programs and Assistant Dean for Continuing Education and Summer Session
Caroline L. Lattimore, Ph.D., Assistant Dean for Social Sciences
Margaret Riley, Ph.D., Director of Foreign Academic Programs and Assistant Dean for Study Abroad

The Edmund T. Pratt Jr. School of Engineering
Kristina M. Johnson, Ph.D., Dean
Phillip L. Jones, Ph.D., Associate Dean for Education
Constance E. Simmons, M.B.A., Assistant Dean for Undergraduate Affairs

Student Affairs
R. James Clack, Ph.D., InterimVice-President for Student Affairs
Suzanne Wasiolek, M.H.A., J.D., LL.M., Assistant Vice-President
Barbara Baker, M.A., Dean of Student Development and Residential Education
John C. Barrow, Ed.D., Interim Co-Director, Counseling and Psychological Services
Leo Charette, M.Ed., Director, Career Development Center
William A. Christmas, M.D., F.A.C.P., Director of Student Health
Susan L. Coon, M.A., Dean of University Life
Caroline Nisbet, M.A., Director of Resource Administration
Libby E. Webb, M.S.W., Interim Co-Director, Counseling and Psychological Services

Admissions and Financial Aid
Christoph O. Guttentag, M.A., Director of Undergraduate Admissions
James A. Belvin, Jr., A.B., Director of Undergraduate Financial Aid
Rules and Regulations of the Undergraduate Community
Rules and Regulations of the Undergraduate Community

Duke University expects and requires of all its students full cooperation in developing high standards of scholarship and conduct. Each student, in accepting admission, indicates his/her willingness to subscribe to and be governed by the rules and regulations of the university as currently in effect or as are put into effect from time to time by the appropriate authorities of the university.

Responsibility for prescribing and enforcing rules and regulations governing student conduct rests ultimately with the Board of Trustees of Duke University and, by delegation, with administrative officers of the university and of the college and school.

The judicial structure of the several university communities formalizes the tradition of shared participation by their members. Its viability is dependent upon a mutual recognition by all members of the community of the need for high standards of scholarship and conduct, a willingness to exercise the personal and corporate responsibilities that accompany such recognition, and an appreciation of the different roles and responsibilities played by various members who participate in the life of the community. In addition to the agreed upon monitoring and enforcement procedures, the university administration reserves the right to intervene as needed.

All officers of Duke University and those to whom their powers may be formally delegated are bound by laws of North Carolina and those of the United States. Students, faculty, administrators, and trustees alike are subject to state and federal laws. Acceptance of admission to the undergraduate school or college of this university carries with it the assumption of a sense of responsibility for the welfare of the community. Also assumed are obligations on the part of each individual to respect the rights of others, to protect the university as a forum for the free expression of ideas, and to obey the laws of the state and nation.

Fundamental Standard

Undergraduate students in Trinity College and the Pratt School of Engineering comprise a major constituency of the Duke University community. Admission to this community of scholars is a privilege, not a right, and it is expected that its members will adhere to the fundamental standards of honesty, integrity, and respect for the rights of others. Failure to meet these standards may be sufficient cause for dismissal from the university.
Honor Code
As a student and citizen of the Duke University Community:
• I will not lie, cheat, or steal in my academic endeavors.
• I will forthrightly oppose each and every instance of academic dishonesty.
• I will communicate directly with any person or persons I believe to have been dishonest. Such communication may be oral or written. Written communication may be signed or anonymous.
• I will give prompt written notification to the appropriate faculty member and to the Dean of Trinity College or the Dean of the Pratt School of Engineering when I observe academic dishonesty in any course.
• I will let my conscience guide my decision about whether my written report will name the person or persons I believe to have committed a violation of this Code.
• I join the undergraduate student body of Duke University in a commitment to the Code of Honor.

The Judicial Code Of The Undergraduate Community
Students in Trinity College and the Pratt School of Engineering constitute an undergraduate community whose members are subject to the Undergraduate Judicial Code. Violations of the code and certain university regulations are referred to the Office of Student Development. Upon further investigation, violations may be heard by deans within the Office of Student Development, or their designees, or referred to the Undergraduate Judicial Board for adjudication. The constitution of hearing panels, rights of students, and the procedures for hearings are set forth in the following pages.

Although the laws of North Carolina and the United States are incorporated in the Judicial Code, enumerated below and included in the following section on university regulations and policies are common infractions lying within the jurisdiction of the Judicial System of the Undergraduate Community.

Conduct found to be in violation of the code is punishable by sanctions described in this Bulletin.

I. Academic Dishonesty (See Academic Dishonesty following the Judicial Code for more information.)
A. Plagiarism: Expropriation of words, phrases, or ideas of another without attribution for the benefit of one who engages in the act of expropriation.
B. Cheating:
   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 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).
   4. Committing fraud on a record, report, paper examination, or other course requirement to be submitted to or in the possession of an instructor.
   5. Submission of multiple copies of the same or nearly similar papers without prior approval of the several instructors involved.
C. 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.
II. Assault and/or Battery

A. Assault: Any threat of the immediate use of any degree of unauthorized physical force or an attempt to use such force which threatens or gives rise to a reasonable apprehension of force against the person threatened as perceived by that person. (See Harassment and Hazing.)

B. Battery: Any use of physical force against a person without his or her consent.

C. Sexual Assault
   1. Sexual Assault I. By stranger or acquaintance, rape, forcible sodomy, forcible sexual penetration, however slight, of another person’s anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.
   2. Sexual Assault II. By stranger or acquaintance, the touch of an unwilling person’s intimate parts (defined as genitalia, groin, breast, or buttocks or clothing covering them) or forcing an unwilling person to touch another’s intimate parts. These acts must be committed either by force threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.

III. Taking, Converting, and Selling

A. Theft I: Any physical taking and carrying away of the personal property of another without the rightful owner’s consent with a result of depriving the owner of its use.

B. Theft II: Any physical taking and carrying away of community property with a result of depriving the community of its use.

C. Larceny: Any physical taking and carrying away of the property of another without the rightful owner’s consent and with an intention to convert it to the use of the taker and into the taker’s own property or to convert it to the use of and ownership of a third party.

D. Embezzlement: Fraudulent conversion of another’s property by one to whom the owner entrusted it.

E. Fencing: Knowingly receiving or concealing stolen property.

IV. Property Damage: Any damage to real or personal property owned by others, including that owned by Duke University, especially fire equipment, as well as that owned by members of the university community or by visitors to the university. (See University Regulations and Policies: Fire Equipment and Care of Student Residences and Adjacent Campus Areas.)

V. Breaking and/or Entry

A. Breaking: Any bodily action or attempt by means of such bodily action intended to create an opening for access to real or personal property without consent of the owner of such property.

B. Entry: Any physical bodily presence within real or personal property without consent of the owner. Such illegal entry includes trespass on unauthorized areas. (See University Regulations and Policies: Roof and Ledge Areas, Unauthorized Access.)

VI. Disorderly Conduct

A. Any action, committed without justification or excuse, that unreasonably disrupts the normal public use of public areas, or that substantially disturbs the peace and order of the university community. (See University Regulations and Policies: Alcohol Policy, Noise, and Duke Computer Usage.)
B. Any grossly unreasonable and reckless conduct in the handling of things or substances ordinarily regarded as inherently dangerous or capable of becoming dangerous to other persons or to their real or personal property.

VII. Fraud
A. 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.
B. Forgery or alteration of documents, including course examinations, papers, or other required exercises, in an attempt to obtain a right or benefit or property.
C. Obtaining a right or benefit or property under false pretenses.
D. Unauthorized misuse of otherwise valid documents.

VIII. Bribery: The offering, giving, receiving, or soliciting of any thing of value to influence action.

IX. Attempt: Attempting any unlawful act specified in this code by undertaking the intended action.

X. Contempt
A. Failure to comply with directions, orders, or commands of any university judicial or police authority, or any academic or administrative official of the university acting in an official capacity.
B. Knowingly furnishing false information to any such authority or official of the university acting in an official capacity.

XI. Illegal Possession (Also see specific policies under Rules and Regulations)
A. Any transporting to or storing on the campus or possession of firearms, weapons, explosives, mace, or fireworks.
B. Any violations of the university’s alcohol or drug policy.

XII. Accessory to Commission of a Prohibited Act: Aiding through action or negligence, abetting, or otherwise acting as an accomplice to the commission of any prohibited act.

XIII. Violation of the Fundamental Standard of the University: Any conduct that is adjudged by the appropriate authorities of the university to be in violation of the Fundamental Standard because it is inappropriate, disruptive, or detrimental to the university. The Fundamental Standard states:

Undergraduate students in Trinity College and the Pratt School of Engineering comprise a major constituency of the Duke University community. Admission to this community of scholars is a privilege, not a right, and it is expected that its members will adhere to the fundamental standards of honesty, integrity, and respect for the rights of others. Failure to meet these standards may be sufficient cause for dismissal from the university.

Academic Dishonesty
1. Sanctions for a finding of academic dishonesty typically include a two-semester suspension. (One semester may include both summer terms.) The hearing panel, however, will consider each case individually and may impose a sanction either more or less severe, depending on aggravating or mitigating circumstances at the time of the violation.
2. A student has the right to appeal the verdict and/or the sanction. (See UJB Hearing Procedures for more information.)
3. The board will not make a recommendation about the student’s grade in the course; academic evaluation is at the sole discretion of the faculty.
Plagiarism:

The following information about plagiarism is reproduced from Duke’s First-Year Writing Program web site. Please see http://uwp.duke.edu 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 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.

Academic Concerns: Procedure For Resolution of Students’ Academic Concerns
Trinity College provides formal educational opportunities for its students under the assumption that successful transmission and accumulation of knowledge and intellectual understanding depend on the mutual efforts of teachers and students. Ideally, the college offers a range of learning experiences in which students strive to learn enough to be able to test their ideas against those of the faculty, and faculty, through the preparation of course materials and the freshness of view of their students, discover nuances in their disciplines.

Sometimes, however, student-faculty interrelationships in certain courses give rise to concerns that, for whatever reason, can inhibit successful teaching and learning. When this occurs students often need assistance in resolving the issues.

The faculty and administration of Trinity College attempt to be genuinely responsive to all such matters and a student should not hesitate to seek assistance from faculty and administrative officers in resolving problems.

Questions about course content, an instructor’s methods of presentation, the level of discourse, criteria for evaluation of students, or about grades or administrative
procedures in a course, should be directed to the instructor of the course. If a student
believes that productive discussion with the instructor is not possible, courtesy requires
that the instructor be informed before the student refers questions about the course to
the director of undergraduate studies or, in his or her absence, to the chairman of the
department. If a student’s concern involves a departmental policy rather than an
individual course, the student should first confer with the director of undergraduate
studies in the department. A list of the names, addresses, and telephone numbers of the
various directors of undergraduate studies can be found in the University Directory. Staff
members in the department offices can assist in arranging appointments with the
directors. When necessary, directors of undergraduate studies may refer students to the
department chairman.

A student in doubt about how to proceed in discussing a particular problem, or
who seeks resolution of a problem, is encouraged to confer with an academic dean of
Trinity College.

In those exceptional cases where a problem remains unresolved through informal
discussion, a formal procedure of appeal to the senior associate dean of Trinity College
is available. A student may initiate this more formal appeal procedure by bringing his
or her problems with assurance of confidentiality, if requested, to the attention of the
senior associate dean of Trinity College, who will request information about the nature
of the issue and about the earlier efforts made to deal with it.

All other information relating to academics can be found in the Bulletin of
Undergraduate Instruction.

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

Introduction

Moderate consumption of alcohol has given pleasure to people since ancient times
and learning its proper use is a common part of the developmental process. It is
appropriate, therefore, for the university to play a guiding role in that process. Duke’s
alcohol policy has been formulated to promote two purposes:

1. To allow Duke undergraduates who choose to drink the opportunity to use
alcohol in social settings in congenial, moderate, and nondestructive ways.
2. To permit social events at Duke in compliance with state laws governing alcohol use to the extent possible. The need for strict control arises, in part, from the fact that the majority of undergraduates are not of legal age to purchase, possess, or consume alcohol. This alcohol policy does not speak to activities that occur off the Duke campus. Although the university expects its students to conduct themselves responsibly in all settings, this policy focuses on activities that can be controlled reasonably and effectively by campus agencies.

North Carolina State Law Regarding Alcohol

For complete information regarding North Carolina state laws governing alcohol, one should consult North Carolina General Statutes, Chapter 18B. Some highlights are excerpted below.

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

1. Possess beer or unfortified wine
   **Penalty** - It is considered a misdemeanor which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines and/or community service.

2. Purchase or attempt to purchase beer or unfortified wine:
   **This offense will be a misdemeanor resulting in court costs and/or a fine and/or community service and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant’s driver’s license for one (1) year.**

3. Use or attempt to use, in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver’s license; or a fraudulent or altered identification document other than a driver’s license; or a driver’s license issued to another person; or an identification document other than a driver’s license issued to another person:
   **Penalty** - If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV will revoke the defendant’s driver’s license for one (1) year.

4. Permit (aid or abet) the use of one’s driver’s license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol:
   **Penalty** - If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV will revoke the defendant’s driver’s license for one (1) year.

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

1. Aid and abet an underage person in the sale, purchase, and/or possession of alcohol (including giving alcohol):
   **Penalty** - This offense will be a misdemeanor punishable by a fine of up to $500 or imprisonment for not more than six (6) months or both, and if the defendant is underage, upon conviction, the DMV will revoke the defendant’s driver’s license for one (1) year.

**DEFINITIONS**

Alcoholic Beverage—any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including beer, wine, liquor, and mixed beverages.

**BYOB** Bring-Your-Own Beverage Event—any event requiring registration at which individuals bring beverages only for their personal consumption.

Common Container—any keg, large bottle, punch bowl, trash can, cooler, refrigerator or other device used for storing or mixing a quantity of beverage or from which a quantity of beverage is distributed to or consumed by more than one person.

Event—party, concert, or other group social gathering held on the university campus attended by undergraduates.

Malt Beverage—beverage containing at least one-half of one percent (0.5%) and not more than six percent (6%) alcohol by volume.
Public Space—all locations other than student’s private rooms or apartments, including, but not limited to, common rooms, hallways, restrooms, balconies, quadrangles, courtyards, benches, classrooms, athletic facilities and sidewalks. Additionally, if two or more private rooms or apartments are designated such that people are moving back and forth between them, the entire area shall be considered a public space.

Sale of Alcohol—any transfer, trade, exchange or barter, in any manner or by any means for consideration of alcohol (e.g., cover charges, mug/t-shirt sales, etc.).

Spirituous Liquor or Liquor—distilled spirits or other alcohol and mixtures of cordials and premixed cocktails in closed containers for beverage use regardless of their dilution.

Unfortified Wine—wine with an alcohol content of not more than 17 percent.

Use of Alcoholic Beverages—possession, consumption, distribution, purchase, sale, or transfer of alcoholic beverages.

GENERAL PROVISIONS TO THE CONSUMPTION OF ALCOHOL
1. The use of alcoholic beverages is permitted only by those of legal age to drink and in accordance with NC law governing alcoholic beverages.
2. All persons consuming alcohol must carry a valid driver’s license, Special Identification Card for Nonoperators issued by North Carolina DMV, military identification card, or passport. In addition, when in possession of alcohol, Duke students must carry a DukeCard.
3. No kegs will be permitted in private rooms or apartments.
4. There shall be NO alcoholic beverages in first-year houses.
5. The use of alcoholic beverages in games (e.g., quarters, drink-offs) is prohibited.
6. The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc., is prohibited.
7. Violations of this policy by groups and/or individuals shall be subject to disciplinary action.

ALCOHOL DISTRIBUTION IN PUBLIC SPACE
1. Undergraduate students and their respective living groups and organizations may not distribute alcohol in public space on the Duke campus. Public space—all locations other than students’ private rooms or apartments, including, but not limited to, common rooms, hallways, restrooms, balconies, quadrangles, courtyards, benches, classrooms, athletic facilities/fields and sidewalks. Additionally, if during a group sponsored or group-attended event, private rooms or apartments are designated such that people are moving back and forth between them and/or between them and a public space, then the entire area shall be considered public space.
2. Only university-approved bartenders, who will be responsible for carding, are permitted to distribute alcohol.
3. Except at events in a licensed facility providing a cash bar, no spirituous liquor or fortified wines may be served to undergraduates.
4. Food and alternative beverage must be available for the duration of the event.
5. The presence of a common container, not being dispensed by a university-approved bartender, shall, in and of itself, constitute distribution and will be sanctioned accordingly.

BYOB Guidelines - Not subject to sanctions
1. Alcohol may not be brought in glass containers to BYOB events that require registration.
2. Individuals are permitted to carry alcohol in a quantity deemed reasonable for their personal consumption during a four-hour period of time.
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 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) for assistance in handling a minor illness or a call to Duke Police (911) for assistance in transporting a student to the Emergency Department. Whatever the particular need/problem, it is important to respond in a responsible and timely manner. There will be an automatic referral made for that individual to see the substance abuse specialist for an assessment and possible referral for treatment. However, 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.

While no disciplinary action will be taken against an individual identified during the delivery of medical treatment as described above, in situations where a student's behavior gives rise to serious concern that an abusive pattern of alcohol consumption exists, a meeting with the substance abuse specialist is mandated. In the event that a student fails to meet with the specialist or if s/he chooses not to participate in the treatment program outlined, the student faces being placed on a medical leave of absence until s/he produces documentation that appropriate treatment has been successfully sought.

ENFORCEMENT

Reporting and enforcement of the Alcohol Policy will be a cooperative effort between the Office of Student Development and the Duke Police Department. Duke police may periodically patrol the residence halls. It also should be noted that resident advisors (RAs) and area coordinators (ACs) serve as administrative agents of the Office of Student Development and will be expected to enforce this policy. The dean of Student Development reserves the right to implement additional monitoring measures as deemed appropriate. Failure to abide by the policy will result in disciplinary action.

