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 School of Engineering comprise a major constituency of the Duke University community. Admission to this community of scholars is a privilege, not a right, and it is expected that its members will adhere to the fundamental standards of honesty, integrity, and respect for the rights of others. Failure to meet these standards may be sufficient cause for dismissal from the university.
The information in this bulletin applies to the 1999-2000 academic year and is accurate and current, to the extent possible, as of July 1999. The university reserves the right to change the information herein without prior notice, in accordance with established procedures.

Duke University does not discriminate on the basis of race, color, national and ethnic origin, handicap, sexual orientation or preference, gender, or age in the administration of educational policies, admission policies, financial aid, employment, or any other university program or activity. If admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students. For further information, contact the Office for Institutional Equity at (919) 684-8222. Duke University has adopted procedures for investigation and remedy of complaints involving harassment. See the Harassment Policy Statement, p. 41.

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

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

This publication may be accessed online at: http://registrar.duke.edu/webpage/bulletin.html.

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.
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Academic Calendar—1999-2000

Fall 1999

August
25 Wednesday—Orientation begins; assemblies for all new undergraduate students
30 Monday, 8:00 A.M.—Fall semester classes begin

September
6 Monday—Labor Day, classes in session
10 Friday—Drop/Add ends
24-26 Friday-Sunday—Homecoming

October
3 Sunday—Founders’ Day
8 Friday, 7:00 P.M.—Fall break begins
13 Wednesday, 8:00 A.M.—Classes resume
15 Friday—Last day for reporting midsemester grades
22-24 Friday-Sunday—Parents’ Weekend
27 Wednesday—Registration begins for spring semester, 2000

November
19 Friday—Registration ends for spring semester, 2000
20 Saturday—Drop/Add begins
24 Wednesday, 12:40 P.M.—Thanksgiving recess begins
29 Monday, 8:00 A.M.—Classes resume

December
9 Thursday, 7:00 P.M.—Fall semester classes end
10-12 Friday-Sunday—Reading period
13 Monday, 9:00 A.M.—Final examinations begin
18 Saturday, 10:00 P.M.—Final examinations end

Spring 2000

January
11 Tuesday—Registration and matriculation of new undergraduate students
12 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 19
17 Monday—Martin Luther King, Jr. Day holiday: classes are rescheduled on Wednesday, January 12
26 Wednesday—Drop/Add ends

February
25 Friday—Last day for reporting midsemester grades

March
10 Friday, 7:00 P.M.—Spring recess begins
20 Monday, 8:00 A.M.—Classes resume
29 Wednesday—Registration begins for fall semester, 2000, and summer 2000

April
14 Friday—Registration ends for fall semester, 2000; summer registration continues
15 Saturday—Drop/Add begins
26 Wednesday, 7:00 P.M.—Spring semester classes end

May
1 Monday, 9:00 A.M.—Final examinations begin
6 Saturday, 10:00 P.M.—Final examinations end
12 Friday—Commencement begins
14 Sunday—Graduation exercises. Conferring of degrees

Calendar 5
University Administration

DUKE UNIVERSITY

GENERAL ADMINISTRATION

Nannerl Overholser Keohane, Ph.D., President
Peter Lange, Ph.D., Provost
Ralph Snyderman, M.D., Chancellor for Health Affairs and Executive Dean, School of Medicine
Tallman Trask III, M.B.A., Ph.D., Executive Vice President
Eugene J. McDonald, LL.M., Executive Vice President - Asset Management
John F. Burness, A.B., Senior Vice President for Public Affairs and Government Relations
John J. Piva, Jr., B.A., Senior Vice President for Alumni Affairs and Development
Myrna C. Adams, J.D., Vice President for Institutional Equity
H. Clint Davidson, M.B.A., Vice President for Human Resources
Janet Smith Dickerson, M.Ed., Vice President for Student Affairs
Robert S. Shepard, Ph.D., Vice President for University Development
Joseph S. Beyer, M.S., Vice Chancellor for Medical Center Development and Alumni Affairs
William J. Donelan, M.S., Vice Chancellor for Medical Center Administration and Chief Financial Officer
Edward W. Holmes, M.D., Vice Chancellor for Medical Center Academic Affairs and Dean, School of Medicine
Michael Israel, M.P.H., Vice Chancellor for Health Affairs and Chief Executive Officer, Duke University Hospital
Jean Gaillard Spaulding, M.D., Vice Chancellor for Health Affairs
R.C. "Bucky" Waters, 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
David B. Adcock, J.D., University Counsel
N. Allison Haltom, A.B., University Secretary
William H. Willimon, S.T.D., Dean of the Chapel
Joseph L. Allewa, M.B.A., Director of Athletics

Trinity College

William H. Chafe, Dean of Trinity College and Dean of the Faculty of Arts and Sciences
Robert J. Thompson, Ph.D., Dean of Undergraduate Affairs
Lee W. Willard, Ph.D., Assistant Dean for Planning and Special Programs
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
Mary Nijhout, Ph.D., Associate Dean for Natural Sciences and Pre-Graduate School Advisor
Ellen W. Wittig, Ph.D., Associate Dean for Humanities
Caroline L. Lattimore, Ph.D., Assistant Dean for Social Sciences
Christa T. Johns, Ph.D., Director of Foreign Academic Programs and Assistant Dean for Study Abroad
Norman C. Keul, Ph.D., Assistant Dean for Pre-Majors and Director of the Pre-Major Advising Center
Kay H. Singer, Ph.D., Assistant Dean for Natural Sciences, Director of Health Professions Advising Center

The School of Engineering

Kristina Johnson, Ph.D., Dean
TBA, Associate Dean for Undergraduate Affairs
Connie Simmons, M.B.A., Assistant Dean for Undergraduate Affairs

Student Affairs

Janet Smith Dickerson, M.Ed., Vice President for Student Affairs
Suzanne Wasiolek, M.H.A., J.D., LL.M., Assistant Vice President

Resource Administration

Caroline Nisbet, B.A., M.A., Director of Resource Administration
Alma M. Jones, M.M., M.B.A., Business Manager
Kyle E. Johnson, A.B., Manager of Information Services

Career Development Center

Leo Charette, M.Ed., Director
John C. Barrow, Ed.D., Director of Career Discovery Programs
Laurence Maskel, Ph.D., Director of International Programs
Donna Harmer, A.B., Assistant to the Director, Career Specialist
Delphonis Avent, B.A., Career Librarian
Patricia O’Connor, Ed.D., Career Specialist
Dian Poe, B.A., Career Specialist  
Virginia Steinmetz, Ph.D., Career Specialist  
Jeff Henley, Ed.S., Director of On-Campus Recruiting  
Sandra M. Tuthill, Career Specialist  
Gail Williams, B.A., M.A., Career Specialist  

Center For Lesbian, Gay, Bisexual, and Transgender Life  
Karen Krahulik, Ph.D., Director  

Counseling and Psychological Services  
R. James Clack, Ph.D., ABPP, Director  
John C. Barrow, Ed.D., ABPP, Assistant Director for Career Development, Groups and Outreach Education  
Libby E. Webb, M.S.W., BCD, Assistant Director for Clinical Services and Administration  
Christine Bell, M.S.W., BCD, Clinical Social Worker  
Anita-Yvonne Bryant, Ph.D., Coordinator of Multicultural Services  
Robin Burchke, Ph.D., Coordinator for Gay, Lesbian, and Bisexual Services and Sexuality Programming  
Lucile Clotfelter, M.D., Psychiatrist  
Mazella Hall, Ph.D., M.S.W., Coordinator of Women's Services  
Stacie McEntyre-Pope, M.S.W., Certified Eating Disorder Specialist  
Rolffs S. Pinkerton, Ph.D., ABPP, Psychologist  
Holly Rogers, M.D., Psychiatrist  
Joseph E. Talley, Ph.D., ABPP, Coordinator of Program Evaluation, Research and Testing Services  

Duke Debate  
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Freeman Center for Jewish Life  
Roger J. Kaplan, Ph.D., Director  
Helena Lawrence, B.A., Program Coordinator  
Nanci Steinberg, B.A., Campus Outreach Fellow  

International House  
Carlisle C. Harvard, B.A., Director  
Stephanie Alt Lamm, M.A., Program Coordinator, Students  
Lisa Moor Giragosian, M.A., Program Coordinator, Scholars  

Intercultural Affairs  
Julian B. Sanchez, M.Ed., Director  
Linda Capers, M.A.L.S., Program Coordinator  

Religious Life  
William H. Willimon, M.Div., S.T.D., Dean of the Chapel  
Kenneth L. Nelson, M.Div., Assistant Dean of the Chapel and Director of Religious Life  
Cheryl Bissette, M.Div., Presbyterian Campus Minister  
Gary Bradley, B.S., Navigators Staff  
Nancy Ferrero-Clark, M.Div., Pastor to the Congregation at Duke Chapel  
Scott Hawkins, M.A., International Students Inc. Campus Minister  
Rick and Sonya Hove, M.Div., and Steve and Tamara Dorch, Advisors, Campus Crusade for Christ  
Steve Hinkle, M.Div., InterVarsity Christian Fellowship Staff  
Joseph Ho, B.S., InterVarsity Christian Fellowship Staff  
Anne Hodges-Copple, M.Div., Chaplain to Episcopal Community at Duke  
Michael Walrond, M.Div., Black Campus Minister  
Paul Palumbo, M.Div., Lutheran Campus Pastor  
Kevin Primus, B.A., Cambridge Christian Fellowship Staff Advisor  
Ted Purcell, D.Min., Baptist Campus Minister  
Brad Tyler and Lynett Young, Staff Advisors for Cambridge Christian Fellowship  
Mark Rutledge, M.Div., Presbyterian Campus Minister  
Joseph Vetter, Catholic Campus Minister  
Dean STORELLI, M.A., Navigators Staff  
Joanna Walsh, M.T.S., Associate Catholic Campus Minister  

Student Development  
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Kathleen C. Wallace, J.D., Associate Dean for Judicial Affairs  
Benjamin Ward, Ph.D., Associate Dean of Student Development, Faculty Program  
Debbie Lo Bianco, M.Ed., Assistant Dean of Student Development  

University Administration 7
Stephen P. Bryan, M.Ed., Assistant Dean for Judicial Affairs
William K. Burig, M.Ed., Assistant Dean of Student Development, Housing
Kimberly Dailey, M.Ed., Assistant Dean of Student Development
Peter C. Mather, Ph.D., Assistant Dean of Student Development
Colleen M. Scott, M.S., Coordinator, Housing
Carmen E. Tillery, Ph.D., Assistant Dean of Student Development

Student Health
William A. Christmas, M.D., F.A.C.P., Director
Jean Hanson, R.N., M.P.H., Assistant Director
Penny Sparacino, R.N., Nursing Supervisor, University Infirmary
Debra Adams, R.D. Dietician Clinician
Jeanine Atkinson, M.S., Substance Abuse Specialist
Lisa Barber-Murphy, M.Ed., C.H.E.S., Health Education Specialist

University Life
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Peter Coyle, A.B., Associate Dean
Melinda Bolger, Ph.D., Assistant Dean, Student Advising/Programming
Brian Denton, A.B., Assistant Dean, Coordinator of Advising
Krista Cipriano, B.F.A., Assistant Dean, Director of the Craft Center
Beverly Meek, B.S., Assistant Dean, Coordinator of Marketing

The Women's Center
Donna Lisker, Ph.D. Director
Stephanie Wilenchek, M.Ed., Coordinator of Sexual Assault Support Services
Shannon Draper, M.S.W., Program Coordinator
Honor at Duke
**The Undergraduate Honor Code**

An essential feature of Duke University is its commitment to integrity and ethical conduct. Duke’s honor system helps to build trust among students and faculty and to maintain an academic community in which a code of values is shared. Instilling a sense of honor, and of high principles that extend to all facets of life, is an inherent aspect of a liberal education.

As a student and citizen of the Duke University Community:
- I will not lie, cheat, or steal in my academic endeavors.
- I will forthrightly oppose each and every instance of academic dishonesty.
- I will communicate directly with any person or persons I believe to have been dishonest. Such communication may be oral or written. Written communication may be signed or anonymous.
- I will give prompt written notification to the appropriate faculty member and to the Dean of Trinity College or the Dean of the School of Engineering when I observe academic dishonesty in any course.
- I will let my conscience guide my decision about whether my written report will name the person or persons I believe to have committed a violation of this Code.
- I join the undergraduate student body of Duke University in a commitment to this Code of Honor.

**Statement By The Undergraduate Judicial Board**

Duke University, as a community of scholars, strongly relies upon the standard of academic integrity. Plagiarism, cheating and other forms of academic dishonesty represent a corruption of this integrity and, as such, cannot be tolerated within the community.

The Undergraduate Judicial Board actively affirms the requirement that every undergraduate student at Duke read and understand the Duke University Undergraduate Honor Code and “Statement on Academic Honesty.” These statements provide a definitive explication of what is required, in terms of academic honesty, of each student in the community. It has been the sad experience of the board that many cases of academic dishonesty are the result of ignorance as to what exactly constitutes dishonesty. We firmly urge that each student refer to these statements whenever there is any question about matters of academic honesty. This small investment in time almost certainly outweighs the possibility of badly damaging one’s academic career through ignorance or carelessness.

Ignorance of what constitutes academic dishonesty is no excuse for actions which violate the integrity of the community. The board must view any offense of academic dishonesty with the utmost gravity and will determine sanctions commensurate with the severity of the violation. Violations typically will result in a student being dismissed for two semesters. In a community which builds upon the notion of academic integrity, the threat of academic dishonesty represents an intolerable risk.
The Importance Of Academic Integrity

Independent learning and the acceptance of individual responsibility are values which are highly regarded among undergraduates at Duke University. It is recognized that personal integrity, and the achievement of genuine scholarship in a community of mutual respect, depend upon the commitments of students as well as faculty to these ideals.

Independent learning sometimes involves one in an investigation of novel data or ideas, and in the formulation of original hypotheses. Yet for most college students, independent learning means the patient search for information, the sifting of criticism which others have published, and the use of this material in the statement and defense of their own conceptions and judgements. From the reading of books, periodicals, and other materials, research papers and original compositions are written in partial fulfillment of course requirements. It is therefore of importance that all students understand what is expected of them in using and acknowledging such source materials.

Some entering students may have given little, if any, thought to the issue of academic honesty, for they may have been permitted to copy word for word encyclopedias and other reference works without the use of quotation marks. More perhaps have become accustomed to paraphrasing other people’s ideas without giving credit to whom credit is due. Some students, who have recognized such common forms of plagiarism and avoided them may have fallen into habits of writing which are nonetheless dishonest. A chief contributing factor is a careless manner of note taking, in which a student’s own comments become hopelessly entangled with the words and phrases copied from sources. When notes of this kind are used as a basis for a report, one usually is either unable to identify clearly the ideas which are not one’s own, or else, since the sources are not open before him/her at the time of writing, one can easily suppose that no credit need be given. In this way essentially honest students can and do unwittingly undermine their own academic integrity, and that of the community of scholars to which they belong.

It is sometimes protested that educators are too scrupulous in this matter, that there are so many borderline cases as to make the maintenance of standards impracticable. Are not books written to be used by anyone who chooses to rely on them? Do not researchers publish their ideas for others to share? How is one able to distinguish clearly between privileged information and public or common knowledge? Yet thoughtful consideration will lead one to see why honesty is the sine qua non of scholarship, the essential binding principle of any sound academic community and why scrupulosity in this matter is necessary.

A scholar’s contributions are his/her ideas and insights; these are their actual achievements. While in college he/she receives recognition for his/her ideas and skills in the form of grades and credit toward graduation and, in some cases, scholarship awards. After graduation, one may be offered fellowships for graduate study or job opportunities on the basis of these accomplishments. Such things are posited on the faith that a scholar’s work and achievements are their own, and that one’s record indicates accurately the extent to which the student is able to organize in his/her own way that knowledge which is important to the work he/she is fitted to do. Unless the evaluation of each student’s accomplishment is based on his real abilities, on work actually done and rewards gained, the student’s college record becomes a fraudulent document, and an unfair advantage is gained over other students whose scholarship is honestly represented. Among the many factors essential to the good life of a quality college, commitment to the value of academic integrity is crucial. Students assume individual responsibility in this matter; their failure to do so, for whatever cause, is especially lamentable.

The following is published to provide basic information on the subject. First, there
Use And Acknowledgement Of Sources

is reproduced a definition of plagiarism which, by furnishing examples, illustrates the improper use of source material.

**A Definition Of Plagiarism***

The academic counterpart of the bank embezzler and of the manufacturer who mislabels his product is the plagiarist, the student or scholar who leads his reader to believe that what he is reading is the original work of the writer when it is not. If it could be assumed that the distinction between plagiarism and honest use of sources is perfectly clear in everyone’s mind, there would be no need for the explanation that follows: merely the warning with which this definition concludes would be enough. But it is apparent that sometimes people of good will draw the suspicion of guilt upon themselves (and, indeed, are guilty) simply because they are not aware of the illegitimacy of certain kinds of “borrowing” and of the procedures for correct identification of materials other than those gained through independent research and reflection.

The spectrum is a wide one. At one end there is a word-for-word copying of another’s writing without enclosing the copied passage in quotation marks and identifying it in a footnote, both of which are necessary. (This includes, of course, the copying of all or any part of another student’s paper.) It hardly seems possible that anyone of college age or more could do that without clear intent to deceive. At the other end there is the almost casual slipping in of a particularly apt term which one has come across in reading and which so admirably expresses one’s opinion that one is tempted to make it personal property. Between these poles there are degrees of deception, but they may be roughly placed in two groups. Close to outright and blatant deceit—but more the result, perhaps, of laziness than of bad intent—is the patching together of random jottings made in the course of reading, generally without careful identification of their sources, then woven into the text, the cement to hold the pieces together. Indicative of more effort and for that reason, somewhat closer to honesty, though still dishonest, is the paraphrase, an abbreviated (and often skillfully prepared) restatement of someone else’s analysis or conclusion, without acknowledgement that another person’s text has been the basis for the recapitulation.

The examples given below should make clear the dishonest and the proper use of source material. If instances occur which these examples do not seem to cover, consult with your instructor, TA, librarian, etc.

**Use And Acknowledgement Of Sources**

***The Source***

The importance of the Second Treatise of Government printed in this volume is such that without it we should miss some of the familiar features of our own government. It is safe to assert that the much criticized branch known as the Supreme Court obtained its being as the result of Locke’s insistence upon the separation of powers, and that the combination of many powers in the hands of the executive under the New Deal has still to encounter opposition because it is contrary to the principles enunciated therein, the effect of which is not spent, though the relationship may not be consciously traced. Again we see the crystallizing force of Locke’s writing. It renders explicit and adapts to the British politics of his day the trend and aim of writers from Languet and Bodin through Hooker and Grotius, to say nothing of the distant ancients, Aristotle and the Stoic school of natural law.

