

Creighton
UNIVERSITY

STUDENT
HANDBOOK

2020-2021



2020-2021 CREIGHTON UNIVERSITY STUDENT HANDBOOK TABLE OF CONTENTS

INTRODUCTION

WELCOME

THE MISSION STATEMENT OF CREIGHTON UNIVERSITY

THE CREIGHTON UNIVERSITY STUDENT CREDO

STANDARDS OF CONDUCT

1. Act with professional, academic, and personal integrity
2. Respect and promote the dignity of all persons
3. Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members
4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community

GENERAL INFORMATION

Academic Information

1. Confidentiality and Privacy of Student Records
2. Location, Types and Custody of Educational Records
3. General Regulations
4. Withdrawal from the University

Essential Information

1. Bio-Information Center
2. Bookstore
3. Change of Name
4. Check Cashing
5. Creighton Dining Services
6. Creighton EDGE
7. Financial Aid
8. Global Engagement Office
9. Health Sciences Library
10. Klutznick Law Library/McGrath North Mullin & Kratz Legal Research Library
11. Lockers
12. Lost and Found
13. Mail Services
14. News Releases
15. Notary Public Services
16. Parking
17. Reinert-Alumni Memorial Library
18. University ID Card
19. Voter Registration

STUDENT LIFE AND CAMPUS PARTNERS

Athletics
Creighton Dining Services
Creighton Intercultural Center
Department of Residential Life
Disability Services
Eileen B. Lieben Center

Encuentro Dominicano
Health Education and Compliance
Housing and Auxiliary Services
Military and Veteran Affairs
Mission and Ministry
Office of Community Standards and Wellbeing
Office of Equity and Inclusion
Office of the Vice Provost for Student Life
Recreation and Wellness/Kiewit Physical Fitness Center / Rasmussen Fitness and Sports Center
Student Center and Dining Services
Student Counseling Services
Student Leadership & Involvement Center
Student Support Services
Violence Intervention and Prevention (VIP) Center

STUDENT ORGANIZATIONS, CLUBS, AND ACTIVITIES

Creighton University Student Group Classifications
Club
Honor Society
Department Affiliated Group
Sports Club
Fraternity/Sorority Organization
Governing Body
Creighton Students Union
University Committees
Student Clubs and Organizations
Student Club and Organization Requirements
Other Groups/Societies/Activities
Student Organization Review Committee
Fraternity/Sorority Formation
Panhellenic Council Organization Extension
Interfraternity Council Organization Expansion
Culturally Based Fraternal Organization Expansion
Event Guidelines
Fundraising
Waiver of Liability Policy
Contract Policy
T-Shirt/Merchandise and Licensing Waiver Policy

RESIDENTIAL LIFE EXPECTATIONS

Community Standards in Residence Halls

1. Addressing a Policy Violation
2. Incident Reports
3. Meeting with a Member of the Student Life Staff
4. Disciplinary Outcomes

OFF-CAMPUS LIVING

CAMPUS SAFETY

Important Numbers
Department of Public Safety
Environmental Health & Safety (EHS) and Fire Safety
Shuttle Services and Fleet Management

CreightonAlert

- Timely Warnings
- Emergency Notifications
- Campus Safety Bulletins
- Security & Crime Prevention
 - Crime in Progress
 - Peace of Mind (POM) Personal Safety Device
 - Bomb Threats
 - Blue Light Emergency Phones
 - Pedestrian Safety
 - Security of Personal Property
 - Motorist Assistance
- Emergency Preparedness & Response
 - Emergency Information
 - Fire Safety
 - Medical Assistance
 - Tornado Safety
 - University Closings
 - Blood and Body Fluid Exposures
 - Chemical Spills
- Transportation
 - Bluejay Shuttle
 - JayRide

UNIVERSITY POLICIES

- A. Abortion Policy
- B. Alcohol and the Creighton Student
 1. Creighton's Approach to Alcohol Education
 2. Alcohol and the Body
 3. Creighton University's Alcohol Policies
 4. Track to Recovery from Alcohol Abuse at Creighton (TRAAC)
 5. Good Samaritan Provision
 6. On-Campus Alcohol Use
 7. Off-Campus Alcohol Use
 8. Violations
 9. Douglas County (Omaha) and Nebraska State Laws Regarding Alcohol
 10. Guidelines for the Promotion of Events Where Alcohol Will Be Served
- C. Children and Vulnerable Adults
- D. Communicable Diseases
- E. Contraceptives Policy
- F. Diversity and Inclusion
- G. Domestic and International Travel Policy
- H. Drug Use
 1. Health Effects
 2. Creighton Policy
 3. Douglas County (Omaha) and Nebraska State Laws Regarding Controlled Substances
 4. Off-campus Drug Use
- I. Electioneering
- J. Fair, Responsible, and Acceptable Use Policy for Electronic Resources
 1. Scope
 2. Policy
- K. Fleeing Student Policy
- L. Food on Campus
- M. Freedom of Expression and Active Dialogue
- N. Fundraising
- O. Gambling Policy

- P.** Group Activity / Demonstrations
- Q.** Harassment
 - Definition of Bullying
 - Physical Bullying
 - Verbal Bullying
 - Exclusion Bullying
 - Extortion Bullying
 - Gesture Bullying
 - Electronic Bullying
 - Psychological Bullying
- R.** Hazing and Initiation
- S.** Immunization Requirements
- T.** Indebtedness to the University
- U.** Insurance Requirement
- V.** Mandatory Reporters
- W.** Missing Students Notification Policy
 - Designation of Emergency Contact Person
 - Where to Report a Missing Student?
 - Emergency Notification Procedures
- X.** Non-Discrimination Policy
 - Purpose of the Policy
 - Scope of the Policy
 - Definitions
 - Reporting Information
- Y.** Nondiscrimination Statement
- Z.** Official Means of Communication

- AA.** On-Campus Posting Policy and Procedures
 1. Administration of Policy
 2. Compliance Standards
 3. Content Guidelines
 4. Approval Procedure
 5. Promotional Materials
 6. Violations
- BB.** One Bed, One Body Policy
- CC.** Personal Searches
- DD.** Respect for the Dignity of the Person
- EE.** Retaliation
- FF.** Romantic or Intimate Relationship
- GG.** Speakers Policy
- HH.** Student Center Lobby Table Reservations
- II.** Student Complaint Policy
- JJ.** Title IX Sexual Harassment
 - Purpose of the Policy
 - Scope of the Policy
 - Definitions
 - Policy Violations
 - Reporting Information
 - Advocacy
 - Amnesty
 - Preservation of Evidence and Medical Care
 - Confidential Advocacy and Medical Care
 - Campus Sexual Assault Victim's Bill of Rights
- KK.** Tobacco-Free Policy
- LL.** Weapons on Campus

STUDENT ACCOUNTABILITY

- A. Values Statement
- B. Standards of Conduct
 1. Act with Professional, Academic, and Personal Integrity
 2. Respect and Promote the Dignity of all Persons
 3. Respect the Policies and Procedures of the Creighton University Community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.
 4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.
- C. Purpose of Student Accountability
- D. Obligations of a Student
- E. Inherent Authority
- F. Behavioral Misconduct Procedures
- G. Academic Honesty Policy
Academic Misconduct Procedures
- H. Behavioral Community Standards
 - Standard of Conduct #1: Act with professional, academic and personal integrity
 - Standard of Conduct #2: Respect and promote the dignity of all persons
 - Standard of Conduct #3: Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members
 - Alcohol
 - Drugs
 - Community Responsibilities
 - Safety
 - Standard of Conduct #4: Support the personal, professional, academic, and vocational development of the members of the Creighton University Community
- I. Behavioral Misconduct Procedures
 1. Preliminary Conferences
 2. Hearings
 3. Advisor
 4. Parent Notification
 5. Temporary Disposition
 6. Referral for Prosecution
- J. The University Committee on Student Discipline
 1. Purpose
 2. Membership
 3. Voting
 4. Conflict of Interest
- K. Procedures of Student Discipline Committee Hearings
- L. Decisions of the Committee and Communicating the Decision
 - Administrative Follow-up After the Hearing
- M. Procedures Pertaining to Anonymity in Hearings Before the Committee on Student Discipline
- N. Appeal Process for Decisions of the Committee on Student Discipline
 - Grounds for Appeal
 - Severity of Outcome
 - Filing the Appeal
 - Appeal Deadlines and Expectations

- O. Standards Panel**
 - 1. Purpose
 - 2. Membership
 - 3. Procedures of Standards Panels
 - 4. Procedures Pertaining to Anonymity
 - 5. Grounds for Appeal
 - 6. Appeal Deadlines and Expectations
 - 7. Considerations and Determination of the Appeal
- P. Community Standards Board**
 - 1. Purpose
 - 2. Membership on the Community Standards Board
 - 3. Voting
 - 4. Procedures of Board Hearings
 - 5. Procedures Pertaining to Anonymity
 - 6. Grounds for Appeal
 - 7. Appeal Deadlines and Expectations
 - 8. Considerations and Determination of the Appeal
- Q. Fraternity and Sorority Life Standards Board**
 - 1. Purpose
 - 2. Members
 - 3. Voting
 - 4. Non-recruitment Hearing
 - 5. Recruitment-related Hearing
 - 6. Procedures Pertaining to Anonymity
 - 7. Appeal Procedures
 - 8. Appeal Deadlines
 - 9. Organization's Status During Appeal
 - 10. Considerations and Determination of the Appeal
- R. Disciplinary Outcomes**
 - 1. Accountability Outcomes
 - i. Expulsion
 - ii. Suspension
 - iii. Behavioral Probation
 - iv. Social Probation
 - v. Behavioral Reprimand
 - 2. Responsibility Outcomes
 - i. Restitution
 - ii. Fines
 - iii. Denial of Access or Restriction of Access to a University Building or Facility
 - iv. Alcohol Restrictions
 - v. Other Outcomes
- S. Retention of Disciplinary Record and Record Check**

RESOURCE GUIDE

INTRODUCTION

Creighton University 2020–2021 Student Handbook

This publication contains the most current information available as of the date of publication. However, none of the university's policies, procedures or practices, including those set forth in this handbook, are to be viewed as a contract or as making any promises or as creating any contractual rights of any kind. Rather, they are guidelines which are subject to the university's interpretation, and which can be suspended or changed by the university at its discretion at any time and without prior notice or agreement. This handbook supersedes and replaces all previous handbooks and other statements of university policies, rules and procedures. This handbook also supersedes all other student or individual college handbooks written and disseminated to enrolled students.

The Creighton University Student Handbook is the official guide for all students of the University. This includes, but is not limited to, the Creighton University main campus in Omaha, Nebraska, and the Creighton Phoenix Health Science Campus (PHSC) in Phoenix, Arizona. It is published by the Office the Vice Provost for of Student Life. The full Handbook may be found at <https://www.creighton.edu/students/studenthandbook/>.

While **all** students (undergraduate, graduate and professional) are held responsible for knowledge of the regulations and information contained in the Creighton University Student Handbook, graduate and professional students are also expected to adhere to the following college/school specific expectations.

The Vice Provost for Student Life or their designee is responsible for notifying students of the availability of this publication and how to access it. Additionally, the Vice Provost or their designee shall notify students of publicized changes to the Student Handbook. Changes are effective on publication. This publication and addenda supersede all previous editions of Student Handbooks. Every student is held responsible for knowledge of the regulations and information contained in this Handbook.

WELCOME

Dear Creighton University Student,

Greetings and welcome to the 2020 – 2021 academic year. The purpose of the Creighton University Student Handbook is to assist you in becoming an informed and involved member of our community. As a Jesuit, Catholic University, Creighton promotes an academic learning environment that encourages you to engage in your community and to act with care and concern for each other.

This handbook contains information that will assist you in understanding your student rights and responsibilities as a member of our academic learning community. It is also a useful resource with information about a variety of University departments and programs, student involvement opportunities, campus safety, and University policies.

An important resource, the Student Handbook encourages you to engage in the Creighton community “with compassion, confidence and character.” As you commit to learning in the classroom and to participating in the many co-curricular opportunities that Creighton offers, we encourage you to create meaningful relationships and to fully commit to be a part of our inclusive community. In return, you will find support and guidance. Seek us out if you need us. We are here for you and are committed to your success.

Respectfully,

Dr. Tanya Winegard
Vice Provost for Student Life

HISTORICAL SKETCH FOUNDING OF CREIGHTON

Creighton University owes its origin to a bequest made by Mary Lucretia Creighton, who died January 23, 1876. Her executors were directed to purchase a site to erect a building thereon in which a school in the class and grade of college was to be maintained. The college so provided for was to be named Creighton College in memory of her deceased husband, Edward Creighton, a pioneer telegraph contractor, cattleman, merchant and banker.

The executor purchased the site on California Street and erected the original Creighton College. Control of this building, together with what remained of the bequest, was given to the Right Reverend James O'Connor, D.D. first Bishop of Omaha, who had been named trustee by Mrs. Creighton.

Bishop O'Connor called in the Jesuits to conduct Creighton College, and classes were begun September 2, 1878. To insure the future of the institution, a Jesuit corporation was formed by the Bishop August 14, 1879, and to this new corporation, known as "Creighton University," Bishop O'Connor, with the permission of the court, surrendered his trust. Thus, Creighton University became trustee for Creighton College.

The subsequent early growth of Creighton University and the enlargement of its endowment were mainly due to the benefactions of Count John A. Creighton, a brother of Edward, and his wife, Sara Emily Creighton, who was Mary Lucretia's sister.

Today Creighton University is much more than the original liberal arts college. It is a true university with colleges of arts and sciences and business administration and an evening college for working adults; schools of law, dentistry, medicine, nursing, pharmacy and health professions, a graduate school, and summer sessions. Today, 8,000+ students attend Creighton University — one of the 28 Jesuit colleges and universities in the U.S. Currently, dozens of Jesuits administrate, teach and provide ministry at the University.

More information about the University's history can be found in the [Creighton Archives](#).

<https://www.creighton.edu/about/history>

WHO WAS ST. IGNATIUS?

St. Ignatius of Loyola was born in 1491 in the Basque country of northern Spain. He was devoted to chivalry and suffered a severe leg wound in battle. During an extended recovery period, he experienced a profound conversion, and devoted the rest of his life to serving God. Ignatius died in 1556 and was canonized a saint in 1622.

Ignatius left two great legacies. He founded the Society of Jesus in 1540, together with nine companions, and became their first Superior General with headquarters in Rome. He also wrote the Spiritual Exercises, a treatise on prayer. Its genius lies in the method of prayer it teaches, helping those who engage sincerely to follow Jesus and to seek God's will in all circumstances. Today it is the basis for a growing apostolate of retreats and spiritual direction.

<https://www.creighton.edu/about/what-jesuit-education>

Saint Ignatius of Loyola took a brief time of daily reflection and recommended the same to others. This “examen” helps us to recognize God as we look back over the course of a busy day. Ignatius was the first to recommend that people adapt his suggestions to their own character and spirit.

AN IGNATIAN DAILY EXAMEN

Begin with a pause and a deep breath. We are in God's presence.

I recognize that God is with me as I am.

I trust that God is always loving.

I sense that God often invites me to receive more deeply.

I walk through my day to notice the gifts I was offered.

I was given – and I received – life today.

I enjoyed relating to this particular person today.

I notice the gifts that were hard to receive.

I felt alone in the dark.

I frustrated my better self today.

I became aware of some patterns in my receiving gifts today.

I am noticing a particular challenge that invites me.

I am noticing an experience that regularly makes me sad.

I ask God to keep me open to the gifts of tomorrow.

God, let me find you in tomorrow's delights!

God, be with me in a particular experience that I do not look forward to.

<https://www.creighton.edu/creightonmagazine/2015fallunewsexamen/>

For more information on how we are guided by our commitment to Jesuit, Catholic traditions. Please visit

<https://www.creighton.edu/about/faith>

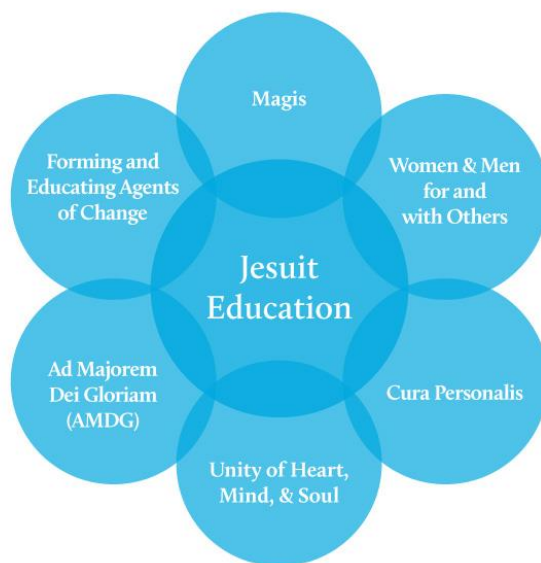
WHAT IS A JESUIT EDUCATION?

With a primary focus on giving you the best Jesuit education, we infuse Jesuit principles into both the curriculum and the student experience at Creighton. Finding God in all things is just one of the values on which [St. Ignatius](#) founded the Jesuit religious order more than 470 years ago. On campus, you'll see members of the Jesuit community as your instructors, pastors, chaplains and university administration and staff.

Our Jesuit-inspired [Ratio Studiorum](#) academic advising program encourages students to be guided by principles of ethical living, service to others, the search for truth and a passion for justice.

Our students, faculty, staff and alumni are spiritually energized by [Creighton's role in the community](#) and by the services provided by the [Mission and Ministry](#) division. Additionally, Creighton students volunteer hundreds of thousands of hours of [community service](#) each year. It's what attending a Jesuit university is all about.

Characteristics of a Jesuit Education



Magis: Literally translated “more.” This is the challenge to strive for excellence.

Women & Men for and with Others: Sharing gifts, pursuing justice, and having concern for the poor and marginalized.

Cura Personalis: “Care for the individual person.” Respecting each person as a child of God and all of God’s creations.

Unity of Heart, Mind, & Soul: Developing the whole person. Integrating all aspects of our lives.

Ad Majorem Dei Gloriam (AMDG): “For the Greater Glory of God.”

Forming & Educating Agents of Change: Teaching behaviors that reflect critical thought and responsible action on moral and ethical issues.

MISSION STATEMENT OF CREIGHTON UNIVERSITY

Creighton is a Catholic and Jesuit comprehensive university committed to excellence in its selected undergraduate, graduate and professional programs.

As Catholic, Creighton is dedicated to the pursuit of truth in all its forms and is guided by the living tradition of the Catholic Church.

As Jesuit, Creighton participates in the tradition of the Society of Jesus, which provides an integrating vision of the world that arises out of a knowledge and love of Jesus Christ.

As comprehensive, Creighton's education embraces several colleges and professional schools and is directed to the intellectual, social, spiritual, physical and recreational aspects of students' lives and to the promotion of justice.

Creighton exists for students and learning. Members of the Creighton community are challenged to reflect on transcendent values, including their relationship with God, in an atmosphere of freedom of inquiry, belief and religious worship. Service to others, the importance of family life, the inalienable worth of each individual and appreciation of ethnic and cultural diversity are core values of Creighton.

Creighton faculty members conduct research to enhance teaching, to contribute to the betterment of society, and to discover new knowledge. Faculty and staff stimulate critical and creative thinking and provide ethical perspectives for dealing with an increasingly complex world.

CREIGHTON UNIVERSITY STUDENT CREDO

Creighton, a Jesuit, Catholic university, is convinced that the hope of humanity is in the ability of men and women to seek truths and values essential to human Life. Creighton aims to lead all of its members in discovering and embracing the challenge of using their intelligence and freedom in a way that values all persons. We therefore profess, and pledge our commitment to, the following creed:

- We believe in God, our loving Creator.
- We believe each person, created in God's image, is called to be God's child, and therefore possesses intrinsic value as a human being. This includes all persons and excludes any form of discrimination.
- We believe that the deepest purpose of each person is to enrich and share Life through love and reverence for the human community. This motivates our open and continuous pursuit of truth. For this reason, we foster reverence for Life in all of its human potential.
- We believe in supporting all persons in their responsible contributions to the community through family, social interactions and all Life endeavors.
- We believe that we must strive for a human community based on justice, mutual respect and concern. In this context, we must cultivate care for our planet and its resources.
- We believe that laws exist for the benefit and well-being of individual persons, that legal systems must express the common good, and that governments must be respectful and open to thoughtful criticism by intelligent and responsible citizens.
- We believe that the laws of justice and love must regulate the personal, family, economic and global components of our Lives if civilization is to progress.
- We believe in the teachings and example of Jesus Christ.

(Revised August 2017)

STANDARDS OF CONDUCT

The Creighton University community is based on a Catholic, Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the principles of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence.

Choosing to join this community, whether as a student, faculty or staff obligates you to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences your acceptance of these commitments and agreement to strive for their achievement. Commitment to living by these principles means that you will endeavor to:

1. Act with professional, academic, and personal integrity.

Consistent with this principle is conduct in accord with the academic honesty policy of the University, other University policies that foster a human community of justice, respect, and concern, and the code of ethics of your foreseen profession. This principle challenges you to shape a personal code of positive values, to live a healthy, balanced lifestyle, and to discover and embrace the responsibilities of your freedom, intelligence, and intrinsic worth.

Inconsistent with this principle are all forms of dishonesty, excuse-making, failure to take responsibility for your behavior, infidelity or disloyalty in personal relationships and violations of the code of ethics of your foreseen profession.

2. Respect and promote the dignity of all persons.

Consistent with this principle is growing in understanding of different cultures and groups, resolving conflicts fairly, appreciating peoples' differences, and seeking truths and values essential to human life and community. This principle challenges you to refrain from actions that threaten or discourage the freedom, personal safety, and respect that all individuals deserve.

Inconsistent with this principle are actions that compromise or demean the intrinsic worth of individuals or groups. All forms of racism, sexism, pornography, lewd behavior, harassment, discrimination, intimidation, taunting, insult, physical harm, and discrimination are inconsistent with this principle.

3. Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.

Consistent with this principle is the affirmative support for equal rights and opportunities for all members of the Creighton University community, realizing that you are a member of a larger community, with a responsibility to understand diverse societal issues, and being a responsible participant of the civic and Creighton community.

Inconsistent with this principle are actions that are illegal and that violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, to express themselves appropriately, and to enjoy privacy

4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.

Consistent with this principle are actions that are compassionate and considerate of the needs and well-being of others and that encourage the development of students' moral, spiritual, intellectual, emotional, personal, and vocational abilities.

Inconsistent with this principle are actions that are insensitive, inhospitable, spiteful, or which unjustly or arbitrarily inhibit another's ability to securely pursue goals in accord with the development of their abilities.

These Standards of Conduct apply to all Creighton University students, student organizations and clubs. All members of the Creighton University community are obligated to promote actions consistent with these principles, and to appropriately confront, challenge, and respond to actions that are inconsistent with these standards.

GENERAL INFORMATION

A. Academic Information

1. Confidentiality and Privacy of Student Records

Creighton complies with the “Family Educational Rights and Privacy Act” (FERPA). Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. FERPA affords students certain rights with respect to their education records. They are:

- a. The right to inspect and review the student’s education records.

Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access within 45 days of the day the University receives a request for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- b. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

Note: The right to challenge grades does not apply under this Act unless the grade assigned was inaccurately reported.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent.

One exception that permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Public Safety personnel and Health Education and Compliance staff), a person or company with whom the University has contracted (such as an attorney, auditor, collection agency, and the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a

legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibilities for the University.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is requesting transfer or enrollment;
- Specified government officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To a parent of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law;
- To victims of crimes of violence or non-forcible sex offenses;
- Disclosures to the student.

FERPA permits disclosure of education record information to a student's parent or guardian if the student is their dependent for federal tax purposes. To rely on this exception, the University must verify a student's dependent status by asking the parent/guardian to provide a copy of the portion of their tax return showing they claimed the student as a dependent. Students may grant their parents or others access to their academic records by following the procedure on their N.E.S.T. account.