SANCTIONS

Sanctions may include, but are not limited to, those listed below. In determining an appropriate response to violations of the Alcohol Policy, every attempt will be made to tailor a sanction to the physical/educational needs of the individual student or cohesive unit.

Any time a referral is made to the substance abuse specialist, s/he will be permitted, at her/his discretion, to require a student to seek counseling, to prepare and present an educational program to members of the community, or to be assessed professionally by an agency such as the Duke Addictions Program.

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

Individuals

**Category 1**

**Underage Possession/Consumption and General Provisions Violations** (including aiding and abetting an underage person in the sale, purchase, and/or possession of alcohol)
1st Offense: Formal warning with possible referral to the substance abuse specialist
2nd Offense: Housing License placed in Imminent Jeopardy (letter sent to parents of first-year students) with possible referral to the substance abuse specialist
3rd Offense: Housing License revocation for one (1) year and disciplinary probation for remainder of academic career with possible referral to the substance abuse specialist

Category II: Impaired and Disorderly. It shall be a violation of the Alcohol Policy to be impaired and disorderly in any of the following ways:
1. Blocking or lying across or otherwise preventing or interfering with access to or passage across a thoroughfare; or
2. Grabbing, shoving, pushing, or fighting others or challenging others to fight; or
3. Cursing or shouting at or otherwise rudely insulting others; or
4. Exhibiting disorderly conduct (See Undergraduate Judicial Code, Section VI, "Disorderly Conduct")

Note: In any situation in which impairment is deemed an aggravating factor in conjunction with a violation of the Undergraduate Judicial Code, the individual may be charged with both a Judicial Code violation and an Alcohol Policy violation.

1st Offense: Disciplinary probation for one (1) semester, campus community service (5-15 hours) and/or referral to the substance abuse specialist
2nd Offense: Suspended suspension for one (1) year, campus community service (15-30 hours) and/or referral to the substance abuse specialist
3rd Offense: Suspension for two (2) semesters with a requirement to seek alcohol abuse assessment and/or counseling before requesting re-admission

Category III: Distribution
1st Offense: Housing License placed in Imminent Jeopardy (letter sent to parents of first-year students), disciplinary probation for one (1) year
2nd Offense: Housing License revocation for one (1) year, disciplinary probation for remainder of academic career
3rd Offense: Suspension for two (2) semesters

Groups: (Note: A group may be held accountable for the actions of individual members.)

Category I: Violations of any General Provisions or Event Regulations (including but not limited to aiding and abetting an underage person in the sale, purchase, and/or possession of alcohol). Violation may result in any of the following, but is not limited to:
Disciplinary probation
Mandatory alcohol awareness programs
Fines
Notification to governing body

1: If a student is charged with a Category I, first violation, s/he may enter a plea of guilty and accept the automatic sanction(s) or s/he may request a formal hearing. Additionally, a Category I, first offense violation will be recorded on a student’s disciplinary record for internal purposes only unless the student is found guilty of a subsequent Category I violation. At that time both violations become part of the student’s disciplinary record. If a subsequent violation does not occur, the student’s disciplinary record is considered “clear,” and no reporting of the first violation to entities external to Duke is required.
2: This wording has been adapted from NC General Statutes specifically for the Duke community to reflect the university’s private status.
Campus community service
Social suspension
Loss of university recognition

Category II  Distribution
1st Offense  Four (4)-week social suspension
Campus community service (5 hours, per member)
2nd Offense  Twelve (12)-week social suspension
Campus community service (10 hours per member)
Notification to governing body (e.g., coach, faculty advisor, national organization, etc.)
Fine - $10 per member (Monies collected will be distributed as follows: 50 percent to Duke Police for use in alcohol enforcement and education and 50 percent to the program enhancement fund)
3rd Offense  Notification to governing body
Loss of university recognition for one (1) year

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/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 angiomias, 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-threatened 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 Oakleigh Treatment at 470-6600 or Holly Hill Charter at 1-800-422-1840.

**Local Inpatient Treatment Facilities:**

**Oakleigh at Durham**  
309 Crutchfield Street  
Durham, NC 27704  
470-6600

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

**Local Outpatient Treatment Facilities:**

**Duke Addictions Program**  
4323 Ben Franklin Blvd., Suite 1000  
Durham, NC 27704  
684-3850

**Oakleigh at Durham**  
309 Crutchfield Street  
Durham, NC 27704  
470-6600

**Holly Hill Hospital**  
3019 Falstaff Road  
Raleigh, NC 27610  
250-7000  
1-800-422-1840
Individual Counseling:

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

Support Groups:

Alcoholics Anonymous (AA) (286-9499 or 929-1109). 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) (755-5391). 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 North Carolina Association for Children of Alcoholics 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-COCAIN. 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. (1-800-729-6668). 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; 490-1875). Free telephone smoking cessation counseling, materials, support, referrals. Information in Spanish when needed.


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 either in the Event Advising Center or 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. Facilities management department personnel will be happy to 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.
- 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.
- Students must call 684-2122 and provide the operator with specific information such as:
  - Where the banner should be placed (which side of the building, if possible);
—What date the banner is to be installed and removed; and
—Who will deliver the banner and does the student(s) want the banner returned.

**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 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: Acceptable Use

General Principles

Access to computer systems and networks owned or operated by Duke University imposes certain responsibilities and obligations and is granted subject to university policies, and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation and harassment.

In making acceptable use of resources you must:

1. use resources only for authorized purposes;
2. protect your user-id and system from unauthorized use. You are responsible for all activities on your user-id or that originate from your system. Your user-id and password together act as your electronic signature;
3. access only information that is your own, that is publicly available, or to which you have been given authorized access;
4. use only legal versions of copyrighted software in compliance with vendor license requirements;
5. be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources;

In making acceptable use of resources you must NOT:

1. use another person’s system, user-id, files, or data without permission (note that permission from an individual user may not be sufficient - some systems may require additional authority);
2. use computer programs to decode passwords or access control information;
3. attempt to circumvent or subvert system or network security measures;
4. engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan horse" programs; disrupting services; or damaging files or making unauthorized modifications to university data;
5. use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates;
6. make or use illegal copies of copyrighted software, store such copies on university systems, or transmit them over university networks;
7. use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else’s name or user-id;
8. waste shared computing or network resources, for example, by intentionally...
placing a program in an endless loop, printing excessive amounts of paper, or by
sending chain letters or unsolicited mass mailings;
9. use the university’s systems or networks for commercial purposes; for example,
by selling access to your user-id or to university systems or networks, or by
performing work for profit with university resources in a manner not authorized
by the university;
10. engage in any other activity that does not comply with the General Principles
presented above.

Enforcement. The university considers any violation of this policy to be a serious
offense and reserves the right to copy and examine any files or information resident on
university systems allegedly related to unacceptable use, and to protect its network
from systems and events that threaten or degrade operations. Violators are subject to
disciplinary action as prescribed in the University Work Rules, Bulletin of Information
and Regulations, and Faculty Handbook. Offenders also may be prosecuted under
applicable local, state, and federal laws.

Disclaimer. Individuals using computer systems owned by Duke University do so
subject to applicable laws and university policies. Duke University disclaims any
responsibility and/or warranties for information and materials residing on non-
university systems or available over publicly accessible networks. Such materials do
not necessarily reflect the attitudes, opinions, or values of Duke University, its faculty,
staff, or students.

Computing: Email Mass Communications. Please refer to the Office of
Information Technology website: http://www.oit.duke.edu/oit/policy/index.html

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, 024 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 new 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 are 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 and 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/Combustable 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**

**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.

The Office of Student Development has the authority to adjudicate, through the undergraduate judicial system, all claims of harassment where both complainant(s) and
respondent(s) 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.

**Policy.** 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.

**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 and/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.

**Procedures for Resolution of Claims of Harassment Between/Among Undergraduate Students.** Students who believe they have been harassed in violation of this policy may discuss the situation with a Harassment Prevention Advisor (see below) or file a complaint through residence hall staff, Duke Police, or the Office of Student Development.

**Procedures for Resolution of Claims of Harassment of an Undergraduate Student Involving a Teaching Assistant, Graduate Student or Employee.** Undergraduates who believe they have been harassed by a graduate student or employee, 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. The full Harassment policy may be found at <http://www.duke.edu/web/equity/har_pol.htm>.

**Harassment Prevention Advisors.** If you feel like you have been harassed, you may discuss the situation with any of the following individuals, who are available to assist:

- Stephen Bryan  
  Student Development  
  684-6313
- Carlisle Harvard  
  International House  
  684-3585
- Karen Krahulik  
  Center for LGBTL  
  684-6607
- Donna Lisker  
  Women’s Center  
  684-3897
- Julian Sanchez  
  Intercultural Affairs  
  684-6756
- Kay Singer  
  Trinity College  
  684-6221
- Maggie Sloane  
  Institutional Equity  
  684-8244
- Kacie Wallace  
  Student Development  
  684-6313
- Sue Wasiolek  
  Student Affairs  
  684-5363
- Stephanie Wilenchek  
  Women’s Center  
  684-3897

**Considerations for Harassment of an Undergraduate Student Involving a Teaching Assistant, Graduate Student, or Employee.** 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.
In considering a complaint under the Duke University Harassment Policy, the following understandings shall apply:

1. 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.

2. In so far as Title VII (Equal Employment Opportunity) of the Civil Rights Act of 1964 is applicable (i.e., 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."

3. 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 False or Malicious Complaints: To file a knowingly 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 complaints regarding harassment and discrimination, please contact the Office for Institutional Equity.

**Hazing**

Duke University considers hazing to be a serious infraction of university regulations. Hazing is defined as any action taken or situation created, intentionally,
whether on or off fraternity, sorority, or university premises, to include physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include but are not limited to paddling in any form; creation of excessive fatigue; physical and psychological shocks; road trips; or any other such activities carried on, in, or outside the confines of the university; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of Duke University. (Modified from: Statement on Hazing, Fraternity Executive Association.) The action of even one member of the group may constitute hazing by the cohesive unit, fraternity, or sorority. Any group found guilty of hazing may be warned, placed on probation, or the charter of the group suspended for a period of time or permanently. Individuals responsible for hazing also are subject to disciplinary action. 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.

**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 ten days will be fined $1 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 is 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://avo.studentaffairs.duke.edu](http://avo.studentaffairs.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 North 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, North 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 hearing 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, 2106 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, Nottingham, and Aycock 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.stuaff.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 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. To page the SASS coordinator 24 hours a day, dial 970-2315, and at the prompt, enter your phone number and hang up. The coordinator will call you back. 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, or call the SASS crisis line 681-6882.

To reach Rape Crisis of Durham (RCD) 24 hours a day, call 688-2883, and ask to speak to a rape crisis volunteer. Your number and first name will be taken and a volunteer will call you back.

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.
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**KEY:**

- **Svc** = Provide Service
- **Info** = Provides Information On Service/Serves as an Advocate Through Process
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.

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. 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. To page the SASS coordinator, 24 hours a day, dial 970-2315, and at the prompt, enter your phone number and hang up. The coordinator will call you back as soon as possible. You also can call the Women’s Center at 684-3897 or the SASS crisis line at 681-6882, or come by the Women’s Center located at 126 Few Fed (West Campus, across the traffic circle from the Allen Building).

To reach the Orange/Durham Coalition for Battered Women, 24 hours a day, call 688-2372, and ask to speak to an advocate from the coalition. Your number will be taken and the volunteer will call you back.

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 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.
The Judicial System of Duke University
The Judicial System of Duke University

The judicial system of the university shall consist of the University Judicial Board and a judicial board for each of the communities hereafter defined.

Community Judicial Boards

There shall be an Undergraduate community consisting of the undergraduates in Trinity College of Arts and Sciences and the Pratt School of Engineering; a Divinity School community; a Law School community; a Medical School community; an Allied Health community consisting of all degree and certificate (i.e., paramedical, nondegree) students in the School of Allied Health; a Nicholas School of the Environment community; and a Graduate School community. Except as hereafter provided for the Undergraduate community, each community shall have such judicial system as its governing body may provide.

This Bulletin of Information and Regulations primarily addresses the judicial system of the undergraduate community. At the end of this section is a description of the University Judicial Board and the judicial system of the larger university community.

The Judicial System of the Undergraduate Community

JURISDICTION

The judicial system of the undergraduate community, through the Office of Student Development, will exercise jurisdiction over cases:

1. In which the accused is a named undergraduate student:
   a) currently enrolled in;
   b) on leave from;
c) not yet matriculated to; or
d) readmitted to and not yet matriculated to programs of the undergraduate college or school.

2. In which the accused is a residential or nonresidential cohesive unit, as represented by an officer or regular member.

3. Which fall without the jurisdiction of the University Judicial Board (see The Judicial System of Duke University and the University Judicial Board).

4. Which fall within the classification of offenses stipulated in the Judicial Code of the undergraduate community and the university regulations and policies in this bulletin.

Violations of State and Federal Laws
Acts in violation of North Carolina and United States law are necessarily in violation of the Undergraduate Judicial Code.

1. **On Campus**: Such acts when committed on university premises are within the cognizance of the undergraduate judicial system unless otherwise expected.

2. **Off Campus**: When committed off the university premises, such may fall within the undergraduate judicial system’s jurisdiction if constituting a direct or indirect threat to the university community, whether or not the offense results in action by a regular civil or criminal court.

Statute of Limitations
The Office of Student Development may exercise jurisdiction over any alleged violation occurring during a student’s undergraduate career, from application to the awarding of degree. Sexual assault complaints must be filed within two (2) calendar years of the alleged incident.

Lack of Jurisdiction
1. The judicial officer may refer the case to the appropriate agency for resolution if he/she finds that the case, whether or not probable cause exists, falls outside the undergraduate judicial system’s jurisdiction.

2. At any time prior to imposition of verdict and sanction, any member of the relevant hearing panel may object to further consideration of the case on grounds that the judicial system lacks jurisdiction. Thereupon the panel, in consultation with the judicial officer, must resolve the jurisdictional question raised. The decision of a majority of the hearing panel members will be final, and the case will be either retained by the panel or be referred to the appropriate agency for disposition.

PRELIMINARY INVESTIGATION PROCEDURES
Upon receipt of a complaint, the judicial officer, or designee, will assemble and examine all evidence either material or relevant to the allegation. This investigatory process may include, but is not limited to:

1. Receipt of any oral and/or written evidence including documents and records.

2. Interviewing the accused which interview must begin with notification by the judicial officer, or designee, of the right to remain silent, the right to an advisor as defined herein, and the right to waive knowingly one or both of these rights.

3. Interviewing any holder of evidence.

4. Receipt from the accused of a written statement submitted in his or her behalf which will become part of the case record.

TERMINATION OF INVESTIGATION
The judicial officer will terminate action if:

1. No probable cause is found.
2. After examination that commission of the alleged act does not violate any provision(s) found in the duly promulgated codes, rules, and regulations of the university.

3. It is determined that the undergraduate judicial system lacks jurisdiction over the case.

4. In the event that the judicial officer should refuse or fail for any reason to receive complaints and/or conduct investigations, and/or find probable cause and/or prefer charges, an aggrieved party may appeal such action or inaction on grounds of new or different evidence previously unavailable. This step may be made by filing with the co-chairs of the Undergraduate Judicial Board a petition entitled: “Petition to Find Probable Cause.” Upon receipt of this petition, the co-chairs of the board will direct the judicial officer or will unilaterally appoint an investigator to find facts on the basis of which a full hearing panel may determine the existence of probable cause sufficient to warrant a regular hearing in due course.

DECISION TO REFER A CASE FOR REVIEW BY HEARING PANEL

On the basis of the preliminary investigation, the judicial officer will determine whether there exists probable cause, or a reasonable likelihood, for believing that the accused person committed the alleged act(s). Upon a finding of probable cause, the judicial officer may refer the case for review by a hearing panel (see Administrative and Undergraduate Judicial Board Hearings below). The judicial officer also may refer a case for mediation if she determines that it is appropriate. Mediation may be in lieu of, or in addition to, judicial action.

CONSIDERATION OF OTHER CIVIL OR CRIMINAL PROCEEDINGS

1. Proceedings under the undergraduate judicial system before, during, or after any which may occur in the regular state or federal courts do not subject a student to "double jeopardy" because such jeopardy arises only in criminal law. Actions by the board or other university agencies enforce the terms under which a student has accepted admission to Duke University and all sanctions imposed relate to a student’s status at the university.

2. In circumstances so warranting under this section, the sanction of interim suspension may be invoked (see Sanctions).

3. In the situations covered by this section, if, after a finding of probable cause, the judicial officer decided either to defer preferring charges or definitely to abandon them, the judicial officer shall nevertheless enter into the record the finding of probable cause and reasons for deferring or abandoning the preferring of charges.

4. In determining whether to prefer charges against any accused, the judicial officer will consider the following:

   Civil or criminal proceedings completed:

   a) If, in the judgment of the judicial officer, any civil or criminal liability the accused may have already incurred by reason of the action of any civil or criminal tribunal adequately vindicates the interest of the university in punishment of the accused, the university shall have the option to not prefer charges against the accused.

   b) Should any criminal proceeding result in a felony conviction, the university, through the judicial officer in consultation with the dean of college or school or the vice-president for Student Affairs, reserves the right to summarily dismiss the convicted student.
Civil or criminal proceedings pending:
a) If any civil or criminal action is pending in any civil or criminal tribunal, and, in the judgment of the judicial officer, a prompt trial judicial hearing would be prejudicial and unreasonably burdensome to the accused in respect to the civil or criminal tribunal proceedings, notwithstanding the finding of probable cause, the judicial officer may defer preferring any charge for a reasonable period of time (generally not to extend beyond the academic year in which the alleged violation occurred). In making this determination, the judicial officer will consider the nature of the offense, the nature of the defense that may be offered in either the civil, criminal, or university proceeding, the punishment that may be visited on the accused in either proceeding, the likely delay in the civil or criminal proceedings, any possible impairment of the accused’s ability to defend him/herself in either proceeding by reason of its contemporaneous pendency and the preservation of general peace and order within the university community.