It sums up magisterially the arguments used through the ages to attack authority vested in

a single individual, but it does so from the particular point of view engendered by the Revolution of 1688 and is in harmony with the British scene and mental climate of the growing bourgeoisie of that age. Montesquieu and Rousseau, the framers of our own Declaration of Independence, and the statesmen (or should we say merchants and speculators?) who drew up the Constitution have re-echoed its claims for human liberty, for the separation of powers, for the sanctity of private property. In the hands of these it has been the quarry of liberal doctrines; and that it has served the Socialist theory of property based on labor is final proof of its breadth of view.

CHARLES L. SHERMAN,
“Introduction” to John Locke,
Treatise of Civil Government and A Letter Concerning Toleration.

1. Word-for-Word Plagiarizing

“It is not hard to see the importance of the Second Treatise of Government to our own democracy. Without it we should miss some of the most familiar features of our own government. It is safe to assert that the much criticized branch known as the Supreme Court obtained its being as a result of Locke’s insistence upon the separation of powers; and that the combination of many powers in the hands of the executive under the New Deal has still to encounter opposition because it is contrary to the principles enunciated therein, the effect of which is not spent, though the relationship may not be consciously traced. The framers of our own Declaration of Independence and the statesmen who drew up the Constitution have re-echoed its claims for human liberty, for the separation of powers, for the sanctity of private property. All these are marks of the influence of Locke’s Second Treatise on our own way of life.”

In this example, after composing half of a first sentence, the writer copies exactly what is in the original text, leaving out the center section of the paragraph and omitting the names of Montesquieu and Rousseau where the text is taken up again. The last sentence is also the writer’s own.

If the writer had enclosed all the copied text in quotations marks and had identified the source in a footnote, the writer would not have been liable to the charge of plagiarism; a reader might justifiably have felt, however, that the writer’s personal contribution to the discussion was not very significant.

2. The Mosaic

“The crystallizing force of Locke’s writing may be seen in the effect his Second Treatise of Government had in shaping some of the familiar features of our own government. That much criticized branch known as the Supreme Court and the combination of many powers in the hands of the executive under the New Deal are modern examples. But even the foundations of our state—the Declaration of Independence and the Constitution—have re-echoed its claims for human liberty, for the separation of powers, for the sanctity of private property. True, the influence of others is also marked in our Constitution from the trend and aim of writers like Languet and Bodin, Hooker and Grotius, to say nothing of Aristotle and the Stoic school of natural law; but the fundamental influence is Locke’s Treatise, the very quarry of liberal doctrines.”

Note how the following phrases have been lifted out of the original text and moved into new patterns:

- crystallizing force of Locke’s writing
- some of the familiar features of our own government
- much criticized branch known as the Supreme Court
- combination of many powers in the hands of the executive under the New Deal
- have re-echoed its claims for human liberty...property
- from the trend and aim...Grotius
- to say nothing of Aristotle and...natural law
- quarry of liberal doctrines
As in the first example, there is really no way of legitimizing such a procedure. To put every stolen phrase within quotation marks would produce an almost unreadable, and quite worthless, text.

3. The Paraphrase

Original: Many familiar features of our government are apparent in the *Second Treatise of Government*. It is safe to assert that the much criticized branch known as the Supreme Court obtained its being as a result of Locke's insistence upon the separation of powers...

Paraphrase: “Many fundamental aspects of our government are apparent in the *Second Treatise of Government*. One can safely say...the oft-censured Supreme Court really owes its existence to the Lockeian demand that powers in government be kept separate...”

The foregoing interlinear presentation shows clearly how the writer has simply traveled along with the original text, substituting approximately equivalent terms except where understanding fails him, as it does with “crystallizing,” or where the ambiguity of the original is too great a tax on his ingenuity for him to proceed, as it is with “to encounter opposition...consciously traced” in the original.

Such a procedure as the one shown in this example has its uses; for one thing, it is valuable for the student's own understanding of the passage; and it may be valuable for the reader as well. How, then, may it be properly used? The procedure is simple. The writer might begin the second sentence with: “As Sherman notes in the introduction to his edition of the *Treatise*, one can safely say...” and conclude the paraphrased passage with a footnote giving the additional identification necessary. Or the writer might indicate directly the exact nature of what he/she is doing, in this fashion: “To paraphrase Sherman’s comment...” and conclude that also with a footnote indicator.

In point of fact, this source does not particularly lend itself to honest paraphrase, with the exception of that one sentence which the paraphraser above copied without change except for abridgment. The purpose of paraphrase should be to simplify or to throw a new and significant light on a text; it requires much skill if it is to be honestly used and should rarely be resorted to by the student except for the purpose, as was suggested above, of personal enlightenment.

4. The “Apt” Term

“The Second Treatise of Government is a veritable quarry of liberal doctrines. In it the crystallizing force of Locke’s writing is markedly apparent. The cause of human liberty, the principle of separation of powers, and the inviolability of private property—all three major dogmas of American constitutionalism—owe their presence in our Constitution in large part to the remarkable Treatise which first appeared around 1685 and was destined to spark within three years, a revolution in the land of its author’s birth, and ninety years later, another revolution against that land.”

Here the writer has not been able to resist the appropriation of two striking terms—“quarry of liberal doctrines” and “crystallizing force”; a perfectly proper use of the terms would have required only the addition of a phrase: The *Second Treatise of Government* is, to use Sherman’s suggestive expression, a “quarry of liberal doctrines.” In it the “crystallizing force”—the term again is Sherman’s—of Locke’s writing is markedly apparent...

Other phrases in the text above—“the cause of human liberty,” “the principle of the separation of powers,” “the inviolability of private property”—are clearly drawn directly from the original source but are so much matters in the public domain, so to speak, that no one could reasonably object to their reuse in this fashion.

Since one of the principal aims of a college education is the development of intellectual honesty, it is obvious that plagiarism is a particularly serious offense, and the punishment for it is commensurately severe. What a penalized student suffers can never really be known by anyone but the student; what the student who plagiarizes and “gets away with it” suffers is less public and probably leaves a mark on him or her as well as on the institution of which he is a member.
The Judicial Code
Introduction to the Rules And Regulations of the Undergraduate Community

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

Responsibility for prescribing and enforcing rules and regulations governing student conduct rests ultimately with the Board of Trustees of Duke University and, by delegation, with administrative officers of the university and of the college and school. In the undergraduate college and school, as well as in the university as a whole, many of these rules have been established over the years by cooperative action between students and administrative officers, and in the case of some rules, with participation of faculty members as well. The inclusive set of rules and regulations governs acceptable academic and nonacademic undergraduate student behavior. The enforcement of this set of rules has traditionally been a cooperative endeavor of students, faculty, and administrative officers, who have participated in reviews and have advised college and university officers about appropriate standards and procedures in such matters.

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

The Judicial Code of the Undergraduate Community

Students in Trinity College and the School of Engineering constitute an undergraduate community whose members are subject to the Undergraduate Judicial Code. Violations of the code and certain university regulations are adjudicated before the Undergraduate Judicial Board, composed of representatives of the student body, the faculty, and the administration. The constitution of the board and the procedural safeguards and rights of appeal guaranteed to students are set forth herein. Also provided is an alternative procedure for having cases adjudicated by a dean or administrative panel from the student affairs staff. The judicial code which follows was drafted and approved by the Judicial Review Committee during the 1980 spring semester and amended during the spring semesters, 1982, 1983, 1988, and 1996.

All officers of Duke University and those to whom their powers may be formally delegated are bound by laws of North Carolina and those of the United States. The university is not an island. Students, faculty, administrators, and trustees alike are subject to state and federal laws. Acceptance of admission to the undergraduate school or college of this university carries with it the assumption of a sense of responsibility for the welfare of the community. Also assumed are obligations on the part of each individual to respect the rights of others, to protect the university as a forum for the free expression of ideas, and to obey the laws of the state and nation.
Acts in violation of North Carolina and United States law are necessarily in violation of the Undergraduate Judicial Code. Such acts when committed on university premises are within the cognizance of the Undergraduate Judicial Board unless otherwise expected. When committed off the university premises, they may fall within the board’s jurisdiction if constituting a direct or indirect threat to the university community, whether or not the offense results in action by a regular civil or criminal court.

Proceedings under the Judicial Code of the Undergraduate Community before, during, or after any which may occur in the regular state or federal courts do not subject a student to “double jeopardy” because such jeopardy arises only in criminal law proceedings. Governments alone, not the university, enforce the criminal law. Action by the board or other university agencies enforce the terms under which a student has accepted admission to Duke University and all sanctions imposed relate to a student’s status at the university.

Although the laws of North Carolina and the United States are incorporated in the Judicial Code, enumerated below and included in the following section on university regulations and policies are common infractions lying within the jurisdiction of the undergraduate judicial system. Complaints of alleged violations of these regulations and policies must be filed by members of the university community within two (2) calendar years of the alleged infractions. Conduct found to be in violation of the code is punishable by sanctions contained within this bulletin.

I. Academic Dishonesty
   A. Plagiarism: Expropriation of words, phrases, or ideas of another without attribution for the benefit of one who engages in the act of expropriation. (See “Use and Acknowledgment of Sources” in this bulletin.)
   B. Cheating:
      1. Obtaining access, without the instructor’s permission, to an examination question or questions prior to the instructor’s distribution of the examination.
      2. Copying or attempting to copy during an examination from a resource not authorized by the instructor.
      3. Without the instructor’s permission, collaborating with another, knowingly assisting another or knowingly receiving the assistance of another in writing an examination or in satisfying any other course requirement(s).
      4. Committing fraud on a record, report, paper examination, or other course requirement to be submitted to or in the possession of an instructor.
      5. Submission of multiple copies of the same or nearly similar papers without prior approval of the several instructors involved.
   C. Academic Contempt: In the satisfaction of any course requirement, failure to adhere to an instructor’s specific directions with respect to the terms of academic integrity or academic honesty for that course requirement.

II. Assault and/or Battery
   A. Assault: Any threat of the immediate use of any degree of unauthorized physical force or an attempt to use such force which threatens or gives rise to a reasonable apprehension of force against the person threatened as perceived by that person. (See also Harassment and Hazing.)
   B. Battery: Any use of physical force against a person without his or her consent.
C. Sexual Assault
   1. Sexual Assault I: By stranger or acquaintance, rape, forcible sodomy, forcible sexual penetration, however slight, of another person’s anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.
   2. Sexual Assault II: By stranger or acquaintance, the touch of an unwilling person’s intimate parts (defined as genitalia, groin, breast, or buttocks or clothing covering them) or forcing an unwilling person to touch another’s intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.

III. Taking, Converting, and Selling
   A. Theft I: Any physical taking and carrying away of the personal property of another without the rightful owner’s consent with a result of depriving the owner of its use.
   B. Theft II: Any physical taking and carrying away of community property with a result of depriving the community of its use.
   C. Larceny: Any physical taking and carrying away of the property of another without the rightful owner’s consent and with an intention to convert it to the use of the taker and into the taker’s own property or to convert it to the use of and ownership of a third party.
   D. Embezzlement: Fraudulent conversion of another’s property by one to whom the owner entrusted it.
   E. Fencing: Knowingly receiving or concealing stolen property.

IV. Property Damage: Any damage to real or personal property owned by others, including that owned by Duke University, especially fire equipment, as well as that owned by members of the university community or by visitors to the university.

V. Breaking and/or Entry
   A. Breaking: Any bodily action or attempt by means of such bodily action intended to create an opening for access to real or personal property without consent of the owner of such property.
   B. Entry: Any physical bodily presence within real or personal property without consent of the owner. Such illegal entry includes trespass on unauthorized areas. (See Roof and Ledge Areas, Unauthorized Access.)

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

VII. Fraud
   A. Any intentional misrepresentation of fact in an attempt to induce another to surrender a right or property or to authorize the conferring of a benefit in reliance upon the misrepresentation.
B. Forgery or alteration of documents, including course examinations, papers, or other required exercises, in an attempt to obtain a right or benefit or property.
C. Obtaining a right or benefit or property under false pretenses.
D. Unauthorized misuse of otherwise valid documents.

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

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

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

XI. Illegal Possession
A. Any transporting to or storing on the campus or possession of firearms, weapons, explosives, mace, or fireworks. (See “University Regulations and Policies: Fireworks, Other Explosives and Weapons.”)
B. Any violations of the university’s alcohol or drug policy.

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

XIII. Conduct which is not specifically articulated in Articles I-XII, but which is adjudged by the appropriate authorities of the university to be in violation of the fundamental standard because it is inappropriate, disruptive, or detrimental to the university.

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XV. Amendment of The Undergraduate Judicial System

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

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

2. Selection of Faculty Members. Faculty members of the Board will be appointed by the duly empowered committee of the Arts and Sciences Council through the Dean of Trinity College and by the Dean of the School of Engineering.

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

B. Status of Members
1. Leave of Absence. Any undergraduate member of the Board who takes a leave of absence while remaining in good standing in the University may resume, upon return, the place previously vacated on the Board, provided the student has completed all training and orientation required of Board members.
2. Disciplinary Action Against a Board Member. Students found in violation of the Undergraduate Judicial Code and/or accompanying rules and regulations are considered to be in bad standing with the Board and will be permanently removed from the Board.
3. Removal of Members. The Board may remove any member for cause by a three-fourths (3/4) majority vote, of those members present.

C. Terms Served
1. Undergraduate Members. Undergraduate members will ordinarily serve for terms not exceeding two years.
2. Faculty Members. Faculty members will serve two-year terms, subject to reappointment upon consent. To ensure staggered terms, they may be appointed for a single year.
3. Academic Dean and Student Affairs Members. Deans, administrative staff of Student Affairs, or their designees, will serve throughout the tenure of their appointments.

II. Organization and Duties of the Board and Its Officers
A. The Chair and Vice-Chair
1. The full Board will elect, by majority vote, a Chair and Vice-Chair, both of whom must be undergraduates.
2. The Chair, Vice-Chair, or designee, will preside over any meeting of the Board or any meeting or hearing of a part thereof.
3. The Chair, Vice-Chair, or designee will serve on the Annual Review Committee.

B. The Judicial Officer
1. The Judicial Officer, or designee, is responsible for receiving complaints, conducting investigations, gathering evidence, and preparing and preferring charges relating to offenses within the jurisdiction of the Board.
2. The Judicial Officer may appoint assistants, in such numbers and for such duties under his/her supervision in order to faithfully execute his/her responsibilities.
3. The Judicial Officer, or designee, jointly with the Board, is responsible for recruitment, training, supervision, and direction of a staff of advisors available to accused students.
4. The Judicial Officer will maintain a roster of available members for the regular and summer session terms.
5. The Judicial Officer is responsible for maintenance of the records of the Board. These records include:
   a. A permanent public precedent file provided by panels. It consists of abstracts specifying charges, facts, case dispositions and rationales for such dispositions. Identification of the party or parties, as well as of witnesses, will be omitted.
b. A permanent confidential case file.

c. A "Semester Report of the Undergraduate Judicial Board" to be issued in January and May. It will be a statistical survey designed to order cases: by volume, classification, disposition, and current status (e.g., filed, pending, heard, or on appeal).

d. An "Annual Report of the Undergraduate Judicial Board" to be compiled following adjournment of the Board at the end of the spring semester. The contents will contain:
   1) A listing, by types of cases, of all completely adjudicated cases.
   2) A statistical survey of the business of the Board during the preceding academic year.
   3) A commentary on that business.
   4) Any recommendations which the Board wishes to make.
   5) The "Annual Report" will be released prior to new student orientation in the fall semester.

C. The Board

1. Meet with the Academic Council. The Chair and/or Vice-Chair, as well as a representative of the Office of Student Development, will attend one meeting of the Academic Council at the beginning of either semester to discuss the concerns of the Board in relation to the faculty and the concerns of the faculty in relation to the Board.

2. Consult with the Honor Council. Representatives of the Undergraduate Judicial Board and the Honor Council should consult regularly on issues related to academic integrity.

3. Board Calendar

   a. Regular Terms. The Board or parts thereof will ordinarily hear and dispose of all pending cases in which charges have been preferred during the regular fall and spring semesters, and following the end of the spring semester.

   b. Summer Session Terms

      1) The Chair will ascertain the local availability of Board members for summer session service and those within a 200-mile radius who may be invited by the Judicial Officer to serve at University expense.

      2) The Chair will provide the Judicial Officer with a roster of Board members available for service during all or any portion of the summer sessions.

      3) The Judicial Officer will constitute a five (5) member hearing panel from this list, appoint a Chair and provide an ordinary hearing panel including at least one (1) faculty member and two (2) students.

      4) If the number of student members drawn from the rosters provided is insufficient to constitute the hearing panel provided for in subsection (3) above, the Judicial Officer, with the consent of the Chief Executive Officer of the Undergraduate Student Government will appoint the necessary number of students drawn from the undergraduate student body.

      5) The Summer Session hearing panel will function in the same
manner and with the same procedure as a Regular Term panel, except that the accused may not enjoy more than one (1) preemptory challenge.

III. Jurisdiction
A. The Office of Student Development will exercise jurisdiction over cases:
   1. In which the accused is a named undergraduate student
      a. currently enrolled in, or
      b. not yet matriculated to, or
      c. readmitted to and not yet matriculated to programs of the undergraduate college or school.
   2. In which the accused is a residential or nonresidential cohesive unit, as represented by an officer or regular member.
   3. Which fall without the jurisdiction of the University Judicial Board.
   4. Which fall within the classification of offenses stipulated in the Judicial Code of the Undergraduate Community and the University Regulations and Policies in this bulletin.

IV. Preliminary Investigation Procedures
A. Upon receipt of a complaint, the Judicial Officer or designee, will assemble and examine all evidence either material or relevant to the allegation. This investigatory process may include, but is not limited to:
   1. Receipt of any oral and/or written evidence including documents and records.
   2. Interviewing the accused which must begin with notification by the Judicial Officer or designee, of: a right to remain silent, a right to an advisor as defined herein, a right to waive knowingly one or both of these rights.
   3. Interviewing any holder of evidence.
   4. Receipt from the accused of a written statement submitted in his or her behalf which will become part of the case record.