FERPA also allows the University to disclose directory information without the written consent of the student. Directory information is information contained in an education record of a student which generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes the student's full name, the fact that the student is or has been enrolled, full-time/part-time status, expected date of graduation, local and permanent address(es), e-mail address(es), telephone number(s), date and place of birth, dates of attendance, division (school or college), class, major field(s) of study and/or curriculum, degrees, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph(s), and previous educational agency or institution attended by the student. A currently enrolled student may request all directory information not be released by designation as such on their N.E.S.T. account. The restriction shall not apply to directory information already published or in the process of being published. Once the student has designated a confidential classification, it will not be removed until the student submits a signed authorization requesting that it be removed.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Creighton University to comply with requirements of FERPA.

The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

2. Location, Types, and Custody of Education Records

Following is a listing of the location and types of education records and the title of the respective official responsible:

Registrar's Office (Brandeis Hall, 2nd floor)

Application for admission and supporting documents, including standardized test scores, transcripts of academic work completed elsewhere; cumulative academic records; academic action reports; correspondence, etc.

School or College Dean's Office

Records will vary with each Dean's office, but may include records and reports in original or copy form generally comparable to those maintained by Registrar; academic progress reports, evaluations and related actions, attendance data, correspondence, etc. The following is a list of the schools/colleges and the respective websites:

[Creighton College of Arts & Sciences](#)
[Heider College of Business](#)
[College of Nursing](#)
[College of Professional Studies](#)
[Graduate School](#)
[School of Dentistry](#)
[School of Law](#)
[School of Medicine](#)
[School of Pharmacy & Health Professions](#)

Academic Advisor's Office

Cumulative files containing academic information are maintained by some academic departments and by some faculty advisors concerning their advisees

Athletic Department (Championship & Ryan Centers)

Directory information; recruiting and eligibility records; performance statistics

Department of Residential Life (Swanson Hall 136)

Housing information and Dining Services information

Global Engagement Office (Creighton Hall, Suite 324)

Records of international students and records of students who studied abroad

Health Education & Compliance (Markoe Hall)

Medical records and Counseling records

Office of Community Standards and Wellbeing (Creighton Hall, Suite 224)

Disciplinary records

Office of Equity and Inclusion (Creighton Hall, Suite 340)

Disciplinary records

Student Financial Aid Office (Harper Center for Student Life and Learning, Suite 1100)

Financial aid records

University Business Office (Creighton Hall Room 113)

Financial records, student accounts, student loans, collections and cashier services

University Relations (Wareham Building, 3rd Floor)

Directory information and other personal data about former students and graduates, and their subsequent activities and achievements

Vice Provost for and Ministry (Creighton Hall 240)

Directory information and religious affiliation

Questions concerning student records or FERPA may be referred to the University Registrar, who is designated as the University Custodian of Student Records.

3. General Regulations

Change in registration

For courses that run the full semester, changes in registration are permitted until the end of the first week of classes.

Transcripts

A copy of a student's academic record is called a transcript and is issued by the University Registrar upon signed request, or its equivalent, of the student. Transcript request information is available at the Registrar's Office or on the Registrar's Office website. Copies are not made of transcripts on file from other institutions; any additional copy of these must be requested by the student directly from the original issuing institution.

Students who are suspended or expelled from Creighton University due to behavioral reasons will have the following notations appear on their permanent academic record, including the official transcripts of the University:

- Behavioral Suspension
- Behavioral Expulsion

Per the Harassment, Discrimination, Sexual and Relationship Misconduct Policy; students who are in an ongoing investigation may have the following notation appear on their academic record, including the official transcripts of the University:

- Withdrawal Pending Conduct Resolution

Students who are dismissed from Creighton University or from a College/School within Creighton University due to academic reasons, including academic integrity violations, will have the following notations appear on their permanent academic record, including the official transcripts of the University:

- Academic Dismissal from Creighton University
- Academic Dismissal from (School or College)

4. Withdrawal from the University

A student is considered in attendance until they have formally notified the University in person or in writing of withdrawal by the established withdrawal deadline for the term. Refunds are determined on the basis of the date of such formal notification.

Permission to withdraw from the University is granted by the Dean of the School or College in which the student is registered. This is required as a condition of honorable dismissal.

B. Essential Information

1. **Bio-Information Center**

Bio Information Center Building/28th & Burt Streets (west of I-480 & east of Boyne Building)
Phone: (402) 280-5108
Fax: (402) 280-5134

The Bio-Information Center (BIC), houses the Health Sciences Library, School of Pharmacy and Health Profession's Drug Information Center and the Center for Medication Therapy Management, 3 large classrooms in the lower level and four small classrooms on the second level as well as the Café a la Cart. The BIC is located on Creighton's West Campus. See "[Health Sciences Library](#)" for more information.

2. **Bookstore**

TEMPORARY LOCATION – July 8, 2019 to August 2020 (est.)

Murphy Building
701 N, 20th St
Phone: (402) 280-2796
Website: creighton.bncollege.com

PERMANENT LOCATION (est. Fall 2020)

Harper Center for Student Life and Learning, 1st level, east entrance
Phone: (402) 280-2796
Website: creighton.bncollege.com

3. **Change of Name**

Registrar's Office
Brandeis Building, 2nd Level

Any change of name (whether through court action, marriage, or for any other reason) must be reported to the Registrar with a [Name Change Request form](#).

4. **Check Cashing**

Creighton University Business Office
Creighton Hall, Room 113
Phone: (402) 280-2707
Website: [Business Office](#)

Checks in amounts not exceeding \$200.00 may be cashed at the Business Office in Creighton Hall. Checks will be cashed with presentation of a valid Creighton ID card and/or driver's license.

5. **Creighton Dining Services**

Brandeis Hall, Suite B07
Phone: 402-280-2467
Website: [Dining Services](#)
Email: Housing@creighton.edu

Creighton University Dining Services cater to your needs. If you prefer to dine in an *all you care to eat* facility, we have two dining halls on campus. If you enjoy sitting down with a

personal pizza, sushi, or sandwich, we have several retail facilities to satisfy your cravings. Campus also operates a fully licensed Starbucks in the Skutt Student Center.

All freshman and sophomore residents are required to have a meal plan. Residents living in Deglman, Gallagher, Kiewit, Swanson, and McGloin must purchase either the All Access, 15, 12, or 9 meal plans. Sophomore residents of Kenefick Hall and Heider Hall must purchase the All-Access, 15, 12, 9, or Flex 100 meal plan option. Exemptions (i.e. religious or medical reasons) to meal plan requirements may be requested electronically to the Director of Housing & Auxiliary Services via email at Housing@creighton.edu.

6. Creighton EDGE - 3 office locations

Academic Success and Pre-Professional Advising
Reinert Alumni Library, Lower Level
Phone: (402) 280-5566
E-mail: EDGE@creighton.edu

John P. Fahey Career Center
Harper Center, Suite 1088
Phone: (402) 280-2722
E-mail: careercenter@creighton.edu

Disability Services
Vinardi Building, 4th Floor
Phone: (402) 280-2195
E-mail: disabilityservices@creighton.edu

Education in the Jesuit tradition
Development of God-given talents
Growth of intellectual, cultural and global perspective
Engaged spirit and sense of purpose

The Creighton EDGE is designed to provide Creighton students with a holistic approach to academic success, career development, disability services, and pre-professional advising. Features of the EDGE include alumni networking, mentoring and shadowing, as well as a connection to portfolio-building internship opportunities. The EDGE also provides individual and group tutoring, academic coaching, and assistance with any issues that could impact a student's ability to be academically successful at Creighton.

- Tutoring
- Academic Coaching
- Academic Strategy Courses
- Accommodations for Qualified Students
- Pre-Professional Advising and Learning Communities
- Career Advising
- EDGE Scholars Program
- EDGE Internship Program
- Career Portfolio Program
- Shadowing
- Mentoring
- Internships

- Alumni Networking

7. Financial Aid

Harper Center for Student Life and Learning, Suite 1100
 Phone: 1-800-282-5835
 Local Phone: (402) 280-2731
 Fax: 402) 280-2895
 Undergraduate Financial Aid: finaid@creighton.edu
 Graduate/Professional: gpfinaid@creighton.edu
 Website: [Financial Aid](#)

8. Global Engagement Office

Creighton Hall, Suite 324
 Phone: (402) 280-2221
 Fax: (402) 280-2211
 Website: [Global Engagement Office](#)

As the focal point and information center for Creighton's international activity, the Global Engagement Office administers many programs and services, including:

- [International student advising](#) on academic, visa, social, cultural and employment matters
- [International visiting scholar](#) support
- [Study abroad](#)
- [Encuentro Dominicano](#) administration
- [Institute for Latin American Concern \(ILAC\)](#)
- The [Intensive English Language Institute \(IELI\)](#)
- [Asian World Center](#)
- [Office of Sustainability Programs](#)
- [Office of Academic Service-Learning](#)
- [Creighton Global Initiative \(CGI\)](#) project oversight and support
- [Jesuit Worldwide Learning](#) liaison
- [International agreements](#) and links with foreign universities, ministries, embassies and foundations
- [International travel risk management](#)
- Cross-cultural communication workshops
- Events with an international focus

9. Health Sciences Library

Bio Information Center Building/28th & Burt Streets (west of I-480 & east of Boyne Building)
 Phone: (402) 280-5109 (Main Desk)
 Phone: (402) 280-5138 (Reference)
 Fax: (402) 280-5134
 Email: hslcirc@creighton.edu (Main Desk)
 Email: refdesk@creighton.edu (Reference)
 Website: [Health Sciences Library](#)

10. Klutznick Law Library/McGrath North Mullin & Kratz Legal Research Center

Ahmanson Law Center, 2nd Floor, 21st and Cass Streets
 Phone: (402) 280-2875

Website: <https://law.creighton.edu/academics/law-library>

11. Lockers

There are a limited number of lockers available on a first-come, first-serve basis, located in:

[Reinert Alumni Library](#)

College of Professional Studies Lounge

Call (402) 280-2424

[Health Sciences Library](#)

[Kiewit Fitness Center](#)

Call (402) 280-2848

[Rasmussen Center](#)

Call (402) 280-3575

12. Lost and Found

Public Safety Department

2222 Burt Street

Schneider Building

Phone: (402) 280-2104

Website: [Public Safety](#)

Items found will be turned in to Public Safety.

Skutt Student Center

2500 California Plaza

Phone: (402) 280-1706

Website: [Skutt Student Center](#)

Items found will be turned in to Front Desk

Mike and Josie Harper Center

2500 California Plaza

Phone: (402)-280-3850

Website: [Mike and Josie Harper Center](#)

Items found will be turned in to Front Desk

13. Mail Services and Package Services

Harper Center for Student Life and Learning, Suite 1090

Phone: (402) 280-4700

Website: [Mail Services](#)

14. News Releases

University Communications and Marketing

1624 Mike Fahey Street

Wareham Building, 1st Floor

Phone: (402) 280-2969

Website: [University Communications and Marketing](#)

15. Notary Public Services

Creighton University Business Office

Creighton Hall, Room 113

Phone: (402) 280-2707

Website: [Business Office](#)

16. Parking

Public Safety
2222 Burt Street
Schneider Building
Phone: (402) 280-2104
Website: [Public Safety](#)

All Creighton affiliates, including faculty, staff, and students, who park a vehicle on property that is owned or leased by Creighton University at any time must display a current parking decal or temporary hangtag issued by Public Safety. The Public Safety office is open for parking transactions from 7 a.m. to 7 p.m. on weekdays. Students should review campus parking regulations on the Public Safety website.

17. Reinert-Alumni Memorial Library

Located in the center of East Campus, just west of St. John's Church
Phone: (402) 280-2227 Reference
Phone: (402) 280-2260 Circulation
E-Mail: askus@creighton.edu (Reference)
E-Mail: ralcirc@creighton.edu (Circulation)
Text: (402) 507-4222
Website: [Reinert-Alumni Memorial Library](#)

18. University I.D. Card

Card Services
Harper Center for Student Life and Learning, Suite 1090
Phone: (402) 280-4700
Website: [Card Services](#)

Privacy Statement: Images captured for the ID card will be used only for University purposes within FERPA guidelines. Data collected on the use of the University facilities and services by an individual cardholder will be treated as same. Information regarding Cardholder's account will not be provided to third parties unless required by applicable laws, or with written permission of the Cardholder.

19. Voter Registration

This information is provided to students in order to comply with Section 487(a)(23) of the Higher Education Act of 1965 and the [National Voter Registration Act of 1993 \(NVRA\)](#) that requires all higher education institutions to distribute voter registration forms to their students.

Nebraska students, click the link below in order to complete the necessary forms in order to register to [vote in Nebraska](#). For students from states other than Nebraska, [click the link](#) to learn how to register to vote in your home districts and access necessary forms.

Voters registered at their Creighton addresses vote in the following locations:

Gallagher, Kiewit, Swanson, and Deglman
Douglas County district 03-01
Polling Place: Harper Center for Student Life and Learning
McGloin, Opus and Davis Square
Douglas County district 02-15
Polling Place: Morning Star Baptist Church, 20th & Burdette

Heider & Kenefick
Douglas County district 02-18
Polling Place: W. Dale Clark Library, 215 S. 15th Street

[Other Douglas County polling locations](#)

STUDENT LIFE AND CAMPUS PARTNERS

The Division of Student Life and its campus partners at Creighton University supports the development of the whole individual, while supporting the academic mission. Student life at Creighton integrates the cultural, social, spiritual, physical and recreational opportunities into the day-to-day experiences of students. We do so through the various services and programs listed below.

Athletics

Website:	www.gocreighton.com
Location:	Championship Center & Ryan Athletics Center
Phone:	(402) 280-2720
Staff:	Bruce Rasmussen, Athletics Director Lisa Chipps, Senior Women's Administrator Mark Burgers, Associate Athletics Director Jeremy Andreesen, Finance Manager Nicole Payne, Senior Financial Analyst

Creighton Dining

Website:	Creighton Dining
Location:	Brandeis Hall, Room 125
Phone:	(402) 280-2467
Staff:	Click Here to View Creighton Dining Staff

Creighton Dining (powered by Sodexo) provides food service across campus, including dining halls, retail locations, and catering services. Meal plan arrangements and exemptions are coordinated through Housing and Auxiliary Services at living@creighton.edu.

Creighton Intercultural Center

Website:	Creighton Intercultural Center
Location:	Brandeis Hall, Suite B03
Phone:	(402) 280-2459
Staff:	Becky Nickerson, Director Cedora Barnett, Assistant Director for Retention and Identity Development Curtis Taylor, Assistant Director for Multicultural Organizations and Programming Len Gordy, Student and Community Outreach Advisor Cedora Barnett, Coordinator for Multicultural Retention Initiatives Vacant, Coordinator for Multicultural Retention Initiatives Kym Bauer, Administrative Assistant

The Creighton Intercultural Center (CIC) is a department in the Division of Student Life. Our professional services are grounded in supporting the mission of Creighton University and Jesuit and Ignatian traditions and values.

The Creighton Intercultural Center supports students through advocacy, leadership development, academic support, activities and mentorship. We collaborate with academics, organizations, and other departments to deliver diversity and inclusion trainings and cultural programs that enrich the student experience.

The CIC serves and works with all students, preparing them to be engaged in a global society. We offer many cultural events and programs throughout the year as well as work in the following specialty areas:

- Intercultural Education, and Diversity and Inclusion Training
- Identity Development and Community Building
- Retention Initiatives
- Personal / Academic Support and Mentoring
- Community Outreach opportunities
- Multicultural Student Organization and Culturally Based Fraternity and Sorority Support

Department of Residential Life (DRL)

Website:	Department of Residential Life
Location:	1st floor Swanson Hall, Room 136
Phone:	(402) 280-2717
Staff:	Kristen Schuling M.S. Ed, Director, Residential Life Christopher Hill, Interim Assistant Director, Residential Life Ursula Magsayo, Resident Director, Deglman Hall Isaac Ortega, M.S.E., Resident Director, Gallagher Hall TBD, Resident Director, Heider Hall Kylie Windecker, Resident Director, Kenefick Hall Christopher Hill, M.S., Resident Director, McGloin Hall Isaac Ortega, M.S.E, Resident Director, Kiewit Hall Laurel Hogan, M.Ed., Resident Director, Swanson Hall Anthony Calcagno, M.S., Resident Director, Davis Square and Opus Hall Jennifer Swartzendruber, Administrative Assistant

Disability Services | Creighton Edge

Creighton University provides services and resources to meet the needs of qualified students with disabilities.

Website:	Services for Students with Disabilities
Email:	DisabilityServices@creighton.edu
Location:	Vinardi Center (Old Gymnasium), room 437

Phone: (402) 280-2195
Staff: Jacque Knedler, Associate Director
Vacant, Coordinator

a. Eligibility for Services

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 provide for appropriate and necessary accommodations and auxiliary aids and services to qualified individuals with disabilities. Creighton University requires that written documentation of a student's disability be submitted Disability Services before any assistance can be provided. This written documentation must be provided by a qualified evaluator, as determined by Disability Services and should include current recommendations for a postsecondary setting.

b. Student Responsibilities

Disclosure of a disability and requests for accommodation must be made to appropriate University personnel by the student. The University cannot act on verbal or written statements by a parent, counselor, or teacher. If specific academic accommodations are needed, the student must notify Disability Services, provide documentation, and complete an intake interview. Once acceptable documentation of a disability is on file and intake interview has been completed accommodations will be provided in as reasonable a time as the particular circumstance of the request for accommodation warrants. For more information, contact Disability Services at disabilityservices@creighton.edu.

Eileen B. Lieben Center for Women

Website: [Lieben Center](#)
Location: Brandeis Hall, B03
Phone: (402) 280-2443
Staff: Cedora Barnett, Assistant Director for Retention and Identity Development

The Eileen B. Lieben Center for Women at Creighton University was established in 1998 by students, faculty, and staff to respond to issues impacting women students at Creighton University. It is a welcoming space for all members of the Creighton community and strives to foster support and inclusivity within campus life through programming, education, resources and advocacy.

The Lieben Center is advised by the Creighton Intercultural Center and is staffed by 6 student positions: Coordinator, Assistant Coordinator, Programming Coordinator, and three work study students. As a student-centered space, the mission of the center is to promote and advocate for gender equity on campus and in the community through programs and resources and create a space for all women and their allies to achieve individual and social change.

Encuentro Dominicano

Website: [Encuentro Dominicano](#)
Staff: René Padilla, PhD, OTR/L, FAOTA, LMHP, Vice Provost for Global Engagement
Margarita Dubocq, MS, Academic Director & ILAC Director DR

Jill Muegge, M.A., Study Abroad & ILAC Director-Omaha

Encuentro Dominicano is Creighton University's premier academic service-learning program in the Dominican Republic, housed at the ILAC/CESI Center outside of Santiago. Encuentro centers around service-learning, exploration, and building community with fellow students and Dominicans – all while experiencing the rich and vibrant culture of the Dominican Republic. This unique program embodies the Jesuit mission of promoting justice, striving for excellence, and dedication to the truth.

Health Education & Compliance

Website: [Health Education & Compliance](#)

Location: Markoe Hall

Phone: (402) 280-2735

Fax: (402) 280-1859

The Health Education and Compliance office provides health education and care coordination for students, oversees the Campus Health Aide program, sponsors the Student Health Insurance Plan, and administers the Creighton Health and Immunization Requirements Portfolio (CHIRP) for all Health Science students. This office also monitors immunization compliance for students, faculty, and staff.

Health Education & Compliance Staff:

TBD, Director/Medical Director
Angela Maynard, BSN, CPN, Associate Director
Jenni Bragg, RN, Assistant Director for Immunization Compliance
Melissa Lindauer, RN, Assistant Director
Supriya Bhatia, MD, Psychiatrist

Housing and Auxiliary Services

Website: [Housing and Auxiliary Services](#)

Location: 1st floor Swanson Hall, Room 136

Phone: **Main Office:** (402) 280-2717
Centralized Reservations: (402) 280-1493

Staff: Lucas Novotny, Senior Director, Housing & Auxiliary Services
Robert Johnson, Associate Director, Housing and Auxiliary Service
TBD, Associate Director, Housing & Auxiliary Services
Jon Shields, Assistant Director, Housing and Auxiliary Services
Danny Steiner, Housing Assignments Coordinator
Dolan Peters, Senior Operations Coordinator
Dillon Beckmann, Operations Coordinator
Stephen Levy, Operations Coordinator
Logan Findley, Reservations Specialist

Lizzy Hahn, Reservations Specialist
Amanda Cleary, Business Manager
Binaya Joshi, Application Administrator
Jack Robertson, Marketing Strategist
Jennifer Swartzendruber, Administrative Assistant

Housing and Auxiliary Services (HAS) works across campus to meet all housing, dining, and event needs. HAS facilitates room assignments for every residence hall on campus, oversees event space reservation and preparation, and works to ensure residence halls, student centers, dining spaces and more consistently make students and visitors to campus feel at home.

Military and Veteran Affairs

Website: [Military and Veteran Affairs](#)

Location: Hixson-Lied Science Building, Room G06

Phone: (402) 280-4063

Email: veterans@creighton.edu

Staff: Vacant, Director
Jennifer Austin, Program Coordinator

The Office of Military and Veterans Affairs (MVA) is the single point of contact for Veterans, Service members, Dependents and Spouses (VSDS) providing services, support, and advocacy while promoting a culture of success, well-being, and trust. The MVA assists students with setting up their VA education benefits as well as maximizing the use of their benefits during their time at Creighton. The Veterans Resource Center which includes a lounge and study area for our veteran students is housed within the MVA.

Mission and Ministry

Website: [Mission and Ministry](#)

Location: Creighton Hall, Suite 240

Phone: (402) 280-3056

Staff: Eileen Burke-Sullivan, S.T.D., Vice Provost for Mission and Ministry
Janique Hayes, MPA, Administrative Coordinator

The Division of Mission and Ministry provides an essential role in Creighton's commitment to developing the whole person. It does so by extending the Creighton experience beyond the classroom in service to the spiritual and pastoral needs of the Creighton family and as a stimulus to a heightened awareness of our broader social responsibilities. The Division of Mission and Ministry supports a *faith that does justice* as part of Creighton's Catholic, Jesuit mission. The following is a listing of the various departments (including websites) within Mission and Ministry:

[Campus Ministry](#)
[Schlegel Center for Service and Justice \(SCSJ\)](#)
[Ignatian Formation and Ministry for Faculty and Staff](#)
[Creighton University Retreat Center](#)

Office of Community Standards and Wellbeing

Website: [Office of Community Standards and Wellbeing](#)

Location: Creighton Hall, Suite 224

Phone: (402) 280-2775

Staff: Desiree R. Nownes, MS, Senior Director, Community Standards and Wellbeing
Akeyla Dowden, MPA, Assistant Director, Community Standards and Wellbeing
Lydia Coulson, M.Ed., Assistant Director, Community Standards and Wellbeing
Cheryl Roberts, Executive Assistant

Office of Equity and Inclusion

Website: [Office of Equity and Inclusion](#)

Location: Creighton Hall, Suite 340

Phone: (402) 280-3189

Staff: Allison Taylor, MS Ed, Executive Director
Ellie Rohr, JD, Senior Investigator
Akeyla Dowden, MPA, Investigator
Lysette Brown, Administrative Assistant

The Office of Equity and Inclusion brings together a number of important University initiatives to reduce obstacles and foster an environment that is welcoming and inclusive to all Creighton community members.

