Guiding Principles

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 others. Failure to meet these standards may be sufficient cause for dismissal from the university.
The information in this bulletin applies to the academic year 2002-2003 and is accurate and current, to the extent possible, as of June 2002. The university reserves the right to change programs of study, academic requirements, teaching staff, the calendar, and other matters described herein without prior notice, in accordance with established procedures.

Duke University does not discriminate on the basis of race, color, national and ethnic origin, disability, 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. The university also does not tolerate harassment of any kind.

Questions, comments or complaints of discrimination or harassment should be directed to the Office of the Vice-President for Institutional Equity, (919) 684-8222. Further information, as well as the complete text of the harassment policy, may be found at http://www.duke.edu/web/equity/.

Duke University is prepared to make reasonable academic adjustments and accommodations to allow students with disabilities full participation in the same programs and activities available to students without disabilities. The Office of Services for Students with Disabilities assists students with disabilities who are enrolled in Trinity College and the Pratt School of Engineering. In order to receive consideration for reasonable accommodations under the Americans with Disabilities Act (ADA), a student must have a physical or mental impairment that substantially limits one or more major life activities such as, but not limited to, hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, and learning. Substantially limiting refers to an impairment that prevents an individual from performing a major life activity or significantly restricts the condition, manner, or duration under which an individual can perform a major life activity.

Students requesting accommodations under the provisions of ADA (e.g., academic, housing, etc.) must consult Dr. Emma Swain, Director, Office of Services for Disabilities, (919) 684-5917 or (919) 684-5824 TTY, to explore possible coverage. Students with medical conditions not covered under the provisions of ADA must consult Duke Student Health Service at (919) 681-9355 for further information.

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 to 615 Chapel Drive, Box 90563, Duke University, Durham, North Carolina 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/infereg/.

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Contents

Academic Calendar– 2002-2003 5
Administration 8

University Policies 10
Academic Integrity 11
Advertisements 14
Alcohol 15
Animals on Campus 17
Bridge Painting 18
Chalking of University Facilities 18
Computing and Electronic Communications: Security, Privacy and Acceptable Use 18
Contempt 19
Damage to Property 19
Disorderly Conduct 19
Drugs and Drug Paraphernalia 19
Fighting 19
Fraud 20
Gambling 20
Harassment 20
Hazing 22
Noise 23
Pickets, Protests, and Demonstrations 24
Safety 25
Sexual Assault 26
Smoking in Residential Areas 26
Solicitation 26
Theft 26
Unauthorized Access/ Entry 26
Unauthorized Possession 27
Violation of Community Standards 27

Resolution of Student Conflict and Alleged Violations of University Policy 28
Bringing A Complaint Against A Student 29
Types Of Resolution 29
Disciplinary Action 30
The Undergraduate Disciplinary System 30
Resolution through a Disciplinary Hearing 32
Resolution through Agreement to Sanctions and/ or Outcome 32
Disciplinary Hearings 32
Administrative Hearings 32
Undergraduate Judicial Board Hearings 33

Residence Life 36
The Housing License 38
Residential Rules and Regulations 39
Housing Policies for Selective Living Groups and Their Members 40
Privacy of Students’ Rooms and Apartments 44

Event Guidelines and Registration 46
General Provisions 47
Registration Policy 47

Table of Contents 3
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion of Events with Alcohol</td>
<td>48</td>
</tr>
<tr>
<td>&quot;Theme&quot; Parties And Decorations</td>
<td>48</td>
</tr>
<tr>
<td>Concerts in Page Auditorium or Cameron Indoor Stadium</td>
<td>49</td>
</tr>
<tr>
<td>Ticket Distribution</td>
<td>49</td>
</tr>
<tr>
<td>Classroom Reservations</td>
<td>49</td>
</tr>
<tr>
<td>Common Room Reservations (See Residence Life)</td>
<td>50</td>
</tr>
<tr>
<td>Quadrangle Space Reservations</td>
<td>50</td>
</tr>
<tr>
<td>Conferences and Conventions</td>
<td>50</td>
</tr>
<tr>
<td>Films Shown to a General Audience</td>
<td>50</td>
</tr>
<tr>
<td>Video/ DVD Showings and Federal Copyright Law</td>
<td>53</td>
</tr>
<tr>
<td><strong>Appendices</strong></td>
<td>54</td>
</tr>
<tr>
<td>Appendix A — The Judicial System of Duke University</td>
<td>54</td>
</tr>
<tr>
<td>Appendix B — Disciplinary Sanctions for the Undergraduate Judicial System</td>
<td>58</td>
</tr>
<tr>
<td>Appendix C — Support Services for Survivors of Sexual Violence and Dating Violence</td>
<td>60</td>
</tr>
<tr>
<td>Appendix D — Information and Resources Concerning Substance Use</td>
<td>62</td>
</tr>
<tr>
<td><strong>Index</strong></td>
<td>68</td>
</tr>
</tbody>
</table>
Academic Calendar—2002-2003

Summer 2002

March
27 Wednesday– Registration begins for Term I and/or Term II

May
16 Thursday– Term I classes begin
20 Monday– Drop/Add for Term I ends
27 Monday– Memorial Day, classes in session

June
12 Wednesday– Last day to withdraw WP or WF from Term I courses
24 Monday– Term I classes end
25 Tuesday– Reading period
26 Wednesday– Term I final examinations begin
27 Thursday– Term I final examinations end

July
1 Monday– Term II classes begin
3 Wednesday– Drop/Add for Term II ends
4 Thursday– Independence Day, classes in session
26 Friday– Last day to withdraw WP or WF from Term II courses

August
7 Wednesday– Term II classes end
8 Thursday– Reading period
9 Friday– Term II final examinations begin
10 Saturday– Term II final examinations end

Fall 2002

August
21 Wednesday– New student orientation begins; assemblies for new undergraduate students
22 Thursday, 11:00 A.M.– Convocation for new undergraduate students. Chapel seating for first-year and new transfer students only
26 Monday, 8:00 A.M.– Fall semester classes begin

September
2 Monday– Labor Day, classes in session
6 Friday, 5:00 P.M.– Drop/Add ends

October
4-5 Friday-Saturday– Homecoming
6 Sunday– Founders’ Day
11 Friday– Last day for reporting midterm grades
11 Friday, 7:00 P.M.– Fall break begins
16 Wednesday, 8:00 A.M.– Classes resume
25-27 Friday-Sunday– Parents’ and Family Weekend
30 Wednesday– Registration begins for spring semester, 2003

November
22 Friday– Registration ends for spring semester, 2003
23 Saturday– Drop/Add begins
27 Wednesday, 12:40 P.M.– Thanksgiving recess begins

December
2 Monday, 8:00 A.M.– Classes resume
5 Thursday– Fall semester classes end
6-8 Friday-Sunday– Reading period
9 Monday– Final examinations begin
14 Saturday, 10:00 P.M.– Final examinations end

1 The Nicholas School of the Environment and Earth Sciences, the Fuqua School of Business, the Marine Laboratory, and the Graduate Nursing Program may have different starting dates during the summer; consult the appropriate bulletins and schedules.
Spring 2003

January
8  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 15
20  Monday – Martin Luther King, Jr. Day holiday: classes are rescheduled on Wednesday, January 8
22  Wednesday, 5:00 P.M. – Drop/ Add ends

February
21  Friday – Last day for reporting midsemester grades

March
7  Friday, 7:00 P.M. – Spring recess begins
17  Monday, 8:00 A.M. – Classes resume

April
2  Wednesday – Registration begins for fall semester, 2003, and summer 2003
18  Friday – Registration ends for fall semester, 2003; summer 2003 registration continues
19  Saturday – Drop/ Add begins
23  Wednesday – Spring semester classes end
24-27  Thursday-Sunday – Reading period
28  Monday, 9:00 A.M. – Final examinations begin

May
3  Saturday, 10:00 P.M. – Final examinations end
9  Friday – Commencement begins
11  Sunday – Graduation exercises. Conferring of degrees
University Administration

GENERAL ADMINISTRATION

Nannerl Overholser Keohane, Ph.D., President
Peter Lange, Ph.D., Provost
Thruston B. Morton III, B.A., President of Duke Management Company
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
David B. Adcock, J.D., University Counsel
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H. Clint Davidson, Jr., M.B.A., Vice-President for Human Resources
Sally M. Dickson, J.D., Vice-President for Institutional Equity
William J. Donelan, M.S., Vice-Chancellor for Health Affairs and Executive Vice-President/Chief Operating Officer, Duke University Health System
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James S. Roberts, Ph.D., Executive Vice-Provost for Finance and Administration
Robert L. Taber, Ph.D., Vice-Chancellor for Science and Technology Development
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
R. Sanders Williams, M.D., Vice-Chancellor for Academic Affairs and Dean of the School of Medicine
William H. Willimon, S.T.D., Dean of the Chapel

GENERAL ACADEMIC ADMINISTRATION

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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 Jameson-Drake, Ph.D., Director of Institutional Research
Gilbert Merkx, Ph.D., Vice-Provost for International Affairs and Development
Amy Oates, B.A., Director, Academic Financial Services and Systems
Michael P. Pickett, M.A., Special Assistant to the Provost for Academic Technology
James S. Roberts, Ph.D., Vice-Provost for Finance and Administration
Judith Ruderman, Ph.D., Vice-Provost for Academic and Administrative Services
James N. Siedow, Ph.D., Vice-Provost for Research
Lewis M. Siegel, Ph.D., Vice-Provost and Dean of the Graduate School

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Karla FC Holloway, Ph.D., Dean of the Humanities and Social Sciences
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
Colleen Fitzpatrick, M.Ed., 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., Senior Associate Dean for Education
Constance E. Simmons, M.B.A., Assistant Dean for Undergraduate Affairs

Student Affairs
Larry Moneta, Ed.D., Vice-President for Student Affairs
Zolia E. Airall, Ph.D., Assistant Vice-President for Campus Life
Sheila Curran, Post. Grad. Cert. in Edu., Executive Director of the Career Center
William A. Christmas, M.D., F.A.C.P., Director of Student Health Service
R. James Clack, Ph.D., Director, Counseling and Psychological Services
Caroline Nisbet, M.A., Director of Resource Administration
T. Fidelia Thomason, M.A., Interim Director of Residence Life and Housing Services
Suzanne J. Wasiolek, M.H.A., J.D., LL.M., Assistant Vice-President and Dean of Students

Admissions and Financial Aid
Christoph O. Guttentag, M.A., Director, Office of Undergraduate Admissions
James A. Belvin, Jr., A.B., Director, Office of Undergraduate Financial Aid
University Policies
Policies

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. Acceptance of admission to the undergraduate school or college of this university also carries with it the assumption of a sense of responsibility for the welfare of the community. Students are obligated to respect the rights of others, to protect the university as a forum for the free expressions of ideas, and to obey the laws of the state and nation.