V. Determination of Probable Cause
A. On the basis of the preliminary investigation, the Judicial Officer will determine whether there exists probable cause, or a reasonable likelihood, for believing that the accused person committed the alleged act(s).
B. Consideration of other civil or criminal proceedings. In determining whether to prefer charges against any accused, the Judicial Officer will consider:
   1. Civil or criminal proceedings completed:
      If, in the judgment of the Judicial Officer, any civil or criminal liability the accused may have already incurred by reason of the action of any civil or criminal tribunal adequately vindicates the interest of the University in punishment of the accused, the University shall have the option to not prefer charges against the accused.
      a. The Judicial Officer shall, however, enter into the record the finding of probable cause and reasons for not preferring any charge.
      b. Should any criminal proceeding result in a felony conviction, the University, through the Offices of Student Affairs and the student’s Academic Dean, reserves the right to summarily dismiss the convicted student.
2. Civil or criminal proceedings pending:
If any civil or criminal action is pending in any civil or criminal tribunal, and, in the judgment of the Judicial Officer, prompt trial before the Judicial Board would be prejudicial and unreasonably burdensome to the accused in respect to the civil or criminal tribunal proceedings, notwithstanding the finding of probable cause, the Judicial Officer may defer preferring any charge. In making this determination, the Judicial Officer will consider the nature of the offense, the nature of the defense that may be offered in either the civil, criminal, or University proceeding, the punishment that may be visited on the accused in either proceeding, the likely delay in the civil or criminal proceedings, any possible impairment of the accused’s ability to defend him/herself in either proceeding by reason of its contemporaneous pendency and the preservation of general peace and order within the University community.

a. If, after a finding of probable cause, the Judicial Officer decided either to defer preferring charges or definitely to abandon them in the situations covered by this paragraph, the Judicial Officer shall, however, enter into the record the finding of probable cause and reasons for deferring or abandoning the preferring of charges.

3. Civil or criminal proceedings in future:
If any civil or criminal action is threatened or likely, the Judicial Officer will be governed by the same considerations set forth in paragraph (2) above, and in addition by the degree of likelihood of civil or criminal proceedings against the accused.

a. If, after a finding of probable cause, the Judicial Officer decided either to defer preferring charges or definitely to abandon them in the situations covered by this paragraph, the Judicial Officer shall nevertheless enter into the record the finding of probable cause and reasons for deferring or abandoning the preferring of charges.

4. In circumstances so warranting under this section (B), the sanction of interim suspension may be invoked.

C. Termination of the Investigation
1. The Judicial Officer will terminate action and report this fact if:

   a. No probable cause is found.

   b. After examination of the Undergraduate Judicial Code and the University Regulations, it is determined that commission of the alleged act does not violate any provision(s) found in the duly promulgated codes, rules, and regulations of the University.

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

   d. It is determined that the Board lacks jurisdiction over the case.
D. Lack of Jurisdiction

1. The Judicial Officer may refer the case to the appropriate agency for resolution if he/she finds that the case, whether or not probable cause exists, falls without the Board’s jurisdiction.

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

VI. “Notice” Following a Finding of Probable Cause

A. Probable Cause: Administrative Hearings

1. In all nonacademic violations, the accused may request and/or accept the offer to have his/her case be heard by the Judicial Officer and/or designee(s) in an administrative hearing.

2. Should the Judicial Officer determine that either the nature or related extenuating circumstances of a case renders it amenable to the administrative hearing alternative provided for in section VII., a written notice will include explicit notice of the availability of such forum to an accused who still may opt for his/her right to a formal hearing before the Undergraduate Judicial Board. Students may waive their right to written notice and elect to have their cases resolved immediately.

B. Probable Cause: Undergraduate Judicial Board Hearings

1. Notice to the Accused. If probable cause is determined to exist, the Judicial Officer will promptly draw up a written notice to be transmitted to the accused together with a summons to appear for a panel hearing at the time and place specified.

   a. The notice and summons will include:

      1) The charges.
      2) Referral to the relevant provision(s) of the Judicial Code, rules and regulations, and procedural rights.
      3) Any additional evidence produced during the investigative process.
      4) Any other material which the Board may instruct the Judicial Officer to supply the accused.
      5) The signature of the Judicial Officer or appointed assistant.
      6) List of members of the panel designated to hear the case.

2. Notice to the Hearing Panel. The Judicial Officer also will prepare the following for the designated hearing panel:

   a. A copy of the probable cause notice to the accused, all evidence gathered in the preliminary investigations, with its sources, and statement of the rights of the accused.

      1) Nowhere in this information will a personal opinion be expressed as to the merits of any evidence, or as to the guilt or innocence of the accused. However, where there are conflicts in the evidence the Judicial Officer may draw the attention of the panel to them. This shall become a part of the written record of the hearing.
3. Notice to the Witness(es). The Judicial Officer will subpoena witnesses as deemed appropriate or as directed by the chair of the hearing panel.

VII. Administrative Hearing
A. Organization
   1. The Judicial Officer and/or designee(s) will confer at the earliest convenient time with an accused who met the requirements specified in VI (A) (2).
   2. The Judicial Officer may summon witnesses as necessary.
B. Verdict and Sanction
   1. In fixing the sanction, the Judicial Officer or designee(s) is(are) governed by all sanctions enumerated in Section XIII of the code.
   2. All decisions are subject to appeal.

VIII. Undergraduate Judicial Board Hearing: General Information
A. Hearing Schedules. The hearing, based on contents of the Probable Cause Notice will take place speedily, ordinarily within thirty (30) days following presentation of charges to the accused. Cases pending at the close of the fall and particularly the spring semesters will be scheduled for review at the earliest date possible.
B. Closed Hearings. The hearing will be closed unless the accused requests an open hearing. If any objection to an open hearing is lodged, the panel will decide the issue by majority vote and, if negative, the accused will receive from the panel a written statement of reasons for rejection of his/her request.
C. Excuse priority. Any student whose presence is required at a hearing will be excused from any other University responsibility which might prevent, impair, or delay his/her presence before a panel, and both the Board and the Judicial Officer will assist such students in making satisfactory arrangements.

IX. Undergraduate Judicial Board Hearing: The Hearing Panel, Victims, Moving Parties, and Witnesses
A. Hearing Panel Organization. Hearing panels will consist of five (5) or seven (7) members as assigned by the Judicial Officer in consultation with the Chair or Vice-Chair. Five-member hearing panels shall consist of three (3) undergraduates, one (1) faculty member, and one (1) dean or Student Affairs administrator. Seven-member hearing panels shall consist of four (4) undergraduates, two (2) faculty members, and one (1) dean or Student Affairs administrator.
   1. The Chair, Vice-Chair, or designee shall preside over each panel.
   2. Removal of Panel Members
      a. Voluntary Removal. Board members may excuse themselves from a hearing panel for any reason.
      b. Recusal. No person presenting evidence against the accused may at any time sit in judgment upon the accused.
B. Rights of Victims or Moving Parties. Victims and/or moving parties shall enjoy:
   1. The right to consult with and/or be accompanied by a member of the university community of his/her choosing prior to and during a disciplinary proceeding. This person may not directly address the panel nor any other participants during the formal hearing proceedings.
2. The right to review evidence submitted in response to his/her filed complaint. This will not include being provided with copies of written material.

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

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

D. Witnesses
1. Defined. Any person with direct knowledge relevant to a case pending before the Board is a material witness.

2. Duty to Appear. The Judicial Officer may require the appearance of material witnesses or, upon the written request of the complainant and/or the accused, the Judicial Officer will require the appearance of such witnesses.

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

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

X. Undergraduate Judicial Board Hearing: Information to and Rights of the Accused

A. Charge Required
1. No case may be heard by the Board in the absence of a finding of probable cause by the Judicial Officer and a clear statement of the charges against the accused or by direct petition to the Board.

2. The Judicial Officer’s signature on the Probable Cause Notice attests to a sufficiency of inculpatory evidence, existence of the Board’s jurisdiction, and the completeness of the charges.

B. Notice to the Accused
1. The accused will be given at least forty-eight (48) hours notice prior to the hearing or prior to continuation of a hearing recessed for an extended period under XI (G)(2).
   a. The accused may waive this right by a signed written statement or by recorded verbal consent during the hearing.

2. In addition to the notice of the hearing date, the accused will be presented with a list of members of the panel designated to hear the case.

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

1. Peremptory (no cause required). The accused may exercise a peremptory challenge directed at not more than three (3) panel members even if a new hearing on an amended charge is required. Such a challenge must be made in writing and submitted to the Judicial Officer at least twenty-four (24) hours prior to the scheduled time of the hearing.

2. For Cause. The accused has the right to challenge on the grounds of prejudice any member of the hearing panel sitting on his/her case. If an accused makes such a challenge, the panel shall deliberate in private to determine whether cause exists. By majority vote of the members of the panel (excluding the member being challenged), a member shall be removed from the case and replaced by a member of the Board designated by the Chair or the Judicial Officer.
   a. The accused retains the right to challenge for cause whether or not he or she has used the three (3) peremptory challenges.

3. Following the removal of any member, the Judicial Officer will appoint a new member to the hearing panel.

E. Advisor to the Accused

1. Right to an Advisor. The accused enjoys the right to have an advisor. The Judicial Officer, or designee, will maintain a list of approved advisors from which the accused may select or be assigned an advisor. The accused may decline the assigned advisor and may select any other member of the University community except members of the Board, or the accused may select no one.

2. Function of the Advisor. The function of the advisor is to advise the accused in the preparation and presentation of his or her case, but the advisor may not directly address the panel nor any other participants during the formal hearing proceedings.

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

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

H. Testimonial Rights. The accused enjoys:

1. The right against self-incrimination.

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

I. Evidence Upon which the Board Will Make a Decision. In reaching its judgment, a panel will consider only documents submitted into evidence, and the testimony of: moving party(ies), accused, and witnesses at the hearing.

J. Right to Examine Written Statement of Any Witness. The accused has the right to examine the written statement of any witness which is relevant to the
K. Right to Confront Witness. The accused has the right to confront any witness who has given a statement relevant to the pending case. The accused may ask questions of any witness under the condition that the panel Chair deems them fair and relevant.

L. Contempt. A willful or deliberate action on the part of the accused to impede, obstruct, unduly delay, lie, or interfere at any stage with, in any manner, the proceedings then or thereafter before or potentially before the Board may be deemed an act or acts in contempt of the Board as determined by a majority of the relevant hearing panel. Such conduct may result in an additional charge of contempt under Section X of the Judicial Code of the Undergraduate Community.

XI. Undergraduate Judicial Board Hearing: Hearing Procedure

A. Character Witness Statements. Prior to the opening of the hearing a character witness may testify to the character of the accused. He/she may not testify to the specifics of the case in question. (See X (F).)

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

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

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

E. Questioning
1. The panel may call and question all witnesses.
   a. The panel chair may sequester witnesses to appear consecutively or direct them to appear before the panel simultaneously.
2. The accused may ask questions of the moving party or any witness(es), under the condition that the panel chair deems them fair and relevant.
3. The moving party and/or witness(es) may not ask questions of the accused directly, but may ask to be recognized by the panel chair if they have any points of clarification or further explanation pertinent to the incident. This provision may be waived by the accused at any point during the proceedings.

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

G. Recesses
1. The panel chair may recess hearings for a short duration of time in order to facilitate the work of the panel.
2. By vote of a majority of the panel members, hearings may be recessed for an extended duration of time in order:
   a. To accommodate extraordinary circumstances such as personal emergencies.
   b. To acquire additional evidence or testimony.
   c. To provide adequate time for considering and setting sanctions.
3. A witness or accused enjoys the right to a brief recess after a lapse of one (1) hour from commencement of the official recording of the hearing.
4. No recess may be declared for the purpose of amending the original charges against the accused. If it is determined during the hearing and prior to verdict and judgment that the charges must be amended,
   a. With the unanimous consent of the hearing panel and the agreement of the accused, the charge(s) may be amended and the hearing may continue, or
   b. Without the unanimous consent of the hearing panel or the agreement of the accused, the hearing must be terminated without prejudice and the procedures set forth in Section IV reinstituted.

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

I. Special Master. At any stage in the proceedings, involving complicated technical or professional subject matter, and at the request of any party or any or all members of a panel, a special master may be appointed by the Chair of the Board in consultation with the Judicial Officer. The special master will render advice to the panel. On the motion of any party or any member of the panel proceedings may be recessed pending the receipt of the special master’s report.

XII. Undergraduate Judicial Board Hearing: Procedures After the Conclusion of the Hearing

A. Verdict and Sanction
1. After the hearing closes, the panel will consider its verdict and sanction in closed session.

2. The verdict is a determination of guilt or non-guilt. A guilty verdict is based on the existence of clear and convincing evidence that the accused committed the act(s) alleged in the charge.

3. The sanction is a statement of the punishment imposed drawn from those enumerated in Section XIII below.

4. The verdict and sanction will be determined by a majority vote of a panel except that any judgment of expulsion or suspension must be supported by at least four (4) members of a five (5) member panel or at least five (5) members of a seven (7) member panel.

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

C. Notification of Verdict and Sanction.

1. The panel chair will promptly inform in writing the Judicial Officer of the decision of the panel, but initial notification may be oral followed by the written abstract as required by E (2).

2. The panel chair or the Judicial Officer shall promptly notify the accused of the verdict and sanction imposed, and shall, at the same time, inform him or her of rights of appeal.

3. At the request of the moving party(ies)/victim, the Judicial Officer may, but is not required to, inform that person or persons of the panel’s verdict and/or sanction. In cases of sexual assault or a violent offense, however, victims will be informed of the Board’s decision as required by law.

D. Status of Student/Group Pending Verdict or Appeal

1. Individual Student. Pending verdict on charges (including appeal) against the accused, the status as a student cannot be changed, nor the right to be on campus or to attend classes suspended, except as provided for by the interim suspension rule XIII (C)(2) or by issuance of a temporary restraining order XIII (C)(3).

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

E. Record or the Hearing

1. Tapes. A separate tape recording will be made for each hearing, clearly labelled, and retained for three (3) years.

2. Abstract. A written abstract of each case will be made by completion of a “Hearing Committee Report Form” signed by the panel Chair.

XIII. Sanctions

The Board is empowered to impose singly or in combination penalties, including, but not limited to, those from the following four (4) classes without regard to personal hardship (see Section XIV. Appeal). Also, sanctions may be compounded for prior violations of the Judicial Code.

A. CLASS I

1. Expulsion. Dismissal and permanent removal from the University without possibility of readmission or reinstatement. University
censure automatically applies. This sanction must be supported by at least four (4) members of a five (5) member panel, or at least five (5) members of a seven (7) member panel.

2. Suspension. This sanction must be supported by at least four (4) members of a five (5) member panel, or at least five (5) members of a seven (7) member panel.
   a. Dismissal from membership in the University for a specified period of time, which may include the current semester and such additional semesters as deemed appropriate by the panel. One semester may include both summer terms.
   b. The privilege of a residential or of any other cohesive unit to exist at Duke University may be suspended or revoked.
   c. Readmission or reinstatement as a student or residential or cohesive unit in good standing is contingent upon satisfaction of any conditions stated in the original sanction.
   d. Upon a student’s readmission to and matriculation in the University or the reinstatement of a residential or cohesive unit to the University, the student or residential or cohesive unit is placed on disciplinary probation for a specified period of time.
   e. As suspension constitutes an involuntary withdrawal from the University, a temporary entry to that effect is made on the student’s permanent academic record.
   f. Residential or cohesive units may be suspended for a specified time period from one or more enumerated activities sponsored, cosponsored, performed by, or attended by said residential or cohesive unit members.
   g. University censure (Class II) may be applied as determined by the panel.

3. Suspended Suspension
   a. For a specified period of time, the penalty of suspension is imposed, but suspended due to the existence of facts deemed mitigating by a panel.
   b. A disciplinary probation period must run concurrently and may run consecutively with suspension.
   c. As no involuntary withdrawal actually occurs, no temporary entry to that effect is made on the student’s permanent academic record.

4. Disciplinary Probation
   a. A status imposed on students or residential or cohesive units for a specific period of time during which another violation of the judicial code or violation of any of the conditions of the probation shall result in an augmented disciplinary action, including the possibility of suspension. Disciplinary probation may include a restriction of the student’s or residential or cohesive unit’s privileges or eligibility for activities.
   b. Revocation of Disciplinary Probation. In the event that a student or residential or cohesive unit has been placed on disciplinary probation by the Undergraduate Judicial Board and subsequently is convicted of violation of a regulation by the University Judicial Board, the revocation of his/her/its probation will
not automatically occur. In such a case he/she/it shall be entitled to a hearing before a panel of the Undergraduate Judicial Board, said hearing being limited to the issue of whether his/her/its probation should be revoked as the result of the original conviction and the conduct which gave rise to a second conviction.

5. Exclusion. A student or group may be excluded:
   a. From public participation or performance in the name of the University other than performance of duties as an elective officer.
   b. From application for, retention of, or any other possession of a University housing license.
   c. From access to, use of, and occupation of specified University-owned premise and/or facilities.
   d. From application for, retention of, or any other possession of a traffic and parking permit.
   e. From application for, retention of, or any other possession of IM privileges.

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

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

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

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

10. No Contact Order. A student may be prohibited from all direct and/or indirect contact with another student.

11. Delayed Degree Conferral. In the case of a graduating senior, his/her degree may be withheld for a specified period of time.

B. CLASS II

1. University Censure
   a. Official entry on a student’s permanent academic record, of serious misconduct including both the fact of the censure and the exact nature and circumstances of the offense.
   b. This sanction is never applied unless in combination with serious offenses meriting imposition of sanction suspension or expulsion. Censure indicates the seriousness of the offense and the absence of mitigating circumstances.
   c. Application of this sanction requires a separate vote of a panel unless accompanying Expulsion.

C. CLASS III

1. Temporary Exclusion. Exclusion from registration, enrollment, or matriculation at the next ensuing semester, including semesters of summer session or eligibility to graduate from Duke University.
(Delayed Degree Conferral) pending relief from verdict and sanction by compliance in good faith with the original order, directive, or subpoena. This penalty is ordinarily used in contempt proceedings described in IX (D)(4) and X(L).

2. Interim Suspension
   a. An extraordinary remedy invoked only in extreme cases requiring immediate action prior to a panel hearing or resolution of an appeal.
   b. If the Judicial Officer, or designee, deems any student’s presence on campus, at any time, to constitute a threat to the general peace and order of the University community and to its several members, that officer may so notify the Dean of the College or School or the Vice-President for Student Affairs, who may, at his or her discretion, suspend the named student from the University for a three (3)-day period pending a hearing before a duly constituted panel of the Board.
   c. If the student or Board requires a continuance, the interim suspension may be extended by the Dean of the College or School or the Vice-President for Student Affairs.
   d. If interim suspension is imposed and the accused is later found not guilty, the University will grant restitution with respect to that student’s academic responsibilities incurred during the period of suspension.
   e. An interim suspension may be converted to a summary dismissal should the student be convicted of a felony.