This includes:

- Oversight of reported incidents of sexual and relationship misconduct, discrimination, and discriminatory harassment. This includes all reported Title IX incidents for the University
- Title IX education and training
- Mandatory Reporters Policy
- ADA/Section 504 – discrimination or harassment due to a disability status
- Affirmative Action/EEO
- Children and vulnerable adults

Office of the Vice Provost for Student Life

Website: [Division of Student Life](#)

Location: Creighton Hall, Suite 224

Phone: (402) 280-2775

Staff: Tanya Winegard, PhD, Vice Provost for Student Life
W. Wayne Young, Jr., PhD, Associate Vice Provost for Student Development and Associate Vice Provost for Retention
Michele K. Bogard, PhD, Associate Vice Provost for Student Engagement
Desiree Nownes, MS, Senior Director of Community Standards and Wellbeing
Lucas Novotny, MS, MBA, Senior Director of Housing & Auxiliary Services
Kristen Schuling, MS, Director of Residential Life
Cheryl Roberts, Executive Assistant

Recreation & Wellness

Website: [Recreation and Wellness](#)

Location: Kiewit Fitness Center & Rasmussen Center

Phone: Kiewit Fitness Center (Main Office, Room 211) (402) 280-2848
Kiewit Fitness Center (Front Desk) (402) 280-2114
Rasmussen Fitness & Sports Center (Front Desk) (402) 280-3575

Email: recreation@creighton.edu

Staff: Greg Durham, Director
Lucia Zamecnik, Assistant Director of Fitness & Operations
Steven Walton, Assistant Director of Competitive Sports
Kym Bauer, Administrative Assistant

Student Counseling Services

Website: [Student Counseling Services](#)

Location: Markoe Hall

Phone: (402) 280-2735

Fax: (402) 280-1859

Student Counseling Services (SCS) is accredited by the International Association of Counseling Services (IACS). SCS provides individual, couples, and group counseling, by appointment to all full-time students. Same-day crisis sessions are also available. All counseling services are provided free to students. SCS also provides psychological evaluation services at a nominal fee. SCS also provides psychiatric assessments and medication management services which are billed through insurance.

Student Counseling Staff:

Jennifer Peter PsyD, Director and Psychologist
Rebecka Tompkins, PsyD, Associate Director for Training and Psychologist
Supriya Bhatia, MD, Psychiatrist
Anne Conroy, PhD, Psychologist
Alyssa Newman, PsyD, Psychologist
Michael Kelley, PhD, Psychologist

Sangeetha Kumar, MSW, Assistant Director for Student Care and Outreach
Catherine Brougham, MS, Counselor
Madeline Moore, MA, Counselor
Jenna Medlin, Post-doctoral Intern
Elise Trompeter, Pre-Doctoral Intern
Joshua Abramson, Pre-Doctoral Intern

Student Leadership & Involvement Center

Website: [Student Leadership & Involvement Center](#)

Location: Skutt Student Center, Rooms 120 & 205

Phone: (402) 280-1715

Staff: Katie Kelsey, M.Ed., Director
TBD, Assistant Director of Programming and Student Organizations
Michelle Dollyhigh, M.A., Assistant Director for Sorority Life and Leadership
Colton Johnson, Assistant Director for Fraternity Life and Leadership
Justin Stoeckle, M.Ed., Assistant Director for Transitions
Tina Fussell, Administrative Assistant

Student Support Services

Website: [Student Support Services](#)

Location: Vinardi Center (Old Gymnasium), 2nd Floor, Room 203

Phone: (402) 280-2749

Staff: Krystal Rice, Director, (402) 280-3468
Karen Thurber, Assistant Director, (402) 280-3007
Mary Longo, Writing Specialist, (402) 280-2223
Kelley Sanders, Administrative Assistant, (402) 280-3384

Services offered include academic, personal, financial literacy, and career counseling, as well as tutorial services by peers or by the Student Support Services staff. Student Support Services scholarships are offered to enrolled students who meet established federal/program guidelines.

Violence Intervention and Prevention (VIP) Center

Website:	VIP Center
Location:	Lower Brandeis Hall B04
Phone:	(402) 280-3794
Email:	VIPcenter@creighton.edu
Staff:	Meredith Lierk, MDiv, Associate Director Abbey Collins, MPH, Assistant Director

Creighton's [Violence Intervention and Prevention \(VIP\) Center](#) provides confidential advocacy to first- and second-hand survivors of sexual assault, sexual harassment, relationship violence, stalking, discriminatory harassment, and other related issues. An advocate provides individualized support and resources in a safe space for survivors to make informed choices around reporting, medical care, safety planning, supportive measures, and more. These services are free, confidential, and available to all students. Services include:

- Support after an experience of interpersonal violence
- Assistance with supportive measures including class absences, coursework extensions, transportation, counseling, and housing
- Assistance reporting incidents both on- and off- campus (Title IX and law enforcement)
- Assistance in filing for a protection order
- Safety planning
- Campus and community referrals
- Resources to support a friend, partner, or family member

For additional information contact the VIP Center at (402) 280-3794 or via confidential email at VIPcenter@creighton.edu.

Student Organizations, Clubs and Activities

Creighton University Student Group Classifications

Club

A Club is defined as a group of 6 or more current students who have joined together for a common social, educational, social justice, religious, or cultural purpose. Clubs are considered affiliated with, but not official units of Creighton University. Clubs agree to abide by all University policies and procedures. Clubs with an inter/national affiliation must also abide by all inter/national organization policies and procedures. Clubs must renew their registration each year through the Student Leadership and Involvement Center.

Categories:

- Academic/Interest
 - Academic/Interest organizations serve as a forum to explore issues in a particular academic field or area of interest; students do not have to be enrolled in that line of coursework in order to be members of these organizations.
- Cultural
 - Cultural organizations provide an opportunity to explore and celebrate other cultures as well as to increase campus understanding and support. These organizations provide a support network for students from a particular culture as well as educate the campus about that culture.
- Faith-Based/Spiritual
 - These groups are directly affiliated with a faith-based organization and/or educate about faith-based beliefs, conduct any faith-based activities, or foster development of the spiritual self.
- Graduate/Professional
 - Graduate/Professional organizations are those that exist in the Graduate School, Law School, Medical School, Dental School or School of Pharmacy and Health Professions, regardless of other categories under which they could be classified.
- Political
 - Political organizations are those that represent political parties or exist to represent particular political interests.
- Service
 - Service organizations are those that are primarily dedicated to providing solidarity, aid or assistance to others on campus or in the community.
- Social
 - Social organizations exist to provide various types of social environments and/or activities to the campus and its membership.

Honor Society

An Honor Society is defined as a group of students or students and faculty who are invited to become members based on scholastic rank and/or GPA. Honor societies recognize students who excel academically and/or as a leader among their peers. Honors societies agree to abide by all University and inter/national organization's policies and procedures. Membership in an Honor Society is exclusive and typically based on academic achievement in a certain field.

Categories:

- Academic Honor Society
 - Academic honor societies recognize students and/or faculty and/or staff who excel academically or as leaders among their peers within a specific academic discipline.
- Professional Honor Society

- Professional honor societies recognize students and/or faculty and/or staff who excel within a particular field.
- General Honor Society
 - A general honor society is a rank organization that recognizes excellence among peers.

Department-Affiliated Group

A Department-Affiliated Organization has a special, elevated relationship with a Creighton University Department or Office. Sponsorship by a Department or Office requires support, endorsement, supervision, and the assumption of responsibility for the actions and activities associated with the organization. Department-Affiliated Organizations have a dedicated advisor or supervisor whose University role or job description directly includes the advising of the group. Department-Affiliated Groups agree to abide by all University policies and procedure.

Categories:

- Program/Event
 - A department affiliated program/event includes any student-led program or event formally affiliated with a University department.
- Organization
 - A department-affiliated organization includes any student-led group formally affiliated with a University department.
- Entrepreneurial Efforts
 - Recognizes student entrepreneurial efforts that are under the guidance of a University department or organization

Sports Club

A Sport Club is classified through the Student Organization Review Committee process as either a Competitive or Recreational team. A Competitive Sports Club is a group that provides structured competition for students who are non-intercollegiate athletes. A Recreational Sports Club does not regularly compete. These sports can be either co-ed or single gender. Sports Clubs have a dual reporting relationship with the Student Leadership and Involvement Center, and Creighton Recreation and Wellness. Sports Clubs are required to follow University, Student Leadership and Involvement Center, and Creighton Recreation and Wellness policies and procedures. For more information regarding the Student Leadership and Involvement Center policies and procedures, please see their [website](#). For more information regarding the Creighton Recreation and Wellness policies and procedures, please see their [website](#).

Categories:

- Competitive
 - A competitive sports club competes against other teams or clubs at the local, regional, and/or national level.
- Recreational
 - A recreational club holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and social fellowship of sports and recreation.

Fraternity/Sorority Organization

A Fraternity/Sorority Organization is defined as a group of men or women formed by a brotherhood or sisterhood and common goals and aspirations who make a lifelong commitment to each other through ritual. Fraternity/Sorority Organizations abide by the policies and procedures of the University and also the policies and procedures of their organizations inter/national headquarters. This does not include honors societies.

Categories:

- Interfraternity Council (IFC) Organizations
 - IFC organizations represent a diverse range of inter/national men's fraternities.
- Panhellenic (PHC) Organizations
 - PHC Organizations represent a diverse range of inter/national women's sororities as recognized by the National Panhellenic Conference.

- Culturally Based Fraternal (CBFO) Organizations
 - CBFOs represent a diverse range of inter/national men's and women's organizations that are culturally based.

Governing Body

A Governing Body is an organization that serves an official function on behalf of the student body by governing a select number of clubs or hall councils existing on campus. Governing Bodies may be given special authorities related to the oversight of their organizations and the interests and needs of the students they are serving. However, rules established by the Governing Body may not supersede policies and procedures established by the Student Leadership and Involvement Center or the University.

Creighton Students Union

All undergraduate, graduate, and professional students are voting members of the Creighton Students Union (CSU). Representation is based upon 1 (one) representative per 150 (one hundred fifty) students enrolled in each college or school of the University. The executive officers consist of four positions: President, Executive Vice President, Vice President for Finance, and Vice President for Programming. The CSU President and Executive Vice President run for office in a campus-wide election. Selection committees choose the Vice President for Finance and the Vice President for Programming.

CSU is the unified, comprehensive student government at Creighton University and speaks as the official voice of the student body to administration, faculty, staff, alumni, and Board of Trustees. This group of student leaders is also responsible for allocation of student fees to student organizations and school governments. Additionally, CSU provides valuable student services and operates through ad hoc committees, Appropriations Committee and Program Board.

CSU Board of Representatives meetings are open to all students and are held on a weekly basis. The Creighton Students Union offices are located on the second floor of the Student Center and can be contacted at (402) 280-2724 or at csupres@creighton.edu.

General Election – is held on the first Tuesday in November. The positions of President, Executive Vice President and representatives for the College of Arts and Sciences, the Heider College of Business, and the College of Nursing are also elected. Representatives from the School of Law, School of Medicine, School of Dentistry, School of Pharmacy and Health Professions, College of Professional Studies, and Graduate School are elected or appointed through their respective school student government.

Candidates – must have a minimum cumulative 2.5 GPA or its equivalent in the Professional Schools. Candidates must not be on behavioral probation to be eligible to run for a position. Further qualifications and requirements may be determined by the CSU Election Commission.

Campaigning – commences two weeks prior to the General Election and is overseen by the CSU Election Commission.

Campaigning Spending Limit – for an individual campaign, costs cannot exceed \$500, for an individual campaigning with another individual the total campaign costs for both candidates cannot exceed \$500, and for an individual campaigning for more than one position, the total campaign costs for both positions cannot exceed \$500.

University Committees

During the Spring of each year, CSU seeks applications from students to serve as representatives on the Presidential Committees and advisory boards for the upcoming year. The students are appointed to the following committees for a one-year term:

- **Americans with Disabilities Act Committee** – Review accessibility on campus and provide education to students, faculty, staff and visitors.
- **Campus Planning Committee** - Reviews current master plans annually and specific proposals for major renovations and additions to the campus facilities.
- **Financial Advisory Committee** - Works exclusively with University finances, including tuition, loans, etc.
- **Reinert Alumni Memorial Library Advisory Board** – Advises the Reinert Alumni Memorial Library.
- **Skutt Student Center Advisory Board** – Advises the Skutt and Harper Centers.
- **University Athletic Board** - Deals with concerns of inter-collegiate athletics.
- **University Committee on Lectures, Films and Concerts** - Funds a series of speakers and cultural performances.
- **University Committee on Public Honors and Events** - Decides University awards, honors, etc.
- **University Committee on the Status of Women** – Reviews women’s issues as they relate to University policy.
- **University Committee on Student Discipline** – Reviews incidents of behavioral misconduct detailed in the Creighton University Student Handbook.
- **University Committee on Student Life Policy** - Formulates and proposes policies and programs in the areas of student groups, residence halls and off-campus student life, and all areas outside of academics that affect students.

Student Clubs and Organizations

Student clubs and organizations are recognized as vehicles that increase a student’s growth and leadership development. Creighton views student organizations as partners in the pursuit of this goal. These organizations provide students the opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the University and Omaha area. Through participation in these organizations, students are encouraged to share ideas, values, cultures, and activities with other members of the campus community. Subject to all other University policies, Student Organizations or student clubs are composed of University students; entirely responsible for the conduct of various sponsored activities, as well as the daily affairs of the group.

While the University respects the right of individual students and student organizations to express their ideas, it is understood that such expressions or views remain those of the individuals or organizations and are not to be construed as necessarily reflecting University opinion or as an endorsement by the University.

The University reserves the right to deny or withdraw official registration for any student group which (a) permits membership therein by persons who are not Creighton University students; (b) does not organize itself and conduct its activities in accordance with the provisions of this Handbook; or (c) has any purpose(s), aim(s), objective(s) and/or philosophy which, in the sole judgment of the University, is or are contrary to or inconsistent with the best interests of the University or the Credo, purposes, mission, or

objectives of the University. Only student groups that are officially registered are permitted to use University facilities or services, to identify themselves in any way with the University, and to share in other privileges or support for which student groups registered by the University are eligible.

Student Club and Organization Requirements

- It is strongly encouraged that membership be open to all students without regard to race, color, national or ethnic origin, disability, sex, religion or sexual orientation. (Restricted membership may be granted if the registered student organization (RSO) provides adequate justification for this special status. Social fraternities and sororities may retain gender specific membership).
- All registered student organizations in good standing are eligible to apply for funding from Creighton Students Union except social fraternities and sororities.
- A moderator who is a faculty or staff member from Creighton University must agree to advise the registered student organization and participate in moderator training once every three (3) years for the RSO to continue to receive registered student organization status with the Student Leadership & Involvement Center.
- Officers, as defined by the registered student organization's constitution, must be in good standing with the University (not on academic or disciplinary probation) at the time of their elections and throughout their terms in office. All officers must possess a 2.5 cumulative GPA or its equivalent to be eligible for office and maintain a minimum of 2.5 GPA or its equivalent while serving out their term. If an officer's cumulative GPA falls below the 2.5 minimum or its equivalent, he or she may be removed from office. All officers must be full time students.
- If membership is open to persons outside of the campus community, all officers must be Creighton students.
- As part of the initial application, by submitting the application the moderator and president must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations and guidelines.
- Students applying to register a new student organization must meet a need not presently met by any other organization or department on campus.
- All registered student organizations must create and maintain a student organization site on CU Involved.
- Two (2) members from each registered student organization must attend the Fall Conference or student organization orientation annually to maintain their registered student organization status with the Student Leadership & Involvement Center and University.
- Registered student organizations may be asked to attend additional specialized trainings. A minimum of two weeks' notice will be given prior to the specialized training. The hosting department or organization will also communicate which students need to attend the training.
- As part of the Annual Registration process each registered student organization will submit the names of two (2) organization members who will be responsible for making all reservations for the organization for their term in office.
- Each registered student organization is responsible for submitting an Annual Registration Form to the Student Leadership & Involvement Center (via CU Involved) at the time of officer transitions to ensure records and contact information is kept up to date in the Student Leadership & Involvement Center. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership & Involvement Center.
- Each registered student organization is required to submit an Annual Activity Form (via CU Involved) to the Student Leadership & Involvement Center at the end of each academic year. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership & Involvement Center

- The registered student organization must live out the University mission and be consistent with values of the Catholic and Jesuit traditions in both purpose and practice.
- A registered student organization must contribute to the overall educational mission of the University. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the University community.
- Creighton University does not necessarily endorse the views reflected and opinions expressed by registered student organization members or during their events. RSOs must assume full responsibility for their members and the events they sponsor. Creighton University assumes no responsibility for registered student organizations.
- Registered student organizations may extend membership to associate members determined by the language provided in the organization/club constitution.
- The involvement of faculty and staff is defined in the role of a moderator rather than a voting member.
- Registered student organizations must have and maintain a minimum of six (6) active members or the minimum number to form a sports club team to secure approved Registered Student Organization (RSO) status from the University.

Other Groups/Societies/Activities

Many groups such as faculty-initiated academic interest groups, faculty/student honor societies, University department groups/committees, and student businesses are not student organizations, but rather University organizations/initiatives. As such, they are directed or chaired by a regular University staff member, and responsible to University policies. The University staff member, by virtue of their expertise or job duties, is responsible for directing the organization/initiative. Students often participate in the organization/initiative decision-making process. Registration of such groups through the Student Leadership & Involvement Center is not required; however, they are subject to general University procedures; for example, but not limited to, non-discrimination, fund-raising event, and logo/graphic policies.

Student Organization Review Committee

The Student Organization Review Committee (SORC) is a group of people who review new student organization applications and interview applicants twice per academic year in the Fall and Spring Semesters. SORC then makes recommendations to the Vice Provost for Student Life for approval based on the application and interview.

SORC consists of:

- Director of the Student Leadership and Involvement Center or their designee
- CSU Executive Member
- Student representative from the Student Life Policy Committee
- A graduate/professional school representative selected by the CSU Cabinet

Students interested in starting new organizations must first meet with the Director of the Student Leadership and Involvement Center or his/her designee to go over the application process and the draft of their proposed constitution. Following receipt of the completed application packet, the materials will be reviewed by SORC for consideration. A completed application packet includes the "New Student Organization Application" on CU Involved, a finalized constitution based on the template provided by the Student Leadership and Involvement Center, a mission statement, the names and NET IDs of six students or the minimum number of students needed for a sports club interested in the organization, and a proposed calendar of events. Students will then be required to attend an interview with SORC. Interviews typically take place 2-3 weeks after the application packet deadline in the fall and spring. The fall deadline is the Wednesday before undergraduate Fall break. The spring deadline is the Wednesday before undergraduate Spring Break. If a student organizer does not meet the application requirements, SORC reserves the right to defer the application to the following semester for review. During the SORC interview, a representative must be present to briefly discuss the purpose and goals of the

proposed organization and answer any questions. After the interview, SORC makes recommendations to the Vice Provost for Student Life or their designee. The options for SORC recommendations include:

- Recommend
 - If group follows all application guidelines, lives out Creighton mission, does not duplicate efforts and is sustainable.
- Do Not Recommend
 - Group does not fulfill requirements. May be invited to reapply

Following approval, organizations would have access to all privileges as all other regular, registered student organizations found. More details can be found on the “Responsibilities and Privileges” Student Leadership and Involvement Center webpage.

In lieu of the SORC process, in all cases involving interest in forming a new social Greek organization, whether from the general student body of the Panhellenic (PHC) or Interfraternity Councils (IFC), an exploratory committee will be created through the appropriate governing body. This exploratory committee will vote on proposed organizations and share with PHC/IFC, which will make final recommendations to the Vice Provost for Student Life. All students interested in starting a new social fraternity or sorority organization are required to meet with the Director of the Student Leadership and Involvement Center or their designee who will take the lead in communication with any inter/national offices. Only inter/national organizations will be considered for colonization/expansion/extension.

Fraternity/Sorority Formation

In an effort to create similar colonization practices for all chapters seeking to join the Fraternity and Sorority Life community, an exploratory committee will be created through the appropriate governing body. Culturally Based Fraternal (CBFO) organizations have traditionally participated in a Student Organization Review Committee process to form a new chapter on campus. The exploratory committee will review applications, vote on proposed organizations, and make final recommendations to the Vice Provost for Student Life. The processes for extension or expansion with Panhellenic Council (PHC) organizations, Interfraternity Council (IFC) organizations, and Culturally Based Fraternal (CBFO) organizations are outlined below. The process for starting a new social fraternity or sorority on campus is initiated only by the Inter-Fraternity or Panhellenic Councils. Only inter/national organizations will be considered for colonization/expansion/extension.

Students who wish to participate in the fraternity or sorority recruitment process must have completed one semester as a full-time student (12 hours) at Creighton or another college or university and must maintain a 2.5 grade point average to be eligible. Transfer students must be able to produce a transcript for grade point average verification.

Students have the right to know the status of a registered student organization that they are a member of, or Leadership & Involvement Center staff.

Due to the nature of membership recruitment for social fraternity/sorority organizations, students engaging in the recruitment process will be notified at the beginning of the process if any of the organizations are on behavioral reprimand, behavioral or social probation. Suspended organizations are not eligible to recruit new members.

Panhellenic Council Organization Extension

When interest in a new sorority is expressed by the student population, the PHC Executive Board, in conjunction with the Assistant Director for Fraternity and Sorority Life, will further investigate this need. A document in written form expressing the community's desire to undergo extension shall be written by the PHC President and Vice President for Membership, reviewed by the Fraternity and Sorority Life Advisor, and sent to the Vice Provost for Student Life for approval to move forward with the process. For the extension process, PHC will follow the National Panhellenic Conference (NPC) guidelines.

Application

Per NPC guidelines, Panhellenic asks the NPC Extension Committee chairman to notify all NPC sororities of the extension opportunity and/or sends a letter of introduction to NPC sororities to solicit interest in extension. Interested sororities will be asked to send an application.

Below is a list of questions that must be addressed in the application packet of prospective chapters:

- Detailed colonization schedule outlining areas of support outlining the process your organization follows to recruit, establish, and support a new colony/chapter.
- A timeline of the extension process, pre-colonization marketing, and recruitment and colonization process.
- General organizational statistics (total number of chapters, number of active chapters, number of initiated members, etc.).
- Information on leadership development opportunities provided by the national organization
- Information on Risk Management program, including policies.
- Information on new member education program and chapter member education program.
- Detailed information on alumnae/volunteer training.
- Listing of Creighton faculty and/or staff interested in supporting the organization.
- Number of chapters in the states of Iowa, Kansas, Missouri, Nebraska, and South Dakota.
- List of other institutions where organization recently colonized and current colonization projects.
- A short statement of how chapter values are in line with the mission and values of Creighton University.

Campus Presentation and Interview

The College Panhellenic Extension Committee selects organizations to make presentations from those NPC sororities returning requested information and/or that have a letter of interest on file. Arrangements are made with each selected organization for a campus presentation. Presentations are to be scheduled for separate days.

The on-campus visit will include the following meetings/presentations/interviews:

- Welcome and Wrap-up meetings with the Assistant Director for Fraternity and Sorority Life
- Reception with students, faculty, staff, and administrators
- Meeting with chapter presidents and Extension Committee delegates
- Presentation open to campus community
- Meeting with Assistant Director for Fraternity and Sorority Life, Director of Student Leadership and Involvement Center, and the PHC President
- Meeting with PHC Executive Board
- Campus Tour
- Presentation to the Vice Provost for Student Life Leadership Cabinet

Recommendations

After all presentations have been made, the College Panhellenic extension committee makes a recommendation to the College Panhellenic Council regarding which organization meets the needs of the campus. The council votes on the recommendation and issues an invitation. A majority vote is required in order for the recommended chapter to be approved. Following the vote, PHC President and Vice President for Membership will compose a letter with the final decision and send it to the Vice Provost of Student Life for final approval. Should approval not be granted by the Vice Provost of Student Life, the Expansion Committee shall make a second recommendation to the Panhellenic full council.

Interfraternity Council Organization Expansion

When interest in a new fraternity is expressed by the student population, the IFC Executive Board, in conjunction with the Assistant Director for Fraternity and Sorority Life, will further investigate this need. The IFC Full Council must vote to begin the expansion process by two-thirds. A document in written form expressing the community's desire to undergo expansion shall be written by the IFC President, reviewed by the Fraternity and Sorority Life Advisor, and sent to the Vice Provost for Student Life for approval to move forward with the process.

Application

The IFC President shall acquire materials from fraternity chapters and present the received material to the IFC Expansion Committee. Below is a list of questions that prospective chapters must address in their submission:

- Detailed colonization schedule outlining areas of support outlining the process your organization follows to recruit, establish, and support a new colony/chapter.
- A timeline of the extension process, pre-colonization marketing, and recruitment and colonization process.
- General organizational statistics (total number of chapters, number of active chapters, number of initiated members, etc.).
- Information on leadership development opportunities provided by the national organization
- Information on Risk Management program, including policies.
- Information on new member education program and chapter member education program.
- Detailed information on alumnae/volunteer training.
- Listing of Creighton faculty and/or staff interested in supporting the organization.
- Number of chapters in the states of Iowa, Kansas, Missouri, Nebraska, and South Dakota.
- List of other institutions where organization recently colonized and current colonization projects.
- A short statement of how chapter values are in line with the mission and values of Creighton University.