Civil or criminal proceedings in future:
a) If any civil or criminal action is threatened or likely, the judicial officer will be governed by the same considerations set forth above, and in addition by the degree of likelihood of civil or criminal proceedings against the accused.

ADMINISTRATIVE HEARINGS
1. The accused may request and/or accept the offer to have his/her case be heard by the judicial officer and/or designee(s) in an administrative hearing.
2. Should the judicial officer determine that either the nature or related extenuating circumstances of a case renders it amenable to the administrative hearing alternative provided, a written notice will include explicit notice of the availability of such forum to an accused who still may opt for his/her right to a formal hearing before the Undergraduate Judicial Board.
3. Students may waive their right to written notice and elect to have their cases resolved immediately.
4. In fixing a sanction, the judicial officer, or designee(s), may impose all penalties enumerated under Sanctions.
5. All decisions are subject to appeal.

UNDERGRADUATE JUDICIAL BOARD HEARINGS: GENERAL INFORMATION

Hearing Schedules
The hearing, based on contents of the probable cause notice, will take place speedily, ordinarily within thirty (30) days following presentation of charges to the accused. Cases pending at the close of the fall and particularly the spring semesters will be scheduled for review at the earliest date possible.

Closed Hearings
Undergraduate Judicial Board hearings will be conducted in closed session.

Excuse Priority
Any student whose presence is required at a hearing will be excused from any other university responsibility which might prevent, impair, or delay his/her presence before a panel, and both the board and the judicial officer will assist such students in making satisfactory arrangements.

The Hearing Panel
1. Hearing panels will consist of five (5) or seven (7) members as assigned by the judicial officer in consultation with the co-chairs of the board. Five-member
hearing panels shall consist of three (3) undergraduates, one (1) faculty member, and one (1) dean, or one (1) Student Affairs administrator. Seven-member hearing panels shall consist of four (4) undergraduates, two (2) faculty members, and one (1) dean, or one (1) Student Affairs administrator.

2. No person presenting evidence against the accused may at any time sit in judgment upon the accused.

3. Board members may excuse themselves from a hearing panel for any reason.

4. A co-chair (student), or designee, shall preside over each panel.

5. The judicial officer will prepare the following for the designated hearing panel: A copy of the probable cause notice to the accused, all evidence gathered in the preliminary investigations, with its sources, and statement of the rights of the accused. Nowhere in this information will a personal opinion be expressed as to the merits of any evidence, or as to the guilt or innocence of the accused. However, where there are conflicts in the evidence the judicial officer may draw the attention of the panel to them. This shall become a part of the written record of the hearing.

Victims or Moving Parties

1. Victims and/or moving parties enjoy the right to consult with and/or be accompanied by a member of the university community of his/her choosing prior to and during a disciplinary proceeding. This person may not directly address the panel nor any other participants during the formal hearing proceedings.

2. Victims and/or moving parties enjoy the right to review evidence submitted in response to his/her filed complaint. This will not include being provided with copies of written material.

3. In cases of a violent offense, the victim has the right to be notified of the outcome of the hearing.

4. In cases of sexual assault, the victim has the right to be notified immediately of the outcome of the hearing. Additionally, the victim has the right to be assisted by university officials in his/her option to notify on- and/or off-campus law enforcement agencies and to be informed of available assistance in making reasonable changes in academic and on-campus living situations.

Witnesses

Any person with direct knowledge relevant to a case pending before the board is a material witness.

1. **Duty to Appear.** The judicial officer may require the appearance of material witnesses as deemed appropriate, as directed by the chair of the hearing panel, or upon the written request of the complainant and/or the accused, the judicial officer will require the appearance of such witnesses.

2. **Notice to.** The judicial officer will notify such witness(es) in writing of the time, place, and purpose of their appearance, as well as of the right against self-incrimination.

3. **Contempt.** Willful and deliberate failure and/or refusal of any material witness to honor a subpoena authorized by the board and duly served by the judicial officer, or designee, or deliberate action to impede, obstruct, unduly delay, lie, or interfere during the hearing proceeding may be deemed an act in contempt of the Board. Such conduct may result in a charge of contempt under Section X of the Judicial Code of the Undergraduate Community.

Special Master

At any stage in the proceedings, involving complicated technical or professional subject matter, and at the request of any party or any or all members of a panel, a special
master may be appointed by the co-chairs of the board in consultation with the judicial officer. The special master will render advice to the panel. On the motion of any party or any member of the panel proceedings may be recessed pending the receipt of the special master’s report.

**Evidentiary Rules**
1. All evidence which the panel considers relevant will be admitted including hearsay and expressions of opinion.
2. Wherever possible oral testimony rather than written statements should be presented.
3. Statements made by unidentified witnesses or those absent at the hearings, neither of which can be confronted by the accused, may not constitute a sole or substantial basis for conviction.
4. No evidence obtained through unlawful search and seizure or in violation of the University Statement on the Privacy of Students’ Rooms and Apartments will be admissible at the hearing.

**UNDERGRADUATE JUDICIAL BOARD HEARINGS: RIGHTS OF THE ACCUSED**

**Advisors**
The accused enjoys the right to have an advisor. The judicial officer, or designee, will maintain a list of approved advisors (Undergraduate Judicial Code Advisors) from which the accused may select or be assigned an advisor. The accused may decline the assigned advisor and may select any other member of the university community except members of the board, or the accused may select no one. The function of the advisor is to advise the accused in the preparation and presentation of his or her case, but the advisor may not directly address the panel nor any other participants during the formal hearing proceedings.

**Notice of Hearing**
1. If probable cause is found to forward a case for review by a hearing panel, the judicial officer will promptly draw up a written notice to be transmitted to the accused together with a summons to appear for a panel hearing at the time and place specified. The notice and summons will include:
   a) The charges: no case may be heard by the board in the absence of a finding of probable cause by the judicial officer and a clear statement of the charges against the accused or by direct petition to the board.
   b) Referral to the relevant provision(s) of the Judicial Code, rules and regulations, and procedural rights.
   c) Any additional evidence produced during the investigative process.
   d) Any other material which the board may instruct the judicial officer to supply the accused.
   e) A list of members of the panel designated to hear the case.
   f) The signature of the judicial officer or appointed assistant. The signature on the probable cause notice attests to a sufficiency of inculpatory evidence, existence of the board’s jurisdiction, and the completeness of the charges.
2. The accused will be given at least forty-eight (48) hours notice prior to the hearing or prior to continuation of a hearing recessed for an extended period (see **Recesses** under **Hearing Procedures**). The accused may waive by a signed written statement or by recorded verbal consent during the hearing the notice and/or the forty-eight (48) hour rule.

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Continuances
Should the accused desire additional time to prepare his or her defense, a petition to that effect may be directed to the judicial officer at least twenty-four (24) hours prior to the scheduled hearing. In the judicial officer’s discretion, the accused may be granted a hearing delay of reasonable duration.

Challenge to Panel Members
1. Peremptory (no cause required). The accused may exercise a peremptory challenge directed at not more than three (3) panel members even if a new hearing on an amended charge is required. Such a challenge must be made in writing and submitted to the judicial officer at least twenty-four (24) hours prior to the scheduled time of the hearing.
2. For Cause. The accused has the right to challenge on the grounds of prejudice any member of the hearing panel sitting on his/her case. If an accused makes such a challenge, the panel shall deliberate in private to determine whether cause exists by majority vote of the members of the panel (excluding the member being challenged). The accused retains the right to challenge for cause whether or not he or she has used the three (3) peremptory challenges.
3. Following the removal of any member, the judicial officer will appoint a new member to the hearing panel.

Character References
The accused may produce no more than two character references, presented either in writing or orally, to the hearing panel prior to the hearing. The character references must testify only to the character of the accused, without touching on any of the specifics of the case.

Presentation of Case
The accused enjoys the right and will be advised of the right to produce witnesses, introduce documents, and offer testimony in his or her own behalf.

Testimonial Rights
The accused enjoys the right against self-incrimination as well as the right to remain silent respecting the charges brought against him/her, before, during, and after the hearing. No inference of guilt may be drawn from the silence. But any evidence pertinent to the charges volunteered by the accused may be used as evidence against him/her. If the accused elects to offer testimony on a specific act of misconduct, he/she waives a right to continued silence, and must answer truthfully all questions pertaining to the act.

Right to Examine Written Statement of any Witness
The accused has the right to examine the written statement of any witness which is relevant to the case at least forty-eight (48) hours prior to either the hearing or continuation of a hearing that has been recessed for an extended period of time. The right can be waived by signed written statement or by recorded verbal consent during the hearing.

Right to Confront Witness
The accused has the right to confront any witness who has given a statement relevant to the pending case. The accused may ask questions of any witness under the condition that the panel chair deems them fair and relevant.

Evidence Upon Which the Board Will Make a Decision
In reaching its judgment, a panel will consider only documents submitted into evidence, and the testimony of moving parties, the accused, and witnesses present at the hearing.
Contempt
A willful or deliberate action on the part of the accused, or any other student participant in the judicial proceeding, to impede, obstruct, unduly delay, lie, or interfere at any stage with, in any manner, the proceedings may be deemed an act in contempt of the board. Such conduct may result in a charge of contempt under Section X of the Judicial Code of the Undergraduate Community.

UNDERGRADUATE JUDICIAL BOARD HEARING: HEARING PROCEDURES

Character Witness Statements
Prior to the opening of the hearing up to two (2) character witnesses may testify to the character of the accused. He/she may not testify to the specifics of the case in question.

Opening of the Proceedings
1. The panel chair will open the proceedings by reminding all participants that the persons present and testimony presented in the hearing must be kept strictly confidential.
2. The panel chair will note the date, identity of the party(ies), the charges, and identity of all panel members.
3. The accused and witness(es) will be sworn in.
4. The accused will confirm that s/he has been read the rights of the accused and understands them.
5. The accused will confirm that s/he has received all the evidence materials.

Entrance of Plea(s)
The accused will plead guilty, not guilty, or guilty in part, to each of the charges, or move to postpone the hearing for good cause shown.

Opening Statements
1. The panel chair may invite the moving party(ies)/victim to make a statement (approximately 3-5 minutes), summarizing the essential facts and expressing opinions thereon. At any point prior to this stage of the hearing, the moving party(ies) may decline such invitation.
2. The panel chair will request the accused to present his or her case. As stated above, the accused has the right to produce witnesses, introduce documents, and offer testimony in his or her own behalf. The accused may waive this right by a verbal declaration.
3. If the accused elects to offer testimony on a specific act of misconduct, he/she waives a right to continued silence, and must answer truthfully all questions pertaining to the act.

Questioning
1. The panel may call and question all witnesses. (The panel chair may sequester witnesses to appear consecutively or direct them to appear before the panel simultaneously.)
2. The accused may ask questions of the moving party or any witness(es), under the condition that the panel chair deems them fair and relevant.
3. The moving party and/or witness(es) may not ask questions of the accused directly, but may ask to be recognized by the panel chair if they have any points of clarification or further explanation pertinent to the incident. This provision may be waived by the accused at any point during the proceedings.
Recesses
1. The panel chair may recess hearings for a short duration of time in order to facilitate the work of the panel.
2. By vote of a majority of the panel members, hearings may be recessed for an extended duration of time in order:
   a) To accommodate extraordinary circumstances such as personal emergencies.
   b) To acquire additional evidence or testimony.
   c) To provide adequate time for considering and setting sanctions.
3. A witness or accused enjoys the right to a brief recess after a lapse of one (1) hour from commencement of the official recording of the hearing.
4. No recess may be declared for the purpose of amending the original charges against the accused. If it is determined during the hearing and prior to verdict and judgment that the charges must be amended,
5. With the unanimous consent of the hearing panel and the agreement of the accused, the charge(s) may be amended and the hearing may continue, or
6. Without the unanimous consent of the hearing panel or the agreement of the accused, the hearing must be terminated without prejudice and the procedures set forth under preliminary investigation reinstated.

Closing Statement
The accused will have an opportunity to make a closing statement at the conclusion of the questioning.

VERDICT AND SANCTION
1. After the hearing closes, the panel will consider its verdict and sanction in closed session.
2. The verdict is a determination of guilt or non-guilt. A guilty verdict is based on the existence of clear and convincing evidence that the accused committed the act(s) alleged in the charge(s).
3. The sanction is a statement of the punishment imposed drawn from those enumerated below.
4. The verdict and sanction will be determined by a majority vote of a panel except that any judgment of expulsion or suspension of an individual must be supported by at least four (4) members of a five (5) member panel or at least five (5) members of a seven (7) member panel.

Sanctions
The board or a hearing panel is empowered to impose singly or in combination penalties, including, but not limited to, those from the following four (4) classes without regard to personal hardship. (See Appeal.) Also, sanctions may be compounded for prior violations of the Judicial Code or other university regulations.

CLASS I
1. Expulsion. Dismissal and permanent removal from the university without possibility of readmission or reinstatement. University censure automatically applies. This sanction must be supported by at least four (4) members of a five (5) member panel, or at least five (5) members of a seven (7) member panel.
2. Suspension (Individual). This sanction must be supported by at least four (4) members of a five (5) member panel, or at least five (5) members of a seven (7) member panel.
a) Dismissal from membership in the university for a specified period of time, which may include the current semester and such additional semesters as
deemed appropriate by the panel. One semester may include both summer terms.

b) The length and dates of suspension will be a recommendation to the student’s academic dean, who may adjust the effective dates if the student is also subject to another type of withdrawal or leave.

c) Readmission as a student in good standing is contingent upon satisfaction of any conditions stated in the original sanction.

d) Upon a student’s readmission to and matriculation in the university, the student is placed on disciplinary probation for a specified period of time.

e) As suspension constitutes an involuntary withdrawal from the university, a temporary entry to that effect is made on the student’s permanent academic record.

f) University censure (Class II) may be applied as determined by the panel.

3. Suspension/Dissolution (Group)

a) The privilege of a residential or of any other cohesive unit to exist at Duke University may be suspended or revoked (dissolution).

b) Residential or cohesive units may be suspended for a specified time period from one or more enumerated activities sponsored, cosponsored, performed by, or attended by said residential or cohesive unit members.

c) Reinstatement as a residential or cohesive unit in good standing is contingent upon satisfaction of any conditions stated in the original sanction.

d) Upon reinstatement, the residential or cohesive unit is placed on disciplinary probation for a specified period of time.

4. Suspended Suspension

a) For a specified period of time, the penalty of suspension is imposed, but suspended due to the existence of facts deemed mitigating by a panel.

b) A disciplinary probation period must run concurrently and may run consecutively with suspension.

c) For individuals, as no involuntary withdrawal actually occurs, no temporary entry to that effect is made on the student’s permanent academic record.

5. Disciplinary Probation

a) A status imposed on students or residential or cohesive units for a specific period of time during which another violation of the judicial code or violation of any of the conditions of the probation shall result in an augmented disciplinary action, including the possibility of suspension. Disciplinary probation may include a restriction of the student’s or residential or cohesive unit’s privileges or eligibility for activities.

b) Revocation of Disciplinary Probation. In the event that a student or residential or cohesive unit has been placed on disciplinary probation by the Undergraduate Judicial Board and subsequently is convicted of violation of a regulation by the University Judicial Board, the revocation of his/her/its probation will not automatically occur. In such a case he/she/it shall be entitled to a hearing before a panel of the Undergraduate Judicial Board, said hearing being limited to the issue of whether his/her/its probation should be revoked as the result of the original conviction and the conduct which gave rise to a second conviction.

6. Exclusion. A student or group may be excluded

a) From public participation or performance in the name of the university other than performance of duties as an elective officer.
b) From application for, retention of, or any other possession of a university housing license.

c) From access to, use of, and occupation of specified university-owned premise and/or facilities.

d) From application for, retention of, or any other possession of a traffic and parking permit.

e) From application for, retention of, or any other possession of intramural privileges.

7. Warning. A formal written admonition but which explicitly states the certainty of a more severe disciplinary sanction for conviction of a subsequent violation during a stated period. A warning may be entered on the student’s citizenship record or on the residential or cohesive unit’s citizenship record at the discretion of a panel.

8. Restitution. Payment for all or a portion of injury or damages to person(s) or property caused by commission of an offense.

9. Fine. Payment to Duke University of a reasonable sum of money set by a panel which may also impose a community service sanction.

10. Community Service. Specified hours set by a panel during which period a student or residential or cohesive unit will perform in a service capacity at the university or in the Durham community.

11. No Contact Order. A student may be prohibited from all direct and/or indirect contact with another student. (No judicial process is necessary to invoke this restriction).

12. Delayed Degree Conferral. In the case of a graduating senior, his/her degree may be withheld for a specified period of time. In such cases, the board or the dean of the college or school may decide whether to allow the student to participate in commencement exercises.

CLASS II

1. University Censure

   a) Official entry on a student’s permanent academic record, of serious misconduct including both the fact of the censure and the exact nature and circumstances of the offense.

   b) This sanction is never applied unless in combination with serious offenses meriting imposition of suspension or expulsion. Censure indicates the seriousness of the offense and the absence of mitigating circumstances.

   c) Application of this sanction requires a separate vote of a panel unless accompanying expulsion.

CLASS III

1. Temporary Exclusion. Exclusion from registration, enrollment, or matriculation at the next ensuing semester, including semesters of summer session or eligibility to graduate from Duke University (Delayed Degree Conferral) pending relief from verdict and sanction by compliance in good faith with the original order, directive, or subpoena. This penalty is ordinarily used in contempt proceedings described in Undergraduate Judicial Board Hearings: General Information.

2. Interim Suspension

   a) An extraordinary remedy invoked only in extreme cases requiring immediate action prior to a panel hearing or resolution of an appeal.

   b) If the judicial officer, or designee, deems any student’s presence on campus, at any time, to constitute a threat to the general peace and order of the university
community and to its several members, that officer may so notify the dean of the college or school or the vice-president for Student Affairs, who may, at his or her discretion, suspend the named student from the university for a three (3)-day period pending a hearing before a duly constituted panel of the board.

c) If the student or board requires a continuance, the interim suspension may be extended by the dean of the college or school or the vice-president for Student Affairs.
d) If interim suspension is imposed and the accused is later found not guilty, the university will grant restitution with respect to that student’s academic responsibilities incurred during the period of suspension.
e) An interim suspension may be converted to a summary dismissal should the student be convicted of a felony.