Students are held accountable for violating, attempting to violate, or acting as an accomplice through action or negligence to the commission of any prohibited act. Students may also be held accountable for the actions of their guests on campus. In addition to state and federal laws and residential and academic regulations, the following policies govern the undergraduate community.

Academic Integrity

Duke University is a community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect for others. Students share with faculty and staff the responsibility for promoting a climate of integrity. As citizens of this community, students are expected to adhere to these fundamental values at all times, in both their academic and non-academic endeavors.

The Honor Code

Students affirm their commitment to uphold the values of the Duke University community by signing a pledge that states

As a student and citizen of the Duke University Community:

1. I will not lie, cheat or steal in my academic endeavors.
2. I will forthrightly oppose each and every instance of academic dishonesty.
3. 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.

4. 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.

5. 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 the Code.


Academic Dishonesty

Academic Dishonesty at Duke is serious offense and may result in failure on the assignment, failure in the course and/or separation from the university for a period of time. It is defined by the following behaviors:

Plagiarism

Expropriation of words, phrases, or ideas of another without attribution for the benefit of one who engages in the act of expropriation.

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 or other assignment 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.

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.

Additional Information about Plagiarism at Duke

The following information has been copied from the Duke Library website at http://www.lib.duke.edu/libguide/plagerism.htm.

Introduction: Our Ideas Emerge Against the Backdrop of Previous Formulations

Rarely, if ever, do we develop ideas in our individual minds, free of the effects and influences of others' previous findings, claims, and analyses. This is not to suggest that writers never forge new ideas; rather, the majority of one's thoughts-- and certainly the intellectual thinking that we do in university settings-- is prompted, shaped, and changed in response to and in light of what has already been stated by others. Our ideas emerge in response to reading others' texts, in sites of conversation and verbal exchange, with and against the grain of the words and formulations of others.

It is appropriate to think of the university as a vast society of influences, composed of various formal sites of critical discussion, reporting, and debate, both verbal and written. University persons-- both scholars and students--
gain status and authority by dint of their intellectual involvement in written and verbal exchange (detailed their findings, casting written arguments, offering careful analyses of their objects of study). Since the university values the public thinking of its faculty and students, it requires that its members formally recognize who has made which sorts of statements in what settings. Scrupulously citing the origin of quotations, summaries, and other borrowed material included in your paper enables the social value of respect to exist within intellectual circles of research and scholarship around the globe. Not to formally recognize the work and influences of others in your writing is to plagiarize, violating an ethic of mutual regard.

The Academic Community's Guidelines: The Practice of Documentation

It has become commonplace to envision the verbal and written exchanges between speakers and listeners, readers and writers, researchers and their sources, as interactions constituting communities of discourse. Discourse communities share interpretive, analytic, and argumentative conventions. Academic discourse communities (often shaped as "disciplines" or "fields of inquiry") agree to refer scrupulously to one another's writings and research findings by explicitly linking quoted materials to the name of the person or persons who uttered or wrote them, and by carefully describing the influence others have had upon them.

In fact, a mark of strong academic writing is the practice of situating one's claims and findings within a tradition of inquiry into the subject, detailing the nature of the exchanges that have preceded the present foray into the ongoing conversation, at times indicating one's affinities or disagreement with one or another avenue of thought. Ethos and authority are enhanced when writers demonstrate their uses of others' statements, texts, and representations, and when they appropriately identify these sources in their arguments and analyses. This practice is called documentation. Guidelines for how to correctly cite materials used within your writing, and rules for assembling the list of works that you cite in your paper are compiled by academic organizations which produce style manuals. Information from these style manuals can be accessed in the Documentation Guidelines section of the Guide to Library Research.

Plagiarism Defined

Academic communities, then, demand that writers credit others for their work, and that the source of their material clearly be acknowledged. Not to do so is to plagiarize, to intentionally or unintentionally appropriate the ideas, language, key terms, or findings of another without sufficient acknowledgment that such material is not one's own. As the Modern Language Association 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 plagiarus ("kidnapper"), plagiarism refers to a form of intellectual theft. . . . 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 or neglect to cite borrowed materials, 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 redress. 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 instances of plagiarism as outlined in Duke University’s Rules and Regulations of the Undergraduate Community, and all constitute transgression of the University’s Honor Code. 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.


Advertisements

Banners

Requests for hanging banners on university buildings and light poles must be approved by the Facilities Management Department. Individuals requesting placement and removal of banners should complete a form available in 200 Facilities Center. Banners on the West Union Building are approved and hung by the Event Advising Center. Contact the Facilities Management Department or the Event Advising Center for specific guidelines.

Posters, Announcements, and Bulletin Boards

The following is a checklist of procedures with reference to the posting of notices on university bulletin boards, building doors, containers, light posts, trees, and sidewalks.
1. Posters must provide information regarding student activities, give information of an academic nature, make announcements pertinent to the business of the university, or supply information to members of the Duke community regarding available services or products.

2. Posters must carry the name of the campus organization, department or person responsible.

3. Staples, thumbtacks, masking tape or transparent tape may be used to attach posters. The use of glue, nails, and duct or other heavy-duty tape is prohibited.

4. Posters must never be attached to doors, windows, trashcans, exteriors of buildings, interior walls, stairway railings, floors, benches or ceilings, nor may they be placed on the windshields of parked automobiles or on sidewalks.

5. Posters may NOT be attached to any tree or utility pole.

6. Posters (and the fasteners used to attach them) must be removed within three days after the event advertised.

7. Immediately following the first day of fall and spring break and at the conclusion of the fall and spring semester, all posters will be removed.

Alcohol

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

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

For individuals as well as groups, prohibited behavior includes:

1. Underage possession
2. Unsafe/ Irresponsible Behavior
3. Violation of Community Standards.

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

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

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

Unsafe/Irresponsible Behavior

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

Community Standards Violation

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

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

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

Group-Sponsored Social Functions

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

The following provisions of the alcohol policy apply regarding the presence, use, and distribution of alcohol at group-sponsored social functions. A group is responsible
for reasonable monitoring of underage drinking and may be sanctioned if the lack of monitoring leads, or could lead, to unsafe/irresponsible behavior and/or community standard violations. Additionally, groups are expected to ensure that unsafe/irresponsible behavior and/or violations of community standards do not occur. (See above definitions of unsafe/irresponsible behavior and violations of community standards.) If such behavior does occur, identifiable individuals will be held accountable. A group will be held accountable if the group failed to take appropriate precautions. Appropriate precautions must include:

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

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

(See “Appendix D — Information and Resources Concerning Substance Use” for health effects associated with alcohol and other drug use, helpful resources for assistance, and legal ramifications of illicit possession, use, or distribution.)

Health and Safety Intervention

Because health and safety of students is of primary importance, students are encouraged not only to look out for their own health and safety but also for that of their peers. When a person’s health and/ or safety is/ are threatened or appears to be in jeopardy, immediate action should be taken to prevent injury/illness/danger. The action may be a call to Student Health (681-WELL (9355)) or to Duke Police (911) for assistance and guidance. Whatever the particular need/problem, it is important to respond in a responsible and timely manner. Students who seek medical assistance for themselves or for others due to over consumption of alcohol shall be exempt from disciplinary action; however, restitution to the community (such as community service) shall be required. Parents of such students under the legal drinking age will be notified. There will be an automatic referral made for that individual to see a substance abuse specialist for education, assessment and possible referral for treatment. In the event that a student fails to meet with the specialist or if he/she chooses not to participate in the treatment program outlined, the student faces being placed on a Medical Leave of Absence until he/she produces documentation that appropriate treatment has been successfully sought. Information obtained during the delivery of medical treatment (including the actual transport of a student to obtain treatment) will not be used to bring disciplinary action under the alcohol policy against that individual or against a group or members of a group who assist the student in obtaining medical treatment, provided that the student/group has not violated any other (non-alcohol) university policy.

Animals on Campus

Any animal brought on campus by students or guests may not be unrestrained. With the exception of seeing-eye dogs, animals are prohibited inside university
facilities. 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.

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

Chalking of University Facilities
The use of chalk on university facilities (including sidewalks) is prohibited.

Computing and Electronic Communications: Security, Privacy and Acceptable Use
The purpose of this policy is to establish and promote the ethical, legal, and secure use of computing and electronic communications for all members of the university community.

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

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

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

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

5. In order to protect the university's non-profit status, do not use university computer systems for commercial purposes.