Campus Presentation and Interview

Upon approval from the Vice Provost for Student Life, the IFC President shall form an Ad-Hoc IFC Expansion Committee. The IFC Expansion Committee shall consist of, but is not limited to:

- IFC Executive Board members
- A delegate from every IFC Fraternity Chapter
- Fraternity and Sorority Life Advisor
- Associate Vice Provost for Student Life or their designee
- Director of the Student Leadership & Involvement Center
- Panhellenic Council President
- Panhellenic President Elect
- Three non-affiliated male students

The IFC Expansion Committee, under the guidance of the Fraternity and Sorority Life Advisor and IFC President, shall extend invitations to no more than three fraternities for on-campus visits. Every chapter that applies will be given equal consideration.

The on-campus visit will include the following meetings/presentations/interviews:

- Welcome and Wrap-up meetings with the Assistant Director for Fraternity and Sorority Life
- Reception with students, faculty, staff, and administrators
- Meeting with chapter presidents and Extension Committee delegates
- Presentation open to campus community
- Meeting with Assistant Director for Fraternity and Sorority Life, Director of Student Leadership and Involvement Center, and the IFC President
- Meeting with IFC Executive Board
- Campus Tour
- Presentation to the Vice Provost for Student Life Leadership Cabinet

Recommendation Process

The IFC Expansion Committee shall make a final recommendation to the IFC Full Council, who will then vote on the recommended chapter. The vote must be at least two-thirds in order for the recommended chapter to be approved. Following the vote, the IFC President will compose a letter with the final decision and send it to the Vice Provost for Student Life for final approval. Should approval not be granted by the Vice Provost for Student Life, the Expansion Committee shall make a second recommendation to the IFC full council.

Culturally Based Fraternal Organization Expansion

Culturally Based Fraternal Organizations (CBFOs) are recognized as vehicles that increase a student's growth and leadership development. These organizations provide students the opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the University and Omaha area. Through participation in a CBFO, students are encouraged to share ideas, values, cultures, and activities with other members of the campus community. These organizations are subject to all other University policies, are composed of University students; entirely responsible for the conduct of various sponsored activities, as well as the daily affairs of the group.

New CBFOs may come to campus as a result of expressed interest by the national organization or interest group which is created by four or more students. Interest groups are only allowed for CBFOs; chapters of Inter-Fraternity or Panhellenic affiliation must participate in the expansion/extension process outlined in the council's governing documents to come to campus. A CBFO that is initiated by student interest must be expressed to the Assistant Director for Fraternity and Sorority Life from the Student Leadership & Involvement Center (SLIC) and the Assistant Director for Multicultural Organizations and Programming from the Creighton Intercultural Center (CIC). Student interest groups must be in collaboration with Inter/National Organization to begin the process of being recognized on campus; no local organization applications will be accepted.

CBFO application review will happen biannually during the academic year only. Inter/National organizations or interest groups can expect notification of the decision of the CBFO Expansion Committee within a semester of their application. Interest groups are comprised of at least four students who wish to explore adding a new organization to campus; the purpose of the interest group is express and seek to fulfill an unmet need in the CBFO community.

Application

Culturally based fraternal organizations wishing to expand to Creighton University must submit the following materials to the Assistant Director of Fraternity and Sorority Life no later than the Wednesday before fall or spring break:

Letter of Intent. An Official Letter of Intent, on letterhead from the Inter/National Organization expressing interest in forming a chapter of their organization on Creighton's campus and the organization's alignment with the Jesuit, Catholic mission.

Council Affiliation. Verification that the inter/national organization is affiliated with one of the following:

- National Pan-Hellenic Council (NPHC)
- North American Inter-Fraternity Conference (NIC)
- National Association of Latino Fraternal Organizations (NALFO)
- National Multicultural Greek Council (NMGC)
- National Asian Pacific American Panhellenic Association (NAPA)
- If the organization is not a member of one of these organizations, documentation must be given as to the reasoning for this.

National Philanthropy/Traditional Events. Includes a description of the service and philanthropy work done by the Inter/National Organization. Creighton University commits to a diverse group of philanthropic and events that engage our students in multiple opportunities to interact with the community and different causes.

History of Organization. A brief biography of the organization. This may also include, but not limited to, the following:

- Name of organization
- Founding date and location
- Membership statistics:
 - Current number of chapters and colonies (national and regional)
 - Within 100 miles noted
 - Current number of undergraduate members (national and regional)
 - Current number of total alumni/ (national and regional)
 - Within 100 miles noted
 - Average chapter size
 - Number of chapters founded in the last five years
 - Number of chapters closed in the last five years
 - Reasons for closing, if applicable
 - National Awards and presence in media
 - Position on hazing prevention/hazing policy and risk management

New Member Process. Information regarding the following Inter/National organizations including, but not limited to, the following:

- Membership costs (new member, initiation fees, insurance, regular dues, etc.)
- Intake policies and guidelines
- Complete new member program
- Minimum standards for potential new members
- Scholarship/academic support programs
- Community service and philanthropy programs/requirements
- Constitution and by-laws
- Leadership/member development programs
- Code of Conduct/Standards/Judicial procedures

Colonization Process. Information regarding the Colonization/Chartering process including, but not limited to, the following:

- Procedures for colonization/chartering
- Potential Timeline and Plan for ongoing support for the organization
 - Semester-by-semester plan for colony leading up to chartering process
 - Full year post-chartering support outlined for the chapter

National & Local Support. The name and contact information, and a signed, written statement indicating willingness to serve in an advisory/support/resource capacity, from each of the following parties:

- A faculty/staff moderator from Creighton University
- A chapter alumni advisor
 - Preferably within 100 Miles
- An undergraduate/graduate chapter, if applicable
- A representative from the inter/national organization

Resources. Any and all resources available to the organization not mentioned above which can include, but not limited to, the following:

- Inter/national organizational structure and contact information
- Foundation scholarships/loans
- Leadership schools, retreats, conventions, and/or relevant meetings
- Publications

Presentation and Interview

Upon the receipt of an application packet from a CBFO intending to colonize on Creighton's campus, the CBFO Expansion Committee will convene. The CBFO Expansion Committee reviews CBFO applications and makes recommendations to the Vice Provost for Student Life and/or their designee for approval based on the application and interview.

The CBFO Expansion Committee consists of:

- The Assistant Director for Fraternity and Sorority Life, co-chair
- The Assistant Director for Multicultural Organizations and Programming, co-chair
- The Assistant Director of Programming and Student Organizations
- The President and/or a representative from each of the existing CBFOs
- The President of each of the FSL Umbrella Councils
- A Faculty/Staff Member outside the Division of Student Life
- One non-affiliated student

Upon reviewing the application, the CBFO Expansion Committee may decide to extend an invitation to present and interview with pertinent campus constituents. Once an invitation is extended and accepted, the CBFO group seeking to expand on Creighton's campus will need to present and/or interview with the following constituents:

- A presentation that includes representation from all FSL Umbrella Councils
- An interview with the CBFO Expansion Committee
 - A follow-up meeting with the co-chairs of the CBFO Expansion Committee
- An interview with the Director of the Student Leadership and Involvement Center
- An interview with the Director of the Creighton Intercultural Center

Depending on the location and/or availability of the group applying, these meetings can take place in person or via video/phone conference.

Recommendation Process

Upon receiving feedback from all groups with whom the CFBO presented or interviewed, the Expansion Committee will vote to approve or deny the request of the CFBO to join campus. Should the Committee vote to approve the expansion, the co-chairs of the committee will author a memo to the Vice Provost of Student Life and/or their designee for final approval. The memo will include the following:

- The quantitative results of the committee vote
- What information was learned from the application and interview process including if the organization is culturally based, but not culturally exclusive
- Why the CBFO is an appropriate fit for campus due to aligning values with the University
 - Information on the population of interest and the corresponding numbers will be included in rational for fit as well
- A timeline that includes a proposed invitation date, when the chapter would arrive on campus, and information regarding the chapter recruitment and intake process
- The application packet will be included as an appendix

Event Guidelines

- 1) Student clubs and organizations are prohibited from hosting the following events because they do not fit within the mission of Creighton University.
 - Date auctions, where individuals are being bought for a date. Service auctions are permitted so long as the services are within the University mission (i.e. raking leaves, housework, car washes, etc.)
 - Food and drink consumption contests where competitive consumption is the goal
- 2) It is required that student clubs and organizations contact the Student Leadership & Involvement Center if they wish to host any event/activity on or off campus. All student club and organization events/activities need to be registered through the Student Leadership & Involvement Center via CU Involved at least two weeks in advance of the event date and prior to a reservation being made. This includes but is not limited to the following events:
 - Movie viewing events, both documentaries and fictional movies
 - i. Movies are copyrighted material; federal guidelines mandate that organizations have copyright approval to show the film outside a classroom setting
 - An event on campus where alcohol will be present (see the “Serving Alcohol on Campus Policy” for more information)
 - A public event that is open to the Creighton community and/or the Omaha community, particularly if the organization will be entering a contract with a speaker or speaking agency
 - Potentially controversial events or activities (including but is not limited to speakers, lectures, concerts, films, tabling, fundraisers, philanthropy event/activities, apparel creation, and date parties). These events must adhere to the Student Handbook Speakers Policy and the University’s Freedom of Expression and Active Dialogue Policy.
 - If a student club or organization desires to use food provided from someone outside of the University, the organization needs to apply for Catering Exclusivity and follow the Catering Exclusivity policy.
 - All student co-curricular travel must follow the University’s Domestic and International Travel Policy and must be registered through the Division of Student Life. Travel requests must be submitted via the CU Involved Event Form to the Student Leadership & Involvement Center. The travel form must be submitted a minimum of 3 weeks prior to domestic travel and a minimum of 9 weeks prior to international travel. In addition, trip leaders must submit the appropriate documentation for their travel and attend a pre-departure orientation.

Fundraising

Creighton recognizes that fundraising activities are often utilized by student organizations. However, no student may use University facilities (without charge) for personal gain. All student clubs and organizations wishing to hold a fundraiser must have a completed and approved Event Form that can be submitted via CU Involved by the Student Leadership & Involvement Center prior to securing room or mall reservations and prior to the event

- All fundraisers must conform to the Creighton University Standards of Conduct and avoid demeaning sexual, racial, or other discriminatory references and not promote the abuse of alcohol.
- Scheduled fundraising projects must be administered in accordance with University policies governing advertising and solicitation.
- All door-to-door solicitation and selling within the residence halls by students or commercial salespersons is prohibited. Likewise, no flyers, advertisements, coupons, etc., may be placed under the doors or hung on doorknobs in any residence hall. In certain circumstances, a student, student group, or a commercial salesperson may be given limited privileges to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from Housing and Auxiliary Services. If you witness a solicitor on your floor or in the building, contact the front desk.
- Promotional materials may not be handed out to students on the Creighton campus, either outside or inside buildings. Promotional materials may not be placed on cars in the University parking lots. This is a violation of Omaha Code 1959 Ord. No. 21486.
- Any advertising and publicity materials must include name of the sponsoring organization, contact information for sponsoring organization (creighton.edu e-mail account), product or service being sold, purpose for which the profit will be used, date/time or event/activity, and location of the activity. All advertisements must follow the posting policy guidelines.
- For raffles, participants must be made aware of the prizes offered and of their chances of winning. To do this, limit the number of ticket sales and state "chances of winning are greater than 1 in (# of tickets being sold)."
- If soliciting vendors or alumni for support, either financial or in-kind donations, in addition to the fundraising registration form being completed, a list of the businesses to be contacted and a copy of the letter to be sent must be attached to this form or sent electronically to slic@creighton.edu.
- If a student organization wishes to do a bake sale or sale of other foods for a fundraiser, all items sold must be baked by the organization or its members. No pre-purchased items may be sold unless they are purchased through Sodexo Food Services. You must follow proper food-handling guidelines. These guidelines may be found [online](#) or in the Student Leadership & Involvement Center.
- If wishing to serve food not provided by Sodexo a catering exclusivity form needs to be filled out and approved prior to the event.
- Upon processing, all approvals will be communicated via CU Involved and through CU Mail.

Waiver of Liability Policy

Student organizations participating or sponsoring activities/events that are deemed high risk by Risk Management will require all participants (students, faculty, staff, community members) to sign a waiver of liability prior to participating in the event/activity. In the state of Nebraska, the age of majority is 19, so anyone under the age of 19 will also need a guardian's signature to participate in the activity/event. Failure to obtain signed waivers can result in a loss of privileges, fines, and the ability to sponsor events.

Contract Policy

Student organizations hosting/sponsoring events that require a contract to be signed by the vendor are required to submit the contract to the Student Leadership & Involvement Center for approval at least three weeks in advance of the event via CU Involved. Student organization members and moderator are not allowed to sign contracts. The Director of the Student Leadership & Involvement Center reviews and signs all contracts for student organizations. University Dining and Centralized Reservation contracts are exempt from this policy. Failure to submit contracts to the Student Leadership & Involvement Center for approval may result in loss of privileges and organization registration status as a student organization, fines, and the ability to sponsor events

T-Shirt/Merchandise and Licensing Waiver Policy

- The Student Leadership & Involvement Center must approve any designs for T-Shirts or other merchandise created by student organizations.
- T-Shirt and other merchandise designs must be submitted to the Student Leadership & Involvement Center via CU Involved before any items are made/printed. *Please submit design at least 2 weeks before the printing date.*
- Any club or organization that creates and distributes T-Shirts or other merchandise without prior approval will be in violation of this policy.
- The Creighton University logos, graphics and Athletic marks are registered and protected trademarks of Creighton University, protected by both the Department of Marketing and Communications and Athletics, as well as the US Patent Office. No alterations are permitted on the University seal, logo or Athletic marks. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University
- Registered student organizations, as defined by the University, using the names, marks, logo, seals, and/or symbols of Creighton University in any commercial venture, whether fundraising or promotional, are required to seek prior approval from the Student Leadership & Involvement Center and University Communications and Marketing by completing a [T-shirt/Merchandise Form](#), found on CU Involved.
- Products sold or given away bearing the trademarks of the University and the names or logo of a registered student club or organization, for the sole benefit of that organization, are exempt from a royalty fee charged for commercial ventures. However, these products must be purchased from licensed vendors.
- If items are to be sold to those outside of your organization's membership, or for a profit, a Fundraising Registration Form must also be completed.

RESIDENTIAL LIFE EXPECTATIONS

We strive to improve the residential experience at Creighton through a class-year living environment that creates opportunities for students to build community, provides a holistic, living-learning experience, and supports Creighton University's Jesuit, Catholic mission and tradition. We strive to be a welcoming

community for all residents and guests and encourage students to engage in meaningful conversations to expand their mind and world view. Through dialogue and reflection, we facilitate students' deeper understanding and commitment as agents of change for a global society. We expect that each student meets certain minimum standards of expected behavior and take responsibility for the consequences of their behavior.

As a residence hall student you must abide by the following:

- Federal, state, and local laws
- University policies and rules found in the Student Handbook
- Terms and conditions set forth in your
 - [Residence Hall and Food Service Agreement](#) (requirement of 1st and 2nd residency)
 - [Apartment Living Agreement](#)
- [On Campus Living Policies](#) found on the Residential Life website.
- Roommate agreements

Students are responsible for knowing and following the rules and regulations of their residence hall or apartment community.

Community Standards in the Residence Halls

When you are involved in community standards violation all incident reports and letters from the Resident Director and/or other University officials regarding those incidents are on file in the Office of Community Standards and Wellbeing. See [Retention of Disciplinary Record and Record Check](#)

1. Addressing a Policy Violation

Residential Life staff is responsible for addressing any policy violation that they encounter in any residence hall or apartment. Students are expected to assist staff in creating a positive living environment by addressing each other and/or notifying staff of those people who violate expectations.

It is equally expected that residents, who are involved in incidents, be courteous and cooperative. Failure to cooperate, providing false information, or acting out through verbal or physical abuse to a staff member is a serious violation. It is likewise important to notify the Resident Director or Apartment Coordinator of any incident in which you feel a staff member may have acted inappropriately.

2. Incident Reports

When a resident is involved in a policy violation or an incident, a Residential Life staff member will document the details of the situation in an incident report. Not all incident reports involve policy violations. Some are used to document equipment malfunctions, illness, theft or loss, emergencies, and any of a variety of other situations.

Because the incident report is written objectively, it is important that you give clear details of any situation in which you are involved. The Office of Community Standards and Wellbeing reviews all incident reports and may request to discuss the details of the report.

3. Meeting with a Member of the Student Life Staff

If the details of the report indicate that a student may be in violation of the Student Code of Conduct the report is referred to the Office of Community Standards and Wellbeing and a behavioral misconduct officer is assigned. Behavioral misconduct officers include, but are not limited to, Resident Directors, Assistant Director of Residential Life, Senior Director and Assistant Directors of the Office of Community Standards and the Associate Vice Provosts for Student Life.

When a Resident Director or another behavioral misconduct officer meets with a student who may have been involved in a community standard violation, the primary goal is to determine the circumstances of the incident and ascertain which parties are responsible for what specific community standard violations, if any. Cooperation, even if a student believes they were not responsible, is critical to the successful resolution of the incident.

A student has the opportunity to have their side heard in any situation as articulated in the discipline process. All the University's behavioral discipline processes are designed to be equally fair and objective for all students. To learn more how the Office of Community Standards and Wellbeing will work with you please see: <http://www.creighton.edu/studentlife/ocsw/thedisciplineprocess/>

Along with our efforts to give every person a fair hearing based on the circumstances of their situation; we seek to be consistent in dealing with incidents across campus. For this reason, we have some standard guidelines for outcomes from which we work.

4. Disciplinary Outcomes

A Student Life staff member has authority to levy any combination of the outcomes detailed in the Student Discipline section of the Handbook. Failure to comply with any outcome will result in additional action, including but not limited to additional outcomes. See Disciplinary Outcome section of the Student Handbook.

OFF-CAMPUS LIVING

The Creighton University community is based on a Catholic, Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the principles of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence.

Consistent with our Standards of Conduct is the affirmative support for equal rights and opportunities for all members of the Creighton University community, realizing that you are a member of a larger community, understanding societal issues, and being a responsible participant in the civic and Creighton community.

Always try to do what is right and fair by treating others as you would expect to be treated yourself. Know that being a good neighbor can be difficult because people hold different beliefs and perceptions.

It is important that all of us respect the rights of others and that we accept the responsibilities, as well as the benefits, of good citizenship. This guidance gives students guidelines and understanding how behavior may affect others. **To see more about the responsibility we have as members of the greater Omaha community please visit: [Community and Civic Responsibility](#)**

Students must adhere to the Creighton University Community Standards on and off campus. Students who allow or sponsor house parties that disturb the neighborhood and adversely affect surrounding community, will be subject to review by the University and be referred to the Office of Community Standards and Wellbeing.

1. Promote a peaceful and a respectful environment

Protect the environment from noise, litter and other intrusions. This includes being appropriately quiet during evening and night hours, keeping auto and home stereo systems at acceptable sound levels, and not leaving litter or trash on campus, City of Omaha streets or neighbors' or students' properties.

2. Keep the exterior of your house/apartment tidy

Properly maintain off-campus rooms, apartments or houses. This includes many of the recommendations stated above plus other vital information, such as keeping rooms, apartments and houses litter-free and putting trash on the street curb for pick-up once per week. Students who live off-campus can contact the City of Omaha and Deffenbaugh Trash to find out about trash pickups and recycling.

3. Know your rights as a citizen of Omaha

Educate yourself on how to report things to your local precinct, Mayor's hotline (402-444-5555) or your neighborhood association. All tenants and landlords are subject to the zoning and health and safety laws of the city of Omaha. **City of Omaha's Web Page: www.cityofomaha.org Mayor's Hotline Web Page: <https://mayors-office.cityofomaha.org/mayor-s-hotline>**

4. Engage in the greater Omaha community

All students are encouraged to join on-campus clubs/organizations, which perform community service by working with such groups as the Sienna Francis House or Lydia House, local parishes such as Sacred Heart and Holy Family and local soup kitchens. Students who live off campus are also encouraged to join civic programs and neighborhood associations (https://planninghcd.cityofomaha.org/images/Omaha_Neighborhood_Directory.pdf) because membership for these groups are not limited to homeowners. It is rewarding and mutually beneficial to participate in community-service learning and neighborhood activities, such as civic meetings and block parties.

CAMPUS SAFETY

Important Numbers

Department of Public Safety – Open 24/7/365

Schneider Building
2222 Burt Street
Omaha, NE 68178

Public Safety is responsible for campus safety & security, parking, and crime prevention.

Emergencies: **402.280.2911**

Non-emergency Phone: 402.280.2104

Non-emergency Text: 402.658.2104

Website: <http://www.creighton.edu/executivevicepresident/publicsafety/>

Environmental Health & Safety (EHS) and Fire Safety

Schneider Building
2222 Burt Street
Omaha, NE 68178

EH&S monitors, identifies, and corrects environmental health and safety issues on campus.

Chemical Safety: 402.546.6404

EH&S: 402.546.6269

Fire Safety: 402.280.3514

Website: <https://www.creighton.edu/executivevicepresident/publicsafety/emergencyinformation/>

Shuttle Services and Fleet Management

Schneider Building
2222 Burt Street
Omaha, NE 68178

Shuttle Services operates fixed route and on-demand shuttle bus service around campus.

Shuttle Services: 402.280.2396

JayRide: 402.546.8294

Website: <https://www.creighton.edu/executivevicepresident/shuttleservices/>

CreightonAlert Notification System

CreightonAlert is a multimodal system which allows the University to immediately notify the campus community with timely information about emergencies, dangerous situations, or other safety and security concerns using voice, email, or text messaging. There are two types of Creighton alerts specifically designed to alert the Creighton community of safety threats: Timely Warnings and Emergency Notifications.

Timely Warnings

Under certain circumstances, serious incidents occur that require the campus community be alerted in a timely manner that will aid in the prevention of similar incidents. Timely Warnings are CreightonAlert issued by the Department of Public Safety to make community members aware of serious crimes or incidents that have occurred or may occur on campus. All crimes and potentially serious non-criminal incidents reported to Public Safety are evaluated on a case-by-case basis to determine if these events are considered to pose a continuing (but not necessarily immediate) threat to the welfare of the Creighton community. These crimes

include, but are not limited to, crimes against persons, such as robbery, assault, sexual assault, and car jackings, but also, crimes against property such as burglary, auto theft, larceny/theft, and vandalism.

Emergency Notifications

Emergency notifications are Creighton alerts issued by the Department of Public Safety to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving the immediate threat to the health and safety of the Creighton community currently on campus. Public Safety officials will utilize the emergency notification system to broadcast pertinent information via voice, email, and text messaging to provide details on an appropriate response. Public Safety officials will continue to broadcast updates as they become available. Situations that may trigger an emergency alert include, but are not limited to, armed intruders/active shooters, bomb threats, civil unrest, fires, chemical/hazmat spills, severe weather incidents, or the outbreak of a serious illness.

Campus Safety Bulletins

At times, general safety and security events occur that do not pose a continuing or immediate threat to the campus community; however, knowledge of such events would benefit campus members. Should such an event occur, a Blue Jay Bulletin will be issued via a campus wide email to provide general awareness to the campus community so members may take appropriate action. Events that may result in a Blue Jay Bulletin include, but are not limited to, a large police response to an incident occurring near campus, a fire or other EMS event occurring near campus, or potential weather-related information

Security & Crime Prevention

Public Safety officers continually patrol the campus on foot, on bicycles, and in vehicles. Officers rely on active community involvement to identify threats to the campus. Creighton's students, faculty, and staff provide an invaluable service by being alert for potential problems and notifying the Public Safety dispatcher immediately of any suspicious persons or activity. Crime prevention presentations and self-defense classes are available to any interested student group upon request through the Public Safety Community Outreach Officer at **402.280.1805**.