3. Temporary Restraining Order
   a. A formal written ex parte order issued by a duly constituted panel, or the Judicial Officer, or designee, (in consultation with the Chair of the Board where possible), directing a named actor(s) to cease and desist from engaging in behavior deemed contrary to one or more provisions of the Undergraduate Code.
   b. Such orders are of twenty-one (21) days duration and are renewable by a duly constituted panel, the Judicial Officer, or designee.

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

XIV. Appeal
   A. Right of Appeal. Any student or group may appeal the decision of a disciplinary hearing panel to the Appellate Board, hereinafter defined. Majority decisions of the Appellate Board are final.
   B. Appellate Board. The Appellate Board shall be comprised of the Vice Provost for Student Services, the Vice President for Student Affairs, the senior Associate Dean from Trinity College and the senior Associate Dean from the School of Engineering. An Appeal Panel, which represents the Appellate Board, shall be composed of three of the four members of the Board.
C. Exclusive Grounds for Appeal
   1. Procedural errors substantially affecting the rights of the accused.
   2. Incompatibility of the verdict with the weight of the evidence.
   3. New evidence of a character which may have affected the verdict or sanction.
   4. Proven case of extreme personal hardship as a result of the disciplinary action.

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

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

F. Appeal Outcome. The appellate panel, having ensured that the appellant’s rights have been protected, will submit in writing to the appellant, with a copy to the Judicial Officer, one of the following:
   1. A finding that an appeal of the verdict has merit and therefore is sustained. (Thus, the verdict is reversed and all sanctions withdrawn);
   2. A finding that the appeal has no merit and an affirmation of the action of the original hearing panel;
   3. A finding that the appeal has some merit due to one of the following circumstances:
      a. Procedural errors occurred during the original hearing which substantially affected the rights of the appellant,
      b. New evidence exists which may have affected the verdict or sanction,
c. The alleged offense is deemed to be unusual and the original charge was inappropriate.

In these instances, the appellate panel may modify the decision of the original hearing panel or it may remand the case to the Judicial Officer with a requirement that a new hearing panel be selected to hear the case.

4. A finding that the sanction assessed was excessive, in which case it may assess a sanction which it deems to be appropriate.

5. In cases where a hearing panel’s verdict and/or sanction is reversed, the hearing panel may request a conference with a representative of the appellate panel responsible for the reversal.

XV. Amendment of the Undergraduate Judicial System

A. These policies and procedures may be amended at any time by the Vice-President for Student Affairs only on the recommendation of a duly appointed judicial review composed of undergraduates, faculty, and deans appointed by and acting under that officer’s supervision and direction.

B. All amendments promulgated by the Vice-President for Student Affairs shall be effective from and after the date of promulgation.
Respect for Others
HARASSMENT
(for full policy see 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. This policy is intended
to complement Duke University’s Equal Opportunity Policy (Duke University
Personnel Policy A-5).

Scope
This Harassment Policy applies to all persons who are enrolled or employed at
Duke University while they are on university property or are participating in a
university-sponsored activity off-campus. The Procedures for Resolution of Claims of
Harassment, described below, apply to situations in which both complainant and
respondent are enrolled or employed at Duke University.

Situations which involve others, including applicants for admission or employment
who believe they have been harassed by employees of Duke University, and students
and employees of Duke University who believe they have been harassed by contractors
or vendors serving the University, will be resolved through procedures for complaints
of discrimination. Persons who believe they have experienced these situations should
contact the Office of the Vice-President for Institutional Equity.

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

Definition of Harassment at Duke University
Harassment is the creation of a hostile or intimidating environment, in which verbal
or physical conduct, because of its severity and/or persistence, is likely to interfere
significantly with an individual’s work or education, or affect adversely an individual’s
living conditions.

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.

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.

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

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

2. In so far as Title VII (Equal Employment Opportunity) of the Civil Rights Act of 1964 is applicable (i.e., in complaints concerning carrying out of non-instructional employment responsibilities), the University adopts the definition of sexual harassment found in the Equal Employment Opportunity Commission (EEOC) Guidelines: "conduct of a sexual nature...when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

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

The following behaviors are also prohibited by the Harassment Policy:

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

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

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

3. Intentional Breaches of Confidentiality: All participants in the Harassment Complaint Resolution process, including the complainant and respondent, witnesses, advisors, mediators, members of hearing panels, and officers, shall respect the confidentiality of the proceedings. Breaches of confidentiality jeopardize the conditions necessary to the workings of internal procedures for resolution of claims of harassment. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

A complaint alleging an intentional breach of confidentiality may be pursued using the steps followed for a complaint of harassment. Such a breach may also constitute an act of retaliation. A breach of confidentiality may void the outcome of any previously agreed-upon resolution to a complaint.

Individuals who believe they have been harassed, individuals charged with harassment, and individuals with knowledge of situations in which harassment may
exist should consult Duke University's Procedures for Resolution of Claims of Harassment.

This Harassment Policy and the Procedures for Resolution of Claims of Harassment are only part of Duke University's effort to prevent harassment in our community. In addition to spelling out steps for making and resolving complaints, the University is also committed to programs of education to raise the level of understanding concerning the nature of harassment and ways to prevent its occurrence.

NOTE: This Harassment Policy replaces previous statements on Sexual Harassment in Employment and Sexual Harassment of Students. Specifically it replaces Appendix W of the Faculty Handbook, Policy IX.180 and Policy IX.190 in the Duke University Policy Manual, and the statement on Sexual Harassment of Students in the various school Bulletins.

PROCEDURES FOR RESOLUTION OF CLAIMS OF HARASSMENT

Introduction

The Duke University Harassment Policy reflects the commitment to maintain a community that is free from harassment of any kind. Duke has designed procedures for prompt internal resolution of harassment complaints that arise within the University community. The University expects that the use of these procedures will facilitate a prompt resolution of such complaints.

Some forms of harassment may violate federal and state laws, and a complainant or respondent may choose to invoke external processes to resolve their grievances instead of or in addition to pursuing the procedures set forth herein. Such individuals may contact the appropriate state and local agency, the Equal Employment Opportunity Commission, or the United States Department of Education, Office of Civil Rights. Complainants should note that the statute of limitation for discrimination or sexual harassment charges is typically 180 days from the date of the alleged act of harassment. For information about complaints of discrimination other than those covered by these procedures an individual should contact the Equal Opportunity Office in the Office of the vice-president for Institutional Equity.

Responsibility for overseeing the resolution of claims of harassment rests with the Office of the Vice-President for Institutional Equity. A senior staff member within the Office will be designated to act as Harassment Prevention Coordinator (HPC).

Other University personnel are also available to provide consultation and assistance regarding harassment complaints. Human Resources staff and Labor and Employee Relations Representatives are trained to assist either with informal resolutions or with filing of grievances or complaints. Supervisors of employees and deans who work with faculty and students across the campus can provide guidance about responding to situations that individuals believe to be harassing.

In addition, Harassment Prevention Advisors are persons trained by the officers responsible for the Harassment Policy to assist members of the community either by aiding them through the informal options listed below or by advising them during formal harassment complaint procedures. Because the individuals acting as HP Advisors may change periodically, the names of current HP Advisors are available through the offices listed below.

Counseling and Informal Intervention

A member of the Duke University community who believes that he or she has been harassed in violation of this policy is encouraged to take action in any of the following ways. Although none of the actions described below is required before an individual may file a formal complaint, the University Harassment Policy favors informal resolution of harassment claims whenever such resolutions can be effected fairly.
Options for Informal Resolution

Discuss the situation with Harassment Prevention Advisors and other designated individuals, who are available to assist:

- **Stephen Bryan**  
  Student Development  
  684-6313
- **Carlisle Harvard**  
  International House  
  684-3585
- **Karen Krahulik**  
  Center for LGBTL  
  684-6607
- **Donna Lisker**  
  Women’s Center  
  684-3897
- **Ellen Plummer**  
  Institutional Equity  
  684-8222
- **Julian Sanchez**  
  Intercultural Affairs  
  684-6756
- **Kay Singer**  
  Trinity College  
  684-6221
- **Maggie Sloane**  
  Institutional Equity  
  684-8244
- **Kacie Wallace**  
  Student Development  
  684-6313
- **Sue Wasioltek**  
  Student Affairs  
  684-5363
- **Stephanie Wilenchek**  
  Women’s Center  
  684-3897

For further assistance with complaints regarding harassment and discrimination: Office of the Vice-President for Institutional Equity.

Meet with the individual whose behavior is disturbing, discuss the situation, and make it clear that the behavior is unwanted. Such actions may be discussed with Harassment Prevention Advisors. Contact the supervisor or dean of the person whose behavior is disturbing and request assistance to stop the behavior. Request assistance from Harassment Prevention Advisors for an informal intervention.

**Informal Interventions**

In consultation with the appropriate Harassment Prevention Coordinator (HPC), a Harassment Prevention Advisor may assist an individual who does not wish to file a formal complaint, but who seeks informal intervention by the HP Advisor to end conduct that the person believes violates University policies against harassment. After consultation with the HPC, the HP Advisor or another person designated by the HPC may discuss the alleged conduct with the respondent, remind him or her of University policies against harassment, and seek a commitment by the respondent to comply with these policies. A complainant may request that, whenever possible, such a conversation be held without revealing his or her identity directly to the respondent. Action taken by an HP Advisor under this provision shall not constitute a finding of harassment.

After an informal intervention has concluded, the Harassment Prevention Advisor will send all documentation concerning the complaint to the HPC. This information will go under the complainant’s name in the HPC’s file of Complainant Correspondence. Such a record will be kept in order to document that the claim of harassment was made informally and that a resolution was reached without a finding in the situation. This documentation will be used only if the complainant later raises a question about how the claim was handled, or if the respondent wishes to verify the informal resolution.

**NOTE:** Some forms of behavior which are disturbing to members of the Duke University community may not meet the definition of harassment found in the Duke University Harassment Policy. Such behavior may, nonetheless, be prohibited by other rules or procedures. Some behaviors may be violations of the Undergraduate Judicial Code or Employee Work Rules, or may be covered by various Grievance or Dispute Resolution Procedures. Questions about handling complaints under any of the procedures cited here may be directed to Deans, to Human Resources staff, or to other Harassment Prevention Advisors.
Initiating a Formal Complaint

All complaints of harassment should be filed with the appropriate office as soon after the offending conduct as possible, but in no event more than one year after the most recent conduct alleged to constitute harassment. The HPC may grant a reasonable extension of any other time period established in these guidelines; however, the one year limit for filing a formal harassment complaint shall not be extended.

The one year statute of limitation on the filing of claims of harassment is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated. There may, however, be sound reasons why a complainant does not come forward within a one year period. Although such a complaint cannot be pursued under the formal complaint procedures, there may still be options for responding to such complaints through counseling or informal intervention. If sufficient evidence is available, an investigation can be undertaken by appropriate authorities to determine if the behavior constitutes misconduct sanctionable under other judicial processes.

The process for resolution of formal harassment complaints consists of two stages: Mediation and Hearing Panel. There must be an attempt to mediate before the complaint can be submitted to the Hearing Panel for resolution.

A formal complaint must be submitted in writing to the HPC and signed by the complainant. This written complaint shall include the names of the complainant and the respondent and the details of the conduct alleged to be harassment. Within five calendar days of receiving the written complaint, the HPC will provide the respondent with a copy of the complaint. The respondent must submit to the HPC a response to the charges of harassment within fourteen calendar days. Upon receipt of the respondent’s answer to the complaint, the HPC shall forward a copy of the response to the complainant, and within seven days appoint a mediator to conduct the negotiations required by the first step of the Formal Complaint Procedures.

All employees may choose to utilize existing grievance procedures, and all individuals may, in addition or instead, consult Duke University’s Equal Opportunity Office. When both parties are undergraduate students, cases of alleged harassment may be heard, at the formal grievance state, by the Undergraduate Judicial Board.

Mediation of a Formal Complaint

Within seven calendar days of his or her appointment, the mediator shall schedule a meeting with each of the parties, together or separately, to attempt to negotiate a settlement of the complaint. If a settlement is not reached within fourteen calendar days of this initial meeting, the HPC shall inform both parties in writing that either may seek a resolution of the complaint by a Panel Hearing.

A settlement shall occur when the parties agree in writing to a resolution of the complaint. A resolution may include, but is not limited to, withdrawal of the complaint without the right to refile it; an agreement by the respondent to terminate or not repeat specific conduct; an apology; or participation in counseling. The HPC shall review all settlements to ensure that the parties fully understand the terms. If there is any sanction agreed to as part of the resolution, the official responsible for implementing any such sanction must also agree to the settlement in writing. Settlement need not imply an admission of culpability on the part of the respondent.

Any conduct admitted by the respondent as part of the settlement may be used against him or her in a future proceeding (a) if a hearing panel in such a future proceeding determines that the conduct admitted constituted a violation of the University’s policies against harassment, and therefore should be taken into consideration in recommending a sanction or (b) if the HPC has reason to determine that the respondent has been engaged in a pattern of harassment.
HAZING

Duke University considers hazing to be a serious infraction of university regulations. Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity, sorority, or university premises, to include physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include but are not limited to paddling in any form; creation of excessive fatigue; physical and psychological shocks; road trips; or any other such activities carried on, in, or outside the confines of the university; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of Duke University. (Modified from: Statement on Hazing, Fraternity Executive Association.) The action of even one member of the group may constitute hazing by the cohesive unit, fraternity, or sorority. Any group found guilty of hazing may be warned, placed on probation, or the charter of the group suspended for a period of time or permanently. Individuals responsible for hazing also are subject to disciplinary action. Students should also be aware that hazing is a misdemeanor under North Carolina state law and is punishable by up to a $500 fine and/or six months imprisonment.

NONDISCRIMINATION

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

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

**POLICY ON NONDISCRIMINATION**

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

**DISCRIMINATION: APPEAL PROCEDURES FOR STUDENT EMPLOYMENT**

Complaints from students of discrimination regarding hiring practices should be filed in writing with the Office of Undergraduate Financial Aid, 2106 Campus Drive. A staff representative of the Office of Financial Aid shall notify the university equal opportunity officer in writing of the complaint within ten (10) working days. The equal opportunity officer will investigate the complaint, notify the Office of Student Affairs and the respective college or school of the student, and attempt to reconcile the parties. Should the complainant feel that the complaint of discrimination has not been remedied after receiving a written evaluation from the equal opportunity officer, appeal may be made to the respective dean of the student’s college or school.

46 Respect for Others
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 (919-660-1700) 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 in the Appendix. 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 Chairman of the Hearing Committee will be designated by its members.

The Hearing Committee will conduct its proceedings in accordance with academic due process.

The decision of the Hearing Committee shall be final if the accused is exonerated or if there is no appeal. In other cases appeal may be taken to the President, in which case such appeal shall be solely on the record of the proceedings before the Hearing Committee. Argument on appeal shall be written submission, but the President may in addition require oral argument. The procedures for faculty members will follow the arrangements provided under the Personnel Handbook.

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.
Health and Safety
ALCOHOL

Introduction

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

1. To allow Duke undergraduates who choose to drink the opportunity to use alcohol in social settings in congenial, moderate, and nondestructive ways.
2. To permit social events at Duke in compliance with state laws governing alcohol use to the extent possible. The need for strict control arises, in part, from the fact that the majority of undergraduates are not of legal age to purchase, possess, or consume alcohol.

This alcohol policy does not speak to activities which occur off the Duke campus. Although the university expects its students to conduct themselves responsibly in all settings, this policy focuses on activities that can be controlled reasonably and effectively by campus agencies.

North Carolina State Law Regarding Alcohol

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

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

- **Possess beer or unfortified wine:**
  Penalty: If 19 or 20 years of age, this offense is an unlawful act which carries no conviction and has no legal consequences other than a fine of $25. If 18 years of age or younger, however, it is considered a misdemeanor which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines.

- **Purchase or attempt to purchase beer or unfortified wine:**
  Penalty: If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, this offense will carry a fine of $25. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, this offense will be a misdemeanor resulting in court costs and/or a fine and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant’s driver’s license for one (1) year.

- **Use or attempt to use, in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver’s license; or a fraudulent or**
altered identification document other than a driver’s license; or an identification document other than a driver’s license issued to another person:

Penalty—If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV will revoke the defendant’s driver’s license for one (1) year.

• Permit (aid or abet) the use of one's driver’s license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol:

Penalty—If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV will revoke the defendant’s driver’s license for one (1) year.

It is illegal for anyone (regardless of age) to:
• Aid and abet an underage person in the sale, purchase, and/or possession of alcohol (including giving alcohol):

Penalty—If under 21 years of age, this offense will be a misdemeanor punishable by a fine of up to $500 or imprisonment for not more than six (6) months or both, and upon conviction, the DMV will revoke the defendant's driver’s license for one (1) year.

DEFINITIONS

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

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

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

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

Malt Beverage—beverage containing at least one-half of one percent (0.5%) and not more than six percent (6%) alcohol by volume.

Public Space—all locations other than student’s private rooms or apartments, including, but not limited to, common rooms, hallways, restrooms, balconies, quadrangles, courtyards, benches, classrooms, athletic facilities and sidewalks. Additionally, if two or more private rooms or apartments are designated such that people are moving back and forth between them, the entire area shall be considered a public space.

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

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

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

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

GENERAL PROVISIONS TO THE CONSUMPTION OF ALCOHOL

1. The use of alcoholic beverages is permitted only by those of legal age to drink and in accordance with NC law governing alcoholic beverages.

2. All persons consuming alcohol must carry a valid driver’s license, Special
Identification Card for Nonoperators issued by North Carolina DMV, military identification card, or passport. In addition, when in possession of alcohol, Duke students must carry a Duke Card.

3. No kegs will be permitted in private rooms or apartments.
4. There shall be NO alcoholic beverages in first-year houses.
5. The use of alcoholic beverages in games (e.g., quarters, drink-offs) is prohibited.
6. The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc., is prohibited.
7. Violations of this policy by groups and/or individuals shall be subject to disciplinary action.

ALCOHOL DISTRIBUTION IN PUBLIC SPACE

1. Undergraduate students and their respective living groups and organizations may not distribute alcohol in public space on the Duke campus.

2. Only university approved bartenders, who will be responsible for carding, are permitted to distribute alcohol.
3. Except at events in a licensed facility providing a cash bar, no spirituous liquor or fortified wines may be served to undergraduates.
4. Food and alternative beverage must be available for the duration of the event.
5. The presence of a common container, not being dispensed by a university-approved bartender, shall, in and of itself, constitute distribution and will be sanctioned accordingly.