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

Contempt
Failure to comply with directions, requests, or orders of any university representative or body acting in an official capacity, or impeding with the carrying out of such directives, may result in disciplinary action. Knowingly furnishing false information to any such authority or official is also prohibited.

Damage to Property
Individuals or groups who damage any real or personal property owned by others, including that owned by Duke University, will be subject to disciplinary action.

Disorderly Conduct
Disorderly conduct is contrary to the mission of the university and will be addressed through the disciplinary process. Disorderly conduct is defined as:

1. Any action that unreasonably disrupts the peace or compromises acceptable standards of the university community;
2. Any unreasonable or reckless conduct that is inherently or potentially unsafe to other persons or their real or personal property; or
3. Any behavior that interferes with the normal operation of the university or university-sponsored activities.

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 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.

In addition to disciplinary action, 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.

(See "Appendix D — Information and Resources Concerning Substance Use" for health effects associated with alcohol and other drug use, helpful resources for assistance, and legal ramifications of illicit possession, use, or distribution.)

Fighting
Fighting is inconsistent with the principles of a community of scholars. Initiating or responding to physical aggression by a member of the university community, or threatening/endangering the welfare of another through physical, verbal, or written conduct is prohibited.
Fraud
Fraud includes:
1. Any intentional misrepresentation of fact (by action or concealment) in an attempt to induce another to surrender a right, benefit or property;
2. Forgery, alteration or misuse of any official document, record or instrument of identification; or
3. Obtaining a right, benefit or property under false pretenses.

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

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

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

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

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

Sexual coercion is a form of harassment with specific distinguishing characteristics. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
1. submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education; or,
2. submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

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

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

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

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

- Stephen Bryan  Dean of Students Office  668-3853
- Sue Coon  Student Activities  684-3227
- Cynthia Clinton  Institutional Equity  684-8222
- Carlisle Harvard  International House  684-3585
- Alma Jones  Student Affairs  681-2721
- Karen Krahulik  Center for LGBTQ  684-6607
- Donna Lisker  Women’s Center  684-3897
- Caroline Nisbet  Student Affairs  684-5450
- Julian Sanchez  Center for Multicultural Affairs  681-4265
- Kay Singer  Trinity College  684-6221
- Kacie Wallace  Dean of Students Office  668-3853
- Sue Wasilek  Dean of Students Office  668-3853

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

1. Duke University is committed to protecting the academic freedom and freedom of expression of all members of the university community. This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however controversial, in the classroom, residence hall, and, in keeping with different responsibilities, in workplaces elsewhere in the university community.

2. Harassment must be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.

3. In complaints concerning carrying out of non-instructional employment responsibilities, the university adopts the definition of sexual harassment found in the Equal Employment Opportunity Commission (EEOC) Guidelines: “conduct of a sexual nature... when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

4. Instructional responsibilities require appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation.

The following behaviors are also prohibited by the Harassment Policy:

1. Reprisals Against the Complainant: It is a violation of Duke’s Harassment Policy to retaliate against a complainant for filing a charge of harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment. When necessary, the appropriate dean or other university officer may monitor student grading or faculty/staff reappointment, tenure, promotion, merit review, or other decisions to ensure that prohibited retaliation does not occur.
2. 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.

3. Knowingly Filing False or Malicious Complaints: To file knowingly a false or malicious complaint of harassment or of retaliation is a violation of the Harassment Policy. Such conduct may be pursued using the steps followed for a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.

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

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

Hazing

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

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

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

The following questions can help individuals/groups assess the appropriateness of an activity:
1. Does the activity promote and conform to the ideals, values, and mission of the university and fraternity, team, or organization?
2. Is it an activity that all members (current and initiates) engage in together?
3. Would you want a judge, parent, or dean to witness the activity?
4. Will this activity increase new members’ respect for the group and all members of the group?
5. Does the activity cause mental anguish or physical discomfort?
6. Does the activity have inherent value in and of itself?

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

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

Acts or potential acts of hazing may be reported to the Dean of Students Office (668-3853) or Duke Police (911). In addition, concerns may be reported confidentially via voicemail to the university’s Hazing Hotline at 684-5766.

**Noise**

Students are expected to respect the rights of others at all times. During the following hours, higher noise levels will be tolerated but must remain at a level considerate of those students who wish to study or sleep:

**East, West (including Trent) Campuses:**
- 5:00 pm-7:00 pm Monday-Friday
- 5:00 pm-2:00 am Friday
- 1:00 pm-2:00 am Saturday
- 1:00 pm-6:00 pm Sunday

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

**All Campuses:**
From Reading Day through the end of finals, quiet hours are in effect 24-hours a day.
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 living group officers, Resident Advisors, Graduate Assistants, or Residence Coordinators. If necessary, persistent complaints may be registered by calling Duke Police at 684-2444. Students are responsible for the actions of their guests; cohesive units, as a whole, may be held responsible for violations of this policy by their individual members or their guests.

Initial complaints will be referred to the appropriate Residence Coordinator. Depending on the nature and severity of the violation, as well as the existence of prior violations, the complaint may be forwarded to the Dean of Students Office for disciplinary action.

**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.
Safety

The following polices are in place for the health and safety of the members of the university community. Failure to comply with these regulations is serious and may result in immediate loss of the privilege to live on-campus in addition to other disciplinary action.

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

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- Fire Safety Division to obtain information concerning fire prevention. Students will be held financially accountable for any damage they cause as a result of violating this policy and referred to the disciplinary process.

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. Students 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. Relocating, removing, tampering with, or destroying fire-fighting equipment is strictly prohibited. Damage and/or theft of fire equipment also is punishable under North Carolina state law.

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

Flammable/Combustible 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 state law prohibits the use of portable charcoal, gas, or electric grills within 15 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 in addition to disciplinary action.

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. Residence Life and Housing Services 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 residents 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 are not 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.

Sexual Assault

1. 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. 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.

At the time of this publication, the sexual assault policy and procedures for handling allegations of sexual assault were under review. Any updates will be maintained by the Dean of Students Office and made available to the complainant and the accused at the time an investigation is begun.

Smoking in Residential Areas

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. Smoking is not permitted in any of the residence halls on campus. Smoking is permitted with roommate(s) consent only in the Central Campus Apartments.

Solicitation

Commercial selling or soliciting is prohibited in university facilities and in the residence halls or Central Campus Apartments whether by students or non-students. 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.

Theft

Taking and carrying away the property of another or the community without authorization, fraudulently converting another’s property by one to whom the owner entrusted it (embezzlement), or knowingly receiving or concealing stolen property (fencing) is prohibited.

Unauthorized Access/Entry

Access to roofs, ledges, attic space, tunnels, or other unauthorized areas is forbidden. Students may only access areas or equipment to which they have been given appropriate permission and during the times granted. This includes electronic access to computers, accounts, and files. Use of another’s DukeCard, keys, or other mechanism to access areas to which permission has not been directly granted by authorized personnel is against this policy.
Unauthorized Possession

It is against university policy to be in possession of keys, DukeCards, or other property for which one does not have appropriate authorization or ownership.

Violation of Community Standards

As stated in the Fundamental Standard of the university, students are expected to adhere to the fundamental standards of honesty, integrity, and respect for others. Students will be held responsible for any conduct that is determined to be in violation of these standards because it inappropriate, disruptive, or detrimental to the university.
Resolution of Student Conflict and Alleged Violations of University Policy
Bringing A Complaint Against A Student

Complaints regarding student behavior may be filed with the Dean of Students Office, Residence Life and Housing Services, Duke Police, or in cases of harassment, with the Office for Institutional Equity. These offices work together in order to determine the most appropriate venue for resolution. In any situation where a party is unsure of who to call, he/she may contact the Dean of Students Office.

Any alleged violation of university policy, including academic dishonesty, is within the jurisdiction of the Dean of Students Office. If the Dean of Students Office determines that another office is more appropriate to handle the situation, the case may be referred to that office.

The Dean of Students Office coordinates a mediation program, which may be accessed upon referral or at the request of a student to resolve disputes between students.

In general, residence life staff will handle complaints of conduct within residential areas unless the alleged behavior is of a serious nature or the student has had prior violations, in which case the case will be referred for disciplinary action through the Dean of Students Office.

The Dean of Students Office will work with the Office for Institutional Equity (OIE) to determine the most appropriate way to resolve allegations of harassment. (In general, the Dean of Students Office will handle cases of peer harassment and OIE will handle cases involving graduate students or employees.) Resolution of harassment complaints may include mediation, arbitration, informal resolution, resolution through the undergraduate disciplinary system or the processes within the Office for Institutional Equity.

TYPES OF RESOLUTION

Mediation

Mediation is a process that empowers students to resolve their own disputes. Through mediation, a neutral third party assists students in coming to a peaceful and agreeable solution. The university encourages informal mediation whenever practical or appropriate. Students interested in utilizing the peer mediation program to resolve a conflict should contact the Dean of Students Office. Staff within the Dean of Students Office may also refer cases to mediation as appropriate. Ultimately, all parties involved must agree to the mediation. If one party does not agree to mediation, or if the mediation fails, the Dean of Students may refer a case to arbitration and/or disciplinary resolution. Failure to comply with the results of a mediation may be cause to commence the disciplinary process.