Crime in Progress

If you observe a suspicious person, suspicious activity, or crime in progress, immediately contact Public Safety via phone at **402.280.2911**, text 402.658.2104, or click the POM three times and describe the action taking place. If possible, give a complete physical description of the individual(s) involved. **DO NOT ATTEMPT TO APPREHEND SOMEONE OR PUT YOURSELF AT RISK. PUBLIC SAFETY OFFICERS WILL RESPOND IMMEDIATELY.**

Peace of Mind (POM) Personal Safety Device

The [POM](#) is a key-fob-sized device that pairs with an app on your smartphone to provide instant access to an emergency dispatcher or to your friends or family. When activated on campus, the device will place a call to the Creighton Public Safety emergency line (or to the local 911 dispatcher, if you are off campus). A microphone and speaker in the device allow you to speak to the dispatcher without having to handle your phone. The POM will simultaneously transmit your precise geographic location and your personal profile information to the dispatcher, allowing Public Safety to rapidly respond to assist you. For non-emergency situations, use the POM to discretely text or call someone in your contact list to request assistance. The device also has a walking escort feature, which sends an emergency activation to Public Safety if you do not arrive at your chosen destination in a chosen timeframe. You can read more about the POM and view

tutorials on the setup and operation of the device on the [POM vendor](#) website. Students can purchase the POM device from Public Safety through the NEST.

Bomb Threats

If you receive a bomb threat, contact Public Safety immediately at **402.280.2911**. Public Safety officers will respond, assess the situation, and take appropriate action.

Blue Light Emergency Phones

Blue light emergency phones are located throughout campus. If you need assistance, press the large round button on the front of the phone and you will be connected directly to Public Safety. If you are unable to speak, simply pressing the large button on the phone will advise Public Safety that you need assistance.

Pedestrian Safety

Situational awareness is the key to pedestrian safety. When you are near roads, be predictable and aware of your surroundings. Follow the rules of the road, cross at crosswalks or intersections, and obey signs and signals. Walk or run facing traffic and as far from traffic as possible if there is no sidewalk. Pay attention to the traffic moving around you. Using personal electronic devices while walking, running or biking can distract you from your environment--don't wear headphones or talk on a cell phone while crossing a street.

If you are apprehensive about walking alone anywhere on campus, call Public Safety at **402.280.2104** for a walking escort. A Public Safety officer will accompany you on foot anywhere on campus at any time. If a vehicle is available, Public Safety may be able to provide a ride, but the primary options for vehicle transportation are the Bluejay Shuttle and JayRide. If an individual has a temporary injury, Public Safety will offer a vehicle transport. When requesting a walking escort, please plan ahead and be patient—officers are often dispatched on other calls and may not be able to respond immediately.

Security of Personal Property

Always lock car doors and residence hall room doors. Conceal any valuable items left in vehicles. Creighton University is not responsible for lost or stolen items. Check whether your property is covered under a parent or guardian's homeowner's insurance policy while you are at school or consider a renter's insurance policy.

Motorist Assistance

Dependent on availability, Public Safety officers will assist University motorists by attempting to jump-start vehicles or re-inflate tires. These services will only be performed on campus property. Creighton University is not responsible for any damage to the vehicle incurred while attempting to assist motorists. Public Safety will not change vehicle tires, unlock vehicle doors, or perform other vehicle maintenance, but the dispatcher can assist you in contacting a service company and sending an officer to ensure your safety while awaiting assistance. Call Public Safety at **402.280.2104** to request assistance.

Emergency Preparedness & Response

Emergency Information

Please explore the [Emergency Information](#) website, which provides students, faculty, and staff with preparedness information and resources regarding fire safety, active assailant situations, severe weather, Automatic External Defibrillators (AEDs), and more.

Fire Safety

If smoke or flame is detected, activate the fire alarm pull station and evacuate the building. Contact Public Safety at **402.280.2911** and provide all information requested. Failure to evacuate a residence hall during a fire alarm activation and/or pulling a fire alarm when there is no threat of fire can result in disciplinary action through the Office of Community Standards and Wellbeing.

During Evacuation:

- Go to the nearest exit.
- DO NOT use the elevator.
- Keep low to the floor if smoke is present.
- Once outside, keep away from the building and listen for information about where to gather if a census of building occupants is needed.
- Do not re-enter until an all-clear is announced by authorized staff.

When Evacuation is not possible:

- As you leave your room to enter a hallway or stairwell, feel the doorknob before opening the door. If the knob is hot, do not open the door. Remain in the room.
- If heat or heavy smoke prevents your evacuation, close the door and remain in your room.
- Seal the door with wet towels. Hang a white object (towel or sheet) out the window to attract attention. Do not leave the window open all the way.
- Call Public Safety at **402.280.2911** to report your status. Wait for help to arrive.

Medical Assistance

Responses to medical emergencies are coordinated through Public Safety at **402.280.2911**. Public Safety officers are certified in First Aid and CPR and respond immediately to requests for medical assistance. Public Safety will provide emergency transportation to the Student Care Clinic, Student Counseling Services, or CHI Health CUMC - University Campus Emergency Department, and coordinate other emergency services as needed.

Life-Threatening Situations. Contact Public Safety at **402.280.2911** and indicate that the incident is life-threatening. Provide all information requested. Public Safety will immediately summon a rescue squad and guide it to your location. An officer will also respond directly to your location to render assistance. Do not attempt to move an injured person unless absolutely necessary. If the injured person is not breathing, administer CPR if you are trained. Use an AED, if available.

Non-Life-Threatening Situations. Contact Public Safety at **402.280.2104** and provide all information requested. Public Safety will provide transportation to the Student Care Clinic, Student Counseling Services, or CHI Health CUMC - University Campus Emergency Department, summon a rescue squad, or provide necessary assistance.

Tornado Safety

Tornado Watch. A watch is in effect when the National Weather Service reports that conditions are such that a tornado COULD develop. Turn on a radio or television to monitor further developments. Public Safety will not provide additional information.

Tornado Warning. Civil Defense sirens will sound when a tornado has been sighted or detected by radar. Public Safety will issue a [CreightonAlert](#). Seek shelter immediately in the designated area of your building. Stay away from windows or large glassed areas. Remain in the shelter area until the warning has expired. A list of storm shelters is included on the [Emergency Information](#) website. Please review this information before a warning is issued.

University Closings

The decision to close the University because of inclement weather or other events rests with senior leadership. In the event of a closing, a recorded message on the status of the University closing will be put on the Weather Hotline at **402.280.5800**. Public Safety will issue a [CreightonAlert](#) to campus community members via phone, text and email. University Communications and Marketing will notify the media. Information will also be posted on the University website.

Blood and Body Fluid Exposures

Students participating in clinical experiential programs may be exposed to infectious diseases. The University has a procedure to expedite treatment and follow up of these exposures. Each Health Sciences School or College will explain their process prior to clinical rotations.

Chemical Spills

If you encounter chemical spills, evacuate the immediate area and contact Public Safety at **402.280.2911**. Report the chemical(s) involved, if known. Wait at a safe distance from the spill for Public Safety officers to arrive to ensure that no one enters the contaminated area.

Transportation

Bluejay Shuttle

The Bluejay Shuttle connects remote campus sites with the main campus by providing service to all residence halls, as well as numerous other locations around campus. Detailed shuttle routes and schedules, as well as the real-time GPS location of shuttle vehicles, are available on the [Shuttle Services](#) website.

JayRide

JayRide is a free after-hours ride service. From 9 to 11 p.m., two JayRide vehicles follow the [Combined Route](#). From 11 p.m. to 2 a.m., JayRide responds to calls for transportation anywhere within the area from 15th to 38th Streets and from Dodge to Cuming Streets. Call **402.546.8294** to request the JayRide.

UNIVERSITY POLICIES

A. Abortion Policy

Services for the purpose of abortion are not available to students through Creighton University.

Creighton University, a Jesuit, Catholic University, is convinced that the hope of humanity is the ability of men and women to seek the truths and values essential to human life. We value the dignity of life and the goodness of sexual expression according to the teachings of the Catholic faith. The University must however recognize the privacy of the individual's conscience. We cannot and do not police the domain of private conscience.

B. Alcohol and the Creighton Student

Creighton University recognizes that alcohol is a major influence on today's college campus and that it has a responsibility to educate students and their families on University expectations regarding alcohol. Furthermore, Creighton recognizes that it must go beyond simply informing students and their families about the legal consequences resulting from alcohol use, as Creighton's response must also address the social realities of our students while continuing to promote and educate students about the benefits of living a healthy lifestyle. The following details Creighton's approach to alcohol education, the effects of alcohol on the human body, and the University's alcohol policies.

1. Creighton's Approach to Alcohol Education

Creighton's alcohol policies are straightforward and enforce state and federal law. The University's educational position, however, calls for a response to alcohol education that goes beyond legal consequences. At Creighton, we believe the response to alcohol education must also meet the health and wellbeing needs of our students, while also considering the decisions they may choose to make because of their need to socialize.

Creighton University expects its students to abandon high-risk drinking. "To avoid binge drinking and its consequences, college students (and all people who drink) are advised to track the number of drinks they consume over a given period of time. That is why it is important to know exactly what counts as a drink.

In the United States, a standard drink is one that contains about 14 grams of pure alcohol, which is found in:

- 12 ounces of beer with 5 percent alcohol content
- 5 ounces of wine with 12 percent alcohol content
- 1.5 ounces of distilled spirits with 40 percent alcohol content

Many college alcohol problems are related to binge drinking. Binge drinking is a pattern of drinking that brings blood alcohol concentration (BAC) levels to 0.08 g/dL. This typically occurs after 4 drinks for women and 5 drinks for men—in about 2 hours.

Drinking this way can pose serious health and safety risks, including car crashes, drunk-driving arrests, sexual assaults, and injuries. Over the long term, frequent binge drinking can damage the liver and other organs." <https://pubs.niaaa.nih.gov/publications/CollegeFactSheet/CollegeFact.htm>

2. **Alcohol and the Body**

Every person reacts differently to alcohol; some people are affected only slightly and others severely. Alcohol is a central nervous system depressant, which means the brain and spinal cord are affected and react more slowly when there is alcohol in a person's system. The more alcohol in the system, the more depressed is the central nervous system, and the greater effect. There are increased incidences of falls, accidents, vandalism, destruction of property, arguments, fights, sexual assault, other violence, and risk-taking behavior when a person is under the influence of alcohol. There is diminished performance for 24-72 hours after having had too much to drink because of the by-products produced from the metabolism of alcohol.

Some people are more susceptible to becoming addicted to alcohol than are others. This addiction is more likely to occur if a person drinks alcohol regularly at a young age (before 18) and/or if a parent, grandparent, aunt, uncle, brother or sister has a history of alcohol abuse. There is, as yet, no way to know who is most susceptible to developing alcoholism or any other adverse health effects from alcohol.

3. **Creighton University's Alcohol Policies**

Creighton University defines misuse or abuse of alcohol as:

"Any alcohol or drug-related behavior that adversely affects or strains a person's life in regard to: physical health; feelings of self-esteem; personal or family relationships; the campus community and its members; educational and occupational goals; or standing in regard to local, state or federal laws. Students regardless of age are held accountable to this policy if they come to the attention of University officials."

[The National Institute on Alcohol Abuse and Alcoholism](#) defines binge drinking as: "A pattern of drinking that brings a person's blood alcohol concentration (BAC) to 0.08 grams percent or above. This typically happens when men consume 5 or more drinks, and when women consume 4 or more drinks, in about 2 hours.

Most people who binge drink are not [alcohol dependent](#).

The University is committed to developing and sustaining University wide health norms to facilitate preventing problems related to drinking, providing resources for intervention and assistance, and maintaining a safe environment free of coercion for those who choose not to drink.

Thus, it is the position of Creighton University to promote informed choices about the responsible use of alcohol on its campus by all members of the community. Since it is important that people be aware of their responsibilities and University expectations, the following guidelines are set forth.

4. **Track to Recovery from Alcohol Abuse at Creighton (TRAAC)**

Creighton has developed TRAAC to care for intoxicated students who could be in danger. TRAAC provides students with proper University support and, in cases where students are reasonably at risk, the appropriate medical attention from the University Campus Emergency Department (UCED).

TRAAC Standard procedures:

- a. A student is identified as potentially being intoxicated by demonstrating one or more of the following: impaired judgment, impaired reactions, decreased coordination, or unresponsiveness.

- b. An assessment by Health Education and Compliance and field sobriety tests by Public Safety (PS) are administered. The student is transported by PS to UCED if determined appropriate by the SHS assessment.
 - 1. A student with a blood alcohol content (BAC) equal to or above 0.15 will be transported to the UCED.
 - 2. A student with a BAC below the 0.15 threshold may also be transported to the UCED because of other medical findings.
- c. Parents are notified.
- d. Student is seen in the UCED to determine if further medical care is needed.
- e. If requested, PS will transport the discharged student from the UCED to their residence hall at Creighton University. PS will not transport the student to any other location.
- f. If the student fails to comply with the TRAAC standard protocol the student may be immediately suspended or expelled from the University.
- g. The incident is documented and referred for a Community Standards meeting (behavioral misconduct), which normally results in a student status of behavioral probation; \$100 alcohol intoxication fine; and additional educational outcomes.

Alcohol Intervention Education - In response to concerns that students who have been to the TRAAC face severe and long-lasting disciplinary consequences, the Office of Community Standards and Wellbeing has developed an online module program. This program is an option for students who are compliant with University officials during the documentation of their TRAAC incident. Any student who is in failure to comply during an incident is not eligible for the program. Any student who has previously been to TRAAC is not eligible for the program. For more information, contact the Office of Community Standards and Wellbeing (OCSW).

5. **Good Samaritan Provision**

As a part of this responsibility to others, students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to alcohol use. Students should not hesitate to seek help because of fear of disciplinary action. The welfare of everyone in this community is paramount, and Creighton University encourages students to offer healing and assistance to others in need even under the effects of alcohol. In most cases, the help seeker will not be held responsible with a policy violation under Creighton's Standards of Conduct. The help seeker must actively seek medical assistance, give their name to the university official, and must remain cooperative at the scene.

In such cases where a help seeker would be present, the following actions will take place:

- 1.) The help seeker will be documented and titled with the term "help seeker" next to their name in the report (as reported by RA, RD, Public safety, or other university officials to whom the help seeker sought out).
- 2.) The help seeker will meet with Office of Community Standards and Wellbeing to discuss the situation that occurred. At this point, the Office of Community Standards and Wellbeing staff member will determine the severity of the incident that took place. In most cases the help seeker will not be held responsible, however, in the case of other policy violations (vandalism, sexual assault, violence, etc.) the student may be held to different standards and practices when outside the scope of this policy.

The risks of being a help seeker include:

- 1.) Potential for documentation of policy violation
- 2.) Potential to go through the TRAAC. program
- 3.) Potential for other repercussions as deemed appropriate by OCSW when outside the scope of this policy.

The risks of NOT being a help seeker include:

- 1.) Lack of adequate medical assistance when needed
- 2.) Risk for medical emergencies
- 3.) Potential for University violations and documentation
- 4.) Potential for many other risks in relation to severe alcohol intoxication incidents

6. On-Campus Alcohol Use

- a. Prior approval must be obtained from the Vice Provost for Student Life (or their designee) for any activity where alcohol is present. It will be necessary to complete and adhere to an alcohol contract obtainable from the Student Leadership & Involvement Center.
- b. Any sponsoring organization or group which serves alcohol at their events must use trained servers from University Dining Service. Students must present a valid ID and their student ID.
- c. Sponsoring organizations or groups assume responsibility for their social events. This responsibility includes insuring that only those of legal drinking age possess and/or consume alcoholic beverages, refusing to serve people who appear, act, or behave in an intoxicated manner; providing sufficient quantities of non-alcoholic beverages as dictated by the event and the crowd; and, finally, providing sufficient quantities of food throughout the event. In addition, the group has the responsibility of restricting alcohol to the designated area.
- d. Advertisement for any event on campus shall be in good taste and conform to the posting policy. Those events involving alcohol shall conform to the "Creighton University Guidelines for Promotion of Events Where Alcohol Will Be Served".
- e. Public advertising or open access to social events where alcoholic beverages are being served are not in the best interest of the sponsoring group or of Creighton University. Therefore, any event open to the general public will not be given permission to serve alcohol.
- f. For those on-campus social events where students are present and alcoholic beverages are being served, Public Safety personnel shall be notified of the event by the sponsoring group or organization to determine whether or not an officer should be present. The sponsoring group is responsible for any expenses that might result.
- g. Alcohol use of any kind may not be used in the freshman and sophomore halls. Residents of the apartments (Opus Hall and Davis Square), if of legal drinking age, may possess alcohol within the confines of their room or apartment, but may not use/consume it when minors are present.
- h. Irresponsible Alcohol Use: Students living in the residence halls and student organizations shall not possess irresponsible amounts of alcohol, nor should they provide irresponsible amounts of alcohol to members, residents, or guests of legal drinking age. Alcohol is only to be used in a responsible manner by individuals over the age of 21. Large amounts of alcoholic beverages are prohibited in the residence halls and at events a reasonable outsider would associate with student organizations. This includes, but is not limited to kegs, handles of liquor, and boxed wine(s), along with beer that contain 7 percentage or more alcohol percentage by volume. Games, behaviors, or devices that promote the rapid consumption of alcohol are similarly prohibited.
- i. Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas.

7. Off-Campus Alcohol Use

Student organizations holding off-campus events where alcohol is present are responsible for full compliance with the appropriate state law. In cases where a student organization is reportedly in violation of either the Standards of Conduct and/or Student Organizational Guidelines, each case will be referred to the appropriate hearing body. Additionally, individual members, including the

organization's officers, may be held accountable for their personal behavior as well as the behavior of their guests.

Fraternity/Sorority organizations, governed by Interfraternity and Panhellenic Councils, have implemented specific [alcohol guidelines](#) that must be adhered to by all fraternity and sorority organizations.

8. **Violations**

- a. Violations of the Alcohol Policy will be referred to the Office of Community Standards and Wellbeing for the appropriate action.
- b. Violations of the policy will be subject but not limited to:
 - i. suspension of the organization's alcohol use privileges;
 - ii. fines;
 - iii. suspension of University approval for the sponsoring organization or group;
 - iv. other University disciplinary action.

9. **Douglas County (Omaha) and Nebraska State Laws Regarding Alcohol**

- a. No person shall sell, give away, dispose of, exchange, or deliver, or permit that sale, gift, or procuring of any alcoholic liquors, to any person under the age of twenty-one. Any person violating this law is guilty of a Class I misdemeanor.
- b. No one under the age of twenty-one shall obtain, or attempt to obtain, alcoholic liquor by misrepresentation of age. Any person violating this law is guilty of a Class III misdemeanor.
- c. No one under the age of twenty-one may sell or dispense or have in his or her possession or physical control any alcoholic liquor in any tavern or in any other place **including public streets, alleys, roads, highways, or inside any vehicle**. Any person violating this law is guilty of a Class III misdemeanor.
- d. Any person who knowingly manufactures, creates, alters any form of identification for the purpose of sale or delivery of such form of identification to a person under the age of twenty-one shall be guilty of a Class I misdemeanor. Forms of identification are defined as any card, paper, or legal document that may be used to establish the age of the person named thereon for the purpose of purchasing alcoholic liquors.
- e. [Good Samaritan Provision of Nebraska Underage Drinking Law](#): Subsection of this 53-180.02 shall apply if the person; Requested emergency medical assistance in response to the possible alcohol overdose of himself or herself or another person as soon as the emergency situation is apparent after such violation of section 53-180.02 was the first person to make a request for medical assistance under subdivision (b)(i) of this subsection as soon as the emergency situation is apparent after such violation of section 53-180.02; and when emergency medical assistance was requested for the possible alcohol overdose of another person:
 - (A) Remained on the scene until the medical assistance arrived; and
 - (B) Cooperated with medical assistance and law enforcement personnel.
 - (C) A person shall not initiate or maintain an action against a peace officer, or the employing state agency or political subdivision based on the officer's compliance with subdivision (b) of this subsection.

10. **Guidelines for the Promotion of Events Where Alcohol Will be Served**

- a. Marketing programs specifically targeted for students on campus must conform to the Creighton University code of student conduct and must avoid demeaning sexual, racial, or other discriminatory references.

- b. Promotion materials must neither encourage any form of alcohol abuse nor refer to the amount of alcoholic beverage (such as the number of beer kegs available or expressions like “all you can drink.”)
- c. Alcoholic beverages (such as kegs or cases of beer) must not be provided as free awards to individual students or campus organizations.
- d. No uncontrolled sampling as part of campus marketing programs shall be permitted and no sampling, or other promotional activities, shall include “drinking contests.”
- e. Where controlled sampling is allowed by law and institutional policy, it must be limited as to time and quantity. Principles of good hosting must be observed including availability of alternative beverages, food, and planned programs. The consumption of alcohol must not be the sole purpose of any promotional activity.
- f. Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Associate Vice Provost of Student Life Office.
- g. Display or availability of promotional materials must follow the poster policy developed by Creighton University. All marketing programs must have educational value and subscribe to the philosophy of responsible and legal use of the products represented. All promotional materials will include the following language “Alcohol will only be available to those of age and with proper photo identification.”
- h. Alcohol advertising on campus or institutional media, including that which promotes events as well as product advertising, must not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
- i. Advertising and other promotional campus activities must not associate the consumption of alcohol with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- j. Local off-campus promotional activities, primarily directed to students, must be developed in cooperation with the Associate Vice Provost for Student Life.

C. Children and Vulnerable Adults

In order to ensure that the appropriate supervision of children and vulnerable adults who are involved in University-sponsored programs and programs held at the University, including the housing of children and vulnerable adults in University residence halls, it is necessary to establish certain requirements governing the presence of children and vulnerable adults on the University's campus.

These requirements are as follows:

1. All children and vulnerable adults not registered for classes who are otherwise participating in a University-sponsored program or a program taking place on University property must be supervised by an authorized adult(s) at all times while they are participating in that program.
2. All supervised children and vulnerable adults participating in a University-sponsored program or a program taking place on University property are permitted in the general use facilities (athletic facilities, public spaces, academic buildings, food services area etc.) but may be restricted from certain areas of the facilities or from utilizing certain equipment.
3. Children and vulnerable adults are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for children.

[Click here](#) for more information on this policy and training requirements to become an authorized adult.

How to Report

Individuals who believe a violation of the Children and Vulnerable Adults Policy may have occurred should immediately contact the Office of Equity and Inclusion at (402) 280-3189, at oei@creighton.edu, or the report online using the [online form](#). Please note that all individuals in the state of Nebraska are mandatory reporters of child abuse and neglect. Reports of suspected child abuse and neglect must be made to local authorities or the Nebraska child abuse hotline at 1-800-652-1999.

D. Communicable Diseases

Creighton University strives to provide a campus environment that promotes good health, reserves the right to require specific immunization data from students and expects that each person will comply with immunization policy requirements, methods of preventing non-vaccine preventable diseases, as well as any infectious disease control programs developed by The Health Education and Compliance Office. The Health Education and Compliance Office is the official record-keeper of student immunization data. Noncompliance will result in denial of registration privileges, exclusion from University activities, educational clinical experiences and/or employment.

E. Contraceptives Policy

Creighton University, a Jesuit, Catholic University, is convinced that the hope of humanity is the ability of men and women to seek the truths and values essential to human life. We value the dignity of life and the goodness of sexual expression according to the teachings of the Catholic faith. The University must however recognize the privacy of the individual's conscience. We cannot and do not police the domain of private conscience

F. Discrimination and Discriminatory Harassment

Any unfair distinction, treatment, or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state or local statutes. The conduct must be so objectively offensive as to alter the conditions of the individual's employment or educational experience.

Creighton University prohibits all forms of discrimination. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy the University will:

- Conduct a prompt, thorough, and impartial investigation.
- Provide equal procedural rights to reporting and responding parties including but not limited to the ability to name witnesses, review and respond to evidence and investigative documents, and work with an advisor of choice; and
- Put in place protective measures such as contact restrictions, and housing or class reassignments.

Discriminatory Harassment

Detrimental action based on an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state or local statutes that is so severe, persistent or pervasive that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the workplace or educational environment. Examples of discriminatory harassment include, but are not limited to:

1. Intimidation and/or humiliation as expressed by communications, threats, hatred, abuse of authority, or ill-will that assault an individual's self-worth.