3. Temporary Restraining Order

a) A formal written ex parte order issued by a duly constituted panel, or the judicial officer, or designee, (in consultation with the co-chairs of the board where possible), directing a student(s) to cease and desist from engaging in behavior deemed contrary to one or more provisions of the Judicial Code or university rules and regulations.
b) Such orders are of twenty-one (21) days duration and are renewable by a duly constituted panel, the judicial officer, or designee.

CLASS IV

1. Counseling/Medical Assessment. If a panel majority believes that a student would benefit from professional counseling and/or a medical evaluation, it may recommend or require a student to seek an assessment from CAPS, Student Health, or other appropriate professional.

Rehearing

A panel by a majority vote may decide to rehear a case in which significant new evidence can be introduced in behalf of the accused.

Notification of Verdict and Sanction

1. The panel chair will promptly inform in writing the judicial officer of the decision of the panel, but initial notification may be oral followed by the written abstract.
2. The panel chair or the judicial officer shall promptly notify the accused of the verdict and sanction imposed, and shall, at the same time, inform him or her of rights of appeal.
3. At the request of the moving party(ies)/victim, the judicial officer may, but is not required to, inform that person or persons of the panel’s verdict and/or sanction. In cases of sexual assault or a violent offense, however, victims will be informed of the board’s decision as required by law. (Notification may be limited by federal legislation. See Records.)

Record of the Hearing

1. Tapes. A separate tape recording will be made for each hearing, clearly labeled, and retained for three (3) years.
2. Abstract. A written abstract of each case will be made by completion of a “Hearing Panel Report” signed by the panel chair and/or the judicial officer.

APPEAL

Right of Appeal

Any student or group may appeal the decision of a disciplinary hearing panel to the Appellate Board, hereinafter defined. Majority decisions of the Appellate Board are final.
Appellate Board
The Appellate Board shall be comprised of the vice-provost for Academic Services, the vice-president for Student Affairs, the senior associate dean from Trinity College and the senior associate dean from the Pratt School of Engineering. An appellate panel, which represents the Appellate Board, shall be composed of three of the four members of the board.

Exclusive Grounds for Appeal
1. Procedural errors substantially affecting the rights of the accused.
2. Incompatibility of the verdict with the weight of the evidence.
3. New evidence of a character which may have affected the verdict or sanction.
4. Proven case of extreme personal hardship as a result of the disciplinary action.

Appeal Procedures for the Appellant
1. A written statement clearly and briefly setting forth grounds for appeal, as specified above, must be submitted to the judicial officer within seven (7) days after oral receipt of the verdict and sanction of the disciplinary hearing panel. This deadline may be extended at the discretion of the judicial officer.
2. The appellant may prepare his/her defense with the assistance of an advisor and may at his/her expense make a transcription of the tape of the original hearing.
3. The appellant has a right to make an oral statement to the appellate panel to amplify his/her written arguments. The appellant may be questioned at this time about his/her oral statement or written statement; such questioning shall be confined to the issues on appeal. A notation of substantive issues discussed in any such conference shall be incorporated in the record.

Information About the Appeal
1. The appellate panel may not hear testimony de novo.
2. The members shall receive documents submitted by the original hearing panel including abstracts, written opinions, and dissents. A tape of the original hearing shall be made available.
3. The members of the appellate panel may consult in confidence with other members of the university community as deemed necessary to substantiate the grounds for appeal and to seek clarification of issues raised in the original hearing.
4. Either the chair of the Undergraduate Judicial Board hearing panel or members of the appellate panel may request a conference between themselves to consider issues arising out of the case. A notation of substantive issues discussed in any such conference shall be incorporated into the record.

Appeal Outcome
The appellate panel, having ensured that the appellant’s rights have been protected, will submit in writing to the appellant, with a copy to the judicial officer, one of the following:
1. A finding that an appeal of the verdict has merit and therefore is granted (the verdict is reversed and all sanctions withdrawn);
2. A finding that the appeal based on any ground has no merit and therefore the action of the original hearing panel is sustained;
3. A finding that the appeal has merit due to one of the following circumstances:
   a) Procedural errors occurred during the original hearing which substantially affected the rights of the appellant,
   b) New evidence exists which may have affected the verdict or sanction,
c) The disciplinary action places an extreme personal hardship on the student. In these instances, the appellate panel may modify the decision of the original hearing panel or it may remand the case to the judicial officer with a requirement that a new hearing panel be selected to hear the case. In cases where a hearing panel’s verdict and/or sanction is reversed or modified, the hearing panel may request a conference with a representative of the appellate panel responsible for the reversal/modification.

4. A finding that the original charge was inappropriate, in which case the appellate panel may remand the case for consideration of alternate charges.

**Status of Student/Group Pending Verdict or Appeal**

1. **Individual Student.** Pending verdict on charges (including appeal) against the accused, the status as a student cannot be changed, nor the right to be on campus or to attend classes suspended, except as provided for by the interim suspension rule or by issuance of a temporary restraining order.

2. **Group.** Pending verdict on charges (including appeal) against the accused, the status of a group may be modified if the group has been charged with a violation which jeopardized the health and/or safety of an individual or individuals or which substantially disrupted the peace and order of the university community. The immediate imposition of a status modification may be made by the panel hearing the case or by the judicial officer.

**Records**

A student has two records at Duke: a permanent academic record (the transcript) maintained by the registrar, and a citizenship record maintained by the Office of Student Development. Both records are considered to be “educational records” under federal law.

In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, and the 1998 Higher Education Amendment Act, students have the right to inspect and review educational records, the right to seek to amend records, and the right to have some control over the disclosure of information from educational records.

Directory information (name, address, phone, birth date, field of study, class schedule, participation in recognized activities and athletics) may be disclosed by the university without prior consent.

Other exceptions where educational records may be released without prior consent of the student include release: (for complete list, see FERPA)

1. To other school officials, including teachers, within the university whom the university has determined to have legitimate educational interest.
2. To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
3. To parents of a dependent student.
4. To parents of any student under the age of 21 years found culpable of alcohol and/or drug offenses.
5. Of subpoenas/court orders.
6. Of information in connection with a health and safety emergency.
7. To an alleged victim of any crime of violence or non-forcible sex offense, of the results of any university judicial proceeding against the alleged perpetrator with respect to that crime.
8. Of the final results of any disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence, or non-forcible sex offense, if the
institution determines as a result of that disciplinary proceeding that the student committed a violation of the university’s rules or policies with respect to such crime or offense.

Note: Records of student organizations are not protected under FERPA.

**Membership Of The Undergraduate Judicial Board**

There is established an Undergraduate Judicial Board. The board shall have thirty-six (36) members. Eighteen (18) will be from among the undergraduates, ten (10) will be from among the faculty (Trinity College and the Pratt School of Engineering), and eight (8) will be from among the deans in the undergraduate school and college and from the administrative staff in the Division of Student Affairs.

**SELECTION OF MEMBERS**

1. **Undergraduate Members.** Student members of the board will be chosen from among interested rising juniors and seniors as follows:
   a) Interested candidates will apply for positions by completing a written application devised by the board. Each application, without identification, will be read and evaluated by members of the current board.
   b) All candidates will be eligible for a personal interview.
   c) Interviews will be conducted by student members of the board and one representative of the undergraduate Duke student government appointed by the chief executive officer of that government.
   d) From among those interviewed, one nominee shall be recommended for each vacancy together with a total of three (3) alternates.
   e) All those nominated are subject to approval by the legislature of the Duke Student Government as advised by a representative of the board in attendance.
   f) At every stage of this process, consideration shall be given to the appointment of a board membership reflective of the undergraduate student population.
   g) Members who have served for at least one (1) semester during their junior year will become regular members of the board for the following academic year as a matter of course.

2. **Faculty Members.** Faculty members of the board will be appointed by the duly empowered committee of the Arts and Sciences Council through the dean of Trinity College and by the dean of the Pratt School of Engineering.

3. **Dean and Student Affairs Members.** Appointees will be academic deans in the undergraduate school and college and administrative staff in the division of Student Affairs.

**Status of Members**

1. **Leave of Absence.** Any undergraduate member of the board who takes a leave of absence while remaining in good standing in the university may resume, upon return, the place previously vacated on the board, provided the student has completed all training and orientation required of board members.

2. **Disciplinary Action Against a Board Member.** Students found in violation of the Undergraduate Judicial Code and/or accompanying rules and regulations are considered to be in bad standing with the board and will be permanently removed from the board.

3. **Removal of Members.** The board may remove any member for cause by a three-fourths (3/4) majority vote, of those members present.

**Terms Served**

1. **Undergraduate Members.** Undergraduate members will ordinarily serve for terms not exceeding two years.
2. Faculty Members. Faculty members will serve two-year terms, subject to reappointment upon consent. To ensure staggered terms, they may be appointed for a single year.

3. Academic Dean and Student Affairs Members. Deans, administrative staff of Student Affairs, or their designees, will serve throughout the tenure of their appointments.

ORGANIZATION AND DUTIES OF THE BOARD AND ITS OFFICERS

The Co-chairs
1. The full board will elect, by majority vote, two co-chairs, both of whom must be undergraduates.
2. The co-chairs, or a designee, will preside over any meeting of the board or any meeting or hearing of a part thereof.
3. A co-chair, or a designee, will serve on the Annual Review Committee.

The Judicial Officer
1. The judicial officer, or designee, is responsible for receiving complaints, conducting investigations, gathering evidence, and preparing and preferring charges relating to offenses within the jurisdiction of the board.
2. The judicial officer may appoint assistants, in such numbers and for such duties under his/her supervision in order to faithfully execute his/her responsibilities.
3. The judicial officer, or designee, jointly with the board, is responsible for recruitment, training, supervision, and direction of a staff of advisors available to accused students.
4. The judicial officer will maintain a roster of available members for the regular and summer session terms.
5. The judicial officer is responsible for maintenance of the records of the board. These records include:
   a) A permanent public precedent file provided by panels. It consists of abstracts specifying charges, facts, case dispositions and rationales for such dispositions. Identification of the party or parties, as well as of witnesses, will be omitted.
   b) A permanent confidential case file.
   c) A "Semester Report of the Undergraduate Judicial Board" to be issued in January and May. It will be a statistical survey designed to order cases: by volume, classification, disposition, and current status (e.g., filed, pending, heard, or on appeal).
   d) An "Annual Report of the Undergraduate Judicial Board" to be compiled following adjournment of the board at the end of the spring semester. The contents will contain:
      1) A listing, by types of cases, of all completely adjudicated cases.
      2) A statistical survey of the business of the board during the preceding academic year.
      3) A commentary on that business.
      4) Any recommendations which the board wishes to make.
      5) The "Annual Report" will be released prior to new student orientation in the fall semester.

The Board
1. Meet with the Arts and Science Council and Engineering Faculty Council. The co-chairs and the judicial officer will attend one meeting of these councils each year to discuss the concerns of the board in relation to the faculty and the concerns of the faculty in relation to the board.
2. Consult with the Honor Council. Representatives of the Undergraduate Judicial Board and the Honor Council should consult regularly on issues related to academic integrity.

3. Board Calendar
   a) Regular Terms. The board or parts thereof will ordinarily hear and dispose of all pending cases in which charges have been preferred during the regular fall and spring semesters, and following the end of the spring semester.
   b) Summer Session Terms
      1) The judicial officer will ascertain the local availability of board members for summer session service and those within a 200-mile radius who may be invited by the judicial officer to serve at university expense.
      2) The judicial officer will constitute a five (5) member hearing panel from the board members available, including at least one (1) faculty member and two (2) students, and appoint a panel chair.
      3) If the number of student members drawn from the rosters provided is insufficient to constitute the hearing panel provided for above, the judicial officer, with the consent of the chief executive officer of the Duke Student Government will appoint the necessary number of students drawn from the undergraduate student body.
      4) The Summer Session hearing panel will function in the same manner and with the same procedure as a regular term panel, except that the accused may not enjoy more than one (1) preemptory challenge.

Amendment of the Judicial System of the Undergraduate Community

These policies and procedures may be amended at any time by the vice-president for Student Affairs only on the recommendation of a duly appointed judicial review composed of undergraduates, faculty, and deans appointed by and acting under that officer’s supervision and direction. All amendments promulgated by the vice-president for Student Affairs shall be effective from and after the date of promulgation.

The Judicial Code was drafted and approved by the Judicial Review Committee during the 1980 spring semester and amended during the spring semesters, 1982, 1983, 1988, and 1996.

The Judicial System of Duke University and the University Judicial Board

Jurisdiction
1. The jurisdiction of the University Judicial Board shall be limited to cases arising out of the pickets and protests regulations and cases involving more than one of the communities as determined by the vice-president for Student Affairs in consultation with the president and the chair of the University Judicial Board.

2. 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.

Filing of Charges; Responsibilities of Vice-President for Student Affairs
1. The Office of the vice-president for Student Affairs shall have responsibility for receiving complaints, conducting investigations, and preferring charges concerning offenses within the jurisdiction of the board. The University Judicial Board shall hear no case without a finding of probable cause made by the vice-
president for Student Affairs, whose signature to the charge or charges shall constitute sufficient evidence of such finding.

2. To assist the vice-president for Student Affairs in the investigation of complaints, the gathering of evidence, and the preparation of charges, investigative and judicial aides may be appointed by the vice-president and shall serve at his/her pleasure and under his/her direction. The number and specific duties of such aides shall be determined by the vice-president for Student Affairs, who shall be fully responsible for all duties performed by them in their capacity as aides.

3. The vice-president for Student Affairs shall subpoena witnesses as directed by the University Judicial Board.

4. The vice-president for Student Affairs may delegate all or any portion of his/her duties as regards these judicial procedures to an aide or aides. The vice-president for Student Affairs shall be responsible for the discharge of all duties thus delegated.

Membership
The University Judicial Board shall consist of a chair appointed by the president, five faculty members (two of whom shall be from the Law School) appointed by the Executive Committee of the Academic Council, and two student members from each of the communities (except in the case of the undergraduate community where there should be four members) elected by each community’s Judicial Board. The chair of the board shall select five-person panels consisting of a chair and an equal number of students and faculty. Cases referred to the board shall be assigned to the panels in rotation, provided that a member of a panel may, at his/her request, be excused from sitting on a case by the chair of the board, who may appoint a substitute from among the other members of the board. Each panel shall be known as a “Hearing Committee of the University Judicial Board.”

Terms of Members
Faculty members shall normally serve for two-year terms, but are eligible for reappointment. The terms should be staggered in order to provide continuity. Two of the initial appointees shall be appointed for one-year terms. Student members shall serve for one-year terms, although they may be eligible for re-election. The board has the right to remove any member of the board for cause by a vote of a two-thirds majority of all members. The vacancy shall be filled promptly according to the original procedure.

Conduct of the Hearing
1. The hearing will be conducted in private unless the accused requests an open hearing. If any objection is raised to conducting an open hearing in any particular case, the Hearing Committee of the University Judicial Board will decide the issue by majority vote. If the decision is made not to hold an open hearing, the accused shall be informed in writing of the reasons for the decision.

2. The university and the accused may be represented by an adviser of his/her choice.

3. The board shall promulgate its own rules of procedure consistent with academic due process and all provisions of this document.

4. The accused has the right to challenge on the grounds of prejudice any member of the Hearing Committee sitting on his/her case. If an accused makes such a challenge, the Hearing Committee shall deliberate in private to determine whether cause exists. By a majority vote of the members of the tribunal (excluding the member being challenged), a member shall be removed from the case and replaced by a member of the board designated by the chair of the Judicial Board. In addition, the accused may exercise a challenge directed at the
entire panel, in which case the challenge shall be made to the chair of the University Judicial Board, who shall excuse the panel challenged and refer the accused’s case to the next panel in rotation.

The Right of Appeal
1. In cases heard by the University Judicial Board, there will be no appeal when the accused is acquitted.
2. A student or administrator who is not a member of the faculty convicted by the University Judicial Board 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. Argument or appeal shall be on written submission, but the president may, in addition, require oral argument.
3. A member of the faculty convicted by the University Judicial Board may appeal to the Faculty Hearing Committee authorized under the provisions for Academic Freedom and Tenure of Duke University.

Status of the Accused
Charges must be prepared without delay following the alleged commission of the offense. Pending final verdict on charges against the accused (including appeal), his/her status shall not be changed, nor his/her right to be on campus to attend classes suspended, except that the president or provost may impose an interim suspension upon any member of the university community who demonstrates, by his/her conduct, that his/her continued presence on the campus constitutes an immediate threat to the physical well-being or property of the members of the university community or the orderly functioning of the university. The imposition of interim suspension requires that the suspended individual shall immediately observe any restriction placed upon him/her by the terms of the suspension. The suspended individual shall be entitled to a hearing within three (3) days before the Hearing Committee on the formal charges. If he/she requires additional time to prepare his/her case before the Hearing Committee, he/she shall be entitled to an informal review of the decision imposing interim suspension by a three-person committee chosen from the members of the University Judicial Board by its chair. Interim suspension is an extraordinary remedy which will be invoked only in extreme cases where the interest of the university and members of its community require immediate action before the Hearing Committee can adjudicate formal charges against the suspended individual. If interim suspension is imposed and the accused is later found innocent, the university shall seek restitution as provided by the Hearing Committee with respect to the student’s academic responsibilities incurred during the period of suspension.

Civil and Criminal Courts
Members of the university community may be subject to civil or criminal proceedings in a local court. The president may initiate legal action seeking injunctive or other civil relief, or file criminal charges, when it is necessary to protect the person or property of members of the university community, or the orderly functioning or property of the university. Such action may be in addition to the filing of formal charges before the University Judicial Board and/or interim suspension.