Arbitration

Arbitration is a process by which students are given an opportunity to present information about a dispute to a neutral third party who renders a decision. Arbitration is often used in roommate conflicts or other relationship conflicts where residential status or participation/access privileges are at issue and mediation is not appropriate. The Dean of Students may choose to send any case to arbitration. An arbitration will not result in a disciplinary record, but the arbitrator(s) may alter students’ living status, limit privileges or invoke restrictions on participants. Failure to comply with the results of an arbitration may be cause to commence the disciplinary process.
Informal Resolution

Generally, misconduct in the residence halls will be resolved through staff members in Residence Life and Housing Services. Resolutions may include residential warnings or probation, relocation, community service, restitution or educational initiatives. Students who are alleged to have committed serious infractions (e.g., drug or safety violations) or who repeatedly violate any residential and/or university policy will be subject to formal disciplinary action through the Dean of Students Office.

Staff within the Dean of Students Office may also choose to utilize the informal resolution process to resolve minor issues of student behavior. Resolutions resulting from this process may include a warning, an educational assignment or community service. Failure to comply with the resolution may be cause to commence the disciplinary process. Records of informal resolution will be kept internally and will not be considered part of a student's disciplinary record.

Disciplinary Action

Any case involving an alleged violation of community standards or university rules and regulations by an undergraduate student may be resolved through the undergraduate disciplinary system.

The Undergraduate Disciplinary System

The purpose of the undergraduate disciplinary system is to promote honesty, trustworthiness, fairness, and respect for others within the university community and to provide a fair and effective mechanism for resolving cases in which an undergraduate student (or group) is alleged to have violated the standards or policies of the university.

All complaints of inappropriate student behavior may be filed with or forwarded to the Dean of Students Office. Staff within the Dean of Students Office will determine the most appropriate means by which to handle a complaint. Resolution may include mediation, arbitration, informal resolution, or disciplinary action.

Organization

1. Judicial Affairs, within the Dean of Students Office, is designated to oversee the undergraduate disciplinary system.
2. Hearing officers are designated to resolve disciplinary matters through informal or formal disciplinary resolution.
3. The Undergraduate Judicial Board (UJB) is designated to resolve formal disciplinary matters that involve complicated circumstances or serious infractions of university policy. The UJB is comprised of students, faculty and staff. At all times, consideration shall be given to the appointment of a board reflective of the population of the university community. Student members are juniors and seniors selected each spring semester. (Once selected, student members will serve for the remainder of their undergraduate careers.) Student co-chairs will be elected by the board immediately following the completion of the new member selection process. Faculty members are appointed/ approved by the dean of Trinity College or the Pratt School of Engineering. Staff members are appointed/ approved by the vice-president for Student Affairs.
4. The Appellate Board considers appeals of students/groups found responsible and sanctioned through a formal disciplinary hearing. The Appellate Board is chaired by the vice-provost for Academic and Administrative Services and includes the vice-president for Student Affairs and the senior associate deans from Trinity College and the Pratt School of Engineering.
5. Disciplinary Advisors are available to assist students/groups through the disciplinary process. Advisors include students and staff who have been trained and are familiar with the disciplinary system. A list of advisors is maintained in the Dean of Students Office and will be made available at any time.
JURISDICTION
1. The university may respond to any complaint of behavior that occurred within a student’s undergraduate career, from application to graduation. Complaints of sexual assault must be filed within two (2) calendar years of the alleged incident.
2. Any undergraduate student is subject to disciplinary action. This includes students who have not yet matriculated to, currently enrolled in, on leave from, or readmitted to and not yet matriculated to programs of the university.
3. With the agreement of the vice-president for Student Affairs and the dean of the college or school, jurisdiction may be extended to a student who has graduated and is alleged to have committed a violation during his undergraduate career.
4. The accused may also be a cohesive unit of the university, such as a living group, athletic team or other recognized organization.
5. The disciplinary process primarily applies to on-campus behavior. However, the university reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing any violation of state or federal law, or university policy — on or off campus — that constitutes a direct or indirect threat to the university community. Additionally, students or groups who are on university-affiliated programs/outing may be subject to disciplinary action.

THE DISCIPLINARY PROCESS
Complaints
Complaints of behavior alleged to violate university policy will be received by the judicial officer or designee.

Interim Restrictions
Prior to investigation and resolution, interim restrictions may be placed on a student/group to protect the health and safety of students or the community. These restrictions may include a “no contact order,” removal of privileges, removal from or relocation within the residential community, suspension of activity, or suspension from the university.

An interim suspension from the university may be imposed by the dean of the school or college or the vice-president for Student Affairs, or designee, and shall become effective immediately without prior notice whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to him/herself, to others, or to the university community. A prompt investigation and resolution shall follow the interim suspension.

Investigation
Judicial Affairs staff will gather information regarding the alleged incident in order to determine the appropriate means of resolution. The investigation may include a review of related documents, interviews, or requests for written statements from any person involved in the alleged incident. Students are encouraged to be forthright and as specific as possible when offering information related to an investigation, but may choose the extent to which they share information.

Cases may be dropped for insufficient information, or referred for mediation, arbitration, informal resolution or disciplinary action. In order for a case to be referred for disciplinary action, there must be sufficient information to believe that a policy violation may have occurred and that the alleged individual/group may be responsible.

Referral for Disciplinary Action
If a case is referred for disciplinary action, the student will be notified of the incident in question and the policy violation(s) under consideration, and will be given an opportunity to respond. There are several means by which to resolve disciplinary situations. The Judicial Affairs staff will determine which avenue is most appropriate to pursue.
Disciplinary hearings are not trials and are not constrained by rules of procedure and evidence typically used in a court of law. The university disciplinary system operates under a standard of fairness, which includes an opportunity for the student to be notified of policy violations under consideration and an opportunity to be heard.

Resolution through a Disciplinary Hearing

The judicial officer, or designee, may forward any case directly to a disciplinary hearing if there is sufficient information to believe that a policy violation may have occurred and that the alleged individual may be responsible. Most cases will be referred to administrative hearings. (Cases that are serious in nature or involve complicated facts may be forwarded to the Undergraduate Judicial Board (UJB) for resolution.)

Individuals who deny responsibility for serious offenses of university policy and who face possible suspension or expulsion from the university have the right to request a hearing before a 5-person panel of the UJB.

Individuals who accept responsibility for alleged violations of university policy, but are unable to agree on a proposed sanction, which may include suspension or expulsion, have the right to request a hearing before a 3-person panel of the UJB. (The judicial officer may, due to the circumstances of the case, elect to utilize a 5-person panel.)

Resolution through Agreement to Sanctions and/or Outcome

If the student accepts responsibility for the alleged violations, the judicial officer, or designee, may propose an appropriate sanction based on the specifics of the case, precedent and university interests.

If the student accepts responsibility and agrees to the proposed sanctions, the resolution is final and the outcome is recorded on the student’s disciplinary record. If the student accepts responsibility, but is unable to agree to the proposed sanctions, the case will be forwarded to a hearing to determine an appropriate sanction.

If the student denies responsibility, the case will be forwarded to a hearing to determine responsibility and an appropriate sanction.

DISCIPLINARY HEARINGS

There are two types of hearings. Most cases are decided upon through an administrative hearing which is a discussion between the student and a hearing officer. Cases that are serious in nature or involve complicated facts may be forwarded to the Undergraduate Judicial Board (UJB) for resolution. Students who face a possible sanction of suspension or expulsion may request to have his/ her case heard by a panel of the UJB.

Administrative Hearings

An administrative hearing is a discussion between a student/ group alleged to be in violation of university policy and a hearing officer. Students will be notified (typically via email) of the specific violations under consideration in advance of an administrative hearing. The hearing officer will review the complaint with the student or group and give the student/ group an opportunity to respond. The hearing officer will determine whether the student/ group is responsible for a violation of university policy, and, if so, issue (an) appropriate sanction(s). Administrative hearings are closed.

All decisions of responsibility are based on clear and convincing information. In determining sanctions, the hearing officer will take into account the interests of the student/ group and the university, previous violations of the student/ group, and prior university response to similar violations.

Decisions made through this process may be appealed to the Appellate Board (see Appeals). When students/ groups are found responsible for a violation, a notation will be made on the respective disciplinary record.
Undergraduate Judicial Board Hearings

The Undergraduate Judicial Board is a group of students, faculty and staff appointed to hear serious infractions of university policy. The Board is charged with determining whether a student/group’s actions constitute a violation of university policy and, if so, an appropriate response. In determining an appropriate response, consideration is given to the student/group’s best interests as well as the university’s interest in maintaining high standards. (see “Appendix B — Disciplinary Sanctions for the Undergraduate Judicial System”).

All UJB hearings are conducted in private. Any student whose presence is required by the judicial officer at a hearing will be excused from any other university responsibility.

Advisors

Accused students may be accompanied by an advisor to a UJB hearing. The advisor may be from the designated list of trained student and staff advisors available through the Dean of Students Office, or may be anyone from the university community. The advisor may not be a member of the UJB. The role of the advisor is to assist and support the student through the disciplinary process. The advisor may not address the hearing panel or any witness during the hearing.

Hearing Panels

Hearing panels charged with determining a verdict and a sanction shall consist of three students and two members of the faculty or staff selected from the UJB. Hearing panels charged with determining only a sanction shall consist of two students and one faculty or staff member selected from the UJB. (In some circumstances, the judicial officer may choose to utilize a 5-person panel consisting of three students and two faculty or staff members to determine a sanction.)

An accused student may agree to a smaller panel or different student-to-faculty/staff ratio in the event that a full panel is not available. The accused student also may challenge any panel member if there is a significant conflict of interest. Such a challenge must be made at least 24-hours prior to the hearing and will be granted only for sufficient cause.

Notice

An accused student will be notified of a UJB hearing at least 48-hours in advance. The notice will include the date and time of the hearing, the specific charges at issue, the names of the panel members, and copies of all written information given to the hearing panel. The judicial officer also may include information clarifying or noting any additional information gathered through the investigation without expressing any personal opinion about the merits of the case.