BYOB Guidelines - Not subject to sanctions

1. Alcohol may not be brought in glass containers to BYOB events that require registration.
2. Individuals are permitted to carry alcohol in a quantity deemed reasonable for their personal consumption during a four-hour period of time.

Health and Safety Intervention

Because health and safety of students is of primary importance, students are encouraged not only to look out for their own health and safety but also for that of their peers. When a person’s health and/or safety is threatened or appears to be in jeopardy, immediate action should be taken to prevent injury/illness/danger. The action may be a call to the Infirmary (684-3367) for assistance in handling a minor illness or a call to Duke Police (911) for assistance in transporting a student to the Emergency Department. Whatever the particular need/problem, it is important to respond in a responsible and timely manner. There will be an automatic referral made for that individual to see the substance abuse specialist for an assessment and possible referral for treatment. However, information obtained during the delivery of medical treatment (including
the actual transport of a student to obtain treatment) will not be used to bring
disciplinary action under the Alcohol Policy against that individual or against a group
or members of a group who assist the student in obtaining medical treatment, provided
that the student group has not violated any other (non-alcohol) university policy.

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

ENFORCEMENT

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

SANCTIONS

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

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

Individuals

A. Violations

Category I
Underage Possession/Consumption and General Provisions Vi-
olutions (including aiding and abetting an underage person in the
sale, purchase, and/or possession of alcohol)

Category II
Impaired and Disorderly*, It shall be a violation of the Alcohol
Policy to be impaired and disorderly in any of the following ways:

1. Blocking or lying across or otherwise preventing or
interfering with access to or passage across a thoroughfare; or

2. Grabbing, shoving, pushing, or fighting others or challenging
others to fight; or

3. Cursing or shouting at or otherwise rudely insulting others;
or

4. Exhibiting disorderly conduct (See Undergraduate Judicial
Code, Section VI., "Disorderly Conduct")

Note: Any situation in which impairment is deemed an aggravat-

* This wording has been adapted from NC General Statutes specifically for the Duke com-
munity to reflect the university's private status.
ing factor in conjunction with a violation of the Undergraduate Judicial Code, the individual may be charged with both a Judicial Code violation and an Alcohol Policy violation.

Category III  Distribution

B. Sanctions Offenses will be accumulated over the course of an undergraduate’s academic career and sanctions will be applied accordingly.

Category I

1st Offense† Formal warning with possible referral to the substance abuse specialist

2nd Offense Housing License placed in Imminent Jeopardy (letter sent to parents of first-year students) with possible referral to the substance abuse specialist

3rd Offense Housing License revocation for one (1) year and disciplinary probation for remainder of academic career with possible referral to the substance abuse specialist

Category II

1st Offense Disciplinary probation for one (1) semester, campus community service (5-15 hours) and/or referral to the substance abuse specialist

2nd Offense Suspended suspension for one (1) year, campus community service (15-30 hours) and/or referral to the substance abuse specialist

3rd Offense Suspension for two (2) semesters with a requirement to seek alcohol abuse assessment and/or counseling before requesting re-admission

Category III

1st Offense Housing License placed in Imminent Jeopardy (letter sent to parents of first-year students), disciplinary probation for one (1) year

2nd Offense Housing License revocation for one (1) year, disciplinary probation for remainder of academic career

3rd Offense Suspension for two (2) semesters

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

A. Violations

Category I  Violations of any General Provisions or Event Regulations (including but not limited to aiding and abetting an underage person in the sale, purchase, and/or possession of alcohol)

Category II  Distribution

† If a student is charged with a Category I, first violation, s/he may enter a plea of guilty and accept the automatic sanction(s) or s/he may request a formal hearing. Additionally, a Category I, first offense violation will be recorded on a student’s disciplinary record for internal purposes only unless the student is found guilty of a subsequent Category I violation. At that time both violations become part of the student’s disciplinary record. If a subsequent violation does not occur, the student’s disciplinary record is considered “clear,” and no reporting of the first violation to entities external to Duke is required.
B. **Sanctions** Offenses will be accumulated on a three (3)-year basis and sanctions will be applied accordingly. After three years from the date of a sanctioned violation, the incident will no longer be counted in the accumulation of alcohol offenses.

**Category I**
May include, but are not limited to, any of the following:
- Disciplinary probation
- Mandatory alcohol awareness programs
- Fines
- Notification to governing body
- Campus community service
- Social suspension
- Loss of University recognition

**Category II**

1st Offense
- Four (4)-week social suspension
- Campus community service (5 hours, per member)

2nd Offense
- Twelve (12)-week social suspension
  - Campus community service (10 hours per member)
  - Notification to governing body (e.g., coach, faculty advisor, national organization, etc.)
  - Fine - $10 per member (Monies collected will be distributed as follows: 50 percent to Duke Police for use in alcohol enforcement and education and 50 percent to the program enhancement fund)

3rd Offense
- Notification to governing body
- Loss of University recognition for one (1) year

**DRUGS**

Duke University prohibits members of its community to possess, use, or distribute illegal drugs, including opiates, barbiturates, amphetamines, marijuana, and hallucinogens, except for legally authorized possession and distribution of drugs of the classes specified. In addition, the presence and use of many of these drugs within the university community are contrary to the intellectual and educational purposes for which the university exists.

The university recognizes that ignorance or innocence concerning such drugs threatens the safety of members of its community. It therefore seeks to provide as much information as it can concerning the consequences of harmful drugs. The university recognizes also that the illicit use of drugs may reflect emotional problems and is prepared to assist its members involved in their use through medical and psychiatric counseling. Nevertheless, the university considers a violation of the drug prohibition a serious matter and reserves the right to take action appropriate to the circumstances of each case.

Action taken by the university in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the person involved and for the maintenance of a suitable educational environment for all members of the university.

**Rules governing drug violations at Duke University are as follows:**

Alleged violations of this policy will be adjudicated by the Undergraduate Judicial Board or appropriate deans, or in the case of non-students, by comparable authorities.
HEALTH AND SAFETY

and their appointed delegates. It is expected that professional judgment will be exercised in referring indicated cases to University health and counseling services.

The two grounds which may constitute occasion for the assessment of penalties are:
1. conviction of a member of the University on a drug charge by a court of law.
2. a finding with the appropriate University tribunal, in conformity with the principle of due process, of sufficient evidence that a member of the University has violated the drug policy.

The maximum penalty to be imposed within the University upon a student for possession or use of marijuana shall be suspension; for the possession or use of other illegal drugs, or the distribution of any illegal drug, the maximum penalty of the University is expulsion. Other members of the University shall be liable to appropriate comparable penalties.

HEALTH EFFECTS OF ALCOHOL, TOBACCO, OTHER DRUGS

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

**Short Term Abuse**

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

**Long Term Abuse**

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

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

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

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

**Digestive Disorders.** Ulcers in the mouth, diseases of the gums, inflammation of the esophagus, stomach, and pancreas, ulcers, cirrhosis, fatty liver disease, alcoholic hepatitis.
**Sexual/Reproductive Disorders.** Impotence, atrophy of testicles, impaired sperm production, absence of menstrual period, decrease in desire/arousal/performance, birth defects.

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

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

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

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

**HELPING RESOURCES FOR ALCOHOL, TOBACCO, AND DRUG CONCERNS**

**Emergency Phone Numbers:**

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

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

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

**24-Hour Confidential Advice** on alcohol or drug-related emergencies can be obtained through the emergency care psychiatric nurse (Durham County General Hospital) at 470-4000; or through Oakleigh Treatment at 470-6600 or Holly Hill Charter at 1-800-422-1840.

**Local Inpatient Treatment Facilities:**

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

- **Holly Hill Hospital** 250-7000
  3019 Falstaff Road
  Raleigh, NC 27610

**Local Outpatient Treatment Facilities:**

- **Duke Alcoholism and Addictions Program** 684-3850
  2213 Elba St. (Civitan Building)
  Box 3074, Duke University Medical Center
  Durham, NC 27710

- **Oakleigh at Durham** 470-6600
  309 Crutchfield Street
  Durham, NC 27704
Holly Hill Hospital
3019 Falstaff Road
Raleigh, NC 27610

Individual Counseling:

**Duke Student Health—Substance Abuse Services**

- Alcohol and Other Drugs—Jeanine Atkinson 684-5771
- Healthy Devil Health Center, 113 House O 684-3620, x 325

**Duke Alcoholism and Addictions Program**

- 2213 Elba Street (Civitan Building)
- Box 3074, Duke University Medical Center
- Durham, NC 27710

**Durham County Substance Abuse Services**

- 705 S. Mangum Street
- Durham, NC 27701

Support Groups:

- **Alcoholics Anonymous (AA)** (286-9499 or 929-1109). AA offers emergency support for alcoholics, in addition to their group meetings. Many have found that the 12-step program is the most helpful method of getting sober. There are AA groups near campus. Call Jeanine Atkinson at 684-5771 for location/date/time.

- **Narcotics Anonymous (NA)** (755-5391). This support group is for recovering drug abusers/addicts, or those who are currently abusing drugs, or members of their families, or friends. The 12 steps are used in this program.

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

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

Information/Education:

- **Duke Substance Abuse Program** (684-5771). The office of the Substance Abuse Specialist is located at the Healthy Devil in room 113 House O. The program offers a wide variety of information on alcohol, tobacco, other drugs, how to help a friend, decision-making and more. This walk-in service also provides videotapes, films and books. Individual or group consultation, information, assessment and referral appointments can be scheduled by calling the Substance Abuse Specialist at Health Education, 684-5771. Confidentiality is ensured.

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

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

- **1-800-COCAINE**. An around-the-clock information and referral service, staffed by recovering cocaine addict counselors.
C.S.A.P. (1-800-662-HELP; 1-800-662-9832 for information in Spanish). A 24-Hour hotline maintained by the Center of Substance Abuse Prevention offers confidential information and referral.

N.C.A.D.I. (1-800-729-6668). The National Clearinghouse for Alcohol and Drug Information offers free print information on alcohol and other drugs. Other media may be available for rent or purchase.

Cancer Information Service (1-800-422-6237; 490-1875). Free telephone smoking cessation counseling, materials, support, referrals. Information in Spanish when needed.


FIRE SAFETY

Durham Fire Marshall Regulations

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

North Carolina law prohibits the use of portable charcoal, gas, or electric grills within 10 feet of all residence halls. Grills must be at least 10 feet away from all residence halls when in use. 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.

Fire Equipment

In an effort to provide adequate protection, fire extinguishers are located in all residence halls. Because of the presence of this equipment, numerous fires have been quickly controlled, avoiding injury or loss of life. The potential impact of having fire extinguishers vandalized or stolen is clear; yet each year individuals continue to disregard the safety and rights of others by destroying and tampering with this equipment.

Damage and/or theft of fire equipment is punishable under North Carolina General Statute 14-286 which carries a maximum penalty of six months imprisonment and/or $500 fine. In addition, students who have allegedly misused or vandalized fire equipment may have their housing licenses revoked and/or be referred for disciplinary action. Judgments may result in the loss of housing privileges and/or other punishment.

To further assure life safety, fire alarm systems are located in each residence hall at convenient locations to alert the occupants in case of fire. Reporting false alarms may result in unnecessary deployment of fire vehicles and the penalties for reporting false alarms or tampering with the alarm system are the same as those listed above. (Also see Housing License.)

Fires On Campus

Open fires 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. Any fire must be reported to Duke University Police and Housing Management. Residents will be charged for fire damage resulting from neglect.
FIREWORKS, OTHER EXPLOSIVES, AND WEAPONS

The General Statutes of North Carolina strictly prohibit the possession of firearms, explosives, starter pistols, and weapons on any university campus. Students are not permitted to bring to the campus or store on the campus any weapon, including any mace, gun, rifle, pistol, explosive, switch-blade, knife, or dagger. Students may not possess fireworks of any kind. If found to be in violation of this policy, students may have their housing licenses revoked and/or be referred for disciplinary action.

PERSONAL SAFETY

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

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

STUDENT HEALTH SERVICES

For information about health services available at Duke, please consult with Student Health Service at 684-3180.

SUPPORT SERVICES FOR SURVIVORS OF SEXUAL VIOLENCE

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

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

For Urgent Matters. To page the SASS Coordinator 24 hours a day, dial 970-2315, and at the prompt, enter your phone number and hang up. The coordinator will call you back. To schedule an appointment, call or come by the Women’s Center, 126 Few Fed (West Campus, across the traffic circle from the Allen Building), 684-3897, or call the SASS crisis line 681-6882.

To reach Rape Crisis of Durham (RCD) 24 hours a day, call 688-2883, and ask to speak to a rape crisis volunteer. Your number and first name will be taken and a volunteer will call you back.
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<th>SERVICE:</th>
<th>Sexual Assault Support Services</th>
<th>Public Safety</th>
<th>Emergency Department Hospital</th>
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**KEY:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

General Provisions

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

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

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

4. At events where distribution occurs, there must be food and alternative beverage. (See regulations under the "Distribution" section of the Alcohol Policy).

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

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

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

8. Any event advertisement may not use alcohol as the focus of the event nor may it encourage excessive drinking. It may, however, reference alcohol and likely will inform others of the type of event being hosted (i.e., BYOB, distribution, dry).

Registration

Events must be registered if ANY of the following occur:

1. Distribution of alcohol.

2. Sound amplification is placed or directed outside.

3. Events are publicized (advertised by commercial ads, banners, posters, written invitations, e-mail, etc.).

4. Event involves a theme, decorations, or live entertainment.

5. Sponsoring group is using a facility other than the facility in which the group resides.

Events must be registered with the Event Advising Center located in 101 Bryan Center, West Campus. Registration forms must be completed and returned for approval to the office the Monday prior to the event. Call 660-1700 for more information. For larger events, and/or events involving contracted performers, early registration is highly recommended. Call 660-1700 or e-mail: events@acpub.duke.edu.
The Event Oversight Committee or designee reserves the right to approve/disapprove the serving of alcoholic beverages at events held in nonresidential locations (to include quadrangles) on a case-by-case basis. Duke University Police Department, in consultation with the Event Advising Center, will determine whether the individual or group sponsoring a registered event will be required to hire Duke police officer(s) to monitor the event.

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

Concerts and events involving the services of a promoter or promotion company may be done by, or in conjunction with, committees of the Duke University Union only.

**PARTY PROMOTION**

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

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

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

In general, creating or promoting any set of circumstances that encourages any of your guests to consume alcohol to the point of intoxication can have far reaching negative consequences of a most severe nature.

Legal proof of negligence in the dispensation of alcohol usually involves the consideration of wide variety of factors, including the manner in which hosts promote social functions where alcohol is served.

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

"THEME" PARTIES AND DECORATIONS

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

1. **Open flames:** Open fires, cooking fires, campfires, bonfires, candles, incense, or any apparatus, device or machine utilizing an open flame are prohibited.

2. **Party Decorations:** Hay, straw, bamboo, pine straw, dried flowers, sand, or other dried natural materials may not be utilized inside or adjacent to the residence halls. Paper products such as crepe paper, newspaper, paper sacks, or other combustible materials will be sprayed with a flame retardant prior to use.

3. **Electrical:** All electrical equipment to include lights, wires, plugs, cords, connections, and sockets must be UL approved. The use of improvised wiring or tying wiring into the existing electrical services is strictly prohibited.

4. **Animals:** Animal(s), regardless of size or species, are strictly prohibited to
attend or participate in any event, party, or meeting.

5. Water, waterfalls, pools, spraying water, running water, or utilizing water in any way is strictly prohibited.

6. Strippers may not be invited or paid to perform at events sponsored by individual students, residential living groups, or cohesive units.

7. The use of portable charcoal, gas, or electric grills, and gas heaters within 10 feet of all residence halls is prohibited. Grills must be at least 10 feet away from any structure when in use.

8. All trash must be removed by the event host at the close of the event.

Violations reported to the Office of Student Development will be considered serious offenses and living group and cohesive unit officers will be held accountable. Offenses reported will be handled by the appropriate adjudicatory body.

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

CLASSROOM RESERVATIONS

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

COMMON ROOM RESERVATIONS (see Residential Policies p. 96)

QUADRANGLE SPACE RESERVATIONS

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

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

CONFERENCES AND CONVENTIONS

Invitations to individuals or to organizations outside the university to hold conferences or conventions on campus must be discussed with and approved by the dean of University Life 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

A. Film Committee Presenters

The two major film committees responsible for carefully chosen film series are (1) the D.U.U. Freewater Film Series, presenting films (in multiple showings of two or three presentations each evening) on Tuesday, Thursday, and Friday in the Griffith Film Theater, Bryan University Center, and on certain occasions children’s films on Saturday morning; and (2) Quadrangle Pictures, the oldest film program on campus, presenting films on Saturday and Sunday.

Participation in these committees is open to students, faculty, and staff. For both series, contact the program advisor or the chairperson of the Freewater Presentations, 101 Bryan University Center, 684-2911.

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

B. General Campus Presenters

Monday and Wednesday evenings may be utilized by general campus presenters (including but not limited to academic departments, departmental groups, residential units, fraternities and sororities, and by organizations chartered or recognized by DSG) to have public showings of films on campus. If admission is charged, the sponsoring group must use the Griffith Film Theater of the Bryan University Center or Page Auditorium, for which appropriate tax payment has been made to the state. The presenters should be aware of and should adhere to the following regulations:

1. 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.

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

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

4. 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.

5. 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

A. **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.

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

C. **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.

D. **Locations and Admission Policies for Film Showings** The auditoriums on the Duke campus authorized for film showings for which an admission is charged are the Griffith Film Theater in the Bryan University Center and Page Auditorium. These venues are covered by a privilege license tax paid by Duke University to the state of North Carolina. To charge admission to films shown in other areas is in violation of state law and brings into question the legal position of the university.

**Free Films.** If no admission is charged and no donation is received, films may be publicly shown in any appropriate room on campus, but their scheduling must adhere to other rules applicable to general campus film presenters to prevent conflicts.

**Possible Film Restrictions**

A. "X-Rated" Films Policy - Permission is withheld from film presenters for the showing of X-rated films until justification for their presentation is made through appeal.

1. An appeal by the Freewater Film Society and by other organizations under the jurisdiction of the University Union will be reviewed by the board of the University Union whose decision will be communicated to the Dean of University Life for final review.

2. An appeal by all other student groups including DSG-chartered/recognized organizations will be reviewed by the Dean of University Life directly. All reviews and subsequent decisions will take into account, among other considerations, the objectives to be served by exhibiting the film, its educational value, and the extent to which the request can be supported by a social or aesthetic justification. When, in response to an appeal, permission is granted to present an X-rated film, the following procedures will be required: the Dean of University Life will (a) decide whether or not the film in question shall be listed in the Duke Dialogue, (b) designate what kind of identification may be required of members of the Duke University community and/or their guests. (At the least, those
attending must show proof of age that complies with North Carolina state law.), and (c) decide whether or not a representative of the Duke University Police Department may be required for the purposes of assisting the sponsoring group, at the latter’s expense.