Sanctions
A Hearing Committee of the University Judicial Board shall have the power to impose the following penalties upon students:
1. Expulsion. Dismissal from the university with the recommendation that the person never be readmitted.
2. Suspension. Dismissal from the university and from participation in all university activities for a specified period of time after which the subject may apply for readmission.
3. Suspended Suspension. Penalty (2), suspended because of unusual mitigating circumstances. In a period of time specified, conviction before the University Judicial Board, or before one of the community judicial boards may result in suspension.

4. Disciplinary Probation. Placing a student on a probationary status for a specified period of time, during which conviction of any regulation may result in more serious disciplinary action.

5. Exclusion from participation in extracurricular activities. Without limiting the generality of that penalty, such restrictions might involve participation in any collegiate athletics, or any public participation or performance in the name of the university. However, a hearing committee may not exclude a person from performance of the duties of an elective office, but may make such a recommendation to the appropriate organization. This penalty may be imposed by itself or in addition to any of the other enumerated penalties.

6. Censure. Written reprimand for violation of the specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of the same or one of equal seriousness within the period of time stated by the reprimand.

7. Admonition. By an oral statement to the offender that he/she has violated the university rules or has been in contempt of the board.

8. Restitution. Payment for all, or a portion of property damage caused during the commission of an offense. This penalty may be imposed by itself, or in addition to any of the other penalties.

9. Fines. Payment of reasonable sums to be determined by a hearing committee. This penalty may be imposed by itself, or in addition to any of the other penalties.

10. Exclusion from social activities where the nature of the violation so indicates, including, but not limited to, curfews or other revocation of upperclass privileges.

A hearing committee of the University Judicial Board shall have the power to impose the following penalties upon faculty members and administrative personnel not subject to the provisions of the Personnel Policy Handbook.

1. Dismissal (dismissal or termination of appointment)
2. Censure
3. Admonition
4. Restitution
5. Fines

Other Powers

The Hearing Committee may recommend to the university that it seek restitution with respect to the accused’s university responsibilities incurred during a period of suspension or during the period when a hearing has been conducted or shall make such other nonpunitive recommendations with respect to the accused as it shall deem appropriate.

Records

The board shall promptly arrange a policy of keeping its own records, subject to the university policy on confidentiality.

Excusal of Members of the University Community from University Obligations

Any member of the university community whose presence is required at a hearing shall be excused from the performance of any university responsibilities which would
normally be performed at the time when his/her presence is required before the Hearing Committee.

**Revocation of Probation or Suspended Suspension**

In the event that a student has been placed on suspended suspension or disciplinary probation by the University Judicial Board and subsequently is convicted of a violation of a regulation by any other university tribunal, the suspension of his/her suspension or the revocation of his/her probation will not automatically occur. In such a case the student shall be entitled to a hearing being limited to the issue of whether his/her probation should be revoked or whether he/she should be suspended as the result of the original conviction and the conduct which gave rise to the second conviction.
Residential Life
Residence Life

The university adheres to the premise that the on-campus residential experience is an important part of undergraduate life and education at Duke University. To that end, the social regulations and activities of the various living groups must be supportive of the general welfare of the total university community and must be protective of the interests of individuals and minority viewpoints within each living group. Most of these regulations are enforced by the members of the community. In addition to the social regulations formulated by each living group, there are certain policies specified by the university that apply to students living within the residence halls and apartments and pertain to the safety and security of students and the orderly functioning of these residences. Within the framework of the regulations of the community, individual students are responsible for their own decisions and choices. Any student or group of students may recommend a change in the regulations by presenting a proposal to the dean’s Advisory Committee, an advisory committee to the Office of Student Development on matters of housing and residential life.

In its residential policies and procedures, Duke University seeks to foster a climate of responsibility, initiative, and creativity on the part of individuals and living groups. A successful residential community is one in which students take pride in their physical surroundings and assume active responsibility for the maintenance of acceptable standards of public behavior in their living areas. Living groups are held accountable for the actions of individual members.

While students are entitled to a general expectation of privacy within the confines of their own individual rooms (although, of course, extraordinary and compelling circumstances may occasionally require that this expectation be institutionally suspended), the university will not regard either students’ immediate living quarters or their commons areas as privileged sanctuaries where students may act with absolute impunity and without regard to minimum standards of civility, decency, and respect for the rights of other members of the university community. Moreover, occupancy of an individual room or of a residence hall does not confer any proprietary interest or right of ownership on the part of the living group as a whole. The student and the living group are both properly viewed not as owners but as custodians of that living space (with all of its physical amenities) which has been assigned to them. Inherent in this custodial relationship, of course, is the right of the university to promulgate criteria governing the circumstances under which this relationship may be entered into, may be maintained in good standing, or may be terminated.

First-Year-Student Residence Halls. First-year students reside in all first-year student houses, located on East Campus. The housing assignments are made by random lottery to the houses. Within the residence halls, single, double, and triple rooms are available.

Undergraduates are guaranteed four years of on-campus housing and required to live on-campus three of the four years.

Upperclass Residence Halls. Upperclass students live in coed and single-sex residence halls on West Campus, including Trent, and Central Campus Apartments. There are two types of living groups: independent and selective. The independent living groups have their spaces filled by a general housing lottery. The selective living groups select their own members. In addition to fraternities, included among the selective
houses are academically-sponsored theme houses such as the Decker Tower Language House, the Mitchell Tower Arts House, the Round Table, and the Anne Firor Scott Women’s Studies House. Other selective houses include Prism, a multicultural theme house, the Women’s Selective House (Cleland), SHARE (located on Central Campus), as well as social selectives including Brownstone, Maxwell, Mirecourt, and Wayne Manor. All living groups or houses are governed by House Councils elected by members of the groups. Within all of the upperclass houses, except those located in Edens, there are triple as well as single and double rooms.

Central Campus Apartments. Located on Central Campus is a complex of university-owned and operated apartments which accommodate nearly 850 undergraduate students. The remainder of the complex houses a cross-section of graduate students from various schools and colleges of the university. This facility is part of the undergraduate lottery space, and assignment to this space satisfies the university’s guarantee to provide eight semesters of housing.

Living Off-campus. Students may choose to live off-campus. Students who wish to live off-campus must notify the Office of Student Development in writing of their plans.

If a student plans to live off-campus and return to university housing at a later time, he/she must request by the deadlines published by the Office of Student Development that his/her housing deposit be held up to one calendar year, after which it would be refunded and the housing guarantee revoked. Such requests should be made in writing to the Office of Student Development.

NOTE: Students choosing to live off campus should be aware that they will be subject to all city ordinances, particularly those related to occupancy, noise, parking, and litter.

YOUR RESIDENTIAL COMMUNITY

Administration

The Offices of Housing Management and Student Development are charged with providing safe and well managed residential facilities that foster an environment which enhances all dimensions of student learning and community development. While the two departments work together to provide a positive residential experience, each area has a specialized focus.

The Department of Housing Management acts as the “landlord” providing housekeeping, maintenance and other facility-related services to the residents. There are four service offices on campus, each responsible for a geographical area of campus and designed to respond to your facility requests.

East Campus  Brown-Union Arcade  Phone: 684-5320  E-Mail: East_Campus@mail.housing.duke.edu

West Campus I  (Craven, Clocktower, Crowell, Kilgo, Wannamaker)  101R House D  Phone: 684-5486  E-Mail: West_Campus1@mail.housing.duke.edu

West Campus II  (Few, Edens, Trent)  House VOO  Phone: 684-5559  E-Mail: West_Campus2@mail.housing.duke.edu

Central Campus  217 Anderson Street  Phone: 684-5813  E-Mail: Central_Campus@mail.housing.duke.edu
The Office of Student Development (OSD) focuses on the overall residential experience of the undergraduate students. To promote student learning, residential education and community development, OSD is charged with the following responsibilities: making all undergraduate academic year housing assignments; guiding and directing the live-in residential life staff; fostering educational, cultural, social and student-led programming; coordinating new student orientation, the annual review process and student leadership development; upholding community standards and coordinating the undergraduate judicial process; overseeing residential group governance; and, advising a variety of student groups such as the First Year Advisory Counselors (FACs), the Campus Council, the East Campus Council, as well as House and Quad Councils.

Residence Life Staff

The Office of Student Development (OSD) provides support for the individual student and the residential community through the work of the live-in staff including graduate student area coordinators (ACs) and undergraduate and graduate resident advisors (RAs). These peer advisors and mentors are first-line responders to student needs and advocates for students. In addition, there are fourteen faculty-in-residence, jointly appointed by Trinity College and Student Affairs, who live-in the halls and support student programming initiatives. The ACs and RAs are supported in their work by deans and administrative staff within OSD. The deans’ staff provides leadership and direction for the various programs under the auspices of OSD, including providing twenty-four hour, seven day per week (24/7) emergency on-call coverage responding to student-related issues.

Residential Governance: The House Council

The House Council is the primary governing and programming body responsible for building a sense of community within the living group. The House Council shall be comprised only of resident members of the living group, and the leadership shall consist of the following officers: president, treasurer, communications coordinator, and other officers as outlined in the house constitution. Each House Council is required to submit an updated/revised constitution to the Office of Student Development by October 1 of each academic year. Failure to do so will result in financial accounts being frozen and/or the loss of the privilege to register events. To provide adequate funding for house programming, each resident is billed $25 per semester. (See House Dues.)

Residential Governance: The Quadrangle Council

The Quadrangle Council is the primary governing and programming body of the quadrangle. The council is responsible for building community within the quad through the dual roles of programming and governance. The primary purpose of the Quad Council is to promote a greater feeling of community between houses within the quadrangle. A council, composed of one member from each living group, will be formed to fulfill these responsibilities. In the case of small quadrangles, two members of each living group may be elected. Each quadrangle will have the following officers: president, treasurer, and communications chair. Quadrangle officers may not be executive members of their respective House Councils nor the voting house representative to the Quadrangle Council. Each Quadrangle Council is intended to function as a team. Members of the Quadrangle Councils should act both as leaders and team members. Therefore, every event governed by the Quadrangle Council shall have a project leader, and the other members of the council shall serve as team members for that project.

Each Quadrangle Council is required to submit an updated/revised constitution to the Office of Student Development by October 1 of each academic year. In addition each Quadrangle Council is required to submit a budget to the Campus Council Executive Board by October 1. Failure to complete both tasks by the stated deadline will
result in financial accounts being frozen and/or the loss of the privilege to register
events.

To provide adequate funding for quadrangle programming, each resident will pay
a residential programming fee of $35 per semester. Of this fee, $20 will be allocated to
the Quadrangle Council. These dues shall be assessed to the bursar’s account during
the fall and spring semesters. (See Residential Programming Fee.) Funds not used by a
respective quadrangle at the end of the academic year will revert to the Campus Council
account. Should a Quadrangle Council have more than 25 percent of its fall allocation
remaining at the semester’s end, it will not be issued its spring semester allocation, and
requests for additional funds must be made to the Campus Council Finance Committee.

Residential Governance: The Campus Council

While the primary purpose of the quadrangle system is to increase intellectual and
social community within the residence halls, the primary purpose of the Campus
Council is to support and provide direction for residential life. Each Quadrangle
Council will elect one representative to serve on the Campus Council. In addition, two
representatives from Central Campus and two East Campus representatives shall serve
on the Campus Council.

The executive body of the Campus Council shall serve as an advisory group to the
dean of Student Development. The Dean’s Advisory Council membership shall consist
of the executive body of Campus Council, a representative from East Campus Council,
a representative from Duke Student Government (DSG), two deans from the Office
of Student Development and the director of Housing Management. A copy of the Campus
Council constitution is available for review on the Office of Student Development web
site.

SUPPORT FOR EXTRACURRICULAR ACTIVITIES

House Dues

Duke University has a strong commitment to a residential community supportive
of a rich educational experience. The activities of each residential house which
contribute to this experience are possible only through a financial commitment by the
members of that house. To support house initiatives, students living within each living
group are billed $25/semester, and these funds are collected through the bursar’s office
and are deposited into the house agency account. On East Campus, $10 of the dues for
each semester are designated for a programming account that is managed by the
residence hall staff. This money is used by the staff to ensure the provision of important
social and educational opportunities for first-year students. The remaining $15 per
resident are managed by the house council. Each resident is encouraged to be an active
member of his/her house; however, if extenuating circumstances exist and he/she
desires to decline contributing to house programming, a credit form must be requested
from the house treasurer by September 18, for the 2000 fall semester, and by January
22, for the 2001 spring semester. Funds collected and deposited into a living group’s
on-campus agency account may not be transferred to an off-campus bank account, nor
may the funds be used for the purchase of alcohol at off-campus events. Events hosted
off-campus will require an itemized receipt for purposes of payment and/or
reimbursement.

Residential Programming Fee

In an effort to assist Campus Council with campus-wide programming and the
Quadrangle Councils in their efforts to create a strong community identity through the
development and implementation of effective programs, appropriate funding is
essential. The Residential Programming Fee will be charged directly to each student’s
bursar’s account. This fee of $35/person/semester or $70/person/year will be
distributed to the respective Quadrangle Council, as well as to provide a funding base

66 Residence Life
for Campus Council and the Sophomore, Junior and Senior Class Councils. Each Quadrangle Council will be allocated $20/person/semester while Campus Council will receive $10/person/semester and the appropriate class council will receive $5/person/semester. It is hoped that quadrangle funds will be utilized and maximized within an individual quad and that campus-wide, residentially based programming will be coordinated by the Campus and Class Councils. It should be noted that the university has taken this obligation into account when determining a student's financial aid package. **Note: Funds may not be used for the purchase of alcohol at off-campus events. Events hosted off-campus will require an itemized receipt for purposes of payment and/or reimbursement.**

### THE HOUSING LICENSE

Prior to occupancy of space in a university residence hall or Central Campus Apartment, each student must sign a Housing License and file it with the Office of Student Development.

The purpose of the terms of the Housing License is to establish understanding among students who reside in Duke University’s residential areas and between these students and the university with regard to use of residential facilities. The terms are an integral part of the license and are enforceable as covenants and conditions license. Any violation of the terms could lead to revocation of this license and/or disciplinary action.

These terms apply only during periods when the residence halls are officially open for occupancy by licensed students. A student in the residence halls at any other time may be trespassed from the premises.

While most of the terms are explained in the following policies, students are responsible for knowing and abiding by all terms in the license.

#### Eligibility

On-campus rooms/apartments are available for assignment to full-time Duke University students who are working towards a degree. The residential facilities for Trinity College and Pratt School of Engineering students are available to all full-time single undergraduate students who have been in continuous residence since their matriculation as first-year students as well as to students returning from leaves of absence or off-campus, provided they have filed the appropriate papers by established deadlines in the Office of Student Development.

While every undergraduate who matriculates as a first-year student is guaranteed four years of university housing provided he/she remains a full-time student, he/she may live in university housing for no more than four years. Students who enroll in graduate or professional programs prior to receiving the undergraduate degree (such as “three/two” programs) are not eligible for undergraduate housing during their fifth year.

#### Release/Termination

An undergraduate student who is seeking release from a residence hall license must notify the Office of Student Development in writing.

Students who withdraw from school, take a leave of absence, or otherwise terminate their housing license must vacate the room within forty-eight (48) hours from the date of such withdrawal, leave, or move, or the official move-out date at the end of the semester, whichever comes first.

#### Revocation of Housing License

Residence hall occupancy should be understood as a privilege which is to be maintained under certain standards. This includes abiding by the terms of the Housing License, university policy, as well as upholding general standards of civility, decency, and respect for the rights of other members of the university community.

All terms of the Housing License are designed to protect the health and safety of students and to provide for the comfort and privacy of students who have contracted
to occupy university housing. Any conduct which reflects a serious disregard for the rights, health, safety, and security of other occupants of university housing will be reason for revocation of this license and/or disciplinary action. Such conduct includes, but is not limited to, creating conditions that jeopardize the safety and well-being of others, tampering with fire and security equipment, use/possession of firearms, weapons and/or explosives (including fireworks), damage to the residential facility, or conduct which is detrimental to the residential community. In addition to violators of specific housing license terms, a student who has been a repeated violator of housing terms and/or university regulations or who has shown blatant disregard for others is subject to eviction.

Generally, violations of the Housing License or university policy will be handled through the undergraduate judicial system. However, in extreme instances, the dean of Student Development and Residential Education, or designee, may administratively revoke or suspend a student’s Housing License upon a determination that the continued residence of the student is detrimental to the residential community. Appeals may be made to the vice-president for Student Affairs.

When a license is revoked, the student may be required to vacate the room immediately, and the university will not refund any portion of the payment for the semester in progress.

ROOM/APARTMENT CHANGES OR VACANCIES

While every effort is made to honor each student’s request with respect to location, room/apartment type and preferred roommate, the Office of Student Development reserves the right to make or change final assignments if in its judgment such reassignments are necessary.

All changes must be approved in advance by the Office of Student Development. A space may be occupied only by the student holding a license for that room. This license may not be transferred by the student to another person.

Students may request room/apartment changes within periods specified in the housing calendar. Waiting lists for changes will be maintained and seniority (date of matriculation) will be used to fill vacancies that become available. Priority to fill vacancies in a given residence hall will be given to students presently living in the same house. If no requests are on file, the waiting list will be used. Students may request to move from the residence halls to Central Campus on a space-available basis. Central Campus residents may be approved to move to the residence halls only if an eligible replacement (eligibility determined by the Office of Student Development) is found to fill the space created by the move.

Room/Apartment Change Procedures

Exchange or transfer of rooms/apartments by students may be made only by the following procedure: (1) approval of change by the Office of Student Development, (2) official inspection of vacated space by the Department of Housing Management, (3) change of keys in appropriate Service Office. A resident who wishes to make a change should contact the Office of Student Development. A review of vacant space and all waiting lists will be conducted. If the desired space is available and there is no waiting list for the space, the student will be issued a request to issue key form. This form should be taken to the appropriate Housing Management Service Office where a key to the new room/apartment will be issued. The student will have 48 hours in which to move his/her belongings to the new space and return the key to the service office of the prior residence. Any unofficial room change may lead to revocation of this license and will not relieve the student(s) involved of the obligation to pay for occupancy, damages, and other costs for the officially assigned room.