The complainant will also be notified of the hearing if his/her presence is required. The judicial officer will determine what information, if any, may be shared with the complainant. (Typically, the complainant will be given an opportunity to review the information available to the hearing panel in response to his/her complaint, but will only be given copies with the permission of the accused.)

Upon proper notice, if the student fails to attend the hearing, the hearing panel may proceed in his/her absence.

Witnesses

The judicial officer may require the presence of any witness with pertinent information about a case. Failure to attend could result in disciplinary action against the witness. If a witness is unidentified or unavailable to attend the hearing, his/her statement may not constitute a sole or substantial basis for determining responsibility. If he/she is necessary and unidentified or unavailable, the judicial officer or the chair of the hearing panel may suspend or dismiss the proceedings.
The accused student/group may bring witnesses to speak on his/her behalf. (One character witness will be permitted to present an oral statement to the hearing panel.) These witnesses should submit a brief statement to the judicial officer prior to the hearing summarizing their knowledge of the incident. The panel will determine the extent to which witnesses will be permitted in the hearing.

An accused student also may request the attendance of any person who has submitted a written statement against him/her.

Information to be Considered by the Panel

The panel may consider any information deemed relevant, including documentation and expressions of opinion. If the panel needs additional information during a hearing, such as verification of fact at issue, an expert opinion, etc., the panel may request such information and may suspend their decision until such information is obtained. The accused student/group will have the right to respond to any additional information that is to be used in considering an outcome.

Outcome

Based on clear and convincing information considered during the hearing, the panel may find a student responsible for an alleged violation by majority vote. The panel, also by majority vote, may dismiss any charge.

Upon a finding a student responsible for a violation of university policy, the panel may determine and impose an appropriate sanction (see “Appendix B — Disciplinary Sanctions for the Undergraduate Judicial System” for description of sanctions). Consideration may be given to the nature of and circumstances surrounding the violation, the student’s acceptance of responsibility, prior disciplinary violations, the impact of a sanction on the student, precedent cases, university interests and any other information deemed relevant by the hearing panel. All sanctions must be decided by majority vote with the exception of suspension/expulsion of an individual or dissolution of a group. These sanctions must be supported unanimously by 3-person panel or by 4 members of a 5-person panel.

Notification and Record of the Hearing

The panel chair and/or the judicial officer will notify the accused student/group of the outcome of the hearing. A written hearing report describing the outcome, with a brief explanation of the reasoning, will be given to the accused student/group. A copy of the written hearing report will be placed in the precedent files with any personally identifying information removed. (The precedent files are not updated immediately in order to help protect confidentiality.)

The complainant will be informed of the outcome of a hearing in accordance with federal guidelines.

A tape recording of each hearing will be made and kept on file for three years. A copy will be made available to the accused student upon request.

Appeals

A student/group found responsible through the disciplinary hearing process (an administrative or UJB hearing) may appeal the outcome of the hearing. The appeal is not a re-hearing of the case; it is a written statement to the Appellate Board stating the grounds for the appeal and any supporting information. The exclusive grounds upon which an appeal may be made are:

1. New information (available after the hearing) of a nature that the verdict or sanction may have been different;
2. Procedural errors within the hearing process which may have substantially affected the fairness of the hearing; and/or
3. The finding of responsibility was inconsistent with the weight of the information.

A three-person panel of the Appellate Board will review the appeal, the hearing report and any evidence included in the hearing. (In cases of suspension or expulsion, the accused may make a written request in the appeal to meet with the Appellate Board.)
The appellate panel may consult in confidence with other members of the university community (or persons brought forth by the student as part of the appeal) in order to substantiate the grounds for appeal or to seek clarification of issues raised in the appeal.

If the grounds for appeal are substantiated, the appellate panel may determine a final resolution to the case or refer the case back to the judicial officer for a new hearing. (If the case is referred for a new hearing, the appellate panel may recommend that alternate violations be considered.) A written decision will be delivered to the student and the judicial officer.

Disciplinary Records

When students are found responsible for a violation of university policy through an administrative or UJB hearing, the case will be recorded on a student/group’s disciplinary record. The record will be maintained by the Dean of Students Office and kept in accordance with the Family Educational Rights and Privacy Act (20 U.S.C § 1232g; 34 CFR Part 99). Disciplinary records are kept on file for 8 years from the date of a student’s matriculation.

Status of a Student/Group Pending Final Resolution of a Disciplinary Case

Until a final resolution is determined, the status of a student/group will not be changed unless interim restrictions have been imposed to protect the health and safety of the student/group or the university community.

Failure to comply with the Requirements of the Disciplinary Process

If a student/group fails to comply with the requirements of the disciplinary process, the judicial officer may commence further disciplinary action, place a disciplinary hold on the student’s academic and/or financial records, or suspend privileges. Failure to comply with the requirements of the disciplinary process may include failure to submit a statement, failure to attend a meeting/hearing or failure to fulfill a sanction.

Disciplinary Hold

At any time after the filing of a complaint, the judicial officer or designee, after consulting with a student’s academic dean, may place a “disciplinary hold” on the academic and/or financial records of any student pending the outcome of proceedings, to enforce a disciplinary sanction, or to ensure cooperation with the disciplinary system. A “disciplinary hold” may prevent, among other things, registration, enrollment, matriculation, the release of transcripts, and the awarding of a degree.

Contempt

Any student, including a witness, who fails to comply with the disciplinary process may be subject to a charge of Contempt.

Disciplinary Action While Civil/Criminal Charges Pending

Students may be accountable to both civil authorities and to the university for acts that violate state or federal laws. Disciplinary action through university processes concurrent with criminal action does not subject a student to “double jeopardy.”

Disciplinary action will normally proceed during the pendency of a criminal or civil action. The university operates under different policies, procedures and standards and thus, will not be bound by the findings of a court of law. If the court’s outcome satisfies the university’s interests, such outcome may be recorded on the student’s disciplinary record without invoking the university disciplinary process. Should any criminal proceeding result in a felony conviction, the vice-president for Student Affairs reserves the right to summarily dismiss a student.

The university, however, will have the option whether to pursue disciplinary action depending on the findings of the court.
Residence Life
Residence Life

Duke University adheres to the premise that the on-campus residential experience is an important part of undergraduate life and education. The university has long been committed to an active and meaningful residential life for its undergraduate students. With 85 percent of undergraduates living on campus, Duke fully understands that the residential experience is an integral part of its students' education and is committed to providing eight semesters of housing on campus.

To respond to the developmental needs of students, Duke continually reviews its residential offerings. Consequently, in 1995 the university established East Campus as the residential area for all first-year students. This change resulted in significantly closer bonds of fellowship and understanding among our students. Our most recent residential development is the construction of a new 350-bed residence hall on West Campus, the West-Edens Link (WEL), completed in the summer of 2002. The university is also planning to renovate the residence halls on main West Campus in a process that will likely take four to six years. Part of Kilgo Quad was renovated in the summer of 2002.

With this plan in mind, beginning in fall 2002 all students will be required—to the extent that housing is available—to live on campus for the first three years. First-year students are housed in residence halls on East Campus, while sophomores live in residence halls on West Campus. Juniors and seniors live in either the residence halls on West Campus or in apartments at Central Campus. We will continue to apply semesters spent in "study away" programs toward the three-year residency requirement.

Our long-term goal is to provide housing on campus for all students during their first three years and for any senior who wishes to remain on campus. However, the renovation process may result in a temporary shortfall in housing availability. In that case we will modify the three-year residency requirement, resulting in some juniors as well as some seniors living off campus. In addition, during the renovation process the university may temporarily suspend the four-year housing guarantee for seniors. We look forward to ultimately being able to provide housing to any seniors who wish to remain on campus.

First-Year Student Residence Halls. First-year students reside in all first-year student houses, located on East Campus. Housing assignments are made by random lottery to one of the thirteen student residences. Single, double and triple rooms are available for assignment.
Upperclass Residence Halls. Upperclass students (sophomores, juniors, and seniors) live in coed residence halls on West Campus. The residence halls are clustered into six residential quads. Each quad consists of space dedicated to students who are either unaffiliated or affiliated with selective living groups. Nearly sixty percent of the bed space in each quad is available for selection by unaffiliated students through a lottery process. Selective living groups determine their own housing assignment outcomes. In addition to fraternities, included among the selective living groups are academically sponsored theme groups (Languages, Arts, Round Table, and Anne Firor Scott Women's Studies) and a number of other social selective living groups. Within all of the upperclass residence halls, except those located in Edens Quad and the West-Edens Link, there are triple as well as single and double rooms.

Central Campus Apartments. Located on Central Campus is a complex of university-owned one-, two-, and three-bedroom 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 complex is part of the bed allocation for unaffiliated junior and senior students.

Living Off Campus. Students may choose to live off campus at the completion of the junior year. Students who wish to live off campus must notify the Office of Residence Life and Housing Services in writing of their plans by the published deadlines. 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.

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 Residence Life and Housing Services.

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 a covenants and conditions license. Any violation of the terms could lead to the revocation of this license and/or disciplinary action.

The terms apply only during periods when the residence halls and Central Campus Apartments are officially open for occupancy by licensed students. A student in the residence halls or Central Campus Apartments at any other time may be trespassed from the premises. Students are responsible for knowing and abiding by all terms of 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 are available to 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, with appropriate notice to the Office of Residence Life and Housing Services.

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 eight semesters. 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 Residence Life and Housing Services in writing. Students who withdraw from school, take a leave of absence, or otherwise terminate their housing license must vacate the room and return their room/apartment key 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 the Housing License

Residence hall occupancy should be understood as a privilege 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 residence life staff or the undergraduate judicial system. However, in extreme instances, the Dean of Students or the Director of the Office of Residence Life and Housing Services (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 from administrative revocations/suspensions may be made to the vice-president for Student Affairs.