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

Film Scheduling Procedures and Regulations

A. Regulation-All General Campus Presenters

1.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.

2. General campus film presenters may schedule only one film per semester. All exceptions must be approved by the Event Advising Center.

3. 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.

4. No public film showing (those announced to the general university community) may be scheduled at the same time on the same day as another film which has been scheduled already, unless no conflict is perceived by the group having completed its scheduling paperwork first. It is the responsibility of the sponsoring group to check other campus sources for possible conflicts. The Office of University Life is not responsible for conflicts due to the failure of any party to adhere to the Film Policy at Duke.

5. 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.

6. 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.

7. 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.

8. Non-student groups are responsible for adherence to local ordinance and state law concerning audience admission and the film rating system.
VIDEO SHOWINGS AND FEDERAL COPYRIGHT LAW

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

1. Never charge admission for a video screening of copyrighted material unless you have paid the proper authority a royalty to do so.
2. Whenever possible, video screenings for entertainment and social purposes should take place in private rooms.
3. In the event a video screening takes place in a Common Room, it is advisable to limit viewers to ten (10) people.
4. Common areas in residence halls and other such university facilities may not be used for the showing of pornographic videos or films.
5. Students are advised that Federal copyright law restricts the use of videocassette recorders to private showings and prohibits their public performance.
Residential Policies
Residential Facilities of Trinity College and the School of Engineering

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

The residential facilities of Trinity College and the School of Engineering are available to all full-time single undergraduate students who have been in continuous residence since their matriculation as first-year students as well as to students on leaves of absence or off-campus, provided they have filed the appropriate papers by established deadlines in the Office of Student Development. Duke University residential facilities include residence halls and Central Campus Apartments. While every undergraduate who matriculates as a first-year student is guaranteed four years of university housing provided he/she remains a full-time student, he/she may live in university housing for no more than four years. Students who enroll in graduate or professional programs prior to receiving the undergraduate degree (such as “three/two” programs) are not eligible for undergraduate housing during their fifth year.

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

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

**Central Campus Apartments.** Located on Central Campus is a complex of university owned and operated apartments which accommodate nearly 800 undergraduate students. The remainder of the complex houses a cross-section of graduate students from various schools and colleges of the university. This facility is part of the undergraduate lottery space, and assignment to this space satisfies the university’s guarantee to provide eight semesters of housing.

**General Residential Policies**

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

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

**ACCESS TO RESIDENCE HALLS**

**Residence Hall Security Systems.** All residence halls are locked twenty-four hours a day. Residents have access by using their DukeCards. Other Duke residential students have access to all those living groups which have voted such access between the hours of 9:00 A.M. and 2:00 A.M.; otherwise, access is gained by use of telephones which are installed at the front door of each living group. **DukeCards are not to be loaned or borrowed.**

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

Though limited custodial services for common use areas are available, a student is responsible for the care of his or her room or apartment and furnishings and is required, as a condition of occupancy, to keep the room or apartment reasonably clean and orderly. The university reserves the right for personnel to enter at reasonable hours to inspect the condition of any student’s room or apartment in accordance with the current privacy policy.

Nails, screws, tacks, or adhesives on any walls or woodwork of the residence are prohibited. The utilities, wiring, locks, or screens should not be altered in any way. (See Housing License for more detailed information.)

Games and other activities which may damage lawns or shrubbery adjacent to residence halls or apartments are not permitted. Defacing or painting buildings and adjacent installations, sidewalks, trees, and shrubbery is prohibited.

No student shall enter custodial, utility, or maintenance spaces within the residence halls or apartments unless accompanied by university-authorized custodial or maintenance personnel. Use of roof areas is prohibited.

Complaints and requests pertaining to maintenance, housekeeping, and services should be reported to the Service Office in the appropriate residential area.

Housekeeping services such as cleaning the bathroom, sweeping, mopping, vacuuming, and trash removal will be provided on weekdays during the academic year (excluding holidays) in common areas of the residence halls. Cleaning of individual rooms or apartments is the responsibility of the resident(s).

DAMAGES

Students will be held responsible for damages that occur in their rooms and apartments. Living groups similarly will be responsible for damage to public areas, equipment, and furnishings, buildings, sidewalks, shrubbery, and lawns. Repair costs may be billed to the students in accordance with procedures established by the university. If living groups are found responsible for damages, sanctions may include an order to make full restitution. The Quad Council also may refer specific living groups for disciplinary and/or pecuniary sanctions.

GOVERNANCE STRUCTURE

The House Council

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

To provide adequate funding for house programming, each resident is billed $25 per semester. (Please refer to the House Dues Policy)

The Quadrangle Council

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

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

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

The Campus Council

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

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

GUESTS

A student may not have guests over the objection of his/her roommate(s). Students may have overnight guests for reasonable periods of time, typically not to exceed a 72-hour time period, contingent upon the approval of his/her roommate(s). However, continued use of a residence hall room or Central Campus Apartment by person or persons other than those to whom the room or apartment is rented is prohibited. Overnight guests should not be entertained during examination periods. The Office of Student Development reserves the right to ask a guest to leave if university policies and residence hall regulations are not obeyed or if complaints are received from members of the residential community. Violation of any of these regulations could lead to nonresidents being charged with trespassing and residents (both guest and host) having their housing licenses revoked.

It is important to note that students are responsible for the conduct of their guests,
and any violation of university rules and regulations by a guest shall constitute a violation of the same by the hosting student.

**HOUSE DUES**

Duke University has a strong commitment to a residential community supportive of a rich educational experience. The activities of each residential house which contribute to this experience are possible only through a financial commitment by the members of that house. To support house initiatives, students living within each living group are billed $25/semester, and these funds are collected through the bursar’s office and are deposited into the house agency account. On East Campus, $10 of the dues for each semester are designated for a programming account that is managed by the residence hall staff. This money is used by the staff to ensure the provision of important social and educational opportunities for first-year students. The remaining $15 per resident are managed by the house council. Each resident is encouraged to be an active member of his/her house; however, if extenuating circumstances exist and he/she desires to decline contributing to house programming, a credit form must be requested from the house treasurer by September 17, for the 1999 fall semester, and by January 21, for the 2000 spring semester. Funds collected and deposited into a living group’s on-campus agency account may not be transferred to an off-campus bank account.

**HOUSING LICENSE**

Prior to occupancy of space in a university residence hall or Central Campus Apartment, each student must sign a housing license. Licenses for the residence halls and Central Campus Apartments must be filed with the assistant dean of housing in the Office of Student Development. Refer to the appendices for copies of the residence hall license and the Central Campus housing license.

**Revocation of Housing License**

Residence hall occupancy should be understood as a privilege which is to be maintained under certain standards. This includes abiding by the terms of the housing license 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, tampering with fire and security equipment or use/possession of firearms, weapons (including starter pistols), and explosives (including fireworks). When a license is revoked due to disciplinary action, the university will not refund any portion of the payment for the semester in progress.

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.

**Residence Hall Housing License**

[Full Housing License](http://osd.stuaff.duke.edu/housingassign.html)
The purpose of these terms is to establish understanding among students who reside in Duke University’s residence halls and between these students and the University with regard to use of residential facilities. These terms are an integral part of the license and are enforceable as covenants and conditions license. Any violation of the terms could lead to revocation of this license and/or disciplinary action. Occupants are responsible for the actions of their guests. These terms apply only during periods when the residence halls are officially open for occupancy by licensed students. A student in the residence halls at any other time may be trespassed from the premises.

I. Eligibility

Rooms in the Residence Halls are available for assignment to full-time Duke University students who are working towards a degree. Students who withdraw from school, take a leave of absence, or move off-campus must vacate the room within forty-eight (48) hours from the date of such withdrawal, leave, or move.

II. Payments, retention of payments, and termination of license

A. Students pay for their License on a semester basis. Payments are to be made to the Office of the Bursar in accordance with established terms of that Office.

B. A one hundred dollar ($100) Residential Deposit must be paid by each new student upon admission to the University. While a student lives in university housing, it is understood and agreed that his/her Residential Deposit shall not be applied to fees. Upon permanently vacating University housing, Duke shall, within ninety (90) days, refund said deposit, less any outstanding fees incurred in accordance with the established University policy. Charges for damages in excess of the Residential Deposit shall be assessed to the student. The Residential Deposit will not be refunded after residential space is reserved to new students who fail to matriculate. Any currently enrolled student will receive a refund of the Residential Deposit written cancellation is received by the Office of Student Development by April 30 for the fall semester and by November 1 for the spring semester.

C. Each resident is required to obtain a DukeCard and a room key at the time of his/her occupancy. The room key must be returned to the appropriate Service Office within forty-eight (48) hours of vacating the assigned space. Failure to return the key within the 48 hour time period will result in a charge to the student’s Bursar’s account.

D. Students may cancel fall housing assignments in order to move off campus through June 30, 1999. No penalty is assessed for students submitting written notice to cancel prior to the last day of spring semester classes. Students submitting cancellation requests after the last day of spring semester classes will forfeit the $100 residential deposit and the four-year housing guarantee. Beginning July 1, 1999, students may not cancel and move off campus and are responsible for the entire fall semester’s rent.

E. Students may cancel spring housing assignments in order to move off campus through November 1, 1999. No penalty is assessed for students submitting written notice to cancel prior to November 1, 1999. Students submitting cancellation requests after November 1, 1999, will forfeit the $100 residential deposit and the four-year housing guarantee. Beginning November 2, 1999, students may not cancel and move off campus and are responsible for the entire spring semester rent.

F. An undergraduate student who is seeking release from a residence hall license must notify the Office of Student Development in writing. Students released from their housing licenses after the period of occupancy has begun will be
entitled to a refund of the unused rent. The amount of the unused rent is
determined by the date of written notification to the Office of Student
Development or the date of vacating the residence hall, whichever is later. In
any case, a minimum of $50 will be retained by Department of Housing
Management.

III. Reservation, Assignment, and Room Change Procedures
A. The License will not be effective unless accompanied by a signed Food Contract
for the same academic year.
B. Reservations for preregistered upperclass students who have paid Residential
Deposits and the fifty ($50) prepayment of rent will be made in accordance
with procedures announced by the Dean. Every effort will be made to assign
students in accordance with their preferences; however, the Dean or designee
reserves the right to make or change final room assignments if in his/her
judgment such reassignments are necessary.
C. Exchange or transfer of rooms by students may be made only by the following
procedure: (1) approval of room change by the Dean or designee, (2) official
inspection of vacated room by the Department of Housing Management, (3)
change of keys in appropriate Service Office. In all of the above, the student(s)
seeking the change is (are) responsible for making appointments and
arrangements. Any unofficial room change may lead to revocation of this
License and will not relieve the student(s) involved of the obligation to pay for
occupancy, damages, and other costs for the officially assigned room.
D. Vacancies existing in rooms will be filled by the Dean or designee.
E. While the majority of problems incurred between or among roommates can be
resolved by the students with or without assistance, there are cases in which
astalemate occurs. The Office of Student Development will, in those cases,
reserve the right to convene an arbitration board to resolve the problem. The
decision of the board is final.
F. Undergraduate students assigned to single rooms converted for double
occupancy and double rooms converted for triple occupancy may be moved
to single or double rooms to improve student living conditions and to ensure
better use of facilities. The student will be responsible for the announced rate
of a single or double room as applicable for the remainder of the term of the
License.
G. Vacancies occurring in single rooms used as doubles or in double rooms used
as triples will make the (those) remaining occupant(s) responsible for the
announced rate for a single or double room as applicable for the remainder of
the term of License.

IV. Procedures, Maintenance, Storage, and Damages
A. Maintenance will be performed normally on a routine basis; however,
corrective, emergency, and preventive maintenance will be assigned as
necessary.
B. 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. Entry into the room
for other reasons will be made during reasonable hours with notice to the
assigned occupants.
C. The Department of Housing Management cleans each room prior to
occupancy. Thereafter it is the responsibility of the resident(s) to clean the
The room is expected to be left in a clean condition by the vacating resident(s). If a room requires extraordinary cleaning after occupancy, the cost will be charged to the resident(s). Housekeeping services will be provided on weekdays during the academic year (excluding holidays) only in common areas of the residence halls. The cost of extraordinary cleaning resulting from a living group’s activities will be charged to the living group.

D. The University is not liable for damage or loss of personal property. Because the University does not provide insurance, occupants are encouraged to provide their own personal property insurance.

E. The University is not liable for the failure or interruption of utilities (including air-conditioning in those residential facilities in which air conditioning units have been installed) or for damages resulting from failure or interruption of utilities or equipment. Residents are not entitled to any compensation or abatement of rent.

F. Use of nails, screws, tacks, or adhesives which damage walls, furniture, or fixtures is prohibited. Advice on nondamaging ways of hanging artwork and other items is available from Housing Management.

G. Buildings, building equipment, and furniture repairs or replacements necessitated by damage beyond normal wear and tear will be billed to the appropriate student(s) or living group in accordance with official procedures published by Housing Management. At the end of each academic year, outstanding living group charges will be divided equally among the group’s members and charged to their student ledgers.

H. The assigned occupant(s) is (are) responsible for reporting to Housing Management defects or damages found in a room within five working days after occupancy. (Forms are provided for the initial inspection by the Department of Housing Management.) The resident(s) of a room will be charged for any damages or modifications found in the room after occupancy unless previously noted on the inspection form.

I. Each bedroom is equipped with furniture by the Department of Housing Management. The resident(s) of a room will be charged for any furniture missing from that room. Personally owned furniture may be added to the room by a resident provided all residents of that room consent and the furniture is removed by the residents at the end of occupancy. Costs for removing any remaining personal furniture will be charged to the residents.

J. Students are collectively responsible for care of public areas including furnishings and equipment. Commons furniture owned by Duke University Housing Management may not be removed from its intended location. Anyone doing so may be charged with theft under the Judicial Code. Commons furniture found in bedrooms may be removed by University personnel at the expense of the occupant(s).

K. Resident students may place empty trunks, luggage, and specialized packing cartons (e.g., stereo boxes) in storage rooms during the effective period of the license at no charge. The University takes no responsibility for the items stored or their contents. Procedures for storage on a fee basis are available from the Department of Housing Management.

L. Non-University property left in rooms after the license period terminates will be disposed of at the discretion of Housing Management.

V. Terms Affecting Rights, Order, Health, And Safety

The following Terms are designed to protect the health and safety and to provide for the comfort and privacy of all students who are licensed to occupy residence hall
space. In addition to the following specific Terms, any conduct which reflects a serious disregard for the rights, health, security, and safety of other occupants of the residence halls will be regarded as a violation of the License. Every effort will be made to assign students in accordance with their preferences. However, the Dean reserves the right to make or change final room assignments if in his/her judgment such reassignments are necessary.

A. Students are entitled to privacy in their assigned rooms as set forth in the University Privacy Policy published in the Bulletin of Information and Regulations. 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.

B. The unofficial use or possession of residence hall keys, including possession of master keys or keys other than those assigned to the student, is prohibited. Keys are not transferable; switching keys with other students is prohibited.

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

D. Lost/stolen DukeCards must be reported immediately to the DukeCard Office and a replacement can be obtained. A lost/stolen key must be reported immediately to the appropriate Service Office and a replacement key obtained. A lost/stolen key will result in a charge to the student’s Bursar’s account. The bedroom door lock will be changed if the resident is unable to present the lost/stolen key to the Service Office within two weeks.

E. Except in case of fire, firefighting equipment and alarms shall not be tampered with and shall remain in place. Residents must comply with all fire drills and fire regulations. Fires must be reported to Duke Police and Housing Management.

F. Personally owned air-conditioning equipment and heating is not permitted in residence hall areas. Compliance with any existing University energy conservation policy is required.

G. Tampering with electrical wiring, including, but not limited to, the installation of direct wired ceiling fans and dimmer switches, is prohibited.

H. Locks and plumbing are not to be tampered with or changed by occupants.

I. Damage caused by electrical appliances which are not owned by Duke University is the responsibility of the resident(s).

J. Waterbeds are prohibited.

K. In accordance with North Carolina General Statute 14-269.2, no firearms, explosives, fireworks, highly inflammable materials, or any articles which may be used as offensive weapons may be in the residence halls or on the campus. This includes knives, slingshots, clubs, mace, pellet guns, rifles, BB guns, and all firearms and items of like kind.

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

M. No personal effects may be left in the hallways, stairwells, or common areas of the residence halls; any personal effects so found will be disposed of at the
discretion of the Department of Housing Management.

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

O. A room may be occupied only by the student holding a License for that room. This License may not be transferred by the student to another person. Guests are permitted in student’s rooms and common areas for reasonable periods of time subject to the consent of each resident of a room and the specified residence hall visitation policies for each residential unit.

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

Q. Access to roofs and attic space is forbidden.

R. Boisterous conduct in violation of the University noise policy is prohibited.

S. Occupants are responsible for the conduct of guests, and any violation of University rules and regulations by a guest shall constitute a violation of same by occupants. Occupants not present during violations will still be held accountable.

T. Candles, other open flame devices, and incense are strictly forbidden for use inside University facilities except during the official religious ceremonies such as the observance of Chanukah. Those individuals wishing to utilize candles in observance of a religious holiday should contact OESO-Campus Fire and Safety Division to obtain information concerning fire prevention.

U. Platforms, partitions, or similar structures may not be erected anywhere in the residence halls by students or living groups without the written approval of the Director of Housing Management or designee. Lofts may be erected only if a loft permit is completed and returned to the appropriate Service Office.

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

W. In accordance with the North Carolina State Fire Prevention Code, use of portable charcoal, gas, and electric grills within 10 feet of residence halls is prohibited.

Central Campus Housing License

The purpose of these Terms is to establish a mutual understanding among students and the University with regard to use of facilities in the Central Campus Apartments. These Rules, Regulations, and Other Terms are an integral part of this License and are enforceable as covenants and conditions of the License. For further information please refer to the Central Campus Handbook.