Filling Vacancies in Rooms/Apartments

Students in rooms/apartments where a vacancy exists have the opportunity to name a new roommate. Students continuing in a room have forty-eight (48) hours after
a vacancy occurs to notify the Office of Student Development of any preferred roommate. Vacancies not filled by the naming of a new roommate will be filled by the Office of Student Development. No changes can take place without prior approval by the Office of Student Development.

It is not possible for a student with a vacancy in his/her room/apartment to prevent another student from occupying the space. Spaces may not be “held” for students returning for a subsequent semester. Please be respectful of the rights of other students. Failure to do so may result in the termination of your Housing License.

Residential Rules And Regulations

ALTERATIONS, ADDITIONS, AND PAINTING

No alterations or additions may be conducted within the premises by the occupant(s). Residence hall students may paint their rooms as long as they bring the color back to a Housing Management-approved color and condition. Painting is not permitted on Central Campus.

ANIMALS

Animals, including, but not limited to, birds and reptiles, are not allowed in or around the residence halls even for short periods. An extermination, at the resident’s expense, will be done if an animal enters the residence halls. Fish are allowed provided they are kept in an aquarium no larger than 25 gallons, the container is cleaned regularly, and no illegal species are kept.

CABLE TV

Cable television on the Duke Network is provided through the Office of Information Technology in the common room of each living group. Connecting televisions in bedrooms to the common room cable or otherwise tampering with the cable is prohibited.

CLEANING

The Department of Housing Management cleans each room/apartment prior to occupancy. Thereafter it is the responsibility of the resident(s) to clean the space. The residence is expected to be kept in a sanitary condition during the year, and in a clean condition upon vacating. If a room requires extraordinary cleaning after occupancy, the cost will be charged to the resident(s). Housekeeping services will be provided on weekdays during the academic year (excluding holidays) only in common areas of the residence halls. Limited service in common areas is also provided on Saturdays (excluding holiday periods).

DAMAGES

Use of nails, screws, hooks, tacks, decals, or adhesives which damage walls, furniture, or fixtures is prohibited. Small picture hanging nails provided by the Department of Housing Management may be used; however, heavy items may not be hung. Advice on nondamaging ways of hanging artwork and other items is available from your Housing Management Service Office.

Students/living groups may be billed for damage beyond normal wear and tear to buildings, building equipment (including plumbing), and furniture (including missing furniture). The assigned occupant(s) is (are) responsible for reporting to the Department of Housing Management defects or damages found in a room within five working days after occupancy. (Forms are provided for the initial inspection by the Department of Housing Management.) The resident(s) of a room will be charged for any damages or modifications found in the room after occupancy unless previously noted on the inspection form.

DUKECARDS

DukeCards are not to be loaned or borrowed. Lost/stolen DukeCards must be
reported immediately to the DukeCard Office and a replacement can be issued for a charge.

ENERGY CONSERVATION
Duke University is committed to controlling energy usage and costs. You can do your part to save energy by turning off unneeded lights, closing window when the buildings are being heated or cooled, taking shorter showers, and reporting leaking/dripping faucets and toilets to the appropriate service office.

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 are 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 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 and Safety Division to obtain information concerning fire prevention. While smoking is permitted in individual student rooms, residents may risk losing their Housing License and/or be charged for fire damage resulting from negligence.

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, Equipment
Fire extinguishers are located in all residence halls. Because of the presence of this equipment, fires have been quickly controlled, avoiding injury or loss of life. The potential impact of having fire extinguishers, alarms, sprinklers or other 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 this 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.

Fires
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.

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

**Flammable/Combustable Materials in the Residential Areas**
Flammable/combustible materials, including but not limited to gas, lighter fluid, and propane lanterns, are not permitted in residential areas.

**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 in appropriate locations. Failure to abide by this ordinance may result in a fine as determined by the Durham Fire Marshal.

**Halogen Lamps**
The Department of Housing Management and the Fire Safety Office strongly recommend NOT using halogen lamps in residential spaces. The very high temperatures of the bulbs constitute a fire hazard. Also, the floor models of these lamps tend to be unstable and tip over easily.

**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. 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 any 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.

**FURNITURE AND OTHER STRUCTURES (LOFTS)**

Personally owned furniture may be added to student rooms/apartments provided all residents of that room/apartment consent and the furniture is removed by the residents at the end of occupancy. Costs for removing any remaining personal furniture will be charged to the residents. Waterbeds are prohibited.

Each residential space is equipped with furniture by the Department of Housing Management. The resident(s) of a room/apartment will be charged for any furniture missing from their space. Students are collectively responsible for care of public areas including furnishings and equipment. Commons furniture owned by Duke University Housing Management may not be removed from its intended location. Anyone doing so may be charged with theft under the Judicial Code. Commons furniture found in bedrooms may be removed by university personnel at the expense of the occupant(s).

Platforms, partitions, or similar structures (lofts) may not be erected anywhere in the residence halls or on Central Campus by students or living groups without the written approval of the director of Housing Management or designee. Lofts may be erected only if a loft permit is completed and returned to the appropriate service office.
GUESTS
Students may have overnight guests for reasonable periods of time, typically not to exceed a 72-hour time period, contingent upon the approval of his/her roommate(s). However, continued use of a residence hall room or Central Campus Apartment by person or persons other than those to whom the room or apartment is rented is prohibited. Overnight guests should not be entertained during examination periods. The Office of Student Development reserves the right to ask a guest to leave if university policies and residence hall regulations are not obeyed or if complaints are received from members of the residential community. Violation of any of these regulations could lead to nonresidents being charged with trespassing and residents (both guest and host) having their housing licenses revoked.

Students are responsible for the conduct of their guests, and any violation of university rules and regulations by a guest, whether the occupant is present or not, shall constitute a violation of the same by the hosting student.

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/apartment 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. A lost/stolen key must be reported immediately to the appropriate service office and a replacement key obtained. If the resident is unable to locate the lost/stolen key, the lock may need to be changed at the student’s expense. The room key must be returned to the appropriate service office within forty-eight (48) hours of vacating the assigned space. Failure to return the key within the 48 hour time period will result in a charge to the student’s bursar’s account. Locks are not to be tampered with or changed by occupants.

LEAVING CAMPUS
There is no requirement that a student leave a record of his or her whereabouts if he or she leaves the Duke campus. However, in order that students can be located when needed in an emergency and in the interest of students’ safety, it is recommended that students leave information regarding their whereabouts and anticipated time of return with the residential staff or with roommates when they are out of the residence hall.

LOCK-OUT
During business hours, students should report lock-outs to the service office. After hours, students should notify their resident advisor or area coordinator.

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.
1. At all times, students are expected to respect the rights of others.
2. 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, North 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

72. Residence Life
Central Campus: Quiet hours are in effect 24-hours a day, 7-days a week.

3. Please note that any event with sound amplification placed or directed outside must be registered through the Event Advising Center (660-1700).

4. 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.

5. 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.

6. 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 hearing 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 or further judicial action.

PRIVACY OF STUDENTS’ ROOMS AND APARTMENTS

Students who reside in university residences are assured the privacy of their rooms and apartments and freedom from the admission into or search of their rooms or apartments by any unauthorized persons; however, the university is obligated to maintain reasonable surveillance of the residential areas to promote an environment consistent with the aims of an academic community. To foster these conditions the following regulations are in effect:

1. The university retains the right to enter the premises without the resident being present to carry out maintenance tasks, to conduct inspections regarding availability of space, and to take care of emergency or any equipment failure which is causing damage or hazard to property or persons.
   a) Maintenance personnel may enter assigned rooms or apartments at reasonable hours for the purpose of carrying out their assigned tasks and functions the Department of Housing Management personnel attempt to inspect the maintenance work done within twelve (12) working days to validate satisfactory completion of such work. Prior notice, when feasible, shall be posted on the residence hall bulletin board stating what dates rooms will be entered.
   b) Sanitary or safety inspections may be conducted by government officials without notice in accordance with the General Statutes of North Carolina and city and county ordinances.
   c) When the residence halls are officially closed during winter recess, inspection of rooms will be made by university officials to ensure that no fire or other hazards exist. Hazardous items will be removed and the student(s) involved will be notified when the buildings are officially opened.
   d) Personnel entering residential space may report on the condition of university facilities and equipment, on violations of the Housing License, or on situations which jeopardize the overall health and safety of the resident population. General rule or enforcement procedures will not be founded on information relating to the personal contents of rooms from personnel mentioned unless such contents are specifically prohibited by university regulations or by the Housing License.
   e) After entering, all personnel shall leave written notice stating the purpose for entering. Upon receipt of this notice the occupant may contact the area service office to discuss the entry. The written notices must, as well, advise the
occupant that subsequent investigation or repair may henceforth occur at any time during the normal work week of Housing Management or maintenance personnel.

f) Reports made as a result of inspections related to physical facilities and/or furnishings will be handled by the Department of Housing Management in accordance with the existing residential regulations as published in bulletin form by the university.

2. No person, with the exception of those listed in section 1 above, shall enter assigned rooms or apartments except under the following conditions:
   a) consent of the occupant(s); or
   b) presentation of a properly drawn legal search warrant; or
   c) authorization from the Office of Student Development specifying the reasons for the search, the objects sought, and the area to be searched (authorization must be in writing unless the need to search is imminent and the writing would delay the search such that the reasons supporting a search may be jeopardized); or
   d) emergency situations or immediate threat to preservation of the building and the safety of occupant(s) of the room/apartment and/or the residential population; or
   e) university officials who have reasonable suspicion that criminal activity is occurring behind closed doors and no response by occupants (e.g., illegal use of drugs).

3. The request for a search, if approved by the designated authorities, shall be kept in records with the authorization until the time of the student’s graduation and shall be available to the student for examination. The records will be kept completely separate from the student’s permanent record. Should the search figure in any disciplinary proceeding within the university, the authorization shall be attached to the case record; if no action is taken following an authorized search, notation of this fact shall be filed with the authorization.

4. With proper authority to enter a residential space, action may taken in response to items found in “plain view” or items reasonably discovered while conducting the search.

PROPPING DOORS OPEN
Propping open outside residence hall doors or in any way tampering with the security system of the residence hall is prohibited.

RECYCLING
The university is committed to promoting active recycling and wise use of natural resources and to fostering an ethic of waste reduction among faculty, students, and staff. Resident are required by Durham City law to recycle certain materials and are strongly encouraged to participate in Duke’s recycling program.

It is required by Durham City law to properly recycle newspaper, aluminum cans, steel cans, glass, and corrugated cardboard.

ROOFS/L EDGES/ATTICS/TUNNELS/UNAUTHORIZED AREAS
Access to roofs, ledges, attic space, tunnels or other unauthorized areas is forbidden. Students have been injured falling from roof and ledge areas, and the tunnels contain high voltage equipment that can be extrememely dangerous. All users of the Central Campus pool must observe swimming pool regulations published by Housing Management; entry during times which the pool is not open is considering trespassing.

ROOMMATE CONFLICT – MEDIATION/ARBITRATION
While the majority of problems incurred between or among roommates can be resolved by the students involved, with or without our assistance, there are some cases
in which a stalemate occurs. If conflict persists and both parties are willing, mediation will be attempted. The Office of Student Development, however, reserves the right to convene an arbitration panel to resolve the problem. Should one or more parties elect not to participate, an administrative decision will be reached. Arbitration decisions are final.

SECURITY ACCESS

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 security unit. 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, Nottingham, and Aycock 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

Selling or soliciting in the residence halls, by residents or outsiders, that is either commercial or unrelated to university objectives or activities is prohibited. 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.

STORAGE

During the academic year, Housing Management provides storage for empty boxes and luggage without charge in the area designated for each residence hall. All items placed in storage for the academic year must be removed prior to the last day of final examinations for the spring semester. Non-students and students residing off-campus may not store personal effects at any time in the residence hall storage rooms. Items left in storage rooms after the end of the term will be disposed of in the best interest of the university.

The Department of Housing Management provides space for storage of personal or group-owned items during the summer months on a fee paid basis and in approved areas only. Any personal effects or group-owned items left in the residence halls not in approved storage areas (including, but not limited to, common rooms, closets, and above-suspended ceilings) may be disposed of without notice or reimbursement to the owner. Designated closets have been made available to some living groups for storage of group-owned items such as file cabinets, party supplies, and fraternal material. These closets may not be used by members of the living groups for storage of personal
possessions. The Department of Housing Management is not liable for damage to or loss of stored living group items except as the fee paid storage terms allow.

Storage in Central Campus Apartments is available for a fee to qualifying residents. No free storage is available.

**Bicycles and Motor Vehicles**

Motor vehicles may not be stored or maintained at any time in any public areas of residence halls. Bicycles may be retained by the owner in his or her assigned bedroom space, but may not be stored in commons, baths, corridors, entrances, or other residence hall spaces. Motor vehicles and bicycles in unauthorized areas will be removed. Students will be required to pay removal fees in order to recover such vehicles or devices used to secure them. The university assumes no responsibility for damage to such vehicles or devices used to secure them.

**Living Groups**

**ACCOUNTABILITY FOR COMMUNITY STANDARDS**

Living groups are responsible for maintaining standards established by Duke University. Selective houses, most especially, have an obligation to take proactive measures to insure that individual members conduct themselves in a mature, respectful manner, for being afforded the opportunity to select those persons who will live within a particular house is a privilege, not a right.

In situations where the actions of living group members negatively impact the Duke community, the Office of Student Development may respond immediately, which could include administrative intervention and/or judicial action. Administrative decisions may be appealed to the vice-president for Student Affairs. Please refer to the policies and procedures under the undergraduate judicial system for information regarding disciplinary decisions.

It is important for living groups, as well as for any university-recognized cohesive units, to understand that they can be held accountable for the actions of individual members. This responsibility is a significant one, and in cases where a hearing officer or hearing panel is seeking to determine if corporate responsibility exists, the following questions will be considered:

1. How many members were involved? Should individuals be charged instead of, or in addition to, the group?
2. Were group funds used to support the activity?
3. Was the activity promoted by the group? Was it announced at meetings or advertised to group members?
4. Was the group/group leadership aware of the activity? If not, should the group leadership have been aware of the activity or of the potential for the activity to occur? If, however, members of the group anticipated or were certain of a particular activity, should steps have been taken to prevent it, or could the leadership have intervened to halt the activity?
5. Was there a public perception that the group was supportive of the activity?
6. These questions should serve to guide groups and their elected officers as they make all decisions, particularly those situations in which they are planning to host social events for themselves and/or guests. Groups found in violation of university policy may be subject to sanctions including, but not limited to, “formal warning,” “disciplinary probation,” “social suspension,” “dissolution,” or assessed restitution charges, assigned community service hours, or required to present educational programs.

**Guidelines For Selective Living Groups**

1. Selective living groups should choose a member of the Duke faculty or administration who agrees to serve as the living group’s advisor.
2. Selective living groups are required to meet all expectations of the annual review process in order to retain residential and/or organizational status on Duke’s campus.

3. All selective living groups must maintain their status as active members of their respective quadrangle councils.

**Individuals Responsible for Holding Groups Accountable for Community Standards**

**Barbara Baker**  Dean of Student Development  684-6313

**Judicial Affairs**

**Kacie Wallace**  Associate Dean for Judicial Affairs  684-6313

**Stephen Bryan**  Assistant Dean for Judicial Affairs  684-6313

**Annual Review Committee Chair**

**Ben Ward**  Associate Dean of Student Development  684-6313

**West I**

**Todd Adams**  Supervising Residential Dean  684-6313

**West II**

**Carmen Tillery**  Supervising Residential Dean  684-6313

**East Campus**

**Kimberly Dailey (East I)**  Supervising Residential Dean  684-6313

**Lisa Dingman (East II)**  Supervising Residential Dean  684-6313

**ANNUAL REVIEW OF RESIDENTIAL GROUPS**

Formal review of residential groups shall be conducted for selective houses only and will be held every year. The committee conducting the review shall be composed of seven to nine persons, no more than three of whom may be members of the faculty or administration. The students serving on the committee are appointed by Duke Student Government, the Campus Council, and the Undergraduate Judicial Board. They are selected with a view towards their breadth of perspective and involvement, and are not intended to represent any specific residential constituency. The faculty and administrators are selected in consultation with the Office of the Dean of Undergraduate Affairs, the Office of the Dean of the Pratt School of Engineering, and the Office of Student Development. The following procedures and schedule shall govern the review process for the 2000-2001 academic year:

1. **September, October:** Members of the Review Committee meet individually with selective house presidents and resident advisors (and, where possible, other house council members) to clarify procedures and evaluative criteria, and to review the particular strengths and weaknesses of the house’s most recent written report (submitted in the spring 2000 semester). The session focuses primarily on areas deemed still in need of improvement or on opportunities for new challenges. Great emphasis is placed on the importance of ongoing communication with the committee.

2. Each selective living group submits, by **Friday, 8 December 2000**, a written report of house activities to the Review Committee. This report, which will consist of a narrative response to seven specific areas of concern and the completion of an attached log of activities and programs, should cover the fall 2000 semester and must be signed by all house council members as well as by the resident advisor.

3. **January, February:** The Review Committee deliberates and completes its evaluation of selective living groups. It announces its evaluations and recommendations by spring break.
4. The written report of each selective group’s spring 2001 activities, identical in format to the fall 2000 report, is due by Friday, 20 April 2001.

Expectations and Criteria for Evaluation

During the September and October meetings each selective house president will be given an official Annual Review Packet to complete. This packet will contain instructions for the filling out of a log (included in the packet) as well as provide space for the president to offer a brief narrative that describes and evaluates house activities within the context of the following seven categories of concern:

1. **Faculty Interaction:** With what faculty members has your group had the most significant interaction beyond the classroom or laboratory setting, and what have been the most successful contexts of that interaction? What mechanisms have you put in place to foster regular, ongoing interaction with members of the Duke faculty? What remain the most significant obstacles to such interaction?