Residential Rules and Regulations

All residential students are bound by the terms of the Housing License, residential policies prescribed in the *Residence Hall Survival Guide and the Central Campus Apartment Guide*, and university regulations contained in the *Bulletin of Information & Regulations*.

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 common 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.

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:

Individual Members of Selective Living Groups

All members of selective living groups are bound to a two-year requirement to live with the selective living group. Residents who break the two-year minimum requirement, yet wish to remain on campus, may elect to enter the lottery for residence hall or Central Campus Apartment space, but will be provided the lowest priority in the process. Semesters taken on a leave of absence or study abroad/away programs will not be considered in violation of the two-year requirement and will be counted as part of the two-year commitment.

Members of selective living groups unable to live within their allocation of bed spaces because there are more members than beds, will be given first priority within space allocated to other selective living groups with available space. If no space is available with other selective living groups, space will be made available in the unaffiliated residences.

Space Allocated to and Filled by Selective Living Groups

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

If a selective living group fails to fill 100 percent of their allocated bed spaces, the following options may apply:

- the recognition as a selective living group may be terminated; members would be reassigned elsewhere on campus
- the recognition as a selective living group may be suspended; the group would be given one year to satisfy the requirement of 100 percent occupancy
- the group may be reassigned to a location more in keeping with its size

Each selective living group is to submit to the Office of Residence Life and Housing Services on November 15 and February 18 a list of new and continuing members who are requesting housing within the allocated bed space for the subsequent semester.

Selective living groups are expected to consider their new member recruitment efforts in relationship to the number of beds previously allocated to the group. An increase in membership will not necessarily increase bed allocation.

Additional Guidelines For Selective Living Groups

Selective living groups should choose a member of the Duke faculty or administration who agrees to serve as the living group’s advisor.

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.

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

Annual Review Of Residential Groups

Formal review of residential groups shall be conducted for selective houses only and will be held every year. The standards and procedures by which residential groups will be reviewed during the 2002-03 academic year were not available as of the date of this publication. The Dean of Students Office will announce this process on its website: http://deanofstudents.studentaffairs.duke.edu.
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 its right to deny the request.

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 Residence Life and Housing Services or the Dean of Students Office 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 or guests, to understand that they can be held accountable for the actions of individual members and guests. 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:

How many members were involved? Should individuals be charged instead of, or in addition to, the group?

Were group funds used to support the activity?

Was the activity promoted by the group? Was it announced at meetings or advertised to group members?

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 members of the group should have 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?

Was there a public perception that the group was supportive of the activity?

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, a formal warning, disciplinary probation, social suspension, dissolution, restitution charges, community service hours, or a requirement to present educational programs.
Damages And Cleaning - Care Of Residence Hall And Adjacent Areas

All living groups are responsible for damages and cleaning beyond the normal amount within their residential areas including the grounds adjacent to their residence halls. Behavior requiring extraordinary cleaning may be subject to disciplinary action.

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 the Office of Residence Life and Housing Services. 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 financial charges and disciplinary action for excessive cleaning, 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.

Excessive 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. Extra trash containers are available from the Department of Facilities Management by calling 684-3611 at least two days prior to an event.

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. Specific living groups may be referred to the Dean of Students Office for disciplinary action. If living groups are found responsible for damages, sanctions may include an order to make full restitution.

Damage/Excessive Cleaning Reports

The Office of Residence Life and Housing Services identifies excessive cleaning situations (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). A preliminary investigation will be conducted.

Depending on the circumstances, the supervising residential dean or designee may resolve the matter with the group directly, or refer the matter to the Dean of Students Office for judicial action.

Police/Resident Life Incident Reports

Police and Resident Life Reports may be referred to the residence coordinator, supervising residential dean, or the Dean of Students Office for further investigation.

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 Office of Residence Life and Housing Services and/or the Dean of Students Office 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 Residence Coordinator or supervising residential dean; invitation to meet with dean/Residence Coordinator/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 residential dean or Residence Coordinator; formal warning and/or referral for judicial action; restitution

Level III. Shocking and outrageous scene (multiple Level I/II damages at one time); fire safety violations; prior Level II response; group is already on probation or some other judicial status/notice

Typical Response: referral for judicial investigation; the commons room may be closed by the supervising residential dean or the Dean of Students Office while the investigation is pending

Level IV. Prior Level III response; group is on a 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 policy violations, etc. The group will likely be expected 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 and Excessive Cleaning Charges are Kept on Record

Damages and excessive cleaning will generally be tallied on a yearly basis. 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

The Office of Residence Life and Housing Services or the Dean of Students Office can take an immediate administrative action such as closing a commons room, canceling a party, removing privileges, etc.

A disciplinary hearing panel (through an administrative hearing or the 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 “Appendix B — Disciplinary Sanctions for the Undergraduate Judicial System”).

The Annual Review Committee has access to the same range of sanctions as a disciplinary hearing panel.

What To Do Upon Discovering Vandalism, Messes, or Damages in Your Living Area

Vandalism – contact Duke police and the RA/GA/residence coordinator.

Cleaning – a group has the responsibility of surveying the section prior to the arrival of the housekeeper and cleaning up after themselves.
Damages—call the Service Office (leave a message if after hours), call the residence coordinator (leave a message if after hours), notify RA/GA. If an individual is identified, it is that individual’s responsibility, as well as the group’s responsibility, to notify RA/GA or residence coordinator.

What can the group do to avoid problems?

Get to know your facility manager and housekeeping supervisors; they are generally willing to provide you with extra supplies if you need them.

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. Document when the problem was first discovered and when the house notified the Service Office.

Get to know your RA/GA/residence coordinator 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.)

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.

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.

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.

   Maintenance personnel may enter assigned rooms or apartments at reasonable hours for the purpose of carrying out their assigned tasks and functions. Residence Life and Housing Services personnel will 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.

   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.
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.

Personnel entering residential space may report on the condition of university facilities and equipment, on violations of the Housing License or other university regulations, or on situations which jeopardize the overall health and safety of the resident population. 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 the Office of Residence Life and Housing Services or maintenance personnel.

Reports made as a result of inspections related to physical facilities and/or furnishings will be handled by the Office of Residence Life and Housing Services.

2. No person, with the exception of those listed in section 1 above, shall enter assigned rooms or apartments except under the following conditions:
   • consent of the occupant(s);
   • presentation of a properly drawn legal search warrant;
   • authorization from the Dean of Students Office 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);
   • 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
   • 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. With proper authority to enter a residential space, action may be taken in response to items found in “plain view” or items reasonably discovered while conducting a search.
Event Guidelines and Registration
Event Guidelines and Registration

General Provisions
1. Events in public spaces at which alcohol is present shall be governed by the Alcohol Policy.

2. All residential and social groups are responsible for designating a member to participate in the event management seminar 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. 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.).

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

Registration Policy
1. Events must be registered if ANY of the following occur:
   • Distribution of alcohol.
   • Sound amplification is placed or directed outside.
   • Event is publicized (advertised by commercial ads, banners, posters, written invitations, e-mail, etc.).
   • Event involves a theme, decorations, contracts, or live entertainment.
   • Sponsoring group is using a facility other than the facility in which the group resides.

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

3. 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.

   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 (or four full business days before
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: Rick.Gardner@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.

PROMOTION OF EVENTS WITH ALCOHOL

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 15 feet of all residence halls is prohibited. Grills must be at least 15 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. Fog machines may not be used at indoor events.

10. Violations reported to the Dean of Students Office or the Office of Residence Life and Housing Services will be considered serious offenses and living group and cohesive unit officers will be held accountable.

   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.

CONCERTS IN PAGE AUDITORIUM OR CAMERON INDOOR STADIUM

For safety reasons, all contemporary music concert events in Page Auditorium and all concert events in Cameron Indoor Stadium should be reserved seating only except when the venue is used as a raincall location for outdoor concerts. Exceptions are to be granted by the Event Oversight Committee.

TICKET DISTRIBUTION

The following model for ticket distribution is recommended for events at which large first-day sales are expected. The procedures are as follows:

- Announce a line-number distribution
- Line number instructions: the first 50 numbers will be accommodated at the box office between 10 a.m. and 11 a.m. The next 50 numbers will be accommodated between 11 a.m. and 12 p.m., and so on. Maximum ticket purchase per person to be determined by the sponsoring group.
- In extreme cases, to deter camping for the line-number distribution, the distribution location is not made public until 30 minutes beforehand, and is announced via a webpage.

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 Residence Life)

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. Events in the immediate vicinity of the Chapel must also be approved by the Chapel by calling 684-2572.

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 Dean of Students Office 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 (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. 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) Duke University groups or organizations must sponsor all film presentations 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 NC-17 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.

c) 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 (001A 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.

d) 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 is equipped with 16 mm and 35 mm projectors, and a DVD player. 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.

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. "NC-17" Films Policy - Permission is withheld from film presenters for the showing of NC-17 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 Director of Student Activities for final review.

b) An appeal by all other student groups including DSG-chartered/recognized organizations will be reviewed by the Director of Student Activities 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 NC-17 rated film, the following procedures will be required: the Director of Student Activities 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 Event Oversight Committee 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 Director of Student Activities. 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 Student Activities 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/DVD SHOWINGS AND FEDERAL COPYRIGHT LAW

Federal law prohibits the public display of copyrighted material. This includes videos/ DVDs 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/ DVDs 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, DVDs, and other electronic formats:

1. Never show copyrighted material unless you have paid the proper authority a royalty to do so. For more information, contact the Event Advising Center at 660-1700.
2. Whenever possible, video screenings for entertainment and social purposes should take place in private rooms.
3. Common areas in residence halls and other such university facilities may not be used for the showing of pornographic videos or films.
4. Students are advised that federal copyright law restricts the use of videocassette recorders to private showings and prohibits their public performance.
5. Recording and public screening of pay-per-view cable television and other copyrighted materials (including broadcast television) is also prohibited unless permission from the authority representing the copyright holder has been granted.
Appendix A — 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. (The undergraduate judicial system is part of the larger university judicial system.)