I. Eligibility

Units in the facilities are available for assignment to full-time Duke University students who are working towards a degree. Students who withdraw from school or take a leave of absence must vacate the apartment within forty-eight (48) hours from date of such withdrawal or leave or the official move-out date at the end of the semester, whichever comes first.
II. Payments

A. **Residential Deposits.** Unless previously paid, a student who wishes to reserve a unit in Central Campus Apartments, must submit a Residential Deposit of one hundred dollars ($100) to the Office of Student Development. While a student lives in University housing, it is understood and agreed that his/her Residential Deposit shall not be applied to housing fees. Upon termination of this License and vacating University housing, Duke shall, within ninety (90) days, refund said deposit, less any outstanding fees incurred, in accordance with the established University policy. Charges for damages in excess of the Residential Deposit shall be assessed to the student. The Residential Deposit will not be refunded after an assignment has been made to students who cancel their assignments, forfeit their assignments, or fail to occupy the residential space except as noted below in Section III(I) and (J).

B. **Keys.** Each resident of a housing unit is required to obtain one key to the unit and one mailbox key at the time of his/her occupancy. The keys must be returned within forty-eight (48) hours of vacating the assigned space. Failure to return the keys within the 48-hour period will result in a charge to the student’s bursar’s account.

C. **Housing Fees.** Payments for housing are to be made to the Office of the Bursar before occupancy in accordance with established terms of that office. Payments are to be made on a semester basis.

III. **Reservation, Assignment, Space Change, And Cancellation Procedures**

A. The license will not be effective unless accompanied by a signed Dining Plan for the same academic year.

B. Students applying for spaces in Central Campus Apartments who have paid the required residential deposit will be assigned to the apartments by lottery. Undergraduate students who are presently living in University housing will be assigned to apartments in accordance with procedures published by the Office of Student Development.

C. The number of students to be assigned to various types of units is established by the Department of Housing Management.

D. Every effort will be made to assign the students in accordance with their preferences. Because this is not always possible, the Office of Student Development retains the authority to make final space assignments.

E. While the majority of problems incurred between or among roommates can be resolved by the students, with or without assistance, there are cases in which a stalemate occurs. The Office of Student Development will, in those cases, reserve the right to convene an arbitration board to resolve the problem. The decision of the Board is final.

F. The exchange or transfer of apartments may be made only upon approval by the Office of Student Development. It is the responsibility of a student vacating space or exchanging apartments to make the apartment ready for the new tenant. The space to be vacated will be inspected by a representative of Housing Management to relieve the vacating student of financial responsibility for damage occurring after the student vacates. Any unofficial apartment change may be reason for revocation of this license and will not relieve the student(s) involved of the obligation to pay occupancy, damage, and other costs for the assigned space.

G. The Office of Student Development makes no effort to assign individual bedroom space within each unit. That responsibility is left to the assigned occupants.
H. Units shall not be occupied in whole or in part by any person other than those regularly assigned by the Office of Student Development. Occupants may not sublet assigned space. Guests are permitted for short periods only, provided all residents of that unit consent.

I. The Office of Student Development reserves the right to change space assignments if in his/her judgment such change(s) is (are) necessary. This includes relocating a resident from his or her apartment, where there is a vacancy, to another apartment which has a vacancy in order to free a whole apartment for a pair of roommates.

J. Students may cancel fall housing assignments in order to move off campus through June 30, 1999. No penalty is assessed for students submitting written notice to cancel prior to the last day of spring semester classes. Students submitting cancellation requests after the last day of spring semester classes will forfeit the $100 residential deposits and the four-year housing guarantee. Beginning July 1, 1999, students may not cancel and move off campus and are responsible for the entire fall semester rent.

K. Students may cancel spring housing assignments in order to move off campus through November 1, 1999. No penalty is assessed for students submitting written notice to cancel prior to November 1, 1999. Beginning November 2, 1999, students may not cancel and move off campus and are responsible for the entire spring semester rent.

IV. Procedures, Maintenance, Storage, And Damage

A. Maintenance to buildings, fixtures, utilities, equipment, furniture, and furnishings will be performed on a routine basis; however, corrective emergency and preventive work will be performed as necessary.

B. Prior to occupancy, the Department of Housing Management will clean each vacant unit and will correct deficiencies. An inspection form will be made available for each apartment. Each assigned student should note on the form the condition of the apartment and furnishings at the time of occupancy to prevent misunderstandings. Instructions on the form must be followed.

C. Occupants shall maintain the demised premises, the furnishings and equipment therein in good condition and shall be responsible for all broken windows and door glass, the failure of plumbing or equipment caused by misuse and other damage beyond normal wear and tear. In such cases, occupants shall be assessed the cost of materials and labor as invoiced by the Department of Housing Management for repairs, replacements, or reassembly. The Department of Housing Management shall have routine maintenance performed and agrees to make such repairs as may be rendered necessary insofar as the cause thereof does not arise from the willful acts or negligence of the occupant(s). No alteration, addition, or painting may be conducted within the premises by the occupant(s).

D. Locks and plumbing are not to be tampered with or changed by residents. Additional locks may not be installed.

E. The University retains the right to enter the premises without the tenant being present for the following reasons: (1) to take care of an emergency or failure of equipment which is causing damage or hazard to property or persons, (2) to conduct inspections to determine availability of space, (3) to carry out routine maintenance, and (4) to ensure that the furnace has been left on and that the thermostats have not been set below 50 degrees during the break between the fall and spring semesters. Furnaces that have been turned off will be turned on and thermostats will be set at 50 degrees by the Department of Housing
Management. Entry into the apartment for other reasons will be made during reasonable hours with notice to the assigned occupant(s).

F. Non-Duke University Housing Management property left in apartments after the license period terminates will be disposed of at the discretion of Housing Management.

G. The unofficial use or possession of apartment keys, including possession of master keys or keys other than those assigned to the student, is prohibited.

H. Lost/stolen keys must be reported immediately to the Central Campus Service Office and a replacement key must be obtained. A lost/stolen key will result in a charge to the student’s Bursar’s account. The lock(s) to the apartment will be changed if the resident is unable to present the lost/stolen key to the Central Campus Service Office within two weeks.

I. The University is not liable for damage or loss of personal property. Because the University does not provide insurance, occupants are encouraged to provide their own personal property insurance.

J. The University is not liable for damage, failure, or interruption of utilities. Interruption or curtailment of such services will not entitle the resident to any compensation or abatement of rent.

K. Furniture or equipment owned by Duke University Housing Management placed in the unit may not be removed from the unit.

L. Pianos, washing machines, dryers, dishwashers, radio transmitters, external radio or television antennas, and waterbeds are not authorized in these units.

M. Use of screws, hooks, decals, and adhesive on walls, furniture, or fixtures is prohibited. Small picture hanging nails provided by the Central Campus Service may be used; however, heavy items may not be hung.

N. Washing of cars in the Central Campus area is prohibited.

O. No dusting or shaking of mops, brooms, or other cleaning material from the windows, doors, and balconies is permitted.

P. No fences may be put up around the apartments.

Q. Outside clotheslines are prohibited.

R. Access to roofs and attic spaces is prohibited.

V. Terms Affecting Rights, Order, Health, And Safety

The following terms are designated to protect the health and safety and to provide for the comfort and privacy of all students who are contracted to occupy units in the Central Campus Apartments. In addition to the Rules, Regulations, and other Terms, any conduct which reflects a serious disregard for the rights, health, security, and safety of other residents will be regarded as a violation of the License.

A. Combustible materials shall not be stored on the premises. Empty boxes, trash, and other combustibles shall not be stored outside of Central Campus Apartments or Town House Apartments.

B. Sidewalks, stairways, and entryways must not be used for purposes other than ingress or egress. Bicycles 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.

C. Nothing shall be hung from balconies, porches, gutters, or stairwells.

D. In accordance with North Carolina General Statute 14-269.2, no firearms, explosives, fireworks, highly inflammable materials, or any articles which may be used as offensive weapons may be in the Central Campus facilities. This includes slingshots, dubs, mace, pellet guns, rifles, BB guns, and all firearms and items of like kind.
E. Tampering with electrical wiring, including but not limited to the installation
of direct-wired ceiling fans and dimmer switches, is prohibited.
F. Delivery trucks, automobiles, motorcycles, scooters, and minibikes will not be
permitted on lawns and walkways, patios, or stairwells. These vehicles must
be parked in legal parking spaces. Motorcycles, scooters, and minibikes may
not be stored in the apartment.
G. Animals, including but not limited to birds and reptiles, shall not be taken into
or kept in or about the units. An extermination, at the residents expense, will
be done if an animal enters the apartment. Fish are allowed provided they are
kept in an aquarium no larger than 25 gallons, the container is cleaned
regularly, and no illegal species are kept.
H. Residents shall maintain the areas adjacent to their apartments in a neat and
orderly condition. No refuse, loose paper, cans, bottles, etc. shall be permitted
to accumulate around the dwelling units. Any packing cases, barrels, or boxes
used in moving must be removed by the occupants who are moving. Bulk
refuse containers are located throughout the complex.
I. Campers, trailers, boats, or similar units may not be parked in the parking lots
or other areas at the Central Campus Apartments
J. Candles, other open flames, and incense are strictly forbidden for use inside
University facilities except during official religious ceremonies such as the
observance of the holiday of Chanukah. Those individuals wishing to utilize
candles in observance of a religious holiday should contact OESO-Campus Fire
and Safety Division to obtain information concerning fire prevention.
K. Any student residing in the apartments who contracts an infectious or
contagious disease should immediately report this to the Office of Student
Development.
L. Selling or soliciting on the premises of University housing by residents or
outsiders, that is either commercial or unrelated to University objectives or
activities, is prohibited.
M. The apartment must be kept in good order and in a sanitary condition.
N. Laundry rooms will not be used for storage of personal effects, bicycles or the
like. The University is not responsible for clothing lost or stolen from Central
Campus laundries.
O. All users of the Central Campus pool must observe swimming pool regulations
published by Housing Management. All persons use the pool at their own risk.
P. Boisterous conduct in violation of the University noise policy is prohibited.
Q. Occupants are responsible for the conduct of their guests, and any violation of
these Rules and Regulations by a guest shall constitute a violation of same by
occupants.
R. Fire extinguishers are placed in each apartment for the safety of occupants and
property. Tampering with this equipment, for use or any purpose other than
extinguishing fires, is prohibited. Fires must be reported to Public Safety and
Housing Management.
S. In accordance with the North Carolina Fire Prevention Code, use of portable
charcoal, gas, and electric grills within 10 feet of Central Campus Apartments
or Town House Apartments is prohibited.
T. Use of HVAC (heating and air-conditioning) closets as storage space is
prohibited.
VI. Energy Conservation

All residents must comply with energy conservation programs as established by Duke University for residential facilities.

LIVING OFF-CAMPUS

Students above the first-year student level who wish to live off campus should file the appropriate forms with the Assistant Dean for Housing, Office of Student Development.

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

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

NOISE

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

A. At all times, students are expected to respect the rights of others.
B. During the following times, higher noise levels will be tolerated but must remain at a level considered by those students who wish to study or sleep:
   1. East, West, North Campuses:
      5:00 pm – 7:00 pm Monday –Friday
      5:00 pm – 2:00 am Friday
      1:00 pm – 2:00 am Saturday
      1:00 pm – 6:00 pm Sunday
   2. Central Campus: Quiet hours are in effect 24-hours a day, 7-days a week.
C. Please note that any event with sound amplification placed or directed outside must be registered through the Event Advising Center (660-1700).
D. Students who are disturbed by noise should attempt to resolve the situation by contacting the other party(ies) involved; or, if needed seek the assistance of house officers or resident advisors. If necessary, persistent complaints may be registered by calling Duke Police at 684-2444.
E. It should be noted that residents are responsible for the actions of their guests; and, cohesive units, as a whole, may be held responsible for violations of this policy by their individual members.
F. All violations of this policy will be subject to disciplinary action. Depending on the nature and severity of the violation, as well as the existence of prior violations, a judicial response may include a letter of warning from the Office of Student Development or a hearing with the Judicial Officer, or designee. Multiple violations may be just cause for revocation of one’s housing license or, in the case of group violations, a period of social suspension.

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. Housing Management personnel may enter assigned rooms or apartments at reasonable hours on days designated by either bulletin board notices or similar prior notification for the purpose of carrying out their assigned tasks and functions. Other personnel may enter assigned rooms when accompanied by proper authorization from the appropriate administrative official (see section 2 (c) below). In the case of residence halls, this notification, when feasible, shall be posted on the residence hall bulletin board stating what dates rooms will be entered. Maintenance personnel may enter assigned rooms or apartments at reasonable hours for the purpose of carrying out their assigned tasks and functions. Housing Management personnel attempt to inspect the maintenance work done within twelve (12) working days to validate satisfactory completion of such work. Employees in the above categories may report on the condition of university facilities and equipment, on violations of the housing license, or on situations which jeopardize the overall health and safety of the resident population. All personnel in the above category shall leave written notice stating the purpose for entering. Upon receipt of this notice the occupant may contact the area Service Office to discuss the entry. The written notices must, as well, advise the occupant that subsequent investigation or repair may henceforth occur at any time during the normal work week of Housing Management or maintenance personnel. (Note: General rule or enforcement procedures will not be founded on information relating to the personal contents of rooms from personnel mentioned unless such contents are specifically prohibited by university regulations or the housing license published in advance.)

2. No person, with the exception of those listed in section 1 above, shall enter assigned rooms or apartments except under the following conditions:
   a. consent of the occupant(s); or
   b. presentation of a properly drawn legal search warrant; or
   c. authorization from the Office of Student Development; or
   d. emergency situations or immediate threat to preservation of the building and the safety of occupant(s) and/or the residential population; or
   e. reasonable suspicion that criminal activity is occurring behind closed doors and no response by occupants (e.g., illegal use of drugs).

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

4. Written authorization from the deans must specify the reasons for believing such a search is necessary, the objects sought, and the area to be searched.

5. The request for a search, if approved by the designated authorities, shall be kept in records with the authorization until the time of the student’s graduation and shall be available to the student for examination. The records will be kept completely separate from the student’s permanent record. Should the search figure in any trial proceeding within the university, the authorization shall be attached to the trial record; if no action is taken following an authorized search, notation of this fact shall be filed with the authorization. No action shall be taken in regards to objects found but not specified on the authorization of the search.
In the absence of a legally drawn search warrant, no general searches shall be conducted by university personnel except with the possession of the written authorization of all these above-mentioned deans, stating the reasons for the search and the specified objects sought, or under circumstances deemed to be of extreme emergency by these deans or the officer on each campus in charge of maintenance.

REFUND OF RESIDENTIAL DEPOSITS, BOARD PAYMENTS, AND RENTS FOR STUDENTS IN UNIVERSITY HOUSING

Residential Deposits. The one hundred dollar ($100) residential deposit paid upon matriculation to Duke will be refunded if the Office of Student Development is notified by the currently enrolled student prior to the last day of spring semester classes of his or her intent to move out of university housing for the fall semester and by November 1 if canceling for the spring semester.

Canceling a Central Campus or Residence Hall Assignment. Undergraduate students contracted for university housing who wish to move off campus, take a leave of absence, or withdraw from the university should contact the Office of Student Development to request cancellation of the contract. Request for cancellation due to a leave of absence or withdrawal from the university will be granted. A request for cancellation to move off campus will be granted only if the student has provided written notification of cancellation by the deadlines included in the terms of the residence hall or Central Campus license, whichever is applicable. If a student has been released from the housing license by the assistant dean of housing and is eligible for a refund of unused rent, the amount will be determined by the date of written notification or the date of vacating the apartment, whichever is later.

Undergraduate students assigned space in the residence halls or Central Campus Apartments who wish to cancel their assignments must notify the Office of Student Development in writing of their requests. Students approved for cancellation after the contract has begun will be entitled to a refund of the unused rent, the amount to be determined according to the date keys are returned to the service office and/or the date Housing Management inspects the room and confirms that the space has been vacated. Refunds of unused board payment (unused points) will be given if the board contract is terminated at the time of room cancellation.

RESIDENTIAL PROGRAMMING FEE

In an effort to assist Campus Council with campus-wide programming and the Quadrangle Councils in their efforts to create a strong community identity through the development and implementation of effective programs, appropriate funding is essential. The Residential Programming Fee will be charged directly to each student’s bursar’s account. This fee of $35/person/semester or $70/person/year will be distributed to the respective quadrangle council, as well as to provide a funding base for Campus Council and the Sophomore, Junior and Senior Class Councils. Each Quadrangle Council will be allocated $20/person/semester while Campus Council will receive $10/person/semester and the appropriate class council will receive $5/person/semester. It is hoped that quadrangle funds will be utilized and maximized within an individual quad and that campus-wide, residentially based programming will be coordinated by the Campus and Class Councils. It should be noted that the university has taken this obligation into account when determining a student’s financial aid package.
ROOM/APARTMENT CHANGES DURING THE SEMESTER

While every effort is made to honor each student’s request with respect to location, room/apartment type and preferred roommate, the University reserves the right to make specific assignments and reassignments. It is not possible for a student with a vacancy in his/her room/apartment to prevent another student from occupying the space. Spaces may not be “held” for students returning for a subsequent semester. Please be respectful of the rights of other students. Failure to do so may result in the termination of your housing license. All changes must be approved in advance by the Assistant Dean for Housing in the Office of Student Development.

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

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

**Room Change Procedures.** A resident who wishes to make a change should contact the Assistant Dean for Housing in the Office of Student Development. A review of vacant space and all waiting lists will be conducted. If the desired space is available and there is no waiting list for the space, the student will be issued a Request to Issue Key form. This form should be taken to the appropriate Housing Management Service Office where a key to the new room/apartment will be issued. The student will have 48 hours in which to move his/her belongings to the new space and return the key to the Service Office of the prior residence.

**ROOMMATE CONFLICT - Arbitration**

While the majority of problems incurred between or among roommates can be resolved by the students involved, with or without our assistance, there are some cases in which a stalemate occurs. The Office of Student Development will, in those cases, reserve the right to convene an arbitration panel to resolve the problem. Should one or more parties elect not to participate, an administrative decision will be reached, and the decision is final.

**SMOKING**

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

- Public residential spaces (e.g., common rooms, restrooms, hallways, study rooms, computer clusters, etc.) are smoke-free areas.
• Smoking is permitted in a student’s private room or apartment, provided such activity is agreed to by the roommate(s) and is not permitted to impact negatively those living nearby.
• Camelot and Epworth residence halls are entirely smoke-free, including student rooms.

STORAGE

During the academic year, Housing Management provides storage for empty boxes and luggage without charge in the area designated for each residence hall. Students should consult their service offices for information. All items placed in storage for the academic year must be removed prior to the last day of final examinations for the spring semester. Non-students and students residing off-campus may not store personal effects at any time in the residence hall storage rooms. Items placed in storage must have a Housing Management storage tag and be well marked with owner’s name and permanent mailing address. Receipts given at time of acceptance must be surrendered by the student on withdrawal of storage items. Items left in storage rooms after the end of the term will be disposed of in the best interest of the university. Storage in Central Campus Apartments is available for a fee to qualifying residents. No free storage is available.