2. **Student-led Programming:** How successful have you been in encouraging members of your selective house to lead programs in areas in which they enjoy unique experience or special expertise? To what extent have you been able to establish standard categories and expectations for student-led programming within your group (study abroad, senior theses, etc.)? What efforts have you made to be sure that these programs are accessible to students outside of your own group as well as to other university community members (including your faculty associates)?

3. **Cultural Programming:** To what extent and in what ways has your group taken advantage of arts-related programs and opportunities, on or off campus, to broaden your members’ cultural exposure and to foster group cohesion? [Please be careful to distinguish between those programs that actually originated within or were sponsored by your living group and those that members of your living group (no fewer than five) merely attended.] How successful have you been in integrating faculty and other university community members into your arts-related programming? To what extent has your living group sought to develop or to participate in activities designed to foster greater understanding and appreciation of diverse cultural and religious traditions?

4. **Educational Programming:** In what ways has your living group sought to address issues dealing with the university as a complex community of constituencies with a variety of needs and challenges, such as safety and security, health (eating disorders, drug or alcohol abuse, sexually transmitted diseases, etc.), ethics and academic integrity, race and gender relations, student-employee relations, standards of civility and respect between individuals as well as living groups?

5. **Community Service:** What do you see as your group’s most significant ongoing, sustained efforts in community service? In what ways has your community service been designed to foster a sense of group identity and community on the part of your members? How have the venue of your community service activities and the clientele with whom you most frequently interact been important factors in promoting your living group’s educational growth and development?

6. **Social Interaction:** What do you see as the basic goals of your social programming, and precisely how (by its quantity, timing, diversity, and scale) has this programming been designed to achieve these goals? What room for improvement do you see in the nature, quality, or quantity of social interaction that members of your group now enjoy? How successful have you been in integrating members of the Duke faculty into aspects of your social programming?
7. **Citizenship:** How would you evaluate your living group’s citizenship profile within your quadrangle and within the wider Duke community? What have you done to promote civil and friendly relations with your neighboring living groups, and to what extent have you maintained reasonable standards of behavior in the care of your living area and its surrounding grounds as well as in the fostering of a climate of openness and cooperation that allows all living units within your quadrangle to function effectively? Please indicate whether your living group has been the subject of a judicial investigation or hearing during this or the immediately preceding semester. What was the nature of the charge and what was the finding? In addition, please indicate whether your living group has been charged with excessive damages or with any noise violations during this or the immediately preceding semester. Explain the context. (It should be noted that information pertaining to the citizenship of selective living groups will be provided to the Annual Review Committee by resident advisors, area coordinators, and the Undergraduate Judicial Board.)

**Special Note:** The Annual Review Packet will have on its cover a statement affirming that the contents of the submitted report are true to the best knowledge of the person making the official submission on behalf of the living group. This statement must be signed by the house president, who thereby assumes formal responsibility for the report’s contents.

**Jurisdictions and Sanctions**

In the event that a selective living group receives an unfavorable evaluation, sanctions shall range from warning or probation all the way to dissolution of the living group. A decision to dissolve a living group may be appealed to a special panel consisting of the vice-president for Student Affairs, the dean of Student Development, and the chair of the Campus Council. The results of this panel’s deliberations shall be final.

**BENCHES**

**Design.** The specific design, including sketches noting dimensions, and desired location of a living group’s bench must be submitted in writing to the Office of Student Development at least three (3) weeks prior to the desired construction date. Approval for a bench must be received from the Office of Student Development prior to construction. The dimensions of the bench must be no larger than 12’ in length, 5’ in height from the ground, and 6’ in depth. Pre-approved bench plans are available upon request. NOTE: Due to potential health hazards and adverse impact to the environment associated with burning of pressure treated or chemically treated wood, it is highly recommended that benches that may be used in celebratory bonfires not be built from these materials. Untreated wood which is properly sealed and painted will last for quite some time if it is not buried in the ground and only exposed to the weather.

**Placement.** Only approved living groups may place benches on university property. Benches will be permitted only in the area immediately adjacent to a particular residence unit.

**Maintenance.** Living group benches are intended to serve as locations for relaxed social interaction, and house residents are expected to maintain them in good order, routinely making certain that damaged wood is replaced and fresh paint is applied as needed.

**Relocation.** Living group benches may have to be moved temporarily (e.g., for special events or summer programming). Every effort will be made to retain the integrity of each bench when it is necessary to move a bench; however, the university will not be responsible for repairing benches as a result of a move. Otherwise, removal of benches from their designated locations is not permitted. Such action only serves to
lessen their structural integrity and places the health and safety of those moving these heavy objects in serious jeopardy. Additionally, benches placed in unauthorized areas disrupt the normal use of public areas and unreasonably divert university employees from their assigned duties for the retrieval or removal of these structures. Individual residents, and potentially their living groups as well, will be subject to disciplinary action if they are identified as being responsible for moving benches. A living group has an obligation to deter its residents from tampering with the property of other residential houses, for a living group can be held accountable for the action of its individual members. Disciplinary measures taken against students identified as participating in the relocation of house benches may include, but are not limited to, having their housing licenses placed in imminent jeopardy of revocation, being placed on disciplinary probation, and being assessed repair/replacement costs, should a bench be damaged. A living group found responsible as a cohesive unit may have its bench dismantled, and denial of the privilege to build a new bench may extend for a period of time not to exceed one calendar year. Should a living group be found responsible for the damage or destruction of another living group’s property, the offending house should anticipate loss of its bench and the requisite replacement of the property it damaged or destroyed.

COMMONS ROOM SPACE

Recognized living groups at Duke University are afforded the privilege of common space for social, educational, and recreational purposes. Given that many Duke-recognized organizations are in need of space in which members can come together to conduct business and celebrate accomplishments, any living group is encouraged and permitted to allow other university-recognized organizations to reserve its common space with the understanding that the living group to which the space officially has been assigned bears ultimate responsibility for any damage to the facility by the user. NO rental fees may be charged by a living group to another organization requesting use of the living group’s common space. Living groups, however, may require an up-front damage deposit, not to exceed $200. A living group should be aware that any event host requesting the use of its common space is required to register the event in accordance with guidelines published by the Event Advising Center. If the event is approved, the registration form includes an acceptance of responsibility by the event host for any damage committed to the facility stemming from the host group’s event. If a living group has reservations concerning a specific request for the use of its common space, it may exercise it right to deny the request.

DAMAGES AND CLEANING - CARE OF RESIDENCE HALL AND ADJACENT AREAS

All living groups are responsible for cleaning trash beyond the normal amount on the grounds adjacent to their residence halls. Living groups are also responsible for cleaning up after parties and other events that create extraordinary messes. Behavior requiring extraordinary cleaning may be subject to disciplinary action. Extra trash containers are available from the Department of Facilities Management by calling 684-3611 at least two days prior to the event.

Cleaning Closet

A cleaning supplies closet has been designated for each living group’s use. Members of the living group have 24-hour access to and responsibility for the cleaning equipment provided by Housing Management. Each closet contains a mop, mop bucket, broom, dustpan, soap, toilet tissue, Barf Clean, toilet plunger, and trash bags.

Excessive Cleaning

It is expected that after any event, including Friday or Saturday night, groups will pick up trash and place it in appropriate containers. To avoid excessive cleaning
Charges, clean up should occur immediately after events so that housekeeping can remove the trash when they begin weekend housekeeping work at 7 AM on Saturday.

Extraordinary cleaning is generally defined as clean-up of (1) excessive trash, (2) conditions that present hazards to people, furnishings, or buildings, such as broken glass, standing liquids, flammable trash and health hazards, and (3) other conditions that require unusual effort, such as removal of eggs, shaving cream, etc. Inasmuch as housekeeping time spent on extraordinary clean-up is time spent away from the normal duties of keeping the buildings clean, extraordinary clean-up may be deferred until such time as the normal housekeeping tasks are complete.

**Damages**

Living groups may be billed for damage beyond normal wear and tear to buildings, building equipment (including plumbing), and furniture (including missing furniture).

Living groups similarly will be responsible for damage to public areas, equipment, and furnishings, buildings, sidewalks, shrubbery, and lawns. If living groups are found responsible for damages, sanctions may include an order to make full restitution. Specific living groups may be referred to the Office of Student Development for disciplinary and/or pecuniary sanctions.

**Damage/Excessive Cleaning Reports**

1. Housekeepers and the housekeeping supervisors determine what situations merit “excessive cleaning” (if the commons room normally takes 1/2 hour to clean, the cleaning will be deemed excessive if it takes substantially more that the 1/2 hour on a given day).

2. Housing Management sends all damage and excessive cleaning reports to the supervising dean for the residential area involved. The supervising dean will conduct a preliminary investigation.

3. Depending on the circumstances, the supervising dean may resolve the matter with the group directly, or refer to the judicial officer for judicial action.

4. All damage/excessive cleaning reports will be forwarded to the Annual Review Committee.

**Police/RA Reports**

Police and RA Reports are referred directly to the judicial officer, or designee, for further investigation. The investigation may result in a referral back to the supervising dean or to a judicial hearing panel for review.

**Specific Behaviors, Damages and Excessive Cleaning and Typical Responses**

The following list is by no means all-inclusive. Every situation will be viewed on a case-by-case basis in order to allow the deans staff to use discretion when damages are particularly minor or major, when the groups are cooperative or not, when there is a long/short time between incidents, and when there are other factors (mitigating or aggravating) that should be taken into consideration.

**Level I**

- Broken window panel, tissue paper dispenser, towel bar, ceiling tiles, door knob; damaged/missing furniture (chair, table, etc.); excessive cleaning (minor - minimal amounts of beer on the floor, cans on the floor, pizza boxes, broken bottles etc.)

  *Typical Response: Investigation by the supervising dean; Invitation to meet with dean/AC/RA to talk about preventative measures; Restitution*

**Level II**

- Broken toilets, bathroom stalls; holes in the wall; damaged/missing furniture (multiple chairs/tables, sofas, etc.); excessive cleaning (major - vomit on the floor, feces/urination anywhere other than in the toilet, area looks like a tornado hit, etc.); prior Level I response
Typical Response: Investigation by the supervising dean; formal warning and/or referral for judicial action; restitution

Level III
Shockingly outrageous scene (multiple Level I/II damages at one time); fire safety violations; prior Level II response; group is already on probation or has other judicial status/notice
  Typical Response: referral for judicial investigation; the commons room may be closed by the supervising dean or a judicial dean while the investigation is pending

Level IV
Prior Level III response; group is on social suspension or in contempt of a prior judicial directive
  Typical Response: referral for judicial investigation; all group activity may be suspended while the investigation is pending

Individual vs. Group Responsibility
During a group event, registered or non-registered, the group will generally be responsible (judicially and financially) for damages, cleaning, alcohol distribution, etc. At all other times, the group will need to assist in the investigation. An individual may take responsibility, which may absolve the group. If no one comes forward and no one is identified during the investigation, the group generally will be responsible.

Time Period Over Which Damages/Sanctions are Kept on Record
Damages and excessive cleaning will generally be tallied on a yearly basis. However, an agreement between the group and the supervising dean, a judicial sanction, or an annual review status may carry over from year-to-year. It is encouraged and expected that groups keep documentation of any formal interaction and implement a clearly defined system of passing on that information to new leaders. For selective groups, a pattern of behavior over the course of several years may result in increasingly severe consequences.

Range of Penalties
1. A supervising dean can take an immediate administrative action such as closing a commons room, canceling a party, etc.
2. A judicial hearing panel (administrative or UJB) can impose sanctions ranging from a formal warning to community service to requiring educational programming initiatives to probation to social suspension to dissolution (see Undergraduate Judicial System).
3. The Annual Review Committee has the same range of sanctions as a judicial hearing panel.

What To Do Upon Discovering Vandalism, Messes, or Damages in Your Living Area
1. Vandalism – contact Duke police and your RA.
2. Cleaning – the group has the responsibility of surveying the section prior to the arrival of the housekeeper and cleaning up after themselves.
3. Damages – call the Service Office (leave a message if after hours), call your supervising dean (leave a message if after hours), notify RA. If an individual is identified, it is that individual’s responsibility, as well as the group’s responsibility, to notify RA or supervising dean.

What can the group do to avoid problems?
1. Get to know your facility manager and housekeeping supervisors; they are generally willing to provide you with extra supplies if you need them.
2. Designate a “house manager” who will maintain contact with the facility
manager in the service office. The house manager should notify the Service Office when there are facility problems in the dorm (i.e., leaky faucet, faulty card reader, chip in a floor tile, loose paper dispenser, loose hinges on the doors or door knobs, etc.). Anyone observing a problem should immediately notify the Service Office and not wait to go through the house manager. However, the house manager should be especially observant to find problems and conscientious about bringing problems to the Service Office’s attention. Document when the problem was first discovered and when the house notified the service office.

3. Get to know your RA/AC/supervising dean and neighbors; always let these people know when you plan to have a party. (Even ask your neighbors beforehand what their plans are and either plan for an event together or do things on separate nights. You don’t want to end up with the problems of the party next door just because you are having an event at the same time.)

4. Have a plan when you host a party. Check your cleaning supply closet a day or two ahead of time. Do you have extra trash bags, Barf Clean, a mop, and any other supplies that could help you avoid leaving a mess for the housekeeper? Who are the monitors and what are they for? (There should be designated people to check for beer bottles, damages, messes, overly intoxicated individuals, trouble-makers, etc. throughout the party). Who will make sure the section is cleaned up? Who will double check after the party to make sure there were no damages during the party? You should always have members on every floor throughout the party so that you can be sure that people with ill-intent do not cause problems without your knowledge.

5. Make sure ALL your members are aware of university policies and regulations, particularly related to alcohol, damages, and the fact that actions of individual members may be the group’s responsibility.

HOUSING POLICIES FOR SELECTIVE LIVING GROUPS AND THEIR MEMBERS

Selective living provides students the opportunity to form residential communities based upon common values, interests, and goals. In addition to complying with Annual Review requirements, the privilege of selective living is accompanied by the following housing policies and guidelines:

Individual Members Of Selective Living Groups

1. All members of selective living groups are bound to a two-year requirement to live within the selective house. Residents who break the two-year minimum requirement, yet wish to remain on campus, may elect to enter either the residence hall or Central Campus lottery but will be provided the lowest priority after rising sophomores. Semesters taken “on leave of absence” or study programs away from Duke will not be considered in violation of the two-year commitment and will be counted as part of the two-year commitment. Students may elect to move off campus without penalty, unless they request to return to live on campus.

2. Members of selective living groups unable to live in their section because there are more members than beds, must either be assigned space in another selective living group with available space, accept space in an independent house, or move off campus. Those students moving off campus have the option of retaining their residential status if they arrange with the Office of Student Development to have their housing deposits held for reinstatement when housing space within the living group section becomes available.
Space Allocated To And Filled By Selective Living Groups

1. All selective living groups are expected to fill 100 percent of their allocated bed space with initiated members.

2. If a selective living group fails to fill 100 percent of its section’s bed space with members, but does fill 90 percent or more of its bed space with members, the following rules apply:
   a) the Office of Student Development may elect to use any open spaces to house members of other selective living groups;
   b) if the Office of Student Development does not elect to fill vacancies with members of other selective living groups, the selective living group may fill its unoccupied spaces with “friends of the house;” i.e., independent students who, upon mutual agreement, choose to live in the selective living group.

3. Selective living groups that fail to fill 90 percent of their allocated bed spaces with members may be subject to reallocation of any or all empty bed spaces to other students, relocation of the selective living group to a smaller house, or loss of recognition as a selective living group.

4. Should the number of members exceed the space in the allocated section, excess membership (to be determined by the living group) would find it necessary to be assigned to: (1) space available in another selected house, or (2) space available in an independent house or Central Campus apartment. A third option would be to move off campus for those members who have completed their residency requirement.

5. Each selective living group is to submit to the Office of Student Development on November 15 and February 18 a list of eligible members who will be requesting housing in the allocated space for the subsequent semester.

6. If, after review, a selective living group terminates a student’s membership in the house, then that student may reenter the regular lottery without penalty. The review and any terminations are to be completed no later than February 8, to facilitate the administration of the spring lottery.

IMPROVEMENTS AND RENOVATIONS

Alterations and/or renovations to residence halls by living groups must be approved by the director of the Department of Housing Management. Any living group wishing to make permanent or attached alterations, additions, or renovations to residence halls commons areas must submit plans, drawings, and other related information to the director of the Department of Housing Management for evaluation.

If approved, such alterations, additions, or renovations will be accomplished at the living group’s expense. The Department of Housing Management will inspect the completed work to make sure approved materials and plans were used and that the quality of construction is acceptable. Any construction which does not pass inspection must be removed or corrected as directed by Housing Management and at the living group’s expense.

Any changes of a permanent or attached nature not approved through official channels may be removed at the convenience of the university and subsequent repairs made at the group’s expense.

Living groups may make nonattached additions to commons areas during the academic year without specific approval from Housing Management so long as certain conditions are met. Examples of nonattached additions include, but are not limited to, bars, pool tables, ping-pong tables, stereos, speakers, refrigerators, furniture, etc. Non-attached additions must be portable, functional, in good repair, non-damaging to the building, non-interfering with routine housekeeping/maintenance, or utility load, and may not present any safety or health hazard. Living groups must seek their facility manager’s advice when considering nonattached additions.
During the academic year, should nonattached living group property fail to meet these conditions, Housing Management will notify the living group of its noncompliance and request that the living group take corrective action by a specified deadline. If the problem requires immediate attention or the living group fails to make the correction by the deadline, Housing Management will take whatever action it deems necessary to eliminate the problem and the living group will be charged accordingly. Housing Management assumes no responsibility for damage to, or loss of, living group owned property.

All nonattached living-group-owned additions must be removed by the living groups at the end of each academic year. All nonattached living group property left in the residence halls after May move-out will be considered abandoned and will be disposed of at the expense of the living group and without liability by the university. No attempt will be made to contact living group members to determine ownership or disposition of the property.