Authority Over Policies and Procedures

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 policies and procedures governing the conduct of undergraduate students may be amended at any time by the vice-president for Student Affairs and may be implemented with adequate notice to the university community.

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. Each community shall have such judicial system as its governing body may provide.

THE UNIVERSITY JUDICIAL BOARD

Jurisdiction

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.

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.
Appendix B – Disciplinary Sanctions for the Undergraduate Judicial System

Any disciplinary hearing may result in penalties (singly or in combination), including, but not limited to, those from the following list. In determining appropriate sanctions, consideration may be given to the nature of and circumstances surrounding the violation, the student’s acceptance of responsibility, prior disciplinary violations, the impact of a sanction on the student, precedent cases, university interests and any other information deemed relevant by a hearing panel/ officer. If a hearing officer/ panel believes that unique circumstances are present which do not justify or excuse the violation, but should be considered in extenuating or reducing the degree of responsibility, a sanction may be reduced or suspended from that typically issued for a given violation.

For cases resolved through the Undergraduate Judicial Board, all sanctions are decided by majority vote with the exception of a suspension or expulsion of an individual or dissolution of a group. These sanctions must be supported unanimously by 3-person panel or by 4 members of a 5-person panel.

Expulsion
Dismissing and permanent removal from the university without possibility of readmission or reinstatement. University censure automatically applies.

University Censure
Official entry on a student’s permanent academic record of serious misconduct. This sanction is never applied unless in combination with serious offenses meriting imposition of suspension or expulsion. (Application of this sanction requires a separate vote of a panel unless accompanying expulsion.)

Degree Revocation/Delayed Degree Conferral
A student’s degree may be revoked or the date of conferral may be delayed for a period of time. In cases where the conferral of the degree is delayed, the hearing officer/ panel or the dean of the college or school may decide whether to allow the student to participate in commencement exercises.

Suspension (Individual)
Dismissal from the university for a specified period of time, which may include the current semester and such additional semesters as deemed appropriate by the hearing panel. One semester may include both summer terms. Readmission as a student in good standing is coordinated through the dean of the college or school and, in addition to guidelines set forth by the academic dean, is contingent upon satisfaction of any conditions stated in the original sanction. Upon a student’s readmission to and matriculation in the university, the student is placed on disciplinary probation for the remainder of his/ her undergraduate career. (Exclusion will be considered in cases resulting in a suspension.)

As suspension constitutes an involuntary withdrawal from the university, a temporary entry to that effect is made on the student’s permanent academic record. In the event that a disciplinary suspension and an academic withdrawal occur simultaneously, the student’s academic dean will determine whether the two withdrawals are to be in effect concurrently or consecutively.

Suspension of Activity/Dissolution (Group)
Residential or cohesive units may be suspended for a specified time period from activities sponsored, cosponsored, performed by, or attended by its members. A suspension is generally followed by disciplinary probation for a specified period of time.
The privilege of a residential or other cohesive unit to be recognized at Duke University also may be suspended or revoked (dissolution).

Withdrawal of Privileges
This may include withdrawal of the privilege to have a car on campus, park on campus, attend or participate in university programs or activities (such as sporting events, intramurals, performances, graduation exercises, etc), or maintain computer account privileges.

Housing License Restrictions/Revocation
A student’s privilege to live on campus may be restricted or revoked. This may include relocation, revocation for a period of time or permanent removal from the residential community.

Disciplinary Probation
A status imposed on students or residential/cohesive units for a specific period of time during which another violation of university policy 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 group’s privileges or eligibility for activities (e.g., study abroad).

Exclusion
A student or group may be excluded from access to or use of specified university-owned premises and/or facilities.

No Contact Order
A student or group may be prohibited from communicating with a named individual.

Warning
A formal written admonition which explicitly states the certainty of a more severe disciplinary sanction for subsequent disciplinary violations.

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

Fine
Payment to Duke University of a reasonable sum of money.

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

Counseling/Medical Assessment and/or Treatment
A hearing panel/officer may recommend or require a student to seek a counseling/medical assessment from CAPS, Student Health, or other appropriate professional. The hearing panel/officer will not be privy to the contents of that assessment without the permission of the student but may require verification that the assessment was completed and that the student followed through with recommendations of the professional.

Educational Projects/Initiatives
Students may be required to complete a project or a written assignment, attend an educational program, or seek assistance from the Academic Skills Center, the university Writing Studio or other university resources.
Appendix C - Support Services for Survivors of Sexual Violence and Dating Violence

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 university policy.

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.

You can get assistance on campus dealing with sexual or dating violence whether it happened recently or in the past. Following is a list of helpful resources. Additional resource information is available at http://wc.studentaffairs.duke.edu.

Information, Advocacy, and Support. You can call Duke's Office of Sexual Assault Support Services (SASS) or the Durham Crisis Response Center (DCRC) 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 or abused.

For Urgent Matters. Contact the Dean-on-Call 24 hours a day, at 970-4169, and at the prompt, enter your phone number and hang up. The Dean-on-Call will call you back and can put you in touch with the SASS coordinator. To schedule an appointment, call or come by the Women's Center, 126 Few Fed (West Campus, across the traffic circle from the Allen Building), 684-3897, or call the SASS crisis line at 681-6882. To reach the DCRC, call 403-6562, 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 (681-WELL). 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.
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, protective orders, or a complaint through the undergraduate judicial system. SASS or DCRC can provide initial information and serve as an advocate for you through any of these processes. You may also contact the Dean of Students Office at 668-3853 to inquire about the on-campus disciplinary process. In the case of a university hearing, sanctions for a finding of responsibility 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.

Campus Sexual Assault Victim’s Bill of Rights

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

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

Health Effects of Alcohol and Other Drugs

A class of drugs most frequently used socially or recreationally (and typically illegally) is psychoactive drugs. These drugs alter states of consciousness. Psychoactive drugs act on the central nervous system or 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

1. 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.

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

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

4. 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.

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


7. 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.

8. Skin and Subcutaneous Tissue Disorders. Skin infections, unsightly changes in the skin, dry skin, boils, skin abscesses, itching, increase in skin moles and benign skin, tumors, spider angiomas, edema.
9. 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.

10. 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, DRUG AND TOBACCO CONCERNS

Emergency Phone Numbers:
1. Duke Emergency Medical Service and/or Police: 911/919-684-2444. Alcohol-related emergencies can be difficult to assess. When in doubt, contact professionals.
2. Student Health’s 24-Hour Phone Number: 919-681-WELL/919-681-9355. Call immediately if there is any question of a student’s safety, or the student has: (1) passed out, (2) vomited, (3) consumed a large amount of alcohol in a brief period of time, or (4) consumed alcohol in combination with other drugs.
3. Duke Hospital Emergency Department: 919-684-2413. If an intoxicated student cannot be aroused, is breathing erratically or slowly, or appears to be in a life-threatening state, get the student to the Emergency Department. Duke Emergency Medical Service or Duke Police can assist in transporting students.
4. 24-Hour Confidential Advice on alcohol or drug-related emergencies can be obtained through Holly Hill Hospital at 1-800-422-1840 or 1-800-447-1800.

Local Inpatient Treatment Facilities
Holly Hill Hospital 919-250-7000
3019 Falstaff Road 1-800-422-1840
Raleigh, NC 27610 1-800-447-1800

Local Outpatient Treatment Facilities
Duke Addictions Program
Civitan Bldg., Duke University Medical Center 919-684-3850
Durham, NC 27710
Holly Hill Hospital919-250-7000
3019 Falstaff Road 1-800-422-1840
Raleigh, NC 27610 1-800-447-1800

Individual Assessment and Counseling
1. Counseling and Psychological Services (CAPS) (919-660-1000). CAPS offers evaluation, consultation, counseling, and referral for individuals with alcohol and other substance abuse issues. Dr. Jeff Kulley is the CAPS specialist in the area of alcohol and substance abuse. Dr. Kulley is available for personal consultation and counseling for students who are concerned about themselves or others because of alcohol or drug use.
2. Duke Addictions Program (919-684-3850). DAP offers evaluation, consultation, and treatment for individuals with alcohol and other substance abuse issues, as well as support services for family members. DAP also provides smoking cessation and nicotine addiction treatment.

Information and Education
1. Counseling and Psychological Services (CAPS) (919-660-1000). Dr. Jeff Kulley, the CAPS specialist in alcohol and substance abuse, is available to provide
customized educational programs about alcohol and other drugs for student living groups and organizations.

2. Healthy Devil (919-684-5610). The Healthy Devil offers a wide variety of information on alcohol, tobacco, other drugs, how to help a friend, healthy decision-making and more. The office also provides videotapes, films, books, and assistance with educational programming for student living groups and organizations.

Support Groups
1. Alcoholics Anonymous (AA) (919-286-9499 or 1-800-662-4357). AA offers emergency support for individuals with alcohol problems in addition to group meetings. Many have found that the 12-step program is the most helpful method of getting sober. There are several AA meetings near campus and several in Chapel Hill with primarily college student membership. For more information, see http://www.chapelhill-carrboroaa.org.