2. Acts of physical violence against another person based on their actual or perceived status within a protected class.
3. Slurs, comments, rumors, jokes, innuendoes, and/or frequent derogatory remarks about an individual as it relates to their actual or perceived status within a protected class.
4. Cartoons, pranks, and/or other conduct or behavior deemed inappropriate by Creighton University.

Creighton University prohibits all forms of discrimination and discriminatory harassment. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy the University will:

- Conduct a prompt, thorough, and impartial investigation.
- Provide access to an advisor of choice to assist both the reporting party and the responding party throughout the course of the investigation; and
- Put in place protective measures such as contact restrictions, and housing or class reassignments.

How to Report

The University encourages the reporting of all incidents under the Harassment, Discrimination, Sexual and Relationship Misconduct Policy. For someone who feels the target of such behavior, deciding whether to report an incident is a personal and often difficult decision. Individuals who choose to report to the University may contact the Office of Equity and Inclusion by phone at (402) 280-3189, by email at titleix@creighton.edu, or by utilizing the [online form](#). For additional information see the University's [Harassment, Discrimination, Sexual and Relationship Misconduct Policy #2.1.25](#).

Confidential Advocacy

Creighton's [Violence Intervention and Prevention Center](#) (VIP Center) provides confidential advocacy to first- and second-hand survivors of sexual and relationship misconduct, harassment, discrimination, and more. An advocate is someone who will provide one-on-one individualized support to individuals. These services are free, confidential, and available to all students. Services include:

- Support after an incident of violence
- Safety Planning
- Assistance with class absences, coursework extensions, transportation, and housing
- Assistance with reporting incidents, both on and off campus
- Assistance filing protection orders
- Resources to support a friend, partner, or family member
- Campus and community referrals

For additional information contact the VIP Center at (402) 280-3794 or vipcenter@creighton.edu.

Retaliation

The University expressly prohibits any form of retaliatory action against any individual for assisting in a complaint investigation. Retaliation is intentional, adverse action taken against a person for making a report of alleged policy violations or for participating in any proceeding under this Policy. Adverse action is any conduct that seeks to threaten, intimidate, harass, coerce, or discourage an individual from engaging in activity protected under this Policy. Retaliation can be committed by or directed towards any individual or group, not just the reporting and responding parties.

If you feel that you have been retaliated against, contact the Office of Equity and Inclusion to report at (402) 280-3189.

G. Diversity and Inclusion

Creighton University, inspired out of a Catholic and Jesuit tradition, treasures the innate dignity of each member of our community and upholds the sanctity of each human being as a profound gift of God. Finding the resplendence of the divine reflected in the uniqueness of every person, we seek, acknowledge and celebrate diversity at Creighton because our Catholic and Ignatian heritage inspires and impels us to do so. Diversity in principle is the “service of faith in the promotion of justice”. Diversity enhances our social selves and intellectual lives by exposing all of us to methods, styles and frames of reference that challenge our unexamined assumptions helping us unmask personal, cultural, institutionalized, and organizational discrimination and stigmatization, recognizing that ignorance and stereotypes create and sustain privileges and preference for some, while creating and sustaining marginalization and oppression for others.

In a truly catholic context, diversity at Creighton commends inclusion as a prudential, virtuous, and practical principle. Celebrating diversity at Creighton is an invitation to incarnate our mission to educate lifelong learners who will be agents for change in our local communities and in the world. Diversity at Creighton animates our varied intellectual pursuits and enriches our mission to “seek Truth in all its forms.” To this end, Creighton faculty, staff, students and administrators seek to foster an environment of awareness, inclusion, and compassion for everyone in our community and our guests, regardless of age, culture, faith, ethnicity, immigrant status, race, gender, sexual orientation, language, physical appearance, physical ability, or social class. Our caring, hospitable community, our attention to those who are underserved, our academic and co-curricular offerings, and our admissions, hiring, and promotion policies all give testimony to our desire to make Creighton a welcoming, inclusive community. We do this by constant vigilance and reassessment of our campus climate, reaching out to those who are marginalized and whose voices are muted by the mainstream.

H. Domestic and International Travel Policy

Travel programs for curricular and co-curricular purposes involving students are focused on student learning and development.

Travel experiences provide opportunities that encourage student development and integration of new knowledge and experiences (e.g., global issues, leadership skills, maturity and growth in cultural awareness). Depending on the particular site and program goals, travel programs foster discipline-specific and/or interdisciplinary global learning outcomes appropriate to the curriculum or to the mission of a student organization. Thus, travel opportunities may provide language and intercultural development as appropriate to its programmatic objectives.

Consistent with the Creighton University Catholic mission and Jesuit identity, travel opportunities ideally should provide opportunities for reflection before, during and after the experience. Travel participants

should particularly take into consideration the impact the program and its participants may have on the environment and the people of the destination locations.

The student curricular learning outcomes and overall student experience shall be assessed at the conclusion of the program. Please refer to the academic assessment plan available in the College or School granting credit for international courses.

Outcomes of co-curricular travel programs are expected to match those submitted for pre-approval to the Student Leadership and Involvement Center.

Please review the information on the [Global Engagement Office Travel Registration & Insurance](#) web page for policy and guidance on planning travel.

I. **Drug Use**

1. **Health Effects**

Every person reacts differently to drugs; some people are affected only slightly, and others are severely affected. There is no completely safe drug. Illicit drugs can be harmful to health for two reasons: the effect of the drug itself and the effect of by-products, which result from processing the illicit drug.

Almost all illicit drugs are used to change a person's mood, or the way s/he feels. Any drug that changes mood does so by affecting the central nervous system and changing its ability to react normally. For example, stimulants make the central nervous system overactive while narcotics and depressants decrease its ability to react.

Illicit drugs also carry a high risk of psychological or physical dependence, i.e., the user starts to count on the drug to regulate their mood and is unable to perform routine activities without using the drug. When the body develops tolerance for and dependence on a drug, then physical dependence (addiction) is the result. The body is unable to function without an adequate supply of the drug and will have withdrawal symptoms when the supply is not adequate. Withdrawal may be as minor as discomfort (headache, restlessness and irritability) or result in major symptoms such as grand mal seizures, coma, and death.

There is no certain way to know who is most likely to develop dependence, but it is known that people who have developed dependence on alcohol or have family members who are dependent on alcohol or drugs are at greater risk. Those who are frequently depressed have suicidal thoughts, have had hallucinations or delusions should avoid street drugs because using them could make the illness worse, or cause a relapse.

2. **Creighton Policy**

As an academic institution, Creighton University's goal is to alleviate the problem of illegal drug use, preferably in a manner that educates rather than one that punishes. However, Creighton community members are subject to the same local, state and federal laws that govern all citizens, including those laws that concern the use, sale and possession of drugs. Therefore, persons engaging in such illegal actions will be subject to disciplinary procedure up to and including suspension and expulsion. Individuals cannot be protected by the University from the possible additional legal consequences of their acts.

The University policy concerning illegal drugs is as follows:

- a. Creighton University considers the use, possession, cultivation, sale, distribution or transfer of any unlawful drug, including marijuana, unacceptable behavior that is incompatible with the educational goals of the university.
- b. Students are considered to be responsible adult citizens, and as such, are subject to civil law. In accordance with federal as well as state and local laws, the illegal use, possession, cultivation, sale, distribution or transfer of any drug, narcotic, or hallucinogenic substance including marijuana is strictly prohibited on University property.
- c. Knowledgeable association in an environment where illegal substances are being used constitutes grounds for disciplinary action.
- d. Misconduct resulting from the illegal possession, consumption, sale or transfer of drugs or narcotics renders the person subject to action ranging from rehabilitation, probation, dismissal from the residence halls, up to and including suspension or dismissal from the University.
- e. The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws. Due process guaranteeing fundamental fairness, as determined by the University community, shall be adhered to in the treatment of these matters.
- f. See also: [Creighton University Policy 2.2.15 on Drug and Alcohol Use](#) which complies with the Drug-Free Schools and Communities Act.
- g. Felony-level controlled substances include cocaine, heroin, and other "hard" drugs, as well as THC wax/oil in any quantity and prescription drugs that are not prescribed to the person possessing or using them; Public Safety will take custody of these substances and contact the Omaha Police Department. For further information about items discovered in a search please see [Search and Seizure Protocol on Public Safety website](#).
 - a. For documentation purposes, Public Safety will photograph any items that are destroyed and will document property destruction using two witnesses.
 - b. If a student does not wish an item to be destroyed and/or disputes the identity or use of the item in question, Public Safety must be notified at the time of confiscation and will hold the item until it can be identified; otherwise, items in the "Destroyed or Disposed" category will be destroyed immediately and may not be reclaimed.
 - c. Students wishing to reclaim other confiscated items must submit a written request to the office holding the item within 5 business days of the confiscation. After this time, items may be destroyed or disposed with two witnesses.

Marijuana 101: Drug Use/Possession Course - In response to concerns that students who have been through the Community Standards process for drug use multiple times without effective outcomes, the Office of Community Standards and Wellbeing has researched and found a course to continue the education of students and foster critical thinking skills. In alignment with the Jesuit values and tenants of Cura Personalis, Magis, and the Creighton Student Credo, this program was researched with the intent of growth of the whole person. After an incident involving the possession/use of illegal substances, it is important to see the students as individuals, and this process aims to lead all its members in discovering and embracing the challenging responsibilities of their intelligence, choices and future. We believe this program is a valuable tool to combat attitudes and choices concerning drug use, and more specifically marijuana use.

- 3. **Douglas County (Omaha) and Nebraska State Laws Regarding Controlled Substances**
 - a. It is unlawful to knowingly or intentionally: (a) Manufacture distribute, deliver, dispense or possess with intent to manufacture, distribute, deliver or dispense a controlled substance; or (b) to create, distribute, or possess with intent to distribute a counterfeit controlled substance
 - b. Any person who violates subsection (1) with respect to cocaine or any mixture or substance containing a detectable amount of cocaine in a quantity of:
 - i. At least 28 grams but less than 140 grams shall be guilty of a Class IC felony;

- ii. At least 10 grams but less than 28 grams shall be guilty of a Class ID felony.
- c. Any person knowingly or intentionally possessing marijuana weighing more than one ounce but not more than one pound shall be guilty of a Class III misdemeanor.
- d. Any person knowingly or intentionally possessing marijuana weighing more than one pound shall be guilty of a Class IV felony.
- e. Any person knowingly or intentionally possessing marijuana weighing one ounce or less shall:
 - i. For the first offense, be guilty of an infraction, receive a citation, be fined \$300, and may be assigned to a drug abuse course;
 - ii. For the second offense, be guilty of a Class IV misdemeanor, receive a citation, and be fined \$400 and may be imprisoned not to exceed 5 days;
 - iii. For the third and all subsequent offenses, be guilty of a Class IIIA misdemeanor, receive a citation, be fined \$500, and be imprisoned for not more than 7 days.
- h. It is unlawful for any person to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. In a prosecution under Nebraska's controlled substance laws, it is not necessary for the state to prove that the respondent was under the influence of any specific controlled substance, but it shall be sufficient for a conviction for the state to prove that the respondent was under the influence of some controlled substance by proving that the respondent manifested physical and physiological symptoms or reactions caused by the use of any controlled substance. Any person who violates this section shall be guilty of a Class III misdemeanor.

4. Off-Campus Drug Use

Student organizations holding off-campus events are responsible for full compliance with the appropriate state law. If illegal drugs are present at the event, the organization will be referred to the appropriate hearing body for review of the reported violations of the Standards of Conduct and/or Student Organization Guidelines. Additionally, individual members, including the organization's officers, may be held accountable for their personal behavior as well as the behavior of their guests.

Violations

Violations of the Drug Policy will be referred to the Office of Community Standards and Wellbeing for the appropriate action. Violations of the policy will be subject but not limited to:

- i. fines;
- ii. suspension of University approval for the sponsoring organization or group;
- iii. other University disciplinary action.

J. Electioneering

Signs are prohibited on the outside of buildings. The CSU Election Commissioner should be consulted before any campaign signs are posted. For additional information, please refer to the [Posting Policy](#).

**K. Fair, Responsible, and Acceptable Use Policy for Electronic Resources
Scope**

This policy applies to all users of electronic resources owned or managed by Creighton University.

Policy

All users of Creighton University electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with the Creighton University mission and policies. As such, all users are required to:

- Comply with published University and departmental policies governing the use, transfer, management, or handling of electronic resources.
- Use resources only for authorized purposes.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Protect university provided user account(s) from use by other individuals.
- Consent to monitoring for the purposes of enforcing University policies, troubleshooting network or system problems, or to aid in the investigation of legal or criminal matters.

All users are prohibited from:

- Using University electronic resources to impair, disrupt, or in any way damage Creighton University networks, computers, telephonic equipment, or external networks or computers.
- Attempting to circumvent or subvert system or network security measures.
- Unauthorized access to networks, computer systems, or data.
- The reproduction or use of legally protected content without consent from the author or rights holder.
- Using Creighton University electronic resources to interfere with or cause impairment to the activities of others.
- Using Creighton University electronic resources to harass or make threats to specific individuals, or a class of individuals.
- Using CU electronic resources in pursuit of unauthorized commercial or political activities, or for individual personal or financial gain.
- Using CU electronic resources to violate city, state, federal, or international laws, rules, regulations, rulings or orders, or to otherwise violate any Creighton policies.

While the University does not generally monitor or limit content of information transmitted, stored, or processed on the campus network or information systems, it reserves the right to access and review such information under certain conditions. These include investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, to ensure that Creighton University is not subject to claims of institutional misconduct.

Definitions

Electronic Resources – All computer related equipment, computer systems, software, networks, facsimile machines, voicemail and other telecommunications facilities, as well as all information or data contained therein.

Responsibilities

All users of university resources are responsible for adhering to this policy.

Administration and Interpretations

This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer, bmclaughlin@creighton.edu, (402) 280-2386.

Amendment/Termination of this Policy

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

Violations/Enforcement

Any known violations of this policy should be reported to the University's Information Security Officer at (402) 280-2386 or via e-mail to infosec@creighton.edu.

If University network resources and privileges are threatened by improperly maintained computing devices, Information Security and IT may act on behalf of the University to eliminate the threat by working with the relevant system administrator to quickly patch security holes. In circumstances where there is an urgent situation requiring immediate action, the device may be disconnected from the Network by Information Security or IT.

To view the complete policy, click [here](#).

L. Fleeing Student Policy

Students who are at the scene of an incident where there is concern for students' safety or where conduct violations may have occurred are expected to remain at the scene of the incident until they are released by responding University staff. If a student leaves (flees) the scene of an incident without permission, the staff member will contact the student via any means possible in order to request the student's return to the scene. This includes, but is not limited to, phone, text message, or contacting the student's parent/emergency contact. Failure to return to the scene could result in disciplinary action.

M. Food on Campus

Creighton University contracts its food service through Sodexo Campus Services (also known as Creighton Dining). All food and beverage provided on campus must be purchased from Creighton Dining.

The University recognizes the importance of food menus to the success of certain educational and culturally diverse programs. Therefore, in the following cases the sponsoring registered organization or university department **MAY** be eligible for a waiver of catering exclusivity:

- Ethnic food banquets when Creighton Dining is not capable of providing authentic ethnic foods.
- Fundraisers (only registered student organizations are eligible).
- Promotional activities (only registered student organizations are eligible).

Individuals or organizations requesting exceptions to this policy should fill out a request form found on CUInvolved (<https://cuinvolved.creighton.edu/submitter/form/start/135737>). The Senior Director of Housing & Auxiliary Services will determine if the organization is eligible for an exception. If approved, guidelines will be provided on the safe procurement and distribution of food items for sale. Questions about this policy can be sent to cateringexclusivity@creighton.edu.

N. Freedom of Expression and Active Dialogue

This [policy](#) provides guidance in reconciling possible or perceived conflicts between Creighton's commitments as a Jesuit, Catholic institution and its commitments as a university when events, activities

and demonstrations are hosted, sponsored, or funded by any Creighton University entity, while ensuring the orderly functioning of the University and a safe learning environment.

Creighton University strives to be a community that is dedicated to the pursuit of truth in all its forms and to the betterment of society. As a University, Creighton is committed to its role as an academic institution in which the widest possible freedom of expression and openness to diverse ideas should be responsibly presented and examined. It is because of these commitments that we embrace freedom of thought and expression. Essential elements in the Ignatian tradition offer emphases on encouragement of active dialogue and on the innate dignity of each member of our community.

As Catholic, Creighton is committed to identification with a specific religious tradition and all of its essential values. This includes critical examination of ideas and perspectives which may be or may appear to be incompatible with its Catholic tradition and mission.

Non-members of the University community who participate in demonstrations and similar activities, which violate the above guidelines, render themselves liable to legal action.

O. Fundraising

Creighton recognizes that fundraising activities are often utilized by student organizations. However, no student may use University facilities (without charge) for personal gain. All student organizations wishing to hold a fundraiser must have a completed and approved fundraising form on file in the Student Leadership & Involvement Center prior to securing room or mall reservations and prior to the event.

P. Gambling Policy

Students are expected to abide by the federal laws and the laws of Nebraska prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any University athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.

Q. Group Activity / Demonstrations

Creighton University is an academic community founded upon a belief in rational dialogue and mutual respect among its members. The opportunities for communication with the University are many and varied and the University welcomes suggestions for enlarging or improving them. The nature of the academic community demands that all members strive to maintain the rational dialogue which is the cornerstone of the University. There is no issue, be it a question of academic and administrative policy or of student rights and freedoms that cannot be approached within the framework of free discussion. The University also acknowledges the rights of members to express their views by way of individual or collective activity.

For reason of general information, assistance, and courtesy, as well as good order, the University requires that those contemplating demonstrations and similar activity make their intentions known in advance to the Vice Provost for Student Life or their designee for approval.

- Students who participate in demonstrations and similar activities which interfere with the rights of others or the orderly functioning of the University or civic community are subject to disciplinary action.

- Additionally, students who continue to disrupt the institution after being requested to disperse by the University, subject themselves to legal action. Non-members of the University community who participate in demonstrations and similar **activities, which violate the above guidelines, render themselves liable to legal action.**

For more information and details, please

see: https://www.creighton.edu/FreedomeofExpression_ActiveDialogue

as well as Freedom of Expression site on the Student Life Community

page: <https://studentlife.creighton.edu/community/freedom-expression>

R. Harassment

Any form of harassment or discrimination is a violation of human dignity. The University strongly condemns any such harassment or discrimination. Whether verbal or physical, conduct of this sort violates another person's rights and can create an intimidating, hostile, or offensive working or learning environment.

Definition of Bullying

Harassment can include bullying, stalking, slurs, comments, rumors, jokes, innuendoes, cartoons, pranks, and other verbal or physical conduct and any other conduct or behavior deemed inappropriate by Creighton University. Allegations of harassment that are not acts of discriminatory harassment will be investigated according to the [Behavioral Misconduct Procedures](#).

Bullying

Being bullied or harassed means that someone is subjected to deliberate behavior which is hurtful, threatening or frightening and this behavior may be an isolated incident or repeated over time. Any behavior, which sets out to cause other people pain or unhappiness, may be regarded as bullying.

Bullying is not in the intention (e.g., just joking around) but in the perception of the behavior against another party.

Bullying or harassment can take many forms, and without limiting its forms may include:

- **Physical Bullying:** any intentional and unwelcome use of physical contact or deliberate property damage. It includes fighting, pushing, interfering with another's property by stealing, hiding, damaging or destroying.
- **Verbal Bullying:** use of language to threaten or hurt. This includes name-calling, offensive language, putting people down, backstabbing, and making degrading comments about another's family, religious, social or racial background.
- **Exclusion Bullying:** leaving someone out on purpose to cause feelings of non-acceptance. It includes spreading malicious rumors, writing on posters/walls/books etc.
- **Extortion Bullying:** use of threat or power to obtain favor or goods, e.g. bullying others to provide food, money, or schoolwork.
- **Gesture Bullying:** use of non-verbal signals to cause intimidation or fear.
- **Electronic Bullying:** use of language or images to threaten and hurt by electronic means. (SMS text, emails, web sites, video or other electronic means) (See Fair, Responsible, and Acceptable Use for Electronic Resources).
- **Psychological Bullying:** spreading rumors, excluding, stalking, dirty looks, hiding or damaging possessions.

Any other conduct that is intimidating, unwelcome or uninvited – e.g. “Just Joking” which can cause discomfort to others.

R. Hazing and Initiation

The University strictly prohibits [hazing](#) - in any form, at any time - including hazing in connection with training, indoctrination, qualification for membership, functions or activities, or initiations conducted or sponsored by any student organization, athletic team, or group of students. Hazing includes any action taken or situation created, whether on or off campus, intended to produce or which may foreseeably produce unusual or unnecessary mental or physical discomfort or pain, embarrassment, harassment, ridicule or risk of physical, mental or emotional harm or injury.

[Hazing](#) also includes any action or situation which is intended to be or which may foreseeably be morally, physically, emotionally or mentally degrading to any individual, or which unnecessarily exposes any individual to any risk of physical, mental or emotional harm, injury or distress beyond the risks encountered in ordinary daily life, or which is intended to intimidate or has the effect of intimidating any individual to unwillingly or reluctantly engage in any activity, or which unreasonably interferes with scholastic activities or pursuits of any individual.

As examples, hazing includes, but is not limited to, any conduct or method of initiation into or participation in **any student organization, athletic team, or other student group** which willfully or recklessly endangers the physical or mental health of any student or other person, including, but again not limited to: whipping, beating, or branding; forced, coerced or required calisthenics or physically exerting activities; exposure to weather or the elements; forced, coerced or required consumption of any food, liquor, beverage, drug or other substance; any brutal or cruel treatment; and any activity which subjects any student or other person to extreme mental stress, including any extended deprivation of sleep or rest or extended isolation.

Any form of [hazing](#) is contrary to the **Student Credo of Creighton**. Any individual, who believes she or he has been subjected to or has knowledge of hazing, should report the violation as soon as possible to the **Office of Community Standards and Wellbeing at (402) 280-2775**.

The University fully reserves to University officials the authority to interpret this policy, and to apply the policy as so interpreted, to the actions of University students and organizations, as University officials in their discretion deem appropriate under the circumstances.

[Serious disciplinary action](#) will be imposed by the University upon any student or student organization, athletic team, or group of students found in violation of this policy, up to and including revocation of the charter of, and/or withdrawal of University privileges from, a student organization, athletic team or student group and suspension or dismissal from the University of individual students determined to have violated this [policy](#).

S. Immunization Requirements

All Creighton University students are required to comply with the University's immunization requirements. Students receive approval for course registration upon the completion and verification of their immunization records as coordinated by The Health Education and Compliance Office. Failure to meet these requirements will result in denial of class registration privileges. Immunization requirements apply to all students. International students, health science students and residential students (living in campus housing) have specific requirements. The Health Education and Compliance Office is the official record keeper for Creighton University regarding student immunizations and University immunization requirements. Please consult the [Health Education and Compliance Office immunization website](#) for additional details.

- Residential Students:
 - Students must have immunization requirements completed and immunization records verified by The Health Education and Compliance Office prior to registering for classes

and prior to receiving a housing assignment. Students who are in process of completing immunization requirements (i.e., have started a series for the first time) may be granted class registration and/or housing assignment privileges at the discretion of The Health Education and Compliance Office.

- Immunization Exemptions:
 - Exemptions to the University immunization requirements are considered for students who have a documented medical contraindication to receiving immunizations. Religious exemptions are not accepted.
 - Completed exemption forms are reviewed by The Health Education and Compliance Office Medical Director.

T. **Indebtedness to the University**

A student in debt to the University will not be permitted to register for the following semester; nor will they be entitled to receive a transcript of their credits until this indebtedness has been settled. This regulation applies to student indebtedness to the University only and not indebtedness to student organizations. Failure to pay any balance on your student account when due may result in the cancellation or administrative withdrawal of a student's registration for the current term.