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

VENDING EQUIPMENT AND ELECTRONIC GAMES (PINBALL, FOOSBALL, ETC.)

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

Living Group Policies

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 a Quadrangle and the quad council is unable to resolve the conflict, the appropriate administrator in the Office of Student Development may initiate disciplinary action, including calling for a hearing panel to determine whether a living group should be dissolved. A sanction of dissolution may be appealed to the Vice President for Student Affairs, whose decision shall be final and binding.

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

1. How many members were involved? Should individuals be charged instead of, or in addition to, the group?
2. Were group funds used to support the activity?
3. Was the activity promoted by the group? Was it announced at meetings or advertised to group members?
4. Was the group/group leadership aware of the activity? If not, should the group leadership have been aware of the activity or of the potential for the activity to occur? If, however, members of the group anticipated or were certain of a particular activity, should steps have been taken to prevent it, or could the leadership have intervened to halt the activity?
5. Was there a public perception that the group was supportive of the activity?

These questions should serve to guide groups and their elected officers as they make all decisions, particularly those situations in which they are planning to host social events for themselves and/or guests. Groups found in violation of university policy may be subject to sanctions including, but not limited to, "formal warning," "disciplinary probation," "social suspension," "dissolution," or assessed restitution charges, assigned community service hours, or required to present educational programs.

**ANNUAL REVIEW OF RESIDENTIAL GROUPS**

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

The following procedures and schedule shall govern the review process for the 1999-2000 academic year:

1. **September, October:** Members of the Review Committee meet individually with selective house presidents and resident advisors (and, where possible, other house council members) to clarify procedures and evaluative criteria, and to review the particular strengths and weaknesses of the house’s most recent written report (submitted in the fall 1998 semester or, in a few cases, in the spring 1999 semester). The session focuses primarily on areas deemed still in need of improvement or on opportunities for new challenges. Great emphasis is placed on the importance of ongoing communication with the Committee.

2. Each selective living group submits, by **Friday, 10 December 1999**, a written report of house activities to the Review Committee. This report, which will consist of a narrative response to seven specific areas of concern and the completion of an attached log of activities and programs, should cover both the spring and fall 1999 semesters and must be signed by all house council members as well as by the resident advisor. [Special note: Starting with the spring 2000 semester, the Annual Review Committee will require a written
Living Group Policies

report at the end of each semester covering activities and programs for that semester. The Committee will hold the spring semester report until the following fall semester report is received. The two reports together will constitute the official Annual Review submission for that selective house. The spring report will not itself be subject to formal review. However, each spring report will be read by the Committee Chair and will offer a valuable point of reference for discussion with house presidents in the fall. During the current academic year the spring reports will be due by Friday, 21 April 2000.


Expectations and Criteria for Evaluation

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

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

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

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

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

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

6. Social Interaction: What do you see as the basic goals of your social programming, and precisely how (by its quantity, timing, diversity, and scale) has this programming been designed to achieve these goals? What room for improvement do you see in the nature, quality, or quantity of social interaction that members of your group now enjoy? How successful have you been in integrating members of the Duke faculty into aspects of your social programming?

7. Citizenship: How would you evaluate your living group’s citizenship profile within your quadrangle and within the wider Duke community? What have you done to promote civil and friendly relations with your neighboring living groups, and to what extent have you maintained reasonable standards of behavior in the care of your living area and its surrounding grounds as well as in the fostering of a climate of openness and cooperation that allows all living units within your quadrangle to function effectively? Please indicate whether your living group has been the subject of a judicial investigation or hearing during this or the immediately preceding semester. What was the nature of the charge and what was the finding? In addition, please indicate whether your living group has been charged with excessive damages or with any noise violations during this or the immediately preceding semester. Explain the context. (It should be noted that information pertaining to the citizenship of selective living groups will be provided to the Annual Review Committee by resident advisors, area coordinators, and the Undergraduate Judicial Board.) Special Note: The Annual Review Packet will have on its cover a statement affirming that the contents of the submitted report are true to the best knowledge of the person making the official submission on behalf of the living group. This statement must be signed by the house president, who thereby assumes formal responsibility for the report’s contents.

Jurisdictions and Sanctions

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

BENCHED

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

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

**Relocation:** Living group benches may have to be moved temporarily (e.g., for special events or summer programming). Every effort will be made to retain the integrity of each bench when it is necessary to move a bench; however, the university will not be responsible for repairing benches as a result of a move. Otherwise, removal of benches from their designated locations is not permitted. Such action only serves to lessen their structural integrity and places the health and safety of those moving these heavy objects in serious jeopardy. Additionally, benches placed in unauthorized areas disrupt the normal use of public areas and unreasonably divert university employees from their assigned duties for the retrieval or removal of these structures.

Individual residents, and potentially their living groups as well, will be subject to disciplinary action if they are identified as being responsible for moving benches. A living group has an obligation to deter its residents from tampering with the property of other residential houses, for a living group can be held accountable for the action of its individual members. Disciplinary measures taken against students identified as participating in the relocation of house benches may include, but are not limited to, having their housing licenses placed in imminent jeopardy of revocation, being placed on disciplinary probation, and being assessed repair/replacement costs, should a bench be damaged. A living group found responsible as a cohesive unit may have its bench dismantled, and denial of the privilege to build a new bench may extend for a period of time not to exceed one calendar year. Should a living group be found responsible for the damage or destruction of another living group’s property, the offending house should anticipate loss of its bench and the requisite replacement of the property it damaged or destroyed.

Questions regarding this policy should be directed to the Office of Student Development.

**CARE OF RESIDENCE HALL AND ADJACENT AREAS**

Living groups are expected to take responsibility for cleaning up after parties and other events that create extraordinary messes. Behavior requiring extraordinary cleaning may be subject to disciplinary action. 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. Extraordinary cleaning is generally defined as clean-up of (1) excessive trash, (2) conditions that present hazards to people, furnishings, or buildings, such as broken glass, standing liquids, flammable trash and health hazards, and (3) other conditions that require unusual effort, such as removal of eggs, shaving cream, etc. A cleaning supplies closet has been designated for each living group’s use. Members of the living group have 24-hour access to and responsibility for the cleaning equipment provided by Housing Management. Each closet contains a mop, mop bucket, broom, dustpan, soap, toilet tissue, Barf Clean, and trash bags.

All living groups are responsible for cleaning trash beyond the normal amount on the grounds adjacent to their residence halls. Failure to have the grounds cleaned after an event may result in a charge to be determined by the Facilities Management Department.

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

**EXTERIOR SIGNS FOR RESIDENCE HALLS**

Exterior building signs identifying a living group will be permitted only in the immediate area of the residence. The sign must be provided by the group and approved jointly by the director of Housing Management and the dean of Student Development. Only one sign per living group is allowed.

All such signs will be mounted on the buildings by Housing Management at no cost to the group. Requests for sign approval and mounting should be made in writing to the director of Housing Management and must include a sketch of the proposed sign, indicating proposed dimensions and colors, in ample time for approval before beginning to build the sign. Any repairs to existing signs must be approved by the director of Housing Management.

**IMPROVEMENTS AND RENOVATIONS**

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

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

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

Living groups may make nonattached additions to commons areas during the academic year without specific approval from Housing Management so long as certain conditions are met. Examples of nonattached additions include, but are not limited to, bars, pool tables, Ping-Pong tables, stereos, speakers, refrigerators, furniture, etc. Non-attached additions must be portable, functional, in good repair, non-damaging to the building, non-interfering with routine housekeeping/maintenance, and may not
present any safety or health hazard.

During the academic year, should nonattached living group property fail to meet these conditions, Housing Management will notify the living group of its noncompliance and request that the living group take corrective action by a specified deadline. If the problem requires immediate attention or the living group fails to make the correction by the deadline, Housing Management will take whatever action it deems necessary to eliminate the problem and the living group will be charged accordingly. Housing Management assumes no responsibility for damage to, or loss of, living group owned property.

ALL NONATTACHED LIVING GROUP OWNED ADDITIONS MUST BE REMOVED BY THE LIVING GROUPS AT THE END OF EACH ACADEMIC YEAR. All nonattached living group property left in the residence halls after May move-out will be considered abandoned and will be disposed of at the expense of the living group and without liability by the university. No attempt will be made to contact living group members to determine ownership or disposition of the property.

Living groups are encouraged to seek their facility manager’s advice when considering nonattached additions.

HOUSING POLICIES FOR SELECTIVE LIVING GROUPS AND THEIR MEMBERS

The following housing policies for selective living groups are gathered together from the February 26, 1981, Report of the Student Affairs Trustee Committee in response to the residential life section of Directions for Progress “Social Fraternal Organizations Policies and Procedures, Duke University, July 1, 1979” and “Residential Life: Policies and Procedures for Undergraduate Students, 1985-86.”

Duke University will not recognize or charter a new fraternity unless there is adequate space to house the members as a living group. In accordance with the guidelines adopted by the trustees in 1981, there is to be no greater number of fraternity living groups chartered. Furthermore, there is a 50 percent ceiling on the number of upperclass bed spaces on campus allocated to men and women’s selective living groups (the number of selective bed spaces for men would be no more than 50 percent of the upperclass men’s spaces on campus). Contact the Office of Student Development for further information.

Guidelines For Selective Living Groups

1. Selective living groups should adopt and maintain at least one charity, volunteer commitment or service project that is uniquely their own.
2. Selective living groups should run a satisfactory level of cultural and educational programs each semester.
3. Selective living groups should maintain strong intramural sports and social programs, and whenever possible, look to interact with different groups on campus.
4. All selective living groups must maintain their status as active members of their respective quadrangle councils.
5. Selective living groups should choose a member of the Duke faculty or administration who agrees to serve as the living group’s advisor.
6. If, after review, a selective living group terminates a student’s membership in the house, then that student may reenter the regular lottery without penalty. Review and any terminations are to be completed no later than February 8, to facilitate the administration of the spring lottery.
**Individual Members Of Selective Living Groups**

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

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

**Space Allocated To And Filled By Selective Living Groups**

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

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

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

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

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

Faculty Advising

Apart from academic counseling of students by faculty members whom they come to know on an informal basis, faculty advising of undergraduates in Trinity College and the School of Engineering takes place in three primary ways. First, in Trinity College, faculty members serve in the Premajor Advising Center as general academic advisers to groups of first-year students and premajor sophomores and are available for individual conferences; second, in the School of Engineering, first-year students and sophomores are counseled by special faculty advisers before the students choose their department; and third, in all departments, the director of undergraduate studies and other faculty advisers are available to assist students concerning academic matters pertaining to their departments.

Procedure For Resolution Of Students’ Academic Concerns

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

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

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

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

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

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

**Students Unable To Continue In Trinity College On A Full-Time Basis**

Trinity College, in the interest of providing reasonable accommodations under the Americans With Disabilities Act, will permit continuing students with appropriately documented long-term or chronic health conditions that prevent them from carrying a full course load to enroll on a part-time basis. Such accommodation will be authorized by the respective student’s academic dean upon the recommendation of the Clinical Director of the Academic Skills Center. Students so authorized to enroll on a part-time basis are expected to enroll in no fewer than two courses and are subject to Trinity College semester-to-semester continuation requirements. Accordingly, part-time students must

1. pass at least one of the two courses taken in a given semester and
2. pass at least three of four courses in two successive semesters.

Any such part-time student who fails to meet these continuation requirements will be withdrawn for academic reasons. Students so authorized to enroll part-time are expected to return to full-time enrollment if their medical condition improves sufficiently to permit it. While on part-time status such students are eligible for limited financial aid in accordance with federal, state, and University guidelines and may occupy university housing, subject to availability, but cannot be guaranteed on-campus housing.

For further information regarding this policy, please contact Dr. Kathryn Gustafson, Clinical Director of the Academic Skills Center, (919) 684-5917.

**ANIMAL ABUSE PROHIBITION**

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. Violation of this policy or any other abuse of animals shall be grounds for disciplinary action. For purposes of this policy, the term “animal” includes any wild or domesticated, warm-blooded or cold-blooded animal.

**ANIMALS ON CAMPUS**

The Durham Animal Control Ordinance states that it is illegal to allow animals to run unrestrained anywhere in Durham County, including the Duke University Campus. Violators may be issued a citation and trespassed from the campus for violation of the Ordinance.

All animals found running loose on campus or tied to an obstacle unattended will be removed from the campus to the Durham County Animal Shelter by a county official. With the exception of seeing-eye dogs, animals are prohibited inside university facilities. Upon claiming the animal the owner will be required to furnish identification. The Duke University Police Department will refer the names of such students to the appropriate dean; employees will be referred to their department head. See Housing License for policies concerning animals in the residential facilities.
BANNERS

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

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

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

Requesting Procedure. Individuals requesting placement and removal of banner should complete the information requested on the form available either in the Event Advising Center or in 200 Facilities Center.

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

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

Banners on the West Union Building. Brackets for hanging banners have been installed on each side of West Union Building at the Bryan Center walkway. Facilities Management Department personnel will be happy to hang and remove banners for students groups at no cost.

- Banners must be tasteful and in accordance with the high standards set by Duke University.
- No on/off campus business advertising is permitted on banners.
- Banners must measure 6’ x 6’ and must have a 2-inch hem at the top to facilitate hanging.
• Students must call 684-2122 and provide the operator with specific information such as:
  1) Where the banner should be placed (which side of the building, if possible);
  2) What date the banner is to be installed and removed; and
  3) Who will deliver the banner and does the student(s) want the banner returned.

BICYCLES
A bicycle may be kept by the owner in her/his assigned bedroom space. Bicycles are not permitted in other areas of the residence halls such as commons rooms, bathrooms, hallways, stairwells, study rooms, and entrances. In compliance with Durham Fire Marshal regulations, bicycles found in unauthorized areas of the residence halls will be removed without warning and the owners will be required to pay removal fees in order to recover them. The university is not responsible for damage to bicycles or devices used to secure them.

BRIDGE PAINTING
There has been a long-standing tradition of allowing student organizations and individuals to paint the East Campus bridge. The bridge is a place where groups and individuals can express opinions that are not restricted by content, except by legal standards. The bridge will not be censored for content by the University. As part of a campus maintenance program, the entire bridge may be painted during the summer and semester break.

Students are reminded that painting other university property without permission is prohibited. Any group or individual identified as being responsible for painting anything other than the bridge will be charged for clean up and may also be subject to judicial action.

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

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

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

In making acceptable use of resources you must NOT:

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

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

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

**DUKECARDS**

Undergraduates students are issued identification cards (the DukeCard) which they should carry at all times. The cards are the means of identification for library privileges, student health services, athletic events, access to residence halls and academic buildings, and other university functions or services open to them as university students. These cards also serve to purchase food on a selected meal plan or other food and nonfood items on the flexible spending account. Students will be
expected to present their cards upon request to any university official or employee. The cards are not transferable, and fraudulent use may result in loss of student privileges or suspension. A student should report the loss of this card immediately to the DukeCard Office, 024 Union Building, 684-5800. Temporary cards for access to residence halls can be obtained at the DukeCard Office twenty-four hours a day. The cost of a new DukeCard is $10.

LIBRARY POLICIES

Fines and Charges

Students will be delinquent if they owe more than $225 in library charges. Borrowing privileges may be suspended until the charges are resolved. Recalled books not returned after ten days will be fined $1 per day per book.

Food, Drink, and Tobacco

1. Limiting the consumption of food and drink in Perkins Library and prohibiting the use of tobacco is intended to protect books, electronic equipment and furnishings; decrease the presence of vermin in the building; promote a decorous atmosphere; and reduce housekeeping costs.

2. Food and drink are permitted in several designated areas within Perkins Library: the Deryl Hart Room, the Gothic Reading Room, the Perk, entrance lobbies, faculty and staff lounges, and meeting rooms (223A, 226, the Carpenter Board Room, and the Breedlove Room). Food and drink are subject to confiscation in undesignated areas.

3. No smoking or other tobacco use is allowed anywhere in Perkins Library.

Library Materials Security

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

MEDICAL CENTER STUDENT TRAFFIC

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

- Students are prohibited from using Duke Hospital Clinic as a thoroughfare. Students must walk around Duke Hospital Clinic via Trent Drive and Flowers Drive.
- Additionally, students are not allowed to travel through Duke Hospital South to access Duke Hospital North.
- Students are allowed access to Duke Hospital South for purposes of visiting the student infirmary, going to work, the bank, or the pharmacy. If requested, students must be able to document reason for being in the hospital. Hospital food service is not provided for students and is an unacceptable reason for accessing the hospital.
ROOF AND LEDGE AREAS, MAINTENANCE TUNNEL—UNAUTHORIZED ACCESS
The only authorized persons permitted on the roof and ledges or the tunnels of university buildings are maintenance personnel and certain other university officials. Students found in these areas will be referred for judicial action and/or may be subject to the immediate revocation of their housing license.

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

STUDENT RECORDS
In accordance with the Family Education Rights and Privacy Act of 1974, Duke University generally permits students to inspect their educational records and protects the information in such records from disclosure to third parties without the students’ consent. The university’s policy on the release of students’ records is on file in the Office of the University Registrar or on the web site at http://registrar.duke.edu/registrar/release.htm.

Address and telephone information provided to the Office of the University Registrar may be released without student consent unless written notification is provided to the office by the end of the second week of classes.

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

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

All vehicles parked illegally, including bicycles, motor bikes, motor scooters, and motorcycles parked within the residential hall buildings, may be subject to immobilization and/or towing.
Appendix
JUDICIAL SYSTEM OF DUKE UNIVERSITY - The University Judicial Board and Community Judicial Board

The Judicial System
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 UNIVERSITY JUDICIAL BOARD

Jurisdiction

a. 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 Chancellor and the Chairman of the University Judicial Board.

b. 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

a. 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.

b. 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.

c. The Vice-President for Student Affairs shall subpoena witnesses as directed by the University Judicial Board.

d. 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 Chairman appointed by the Chancellor, 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 Chairman of the Board shall select five-person panels consisting of a Chairman 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 Chairman 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

a. 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.

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

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

d. 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 Chairman 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 Chairman 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

a. In cases heard by the University Judicial Board, there will be no appeal when the accused is acquitted.

b. 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.
c. 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 Chancellor 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 Chairman. 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 Chancellor 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. 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.

b. 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.

COMMUNITY JUDICIAL BOARDS

Community Judicial Boards

There shall be an undergraduate community consisting of the undergraduates in Trinity College of Arts and Sciences and the 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 School of the Environment community; and a Graduate School community. Except as hereafter provided for the undergraduate community, each community shall have such judicial system as its governing body may provide. (See p. 16 for the Undergraduate Judicial System.)
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