Nondiscrimination

It is university practice not to discriminate in any way on the basis of race, creed or national origin. This statement covers official activities sponsored, financed, and controlled by university personnel and campus organizations, whether these activities are held on or off campus. If they are held off campus, they must not utilize facilities where discrimination is practiced. Naturally the university will not attempt to dictate to individual students, faculty members, or private groups how they should conduct their personal affairs outside the university.

The above policy applies to all social functions sponsored by undergraduate residence hall campus organizations. The failure of student groups to comply with this policy may result in suspension of their social privileges. Repeated offenses by campus organizations could result in the revocation of their charters.

Signs (Exterior) For Residence Halls

Exterior building signs identifying a living group will be permitted only in the immediate area of the residence. Only one sign per living group is allowed. All such signs will be mounted on the buildings by Housing Management at no cost to the group.

The sign must be provided by the group and approved jointly by the director of Housing Management and the dean of Student Development. Requests for sign approval and mounting should be made in writing to the director of Housing Management and must include a sketch of the proposed sign, indicating proposed dimensions and colors, in ample time for approval before beginning to build the sign. Any repairs to existing signs must be approved by the director of Housing Management.

Vending Equipment And Electronic Games (Pinball, Foosball, Etc.)

Only university-owned vending and electronic game equipment is permitted in the residence halls. Living groups interested in renting this type of equipment should contact Duke University Vending Services, a service component of the Duke University Stores. Such equipment rented from sources outside the university is prohibited.
Event Regulations and Registration
Event Regulations And Registration

General Provisions

1. Events in public spaces at which alcohol will be consumed, including events where alcohol is distributed or is provided by the individual consuming it, shall be governed by regulations determined by the Alcohol Policy Review Committee and published by the Event Advising Center.

2. All residential and social groups are responsible for designating a member to participate in the Liability and Alcohol Awareness Session at the beginning of the fall semester. Event registration will not be approved until this has occurred. This representative must recognize that he/she is responsible for disseminating current information concerning the use of alcohol and existing state and university regulations concerning its use to members of his/her organization.

3. Events may be no longer than a four hour period.

4. At events where distribution of alcohol occurs, there must be food and alternative beverage.

5. Sponsoring groups are responsible for the space in which the event is held, including the area immediately adjacent to their space (i.e., outside area, benches, etc.).

6. Sponsoring groups and living groups are responsible for the general tone of their social events (i.e., proper planning, trash removal, knowingly enabling underage drinking to occur, disorderly conduct, etc.), and by majority vote, they may adopt regulations more limiting than the laws of the state and the provisions of this policy.

7. The sponsoring group is responsible for providing monitors at all registered events where alcohol is present, whether it is a BYOB or a distribution event. Monitors should be posted at every access point to the party. The purpose of monitors at BYOB events is to check for glass bottles. The purpose at distribution events is to ensure that alcohol is not brought in.

8. Any event advertisement may not use alcohol as the focus of the event nor may it encourage excessive drinking. It may, however, reference alcohol and likely will inform others of the type of event being hosted (i.e., BYOB, distribution, dry). Publicity on East Campus may NOT include a reference to alcohol.
Registration
Events must be registered if ANY of the following occur:
1. Distribution of alcohol.
2. Sound amplification is placed or directed outside.
3. Events are publicized (advertised by commercial ads, banners, posters, written invitations, e-mail, etc.).
4. Event involves a theme, decorations, or live entertainment.
5. Sponsoring group is using a facility other than the facility in which the group resides.

Events must be registered with the Event Advising Center located in 001A Bryan Center, West Campus. Registration forms must be completed and returned for approval to the office by 4 PM on the Monday prior to the event (four full days before the event weekend). A pre-event meeting between the planning organization, the EAC, and the Duke University Police Department is required for all events over 500 people (includes inside and outside events). This meeting is to occur one to two days before the event. Under special circumstances, this meeting may occur 30 minutes prior to the event, however, the student organization will be charged for the officer's extra time. Call 660-1700 for more information. For larger events, and/or events involving contracted performers, early registration is highly recommended. Call 660-1700 or e-mail: events@acpub.duke.edu.

The Event Oversight Committee or designee reserves the right to approve/disapprove the serving of alcoholic beverages at events held in nonresidential locations (to include quadrangles) on a case-by-case basis. Duke University Police Department, in consultation with the Event Advising Center, will determine whether the individual or group sponsoring a registered event will be required to hire Duke police officer(s) to monitor the event.

The number of CI Quad events will be limited to major, university-wide activities designated by the Event Advising Center Oversight Committee. This committee also reserves the right to approve/disapprove any event which poses potential safety hazards.

Concerts and events involving the services of a promoter or a promotion company may be done by, or in conjunction with, committees of the Duke University Union. Non-Duke University Union groups wishing to use a promoter or a promotion company have two options: (1) plan event in conjunction with the union, or (2) go before the EAC Oversight Committee with a proposal.

PARTY PROMOTION
By choosing to serve beverages containing alcohol as part of a social function, you and your group or organization assume certain responsibilities beyond direct university regulation.

Test cases involving common law precedents and the dispensation of alcoholic beverages are changing the definition of who is liable for a drinker’s actions to include the general category of “social hosts.” A social host may be a fraternity, a residence hall organization, a private citizen, or any combination of the preceding.

For example, serving alcohol to a minor who subsequently breaks his leg could render an individual or group liable for the minor’s medical bills. Serving an individual who is “already” or “obviously” drunk and who subsequently has an automobile accident could render an individual or group liable for the injury or death of third party victims of the accident, or any property damage resulting from the accidents.

In general, creating or promoting any set of circumstances that encourages any of your guests to consume alcohol to the point of intoxication can have far-reaching negative consequences of a most severe nature.
Legal proof of negligence in the dispensation of alcohol usually involves the consideration of wide variety of factors, including the manner in which hosts promote social functions where alcohol is served.

In addition to the responsible monitoring of the social event itself, it is imperative that you and your group or organization do not promote your event in such a manner that a potential guest might reasonably believe your social event is an invitation to become intoxicated. Specifically: flyers, banners, and signs which advertise social events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking. Alcohol may not be referred to in any advertisements on East Campus.

"THEME" PARTIES AND DECORATIONS

All living groups and cohesive units must adhere to the university safety policies when planning a theme party, event, or meeting. The following are strictly prohibited:

1. Open flames: Open fires, cooking fires, campfires, bonfires, candles, incense, or any apparatus, device or machine utilizing an open flame are prohibited.
2. Party Decorations: Hay, straw, bamboo, pine straw, dried flowers, sand, or other dried natural materials may not be utilized inside or adjacent to the residence halls. Paper products such as crepe paper, newspaper, paper sacks, or other combustible materials will be sprayed with a flame retardant prior to use.
3. Electrical: All electrical equipment to include lights, wires, plugs, cords, connections, and sockets must be UL approved. The use of improvised wiring or tying wiring into the existing electrical services is strictly prohibited.
4. Animals: Animal(s), regardless of size or species, are strictly prohibited to attend or participate in any event, party, or meeting.
5. Water, waterfalls, pools, spraying water, running water, or utilizing water in any way is strictly prohibited.
6. Strippers may not be invited or paid to perform at events sponsored by individual students, residential living groups, or cohesive units.
7. The use of portable charcoal, gas, or electric grills, and gas heaters within 10 feet of all residence halls is prohibited. Grills must be at least 10 feet away from any structure when in use.
8. All trash must be removed by the event host at the close of the event.
9. Violations reported to the Office of Student Development will be considered serious offenses and living group and cohesive unit officers will be held accountable. Offenses reported will be handled by the appropriate adjudicatory body.

If you have any questions as to whether your party decorations fall within the limits allowed by university safety policies, please contact Bill Boten, OESO-Fire Safety Director at 684-5609, 72 hours prior to the date of the actual event or party.

CLASSROOM RESERVATIONS

Students may reserve classrooms for meetings of organizations recognized by Duke Student Government on a one-time or semester basis by going in person, with their DukeCards, to the registrar’s office between the hours of 8:00 a.m. - 5:00 p.m. Monday through Friday. Rooms must be reserved by an officer of the organization and groups will be expected to abide by the terms outlined on the reservation form. Lecture halls or rooms with a capacity of more than 60 cannot be reserved more than six days in advance, unless they are reserved by the faculty advisor of the organization.

COMMON ROOM RESERVATIONS  (see Residential Policies)
QUADRANGLE SPACE RESERVATIONS
Reservations for the use of all quadrangle space must be directed to the Office of Event Management in the Bryan Center. All events scheduled on quadrangles must be registered with the Event Advising Center. Only in rare circumstances will the Chapel, academic, or main residential quadrangle areas be made available for events.

Recreational use of the aforementioned quadrangles, in addition to the East Campus main quadrangles, is prohibited. Such use includes, but is not limited to, football and volleyball games, organized frisbee competitions, etc. Students identified as participating in such activities will be referred to the Office of Student Development for possible disciplinary action.

CONFERENCES AND CONVENTIONS
Invitations to individuals or to organizations outside the university to hold conferences or conventions on campus must be discussed with and approved by the Event Advising Center well in advance of the extension of the invitation by the prospective host or host group at Duke. It is the established policy of the university not to use its dormitory facilities for the housing of convention guests during the academic year. The university does, however, reserve the right to use dormitory rooms for special guests during announced vacations.

FILMS SHOWN TO A GENERAL AUDIENCE
This policy is applicable to all persons or groups on campus showing films which are open to a general audience regardless of whether or not an admission is charged or a donation is requested. ("General audience" is meant to convey "other than a strictly defined group" such as an academic class, and does not refer to the rating of film content as in "rated G for general audiences"). The policy does not apply to academic departments showing films to class members only for educational purposes.

Presenters
1. Film Committee Presenters. The two major film committees responsible for carefully chosen film series are (1) the D.U.U. Freewater Film Series, presenting films (in multiple showings of two or three presentations each evening) on Tuesday, Thursday, and Friday in the Griffith Film Theater, Bryan University Center, and on certain occasions children’s films on Saturday morning; and (2) Quadrangle Pictures, the oldest film program on campus, presenting films on Saturday and Sunday.
   Participation in these committees is open to students, faculty, and staff. For both series, contact the program advisor or the chairperson of the Freewater Presentations, 101 Bryan University Center, 684-2911.

   During the two summer sessions, Freewater shows films in the Griffith Film Theater, Bryan University Center one night a week.

2. General Campus Presenters. Monday and Wednesday evenings may be utilized by general campus presenters (including but not limited to academic departments, departmental groups, residential units, fraternities and sororities, and by organizations chartered or recognized by DSG) to have public showings of films on campus. If admission is charged, the sponsoring group must use the Griffith Film Theater of the Bryan University Center or Page Auditorium, for which appropriate tax payment has been made to the state. The presenters should be aware of and should adhere to the following regulations:
   a) All sponsors presenting films on campus which are open to a general audience must register the film screening with the Event Advising Center (EAC - 001A Bryan University Center, 660-1700) in order to minimize conflicts between competing films. Film screening should be registered at the same time the venue is reserved, and the film title must be registered before the film is
ordered. It is the responsibility of the sponsoring group to check other campus sources for possible conflicts. The EAC is not responsible for conflicts due to the failure of any party to adhere to the Film Policy at Duke.

b) All film presentations must be sponsored by Duke University groups or organizations with funds from admission sales going to the respective group or organization. Admission sales may not be used for the benefit of an individual’s self-aggrandizement.

c) Groups or departments under the jurisdiction of Student Affairs (including all student groups) will have permission withheld for the showing of X-rated films until justification for their presentation is reviewed. Other films which, regardless of rating, contain explicit sex and/or violence or which have been found to encourage disruptive behavior also may be restricted or subject to special conditions. Academic departments and departmental groups are responsible for adherence to local ordinance and state law concerning audience admission and the film rating system.

d) All film presenters using Griffith Film Theater or Page Auditorium must employ the services of a house manager and a projectionist. The building manager, Bryan University Center (OOIA Bryan Center) can arrange these services for the Griffith Film Theater. The manager of Page Auditorium (03 Page, 660-1712) should be contacted to arrange these services for Page Auditorium. Both offices will provide an estimate of costs for these services. These employees will be present throughout the entire presentation.

e) All public announcements for the film showings (such as fliers, posters, calendar, and Chronicle announcements) must be made to display clearly the sponsoring group’s official name. Advertising for all film presentations is restricted to the campus media.

Resources

1. **Film Sources** A complete up-to-date collection of film catalogues may be found in the Duke University Union Office at 101 Bryan University Center. The reference room of Perkins Library also has extensive files of film catalogues and other relevant reference material. Catalogues may also be ordered directly from film companies.

2. **Equipment** Griffith Film Theater and Page Auditorium are equipped with 16 mm and 35 mm projectors, respectively. Projectors and equipment for other venues may be rented from Technical Services (0044 Bryan University Center, inside the “greenhouse” by the circle). The Durham County Library (on North Roxboro Road) also has screens and 16 mm projectors for rent. You must have a library card to rent these items.

3. **Advising** The Event Advising Center provides advising on all aspects of film presentation including choice of venue, choice of film, budget, and program logistics and management. General campus presenters are required to consult with the EAC when programming films. The EAC maintains a calendar of all film screenings and other social events on campus open to general audiences.

4. **Locations and Admission Policies for Film Showings** The auditoriums on the Duke campus authorized for film showings for which an admission is charged are the Griffith Film Theater in the Bryan University Center and Page Auditorium. These venues are covered by a privilege license tax paid by Duke University to the state of North Carolina. To charge admission to films shown in other areas is in violation of state law and brings into question the legal position of the university.
**Free Films.** If no admission is charged and no donation is received, films may be publicly shown in any appropriate room on campus, but their scheduling must adhere to other rules applicable to general campus film presenters to prevent conflicts.

**Possible Film Restrictions**

1. **“X-Rated” Films Policy** - Permission is withheld from film presenters for the showing of X-rated films until justification for their presentation is made through appeal.
   a) An appeal by the Freewater Film Society and by other organizations under the jurisdiction of the University Union will be reviewed by the board of the University Union whose decision will be communicated to the Dean of University Life for final review.
   b) An appeal by all other student groups including DSG-chartered/recognized organizations will be reviewed by the dean of University Life directly. All reviews and subsequent decisions will take into account, among other considerations, the objectives to be served by exhibiting the film, its educational value, and the extent to which the request can be supported by a social or aesthetic justification. When, in response to an appeal, permission is granted to present an X-rated film, the following procedures will be required:
      the dean of University Life will (a) decide whether or not the film in question shall be listed in the *Duke Dialogue*, (b) designate what kind of identification may be required of members of the Duke University community and/or their guests (at the least, those attending must show proof of age that complies with North Carolina state law), and (c) decide whether or not a representative of the Duke University Police Department may be required for the purposes of assisting the sponsoring group, at the latter’s expense.

2. **Other Film Restrictions** — The decision to withhold the scheduling of films which contain explicit sex and/or violence and, regardless of rating, are shown or have been found to encourage disruptive behavior may be made by (a) the University Union Board for Films proposed by the Freewater Film Society and by other organizations under its jurisdiction and (b) the deans of the Office of University Life for films proposed by other student groups or organizations. The decision by either of these boards to withhold the scheduling of a film may be appealed to the dean of University Life. When in response to an appeal, a favorable decision is reached, the same procedures listed in (1)(b) under Possible Film Restrictions above will be required.

**Film Scheduling Procedures and Regulations**

1. **Regulation—All General Campus Presenters**
   a) Venues may be reserved for film screenings at any time in accordance with the reservation policies of the specific venue. The selection of specific film titles must be made according to the following schedule: for films shown in the fall semester, titles may be chosen after the preceding July 1; for films shown in the spring semester, titles may be chosen after the previous December 1; for films shown during summer sessions, titles may be chosen after April 1.
   b) General campus film presenters may schedule only one film per semester. All exceptions must be approved by the Event Advising Center.
   c) No film may be shown that is already scheduled for the academic year until following the originally scheduled showing. If groups decide to show a film that is scheduled already, they may not announce publicly in any way their choice of film presentation until the initial group has shown the film.
   d) No public film showing (those announced to the general university community) may be scheduled at the same time on the same day as another...
film which has been scheduled already, unless no conflict is perceived by the group having completed its scheduling paperwork first. It is the responsibility of the sponsoring group to check other campus sources for possible conflicts. The Office of University Life is not responsible for conflicts due to the failure of any party to adhere to the Film Policy at Duke.

e) Films shown outside must be registered and approved by the Event Advising Center in addition to all other approvals, and must not fall within university quiet hours.

f) All arrangements and approvals for film showings must be completed no later than three weeks prior to the date of showing. Failure to do so may result in the forfeiture of your scheduling privileges and the cancellation of your program.

g) Approved and confirmed film showings in the Griffith Film Theater and Page Auditorium may be canceled without penalty up to one week prior to the screening.

h) Non-student groups are responsible for adherence to local ordinance and state law concerning audience admission and the film rating system.

VIDEO SHOWINGS AND FEDERAL COPYRIGHT LAW

Federal law prohibits the public display of copyrighted videotaped material. This includes videos which you buy and those which you rent. "To perform or display a work or video ‘publicly’ means (1) to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered" (from the Federal Copyright Act, Title 17 United States Code, Section 101). Though the language is not specific, the showing of videos for social purposes to groups could be a violation of federal law. To avoid such conflict and decrease the likelihood of copyright violations, the following procedure should be followed when screening videos:

1. Never charge admission for a video screening of copyrighted material unless you have paid the proper authority a royalty to do so.

2. Whenever possible, video screenings for entertainment and social purposes should take place in private rooms.

3. In the event a video screening takes place in a common room, it is advisable to limit viewers to ten (10) people.

4. Common areas in residence halls and other such university facilities may not be used for the showing of pornographic videos or films.

5. Students are advised that federal copyright law restricts the use of videocassette recorders to private showings and prohibits their public performance.
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