U. **Insurance Requirement**

All Creighton University students are required to have Comprehensive Health Insurance. **(Emergency only coverage does not satisfy this requirement)** This is required for ALL full-time students* and must include the following:

- National Coverage for inpatient and outpatient **medical** care.
- National Coverage for inpatient and outpatient **mental** health care.
- Coverage is currently active and maintained for the entire school year, including summers.
- Offers an unlimited lifetime maximum.

*Undergraduate: 12 credits/semester; Graduate: 8 credits/semester

Enrollment in the University endorsed Health Insurance Plan is **automatic** for all full-time students. Health Education and Compliance is the official record-keeper for the University regarding the insurance requirement.

***NOTE:** The premium for the University-endorsed Health Insurance Plan will remain on the student's account unless the waiver process is properly completed before the deadline. **This information is required on an annual basis.**

Part-time students are **not** eligible for the University's endorsed Health Insurance Plan but are strongly encouraged to have coverage while attending Creighton. Any student in need is encouraged to contact Student Health Education and Compliance for assistance in determining options for coverage.

When Health Education and Compliance becomes aware that the student's insurance coverage is not compliant with university requirements, the following will occur:

- Automatic enrollment into the University endorsed plan
- The tuition statement will reflect a charge for the entire premium

Creighton University Student Health Insurance Plan

As a service to students, the University endorses a comprehensive health insurance plan. This plan is available at a reasonable group rate and provides year-round coverage, wherever the student may be, as long as the semi-annual premium is paid.

For additional information please contact [The Health Education and Compliance Office](#)

Phone: (402) 280-2735

Fax: (402) 280-1859

V. Mandatory Reporters

The University requires all faculty and staff to report incidents of harassment, discrimination, sexual and/or relationship misconduct to the Office of Equity and Inclusion. This includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. Student employees, in the administration of their job duties, are also considered mandatory reporters of harassment, discrimination, sexual and/or relationship misconduct.

Individuals at Creighton University who are not considered mandatory reporters of harassment, discrimination, sexual and/or relationship misconduct (i.e. confidential staff or faculty):

- Counseling staff at Student Counseling Services
- Violence Intervention and Prevention (VIP) Center staff (Associate and Assistant Directors)
- Clergy in the rite of confession

In addition to incidents of harassment, discrimination, sexual and relationship misconduct, the University requires mandatory reporters to report the following:

- Reports of serious crimes covered by the Clery Act must be reported to the Department of Public Safety (e.g., motor vehicle theft, burglary, aggravated assault, etc.)
- Reports of concerning and disruptive student behaviors must be reported to the Office of the Vice Provost for Student Life
- Reports of concerning and disruptive faculty or staff behaviors must be reported to Human Resources
- Any behaviors by students, faculty, or staff that are immediate and are an emergency must be reported to the Department of Public Safety

All individuals in the state of Nebraska are mandatory reporters of child abuse and neglect. Reports of suspected child abuse and neglect must be made to local authorities or the Nebraska child abuse hotline at 1-800-652-1999. Confidential staff and faculty must also report suspected child abuse and neglect.

Additional information on the Mandatory Reporters Policy is available [here](#).

W. Missing Students Notification Policy

All institutions that receive federal funding and have a housing program must have a policy regarding missing student notification for students who reside in on-campus housing facilities, as well as procedures for notifying a person of the resident student's choice should that resident student go missing. This notification must be made within 24 hours of the institution learning that the student is missing.

All students who live in on-campus housing are affected by this policy. Certain additional conditions apply for those residential students who are under the age of 18 and not emancipated at the time they are believed to be missing.

- On-campus housing means a residential facility for students that are located on the University's campus.

- Campus means any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to the University's educational purposes, including residence halls.

Designation of Emergency Contact Person

During the annual contracting for residential space each residential student will be given the option to identify an individual whom the University will contact within 24 hours of the University being notified that the student has gone missing. The contact does not have to be a parent or guardian. The student may opt out of this provision.

Emergency contact information will be registered confidentially. This information will be retained in a confidential digital database, will only be accessible to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Where to Report a Missing Student?

If any person believes that a student is missing, they should immediately report this information to Public Safety at (402) 280-2911.

Important information to share includes:

1. Name of the missing student and the student's campus residence.
2. Name and contact information of the reporting person.
3. Relationship of the reporting person to the missing student.
4. Missing student's employer, if applicable and known.
5. When and where the student was last seen and under what circumstances.
6. Any information about the student's condition that might be helpful in determining the whereabouts of the student, such as:
 - Has the student been in good health or has otherwise been of any concern to the reporting person?
 - Did the student have any known travel plans or plans with others?
 - How often does the reporting person typically see or contact the missing student?
 - Has the reporting person received any recent emails or texts from the missing student?
 - Has the student been under any unusual pressures?
 - Is there any reason to believe the student might be in danger?
 - Has the reporting person contacted any law enforcement agency or the student's parents or guardians?

All missing student reports made to an office other than Public Safety will be immediately referred to Public Safety for investigation. The Director of Public Safety will notify the Critical Incident Response Team (CIRT) of the missing student report and update this group as the investigation progresses.

A University representative will attempt to contact the student by:

- Calling the student's personal cell phone on record.
- Entering the student's campus residence room or apartment.
- Reviewing access card activity.
- Contact the student's faculty members and check class attendance.
- Contact friends, roommates, employers, co-workers, or other acquaintances.
- Check social media accounts for additional information.

If Public Safety determines that the student has been missing for more than 24 hours, the emergency notification procedures outlined below will be initiated.

Emergency Notification Procedures

If the resident student has been determined to be missing by Public Safety or local law enforcement, Creighton University will contact the student's emergency contact person within 24 hours of determining that the student is missing.

If a student is under 18 years of age and not emancipated, Creighton University will also notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any contact person the student has designated.

Creighton University will also notify local law enforcement within 24 hours of the determination that the student is missing, unless the law enforcement agency was the entity that determined the student was missing.

X. Non-Discrimination Policy

PURPOSE

In accordance with its history, mission, and credo, Creighton University believes that each individual should be treated with respect and dignity and that any form of harassment, discrimination, and/or retaliation is a violation of human dignity. The University condemns and prohibits these and will take all reasonable efforts to prevent such conduct and promptly address conduct found to be in violation of this [policy](#).

Consistent with the University's Non-Discrimination Notice, it is the [policy](#) of the University to provide a workplace and an educational environment, as well as other education programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its educational programs and activities, Creighton University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of Harassment, Discrimination, and/or retaliation.

Harassment, Discrimination, and Retaliation are considered serious violations of University policy. Due to their serious nature, allegations of these types of violations are resolved under this policy and not through other disciplinary processes at the University (e.g. University Committee on Student Discipline, Faculty or Academic Council, Department of Human Resources). The full range of University discipline, including separation, termination, suspension, and expulsion, may be imposed. For a complete list of potential institutional actions, please reference [Section VI, Sanctions in the Procedures](#).

The purpose of this [policy](#) is:

- To communicate processes for investigating complaints in a manner that is fair, equitable, and reasonably protects the privacy of individuals involved in situations of harassment, discrimination, and/or retaliation;
- To enable Creighton University in its efforts to provide a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination

- To enable Creighton University in its efforts to protect those individuals who report or provide information related to alleged violations of this policy and all of those individuals involved in the investigation or adjudication of this policy from retaliation of any kind;
- To promote compliance with federal and state civil rights laws, fulfill all obligations as required by law, including but not limited to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.), the Violence Against Women Act of 1994, (see 42 U.S.C. § 13701 et seq.; reauthorized 34 U.S.C. § 12291), and the Clery Act (see 20 U.S.C. § 1092.)and Section 504 of the Rehabilitation Act of 1973 (see 29 U.S.C. 701), and Title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181 et seq).
- To set forth guidance for preventing harassment, discrimination, and/or retaliation;
- To enable Creighton University in its efforts to take timely corrective action when harassment, discrimination, and/or retaliation is alleged to have occurred; and
- To establish a consistent process for resolving complaints of harassment, discrimination, and/or retaliation in a fair and just manner.

SCOPE OF POLICY

This [policy](#) applies to all faculty, staff, and students of the University community. Individuals with a faculty appointment, vendors, independent contractors, and others subject to agreement with the University will be expected to comply with this policy as specified by the terms of any contract or agreement between the University and such third party.

This [policy](#) applies to all incidents of alleged Harassment, Discrimination, and/Retaliation, as defined by this [policy](#), including incidents which occur off-campus or outside of normal work, class, or business hours. The [policy](#) also applies to incidents of Sexual Harassment, including sexual assault, dating violence, domestic violence, and stalking, which do not fall under the jurisdiction of Title IX of the Education Amendments of 1972 (“Title IX”) (see C.F.R. 106 et seq.). Creighton University may extend jurisdiction to off-campus and/or online conduct when the University determines the conduct affects a substantial University interest. This includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests or mission of Creighton University.

If the Respondent is unknown or is not a member of the Creighton community, the Title IX Coordinator or their designee will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to file a police report. Even if the Respondent is not a member of the Creighton community, Supportive Measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator or the VIP Center.

The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this [policy](#).

Discrimination

Any unfair distinction, treatment, or detriment to an individual compared to others that is based upon an individual's actual or perceived status in a class protected by law or policy. The conduct must be so objectively offensive as to alter the conditions of the individual's employment or educational experience.

Discriminatory Harassment

Unwelcome conduct based on an individual's actual or perceived status in a class protected by law or policy which is severe or pervasive *and* objectively offensive, creating a Hostile Environment.

Examples of Discriminatory Harassment include, but are not limited to:

1. Intimidation and/or humiliation as expressed by communications, threats, hatred, abuse of authority, or ill-will that assault an individual's self-worth.
2. Acts of physical violence against another person based on their actual or perceived status within a protected class.
3. Slurs, comments, rumors, jokes, innuendoes, and/or frequent derogatory remarks about an individual as it relates to their actual or perceived status within a protected class.
4. Cartoons, pranks, and/or other conduct or behavior deemed inappropriate by Creighton University.

Classes protected by law or policy include race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state, or local statutes.

A Hostile Environment exists when unwelcome conduct is determined by a reasonable person to be severe or pervasive *and* objectively offensive, limiting or effectively denying an individual's ability to access or benefit from the educational or workplace environment.

In determining whether a reasonable person in the Complainant's circumstances would find the work or educational environment to be hostile, the totality of the circumstances must be considered.

- A hostile environment is not determined solely on the number of offensive incidents.
- A single, isolated incident may create a hostile environment if the incident is sufficiently severe (e.g., a single but extremely targeted, individualized and derogatory discriminatory statement.)

When harassment rises to the level of a Hostile Environment, the University may impose sanctions on the Respondent through application of the complaint resolution process set forth below.

- The University will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a Hostile Environment
- The University further reserves the right to address offensive conduct and/or harassment that does not rise to the level of a Hostile Environment or that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under this policy, but may be addressed through conversation, remedial actions, education, collaborative discernment resolutions, and/or other informal resolution mechanisms.

- Creighton’s policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include relevant, but controversial or sensitive subject matters protected by academic freedom that do not constitute Discriminatory Harassment.

REPORTING INCIDENTS

Reporting Incidents to the University. The University encourages the reporting of all incidents under the Non-Discrimination Policy. For someone who feels they have been the target of such behavior, deciding whether to report an incident is a personal and often difficult decision. There are options available in this decision process and individuals can choose any or all of the following options:

Confidential Advocacy. The Violence Intervention and Prevention (VIP) Center provides free, confidential advocacy for students, faculty, and staff. Confidential advocacy gives individuals a safe space to learn about all their options and resources so they can make fully informed choices about what to do next. The Center is open Monday-Friday for appointments or walk-ins are welcome. To learn more, please call 402-280-3794 or email vipcenter@creighton.edu.

Reporting an Incident to the University. The Office of Equity and Inclusion (OEI) oversees reports under this policy and the Title IX Sexual Harassment Policy at Creighton University. Individuals have informal or formal options for reporting as outlined in section III, Investigative Process and Procedures. To make a report to OEI, please call 402-280-4120, email oei@creighton.edu, or make a report online at www.creighton.edu/safety/tell-someone.

Reporting Incidents Outside of the University. The University encourages any member of the University community who feels they have been subjected to harassment, discrimination, sexual or relationship misconduct to use the complaint procedure outlined in this policy. Additionally, an individual has the right to file a complaint with outside enforcement agencies:

Reporting an Incident to Law Enforcement. All individuals have the right to report an incident to law enforcement they feel may give rise to a crime and the University will assist in notifying law enforcement authorities if requested by a reporting party. A reporting party may also decline notifying law enforcement authorities if they so choose. Reporting an incident to law enforcement or filing a criminal complaint does not preclude an individual from filing a complaint with the Office of Equity and Inclusion and vice versa. Complaints can be filed simultaneously with the University and law enforcement. For assistance in filing a report with local authorities, please contact the VIP Center at 402-280-3794 or vipcenter@creighton.edu.

Filing a Complaint with an Outside Agency. An individual has the right to file a complaint with outside enforcement agencies. Contact information for outside agencies and additional resources are available at www.creighton.edu/oei.

Filing a Complaint in another State. Please contact the Office of Equity and Inclusion at 402-280-3189 or oei@creighton.edu for assistance identifying resources in another state.

For additional information on resolution options outside of the University an individual may contact the Violence Intervention and Prevention (VIP) Center at 402-280-3794 or vipcenter@creighton.edu.

Additionally, individuals may file a civil lawsuit against the offending party.

Y. Nondiscrimination Statement

Creighton University is committed to providing a safe and nondiscriminatory educational and employment environment. The University admits qualified students, hires qualified employees, and accepts patients without regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, or other status protected by law. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without unlawful discrimination.

Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The University does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

It is the policy of the University to make all programs and services available to individuals with disabilities. Inquiries concerning rights and responsibilities under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 should be directed to the Executive Director for the Office of Equity and Inclusion (see below). To obtain information on accessibility of buildings and programs or to report problems of accessibility, please contact Human Resources (for employees), Cardiac Center- 3006 Webster St. or by telephone 402.280.2709 or Office of Disability Accommodations (for students), Old Gym 437, or by telephone 402.280.2166.

The following person has been designated to monitor compliance and to answer any questions regarding the University's non-discrimination policies:

Ms. Allison Taylor, M.S.Ed.
Executive Director
Title IX Coordinator/Section 504 Coordinator
Creighton University
Office of Equity and Inclusion
Creighton Hall Suite 340
Omaha, NE 68178
Phone (402) 280-3189 Email: allisontaylor@creighton.edu
Web: [Office of Equity and Inclusion](#)

The United States Department of Education's [Office for Civil Rights \(OCR\)](#) enforces Title IX and Section 504.

Z. Official Means of Communication

The Creighton University assigned email account shall be the official means of communication with all students. All students are responsible for all information sent to them via their University assigned email account. Students who choose to manually forward mail from their University email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

All students are required to maintain a @creighton.edu email account. This account provides both an online identification key and a University Official Email address. The University sends much of its correspondence solely through email. This includes, but is not limited to, policy announcements, emergency notices, meeting and event notifications, course syllabi and requirements, and correspondence between faculty, staff, and students. Such correspondence is mailed only to the University Official Email address.

Students are expected to check their email on a frequent and consistent basis in order to stay current

with University-related communications. Students have the responsibility to recognize that certain communications may be time critical.

AA. On-Campus Posting Policy and Procedures

The purpose of the On-Campus Posting Policy and Procedures is to ensure students, faculty, and staff adhere to a standard set of guidelines when posting/advertising on campus. This policy creates consistency for faculty, staff and students regarding posting/advertising on campus.

Administration of Policy:

The Student Leadership & Involvement Center administers this “On-Campus Posting Policy and Procedures.” Any questions related to this policy, procedures and posting locations should be directed to the Director of the Student Leadership & Involvement Center or their designee. Appeals to denials may be made to the Vice Provost for Student Life or their designee. The Student Leadership & Involvement Center will regularly clear the posting locations of outdated material(s).

Any posting/material not delineated below needs to be approved by the Student Leadership & Involvement Center. Approvals of this nature are rare.

Compliance Standards:

All materials must be in compliance with the following:

1. The content of all materials displayed on Creighton’s campus must be in alignment with the university’s mission and conform to the Creighton University Code of Conduct and University policies.
2. Demeaning, sexual, racial or other discriminatory references are prohibited in materials.
3. Materials may be on display for two weeks unless approved and stamped for a longer period of time. All postings must be removed within 24 hours of the event’s conclusion.
4. All academic-related and University department postings should adhere to the Creighton Brand Standards.
5. All postings with any reference, or implied reference, to alcohol must conform to the University Alcohol Policy and the “Guidelines for Promotion of Events where Alcohol will be Served.”

Content Guidelines:

The following should appear on all postings:

1. The name of the sponsoring organization, school, college, division, vendor or individual.
2. Contact information (phone, email, website).
3. The name, date, time and location for the event, if applicable.
4. The cost associated with the event being advertised, if applicable.
5. For fundraising activities/events, the name of the individual or organization benefiting must be present. *
 - All lottery and raffle winners will be announced to the University community using official forms of communication.

Approval Procedure:

All promotional materials include but are not limited to flyers, table tents, yard signs, sandwich boards, chalking, indoor and outdoor banners, sidewalk signage and indoor floor clings. These materials must be approved and adhere to the above “Compliance Standards” and “Content Guidelines.”

Student promotional material(s) content, except for flyers, need approval from the Student Leadership & Involvement Center via CU Involved prior to printing or purchase of material.

Faculty and staff material(s) content need approval by University Communications and Marketing prior to printing or purchase of materials.

Alcohol:

Postings with any reference, or implied reference, to alcohol must be approved by the Student Leadership & Involvement Center before posting. It must conform to the compliance standards and content guidelines, the University Alcohol Policy and the “Guidelines for Promotion of Events where Alcohol Will be Served.”

Fraternity and Sorority Life:

All postings for fraternity and sorority recruitment require the approval of the Assistant Director for Fraternity Life and Leadership or the Assistant Director for the Sorority Life and Leadership or their designee.

Residence Halls: Approval from the Housing and Auxiliary Services must be obtained for all materials placed on residence hall floors, lobby bulletin boards or any other area of the residence halls. Generally, posters/flyers can be delivered to Housing Services (Swanson 136) to be hung on the residence hall floors.

Promotional Materials:

The following promotional materials must be approved prior to printing and posting:

Campus Posting Bulletin Boards:

There are 11 official Campus Posting Bulletin Boards on the main university campus as a service to students, schools, colleges, divisions, organizations and off-campus vendors.

Campus Posting Bulletin Board guidelines include:

1. Materials may be displayed only on boards marked “Campus Posting.”
2. Materials may not be attached to building walls, trees, hallways, doors, stairwells or any painted surface.
3. Posters and flyers may not exceed 18” x 24”.
4. Only one copy of a poster or flyer may be displayed per bulletin board.
5. Only staples and pushpins may be used to hang flyers on the boards, no tape or adhesives.
6. Sponsors must supply their own pins or staples when posting.
7. Sponsors are responsible for posting their materials.

Chalking:

Chalk must be washable (not spray chalk), and must be removed by the registered student organization, University department or University vendor one day after the event (unless approved otherwise.) To reserve locations, contact the Reservations Office at 402.280.1700 or make a reservation online in 25 Live.

Digital Signage:

Please see the University’s [Digital Signage Policy](#).

Elevators:

Posting in elevators is prohibited.

Flyers:

Registered student organizations, University schools, colleges and divisions, and University-affiliated vendors may post flyers WITHOUT APPROVAL.

Non-university-sponsored groups and individuals MUST HAVE APPROVAL from the Student Leadership & Involvement Center. This includes off-campus vendors and individuals advertising merchandise, products, services or information, and/or any event not officially sponsored by registered student organizations, University schools, colleges or divisions.

Approval is granted after the materials have been properly registered, compliance with “Compliance Standards” has been verified, and materials have been stamped “Approved for Posting.”

Handbills:

Promotional materials may not be handed out to students, faculty and staff on Creighton’s campus – either outside or inside buildings. Promotional materials may not be placed on cars in the University parking lots. This is a violation of Omaha Code 1959 Ord. No. 21486.

Indoor Banners:

Indoor banners are to advertise specific events/programs only. Reservations are for two weeks, unless otherwise approved. Indoor banner space can be reserved for the Skutt Student Center and outside the dining halls. To reserve locations, contact Student Leadership & Involvement Center.

Outdoor Banners:

Outdoor banners must use a weatherproof material. Facilities Management must be contacted regarding the hanging of all outside banners on campus at 402.280.2780.

To reserve the location, contact the Reservations Office at 402.280.1700 or make a reservation online in 25 Live.

Sidewalk Signage/Indoor Floor Clings:

Any material used to create the sidewalk signage and indoor floor clings must be approved by Facilities Management. Minimum temperature of the sidewalk signage application is 50 degrees. To reserve the location, contact the Reservations Office at 402.280.1700 or make a reservation in 25 Live.

Student Organization Mailboxes:

Special approval to distribute flyers or other promotional materials in university student organization mailboxes must be approved by the Student Leadership & Involvement Center a minimum of ten days prior to the proposed date of mail delivery. Permission will be granted sparingly to help minimize mailbox clutter. Organizations are encouraged to use email, which is the official means of university communication, and in line with the University’s sustainability efforts.

Table Tents:

Table tents are to advertise specific events/programs only. Reservations are for two weeks. Table tent space is available in the following locations: the Skutt Student Center, Kiewit Fitness Center Spine, and retail/dining food locations. To reserve locations, contact Student Leadership & Involvement Center.

Yard Signs and Sandwich Boards:

Yard signs and sandwich boards may be left up overnight. Student Leadership & Involvement Center is not responsible if yard signs and sandwich boards are stolen or vandalized. To reserve locations, contact the Reservations Office at 402.280.1700 or make a reservation online in 25 Live.

Miscellaneous Postings:

Any proposed variation of this posting policy must be proposed to the Director of the Student Leadership & Involvement Center or their designee two weeks prior to the event and prior to posting material production or creation.

Creighton Student Union Elections:

CSU election campaign promotions/advertisements must be in compliance with the “On-Campus Posting Policy and Procedures,” as well as adhere to the following:

1. Election materials may not be displayed prior to two weeks before the respective election.
2. All election materials must be removed three days after the election.
3. The CSU Election Commissioner must approve all election materials.

Violations:

All promotional materials must conform to the policy stated. Violators of this policy may be subjected to: suspension of posting privileges, loss of registration for the sponsoring organization, and/or in extreme cases other University disciplinary action. Materials improperly posted or inconsistent with this policy will be removed, and the violator may be subjected to penalties. If materials are removed no reimbursements will be provided to the organization. The Student Leadership & Involvement Center will provide a three-strike practice to administer this policy. In the event of a violation, a first warning and a final warning will be issued before a loss of privileges will occur.

BB. One Bed, One Body Policy

Creighton University recognizes that travel to off-campus events, activities and courses is a beneficial part of the student collegiate experience. The University seeks to provide the safest opportunities and methods of transportation and to mitigate risks that might be associated with student travel. Therefore, the One Bed, One Body policy exists to assist students in their travel planning.

Any activity which is not in accordance with the Judeo-Christian values of Creighton University and the specific doctrinal teachings of the Roman Catholic Church is prohibited. One example of this may be co-habitation. In keeping with the spirit of our existing university policies and expectations, the One Bed, One Body Policy addresses potential areas of co-habitation during off campus travel.

Under no circumstance may more than one student sleep in a bed regardless of gender (i.e. sleeping bag, cot, and/or personal sleeping area).

This policy applies to all trips sponsored, organized, facilitated or encouraged by Creighton University. This includes but is not limited to students that receive university funding, as well as all students who travel under the Creighton name with their personal and/or group finances (i.e. FLPAs, student organization travel, retreats, service trips, team travel, academic competitions, conferences, etc.). Students who fail to comply with Creighton University policies will be referred to the Office of Community Standards and Wellbeing.

Additionally, advisors/moderators/coaches are not to room with students.

Sponsors of trips (i.e. academic units, university departments, athletics and/or student organizations, etc.) may require additional standards to address the unique requirements associated with a particular type of trip.

CC. Respect for the Dignity of the Person

Creighton University desires to foster a campus community where people can work and learn with respect, dignity and freedom from discrimination. Individuals deserve to be free from the threat or actuality of physical violence or verbal abuse. Especially intolerable in view of the University's

commitment to respect for the person are offenses against persons because of their race, religion, ethnicity, disability, gender or sexual orientation.