2. Narcotic Anonymous (NA) (919-956-5900 or 1-888-336-4066). Similar to Alcoholics Anonymous except focused on drug abuse/addiction issues. A variety of drugs are addressed, including marijuana and prescription medications.

3. ACOA/AL-ANON (919-403-0687 or 1-888-4AL-ANON). ACOA and AL-ANON meetings are support groups for family members dealing with the impact of living with, or being close to an alcoholic. There are also ACOA/AL-ANON groups in Chapel Hill. The Alcohol-Drug Council of North Carolina is an information and referral service. (1-800-688-4232)

Information/Education:
1. 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.

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

3. 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.

4. 1-800-347-8998. An around-the-clock information and referral service, staffed by recovering cocaine addict counselors.

5. 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.

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


Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance (from http://edc.org/hec/pubs/dfscr.htm)

21 U.S.C. 844(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.
Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
(a) 1st conviction and the amount of crack possessed exceeds 5 grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a
Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanctions. Additional State of North Carolina penalties and sanctions may apply.

Effect on Financial Aid
Under the 2000 reauthorization of the Higher Education Act, eligibility for federal student aid is jeopardized for students convicted of a drug possession charge. For a first conviction, eligibility for aid may be suspended for one year; two years for second; permanently for a third. Eligibility is restored once a student completes a drug rehabilitation program or has the conviction overturned.

North Carolina State Laws Regarding Alcohol and Drugs
For complete information regarding North Carolina state laws governing alcohol, consult the North Carolina General Statutes, Chapter 18B (available online at http://www.ncga.state.nc.us/statutes/statutes.html). Criminal penalties for a violation of these laws include a misdemeanor conviction, community service, possible loss of driver’s license, and/or fines. Repeat violations incur greater penalties. Highlights of state statutes:
It is illegal for anyone less than 21 years of age to:
 Possess malt beverages, unfortified or fortified wine, spirituous liquor, or mixed beverages;
 Purchase or attempt to purchase malt beverages, unfortified or fortified wine, spirituous liquor, or mixed beverages.

It is illegal for anyone (regardless of age) to:
 Aid or abet another in the unlawful sale, purchase, or possession of malt beverages, unfortified or fortified wine, spirituous liquor, or mixed beverages;
 Fraudulently use identification in obtaining or attempting to obtain alcoholic beverages.
The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

### Federal Trafficking Penalties: Marijuana

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
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<tbody>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>Not less than 10 years, not more than life; if death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 20 years, not more than life; if death or serious injury, not more than 40 years. Fine not more than $8 million individual, $20 million other than individual.</td>
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<td>Marijuana</td>
<td>100 kg to 999 kg mixture; or 100-999 plants</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not more than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50 to 99 kg mixture; 50-99 plants</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine of $1 million individual, $5 million other than individual.</td>
<td>Not more than 30 years. If death or serious injury, not more than life. Fine of $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Less than 50 kg mixture</td>
<td>Not more than 5 years.</td>
<td>Not more than 2 years.</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or more</td>
<td>Not more than 5 years. Fine not more than $250,000, $1 million other than individual.</td>
<td>Not more than 10 years. Fine $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or more</td>
<td>Not more than 5 years.</td>
<td>Not more than 2 years.</td>
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</tbody>
</table>

The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.
Index

A
Academic Contempt 12
Academic Dishonesty 12
Academic Integrity 11
Access/ Entry, Unauthorized 26
Administration
   general 8
   general academic 8
Administrative Hearings 32
Advertisements 14
Alcohol Policies 15
Animals on Campus 17
Announcements 14
Appeals of Disciplinary Hearings 34
Arbitration 29

B
Banners 14
Bridge Painting 18
Bulletin Boards 14

C
Calendar 5
Central Campus Apartments 38
Chalking of University Facilities 18
Cheating 12
Cleaning - Care of Residence Hall and Adjacent Areas 42
Commons Room Space 41
Community Judicial Boards 54
Community Standards, Violation of 27
Complaint, Bringing Against Student 29
Computing and Electronic Communications Security, Privacy and Acceptable Use 18
Concerts in Page Auditorium or Cameron Indoor Stadium 49
Conferences 50
Contempt 19, 35
Conventions 50
Copyright Laws and Video/ DVD Showings 53

D
Damage to Property 19
Damages and Cleaning - Care of Residence Hall and Adjacent Areas 41
Demonstrations 24
Disciplinary Action While Civil/ Criminal Charges Pending 35
Disciplinary Action, Referral for 31
Disciplinary Hold 35
Disciplinary Process 31
Disciplinary Records 35
Disciplinary System 30
Disciplinary Hearings 32
Documentation, Practice of 13
Drug Trafficking Penalties (Federal) 62
Drugs and Drug Paraphernalia 19

E
Event Guidelines and Registration 47
Explosives 25

F
Film Restrictions 51
Film Scheduling Procedures and Regulations 52
Films Shown to a General Audience 50
Firearms 25
First-Year Student Residence Halls 37
Fraud 20

G
Gambling 20

H
Hazing 22
Hearing Panels 33
Honor Code 11
Housing License 38
Housing Policies for Selective Living Groups 40
Housing, Off Campus 38

J
Judicial Board Hearings, Undergraduate 33
Judicial Board, University 54
Judicial System 54

L
Living Groups, Residential Guidelines for 40

Index 68
M
Mediation 29
N
Noise 23
Notice of Disciplinary Hearing 33
O
Off Campus Housing 38
P
Parties
  Decorations 48
  Promotion 48
  Theme Parties 48
Pickets 24
Plagiarism 12
Posters 14
Privacy of Students’ Rooms and Apartments 44
Protests 24
R
Reservations
  Classrooms 49
  Common Rooms 50
  Quadrangle Space 50
Residence Halls
  Central Campus Apartments 38
  First-Year Students 37
  Upperclass Students 38
Residence Life 36
Residential Groups, Annual Review of 40
Residential Rules and Regulations 39
Rules and Regulations, Residential 39
S
Safety 25
Sanctions
  Undergraduate Judicial System 58
  University Judicial Board 56
Selective Living Groups, Housing Policies for 40
Sexual Assault 26
Sexual Violence, Support Services 60
Smoking in Residential Areas 26
Social Functions, Group Sponsored 16
Solicitation 26
Substance Use, Resources Concerning 62
T
Theft 26
Ticket Distribution 49
U
Unauthorized Access/Entry 26
Unauthorized Possession 27
Upperclass Residence Halls 38
V
Video/DVD Showings and Copyright Law 53
Violation of Community Standards 27
W
Weapons 25
Witnesses, for Disciplinary Hearing 33
Contents

Academic Calendar– 2002-2003  5
Administration 8

University Policies 10
Academic Integrity 11
Advertisements 14
Alcohol 15
Animals on Campus 17
Bridge Painting 18
Chalking of University Facilities 18
Computing and Electronic Communications: Security, Privacy and Acceptable Use 18
Contempt 19
Damage to Property 19
Disorderly Conduct 19
Drugs and Drug Paraphernalia 19
Fighting 19
Fraud 20
Gambling 20
Harassment 20
Hazing 22
Noise 23
Pickets, Protests, and Demonstrations 24
Safety 25
Sexual Assault 26
Smoking in Residential Areas 26
Solicitation 26
Theft 26
Unauthorized Access/ Entry 26
Unauthorized Possession 27
Violation of Community Standards 27

Resolution of Student Conflict and Alleged Violations of University Policy 28
Bringing A Complaint Against A Student 29
Types Of Resolution 29
Disciplinary Action 30
The Undergraduate Disciplinary System 30
Resolution through a Disciplinary Hearing 32
Resolution through Agreement to Sanctions and/ or Outcome 32
Disciplinary Hearings 32
Administrative Hearings 32
Undergraduate Judicial Board Hearings 33

Residence Life 36
The Housing License 38
Residential Rules and Regulations 39
Housing Policies for Selective Living Groups and Their Members 40
Privacy of Students’ Rooms and Apartments 44

Event Guidelines and Registration 46
General Provisions 47
Registration Policy 47
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion of Events with Alcohol</td>
<td>48</td>
</tr>
<tr>
<td>&quot;Theme&quot; Parties And Decorations</td>
<td>48</td>
</tr>
<tr>
<td>Concerts in Page Auditorium or Cameron Indoor Stadium</td>
<td>49</td>
</tr>
<tr>
<td>Ticket Distribution</td>
<td>49</td>
</tr>
<tr>
<td>Classroom Reservations</td>
<td>49</td>
</tr>
<tr>
<td>Common Room Reservations (See Residence Life)</td>
<td>50</td>
</tr>
<tr>
<td>Quadrangle Space Reservations</td>
<td>50</td>
</tr>
<tr>
<td>Conferences and Conventions</td>
<td>50</td>
</tr>
<tr>
<td>Films Shown to a General Audience</td>
<td>50</td>
</tr>
<tr>
<td>Video/DVD Showings and Federal Copyright Law</td>
<td>53</td>
</tr>
<tr>
<td>Appendices</td>
<td>54</td>
</tr>
<tr>
<td>Appendix A — The Judicial System of Duke University</td>
<td>54</td>
</tr>
<tr>
<td>Appendix B — Disciplinary Sanctions for the Undergraduate Judicial System</td>
<td>58</td>
</tr>
<tr>
<td>Appendix C — Support Services for Survivors of Sexual Violence and Dating Violence</td>
<td>60</td>
</tr>
<tr>
<td>Appendix D — Information and Resources Concerning Substance Use</td>
<td>62</td>
</tr>
<tr>
<td>Index</td>
<td>68</td>
</tr>
</tbody>
</table>