Actions or expressions which may cause violent situations, create a clear and present danger of violent situations, or which represent a malicious or willful attempt to demean, degrade or harass members of the University community will not be tolerated. Such actions include, but are not limited to, acts of violence, physical or verbal threats, verbal harassment, slurs, degrading humor, and written materials such as epithets, graffiti or other similar expression.

Persons who believe they are victims of such actions are encouraged to report the incident.

For immediate or emergency assistance:
Department of Public Safety (402) 280-2911
Omaha Police Department 911

To make a University report:
Office of the Vice Provost for Student Life (402) 280-2775
Office of Equity and Inclusion (402) 280-3189 or oei@creighton.edu
Tell Someone (402) 280-4400 or <https://www.creighton.edu/safety/tell-someone>

For confidential support:
Violence Intervention and Prevention (VIP) Center (402) 280-3794
Student Counseling Services (402) 280-2735

Violation of this policy will result in disciplinary action.

EE. Retaliation

Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who files a complaint, participates in an investigation, appears as a witness at a Standards Panel, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to university student discipline procedures. If a student has a complaint of retaliation, the student should use the procedures available under the Student Standards of Conduct, the [Non-Discrimination Policy](#), the [Title IX Sexual Harassment Policy](#) or other policies outlined in this handbook. To make a complaint of retaliation in connection with violations of the Student Standards of Conduct, please contact the Office of Community Standards and Wellbeing at (402) 280-2775.

[The Non-Discrimination Policy](#) identifies retaliation as “an intentional, adverse action taken against a person for making a report of alleged policy violations or for participating in any proceeding under this Policy. Adverse action is any conduct that seeks to discourage, threaten, intimidate, harass, or coerce an individual from engaging in activity protected under this Policy. Retaliation can be committed by or directed towards any individual or group, not just the reporting and responding parties.”

To make a complaint of retaliation in connection with an investigation under the [Title IX Sexual Harassment Policy](#) or the [Non-Discrimination Policy](#), please contact the Office of Equity and Inclusion at (402) 280-4120 or titleix@creighton.edu.

DD. Romantic or Intimate Relationship

[This policy](#) identifies the University's position on relationships among students, administrators, faculty, and staff at Creighton University. Specifically, it addresses the following:

- Romantic or intimate relationships between University employees (administrators, faculty and staff) and students.

- Romantic or intimate relationships between two University employees (administrators, faculty and staff)
- Romantic or intimate relationships between a student employee and other students

[This policy](#) applies to all employees (administrators, faculty, staff, and student employees) of the University community. Individuals with a faculty appointment, residents sponsored by Creighton University, vendors, independent contractors, and other outside parties who conduct business with the University through affiliation and other agreements will be expected to comply with this policy as specified by the terms of any contract or agreement between the University and such third party.

EE. Searches

The University reserves the right to search students and guests on any campus property, as well as any items in their possession, if a University official believes that a person is in violation of Creighton University policies or procedures or local, state, or federal laws, including suspected possession of alcohol, whether by someone under the age of 21 or by someone of age transporting alcohol for someone under the age of 21, and suspected possession of drugs, weapons, other illegal or inherently dangerous items, or any items in violation of University policy.

The disposition of items found during a search are summarized in the table below. Some items will be kept by Public Safety, some items will be kept by Residential Life staff, and some items will be destroyed or disposed.

If a student does not wish an item to be destroyed and/or disputes the identity or use of the item in question, Public Safety must be notified at the time of confiscation and they will hold the item until it can be identified; otherwise, items in the “Destroyed or Disposed” category will be destroyed immediately and may not be reclaimed. Students wishing to reclaim other confiscated items must submit a written request to the office holding the item within five business days of the confiscation. After that time has passed, the item may be destroyed or disposed with two witnesses.

If a search uncovers felony-level controlled substances, including cocaine, heroin, and other “hard” drugs, as well as THC wax/oil in any quantity and prescription drugs that are not prescribed for the person possessing or using them, Public Safety will take custody of these substances and contact the Omaha Police Department. The student in possession of these items may be arrested, at the discretion of the responding police officer. **Confiscation/Destruction Matrix:**

Weapon, Controlled Substances, Drug/Alcohol Paraphernalia and Legal Items

	Weapons	Controlled Substances	Drug Paraphernalia	Alcohol Paraphernalia	Legal Items	Other
Public Safety	<ul style="list-style-type: none"> •Firearms •Pellet guns •Edged weapons longer than 3.5" 	<ul style="list-style-type: none"> •Felony-level controlled substances •Unknown substances (e.g. pills, liquids, powders) 	<ul style="list-style-type: none"> •Scales •Grinders •Dabs •One-hitters 			<ul style="list-style-type: none"> •Locked safes •Anything else deemed inherently dangerous or potentially illegal
Residential Life				<ul style="list-style-type: none"> •Empty alcoholic beverage containers with sentimental value (e.g. beer steins, shot glasses, wine glasses) 	<ul style="list-style-type: none"> •Vapes •Clean hookah pipes •Clean bong •Clean pipes 	Anything that is potentially in conflict with the University rules or values
Destroyed or Disposed		<ul style="list-style-type: none"> •Marijuana (misdemeanor quantities) 	<ul style="list-style-type: none"> •Used bong •Used glass pipes •Homemade drug odor-masking devices 	<ul style="list-style-type: none"> •Alcoholic beverages in open or closed containers •Empty alcoholic beverage containers 	<ul style="list-style-type: none"> •Tobacco products in use or mingled with drugs 	<ul style="list-style-type: none"> •Fireworks •Butane or propane torches

HH. Student Center Lobby Table Reservations

1. Tables may be reserved in the Skutt Student Center, the Skinner Mall, or the Kiewit Fitness Center spine on a first come, first serve basis. Please contact Centralized Reservations at (402) 280-1493 to submit a reservation.
2. Registered student organizations and University departments may use the tables free of charge for purposes such as promoting events, holding fundraisers, or recruiting members.
3. Non-University vendors will be allowed to reserve tables for the purpose of generating business or selling products if approved through the Reservations Office. A daily fee will be charged, payable to Creighton University.
4. Each group should identify the purpose of their table through use of a sign or banner
5. Clients are required to remain behind their tables and not actively solicit customers to their locations.

II. Student Complaint Policy

Creighton University designates the Office of the Vice Provost for Student Life as responsible for receiving, investigating and potentially resolving student complaints. When related to academic grade disputes, academic integrity issues, behavioral misconduct, financial need, disability, affirmative action, or sexual violence, harassment and discrimination, complaints will be referred to the appropriate University office(s) per Creighton University policies and procedures. No retaliation of any kind shall be taken against a student who articulates a complaint.

Scope

This policy applies to all University students regardless of school, or college, status, classification, type, or location. Please see: [Student Complaint Policy](#) for more detail.

Definitions

Student: An individual student, a group of students, or student governments.

Complaint: A claim by a student alleging improper, unfair or arbitrary treatment. A complaint may address issues of institutional or program quality such as Creighton University's compliance with the

standards of the [Higher Learning Commission of the North Central Association of Colleges and Schools](#) or other pertinent [accrediting bodies](#).

Concerns or complaints about academic procedures or personnel must be filed with the appropriate unit.

- College of Arts and Sciences
- College of Professional Studies
- Graduate School
- Heider College of Business
- School of Dentistry
- School of Law
- School of Medicine
- College of Nursing
- School of Pharmacy and Health Professions

Concerns or complaints about behavioral misconduct procedures or personnel must be filed with the appropriate unit:

- Administration
- Athletics
- Career Center
- Department of Residential Life
- Disability Accommodations
- Enrollment Management (Admissions & Financial Aid)
- Facilities Management
- Finance
- Information Technology
- Libraries
- Mission and Ministry
- Registrar
- Student Counseling Services
- Student Health Education & Compliance
- Student Leadership & Involvement Center
- Student Life
- University Dining
- University Relations
- Military & Veterans Affairs
- Other Area

If it is unclear as to where to direct a concern or complaint, please contact the Office of the Vice Provost for Student Life at (402) 280-2775.

Exclusions to this policy include complaints regarding academic grade disputes, academic integrity, behavioral misconduct, disability, affirmative action, sexual violence, harassment and discrimination. Such exclusions have specific policies and procedures that can be accessed in the following:

Academic Grade Disputes or Academic Integrity Charges/Appeals

These are processed by the respective academic unit's policies and procedures. Complaints about academic procedures or personnel must be filed with the appropriate college or school. Each academic unit's website provides guidance for such complaints.

- [College of Arts and Sciences](#)
- [College of Professional Studies](#)
- [Graduate School](#)
- [Heider College of Business](#)
- [School of Dentistry](#)
- [School of Law](#)
- [School of Medicine](#)
- [College of Nursing](#)
- [School of Pharmacy and Health Professions](#)

Click the following link for additional information on the [University's Student Complaint Policy and Procedure](#).

Click the following link to download the [Student Complaint Form](#)

Administration & Interpretation

Tracking of student complaints will be used to generate an annual report from the Office of the Vice Provost for Student Life. The report will identify any areas of quality improvement and make appropriate recommendations to improve the overall student experience. Such improvement efforts and outcomes will be monitored and documented.

Amendments or Termination of Policy

The University reserves the right to modify, amend or terminate this policy at any time.

JJ. Title IX Sexual Harassment

PURPOSE OF POLICY

In accordance with its history, mission, and credo, Creighton University believes that each individual should be treated with respect and dignity and that any form of Sexual Harassment is a violation of human dignity. For purposes of this [policy](#), Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The University condemns and prohibits these actions and will take all reasonable efforts to prevent such conduct and promptly address conduct found to be in violation of this policy.

Consistent with the University's Non-Discrimination Notice, it is the [policy](#) of the University to provide a workplace and an educational environment, as well as other education programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state laws and regulations, including the [U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 \("Title IX"\) \(see C.F.R. 106 et seq.\)](#), and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its educational programs and activities, Creighton University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of Sexual Harassment and/or retaliation.

Sexual Harassment and retaliation are considered serious violations of University policy. Due to their serious nature, allegations of these types of violations are resolved under this policy and not through other disciplinary processes at the University (e.g. University Committee on Student Discipline, Faculty or Academic Council, Department of Human Resources). The full range of University discipline,

including separation, termination, suspension, and expulsion, may be imposed. For a complete list of potential institutional actions, please reference the Sanctions section later in this [policy](#).

The purpose of this [policy](#) is:

- To communicate processes for investigating complaints in a manner that is fair, equitable, and reasonably protects the privacy of individuals involved in situations of alleged harassment, discrimination, sexual misconduct, relationship misconduct, and/or retaliation.
- To enable Creighton in its efforts to provide a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, sexual misconduct, relationship misconduct, and retaliation.
- To enable Creighton in its efforts to protect those individuals who report or provide information related to alleged violations of this policy and all of those involved in the investigation or adjudication of this policy from retaliation of any kind.
- To promote compliance with federal and state civil rights laws, including but not limited to Title IX of the Education Amendments of 1972 (“Title IX”) (see C.F.R. § 106 et seq.), Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.), the Violence Against Women Act of 1994, (see 42 U.S.C. § 13701 et seq.; reauthorized 34 U.S.C. § 12291), and the Clery Act (see 20 U.S.C. § 1092.)
- To set forth guidance for preventing Sexual Harassment and retaliation.
- To enable Creighton in its effort to take timely corrective action when Sexual Harassment and/or retaliation occur.
- To establish a consistent process for resolving complaints Sexual Harassment and/or retaliation in a fair and just manner.

SCOPE OF POLICY

This [policy](#) applies to Sexual Harassment that occurs within the University’s Education Programs or Activities and that is committed by an administrator, faculty member, staff member, student, contractor, guest, or other member of the University community.

This [policy](#) does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of the University’s Education Programs or Activities; such misconduct may be prohibited by the Standards of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or other University policies and standards if committed by an employee.

Creighton may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest. A substantial Creighton interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests or mission of Creighton University.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the University's Education Programs or Activities, such as a study abroad program. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Standards of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or other University policies and standards if committed by an employee, including but not limited to the Creighton Romantic or Intimate Relationships Policy.

Incidents reported to the Office of Equity and Inclusion under this policy may, at times, also involve allegations of the Student Standards of Conduct or other University policies. To the extent that these alleged violations directly relate to the allegations under this policy, they may be investigated and considered with a referral to the appropriate University office for follow-up.

If the Respondent is unknown or is not a member of the Creighton community, the Title IX Coordinator or their designee will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to file a police report. Even if the Respondent is not a member of the Creighton community, Supportive Measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator or the VIP Center.

All outside parties who conduct business with the University through affiliation and other agreements will be expected to comply with the policies and procedures of their employers and with this policy as specified by the terms of any contract or agreement between the University and such third party. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Human sexual expression has been understood to be one of the great gifts of God to bind persons together in a freely chosen, mutual, and permanent commitment of love, and to sustain the human race. In the Catholic Jesuit tradition at this University we most value sexual expression when it fulfills these purposes. We understand that contemporary Western culture has moved away from the exclusivity of sexual expression in relationships of permanent commitment. In spite of this cultural context, Creighton continues to teach and be witness to the Catholic values. At the same time, we respect the values and beliefs of all the members of our community trusting that each person has carefully reflected on their own values and commitments, considering the good of the whole community, as well as their own desires and welfare, as they make choices about their own sexual activity.

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the States of Nebraska and Arizona regard Sexual Harassment as an unlawful discriminatory practice.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

For purposes of the University's Title IX Sexual Harassment Policy, Sexual Harassment includes the offenses of Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, as defined herein:

- a. **Quid Pro Quo Sexual Harassment:** An employee of Creighton University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.

- b. Hostile Environment Sexual Harassment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Creighton's Education Programs or Activities.
- c. Sexual Assault:** Includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.¹
- a. **Rape:** Carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.
 - b. **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - c. **Sexual Assault with an Object:** Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 - d. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - e. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Nebraska and/or Arizona law.
 - f. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent as defined by Nebraska and/or Arizona law. In Nebraska, the age of consent is 16 years of age. In Arizona, the age of consent is 18 years of age.
- d. Dating Violence:** Violence committed by a person –
- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
- e. Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Nebraska and/or Arizona, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Nebraska and/or Arizona.
- f. Stalking:** Engaging in a course of conduct directed at a specific person, that would cause a reasonable person to:

¹ The University's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the University to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System. See C.F.R. 106.30(a).

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

In addition to the violations listed above, the University maintains the *Romantic or Intimate Relationship Policy 2.2.5*. This policy identifies relationships which are prohibited by the University (such as relationships between a faculty member and an undergraduate student or a manager and an employee within the same reporting line).

Creighton University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Additionally, for purposes of the Title IX Sexual Harassment Policy, the following definitions and understandings apply:

Force: The use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would not have been performed or acquiesce in an act to which one would otherwise not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to Coercion for purposes of this policy unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity.

Consent: Words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue.

Consent is affirmative by definition. Consent is an *explicitly communicated* mutual agreement in which all parties make an *informed, voluntary, and active* decision to engage in specific sexual activity. It is the responsibility of any person wishing to engage in sexual activity with another person to determine the capacity of that potential sexual partner to provide consent.

Explicitly communicated: Consent must be communicated clearly, either verbally or non-verbally, through an outward demonstration signifying a person has freely chosen to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no" and may not be inferred from silence, passivity, lack of resistance, or lack of an active response (e.g. freezing or being physically unable to communicate).

Informed: This means that all individuals understand, are aware of, and agree to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (same way and under the same conditions) of the sexual activity. A person is not deemed to be informed if a sexual partner misrepresents or materially omits information about themselves or the situation to gain sexual access. Being informed includes, but is not limited to, an awareness of whether pictures and/or video are being taken and knowledge of a partner's sexual health status (i.e. sexually transmitted infections). *See also* "sexual exploitation."

Voluntary: This means that consent is freely given by all parties and cannot be the result of force, threats, intimidation, coercion, or fraud.

Active: Consent must be present and ongoing throughout every sexual interaction. Consent to one activity does not imply consent to other acts, nor does a previous or ongoing intimate relationship indicate consent to other sexual acts. Consent can be revoked at any time. If there is confusion or ambiguity during a sexual interaction, it is essential that the participants stop the activity and clarify each party's willingness to continue.

Incapacitation: A state where an individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol of other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature or circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include, but are not limited to, the following:

- Lack of control over physical movements; difficulty walking, stumbling, falling down; being unable to stand or walk without assistance
- Slurred speech or inability to communicate clearly
- Inability to focus or confusion about the circumstances
- Vomiting
- Unconsciousness or periods of unconsciousness; blackouts.

REPORTING SEXUAL HARASSMENT

Any person may report Sexual Harassment using any of the following options:

- Report to the Title IX Coordinator, a member of the Title IX staff, or an Official with Authority. Such a report may be made at any time (including during non-business hours) by using the telephone number, email address, office mailing address listed for the Title IX Coordinator here:

Allison Taylor, M.S.Ed.
Title IX Coordinator
Executive Director, Office of Equity and Inclusion

2500 California Plaza
Creighton Hall, Ste. 340
Omaha, NE 68178
(402) 280-4120
AllisonTaylor@creighton.edu
www.creighton.edu/oei

- Report Sexual Harassment online, using the reporting form posted at www.creighton.edu/safety/tell-someone. Anonymous reports are accepted but can give rise to a need to investigate. Creighton University strives to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.
- Report anonymously using the external EthicsPoint reporting hotline and/or webform at 855-256-0478 or <https://secure.ethicspoint.com/domain/media/en/gui/43718/>
- Reporting to Law Enforcement: All individuals have the right to report an incident to law enforcement and the University will assist in notifying law enforcement authorities if requested by a Complainant. Reporting an incident to law enforcement or filing a criminal complaint does not preclude an individual from filing a complaint with the Office of Equity and Inclusion and vice versa. Complaints can be filed simultaneously with the University and law enforcement. For assistance in filing a report with local authorities, please contact the VIP Center at 402-280-3794 or vipcenter@creighton.edu.

Advocacy

Creighton's [Violence Intervention and Prevention Center](#) (VIP Center) provides confidential advocacy to first- and second-hand survivors of Sexual Harassment, including sexual assault, dating violence, domestic violence, and stalking. An advocate is someone who will provide one-on-one individualized support to individuals. These services are free, confidential, and available to all students. Services include:

- Support after an incident of violence
- Safety Planning
- Assistance with class absences, coursework extensions, transportation, and housing
- Assistance with reporting incidents, both on and off campus
- Assistance filing protection orders
- Resources to support a friend, partner, or family member
- Campus and community referrals

For additional information contact the VIP Center at (402) 280-3794 or vipcenter@creighton.edu.

Amnesty

Creighton University encourages the reporting of sexual harassment. Creighton recognizes that students may be hesitant to report such conduct or to participate in resolution processes if they have consumed alcohol when they are not 21 years of age, used illegal drugs, or otherwise violated the University's alcohol or drug policies at a time relevant to the incident. To encourage reporting and participation in the process, the University will not take disciplinary action under its alcohol or drug policies against a student who discloses illegal alcohol or drug use in the context of reporting misconduct directed against them or another person or participating in any related investigation or proceedings. However, the University reserves the right to require counseling, education, or other preventative measures to help prevent alcohol or drug violations in the future.

This amnesty does not apply to more serious allegations or allegations that placed the health or safety of others at risk. This would include allegations such as physical abuse of another person or illicit drug

distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Amnesty under Creighton's policies does not preclude or prevent action by police or other legal authorities.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help an individual who has experienced a sexual assault talk to their RA or residential life staff). Creighton maintains a policy of amnesty for students who offer help to others in need. [While violations cannot be overlooked, Creighton may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Retaliation

The University expressly prohibits any form of retaliatory action against any individual for assisting in a complaint investigation. Retaliation is an intentional, adverse action taken against a person for making a report of alleged policy violations or for participating in any proceeding under this Policy. Adverse action is any conduct that seeks to threaten, intimidate, harass, coerce, or discourage an individual from engaging in activity protected under this Policy. Retaliation can be committed by or directed towards any individual or group, not just the reporting and responding parties.

If you feel that you have been retaliated against, contact the Office of Equity and Inclusion to report at (402) 280-4120.

Preservation of Evidence and Medical Care

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, get to safety and do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, the University recommends the following:

Get to a safe place as soon as possible.

Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one's mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.

Do not launder or discard bedding or otherwise clean the area where the assault occurred – preserve for law enforcement

Preserve all forms of electronic communication that occurred before, during, or after the assault
Contact law enforcement by calling 911.

Get medical attention – all medical injuries are not immediately apparent. This will also help collect evidence that may be needed in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.

Contact a trusted person, such as a friend or family member, for support.

Talk with a professional licensed counselor, University chaplain, or health care provider who can help explain options, give information, and provide emotional support.

Make a report to the Title IX Coordinator.

Explore the Title IX Sexual Harassment Policy and the Non-Discrimination Policy for avenues of resolution under University Policy.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, electronic images, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Harassment investigations.

Confidential Advocacy and Medical Care

- Students may contact Creighton's VIP Center to speak with a confidential advocate at 402-280-3794 or vipcenter@creighton.edu. The VIP Center can assist students in reviewing medical options and the confidential advocates are able to accompany students to medical exams if students would like assistance and/or support.
- Students in Omaha may contact the Women's Center for Advancement (WCA) 24-hour Crisis Hotline at 402-345-7273 (off-campus resource) to speak with an advocate. The WCA will also send an advocate to area hospitals if a victim discloses that an incident of sexual assault has occurred.
- Students in Phoenix may contact the Phoenix Family Advocacy Center (off-campus resource) to speak with an advocate. The Center conducts forensic nurse exams on site and will provide an advocate to students.
- An advocate is able to explain hospital procedures, reporting procedures, and provide information on follow-up and recovery after an incident of sexual assault. An advocate can also sit with the individual and be present during an exam if an individual would like the advocate present.
- Students may choose to visit an Emergency Department (ED) at an area hospital for medical treatment or evidence preservation. The VIP Center staff recommends Methodist Hospital or Methodist Women's Hospital for forensic exams in Omaha and the Phoenix Family Advocacy Center for forensic exams in Phoenix
- In Nebraska, individuals seeking medical care or forensic examination following a sexual assault have the option of making a full law enforcement report, a partial report, or an anonymous report to law enforcement as long as the individual is 18 years or older and has not experienced serious bodily injury from the sexual assault. Medical professionals are required to report incidents involving individuals under the age of 18, incidents where the victim has sustained a serious bodily injury, or incidents involving bodily injury where a deadly weapon was used to inflict such injury.
- While in the ED, the individual will be examined by a physician to evaluate any injuries and receive appropriate treatment. The individual will also receive a sexual assault examination by a nurse who is trained as a Sexual Assault Nurse Examiner (SANE). The exam may involve taking pictures of injuries, swabbing for evidence collection, and performing a pelvic exam. The individual has the ability to stop the exam at any point or ask any questions they might have. Individuals will be treated for potential sexually transmitted infections and provided with options for follow-up care. An advocate may be present during the examination to provide support to the individual throughout the process.
- If an individual does not choose to receive medical care at an area hospital, or for individuals seeking follow-up care, the CHI Health Clinic Student Care Clinic is available for medical exams for students in Omaha. To make an appointment, please contact 402-280-2735.

- Students may choose to speak with a counselor following an incident of sexual assault. Student Counseling Services is a free, confidential resource for all students. To make an appointment, please contact 402-280-2735.

Campus Sexual Assault Victim's Bill of Rights

In accordance with the Clery Act and the Campus Sexual Violence Elimination Act, institutions of higher education, including Creighton University afford students the following rights:

- Students have the right to notify law enforcement, and to be assisted by the University in doing so. Students may ask the Office of Equity and Inclusion or the Violence Intervention and Prevention (VIP) Center for assistance in notifying local authorities.
- Students must be informed of counseling and mental health services for victims on and off campus. Students may contact the CHI Health Clinic Student Care Clinic at 402-280-2735 for medical exams and Student Counseling Services at 402-280-2375 for on-campus counseling services. For off-campus services, students may contact the Women's Center for Advancement in Omaha at 402-345-7273 or the Phoenix Family Advocacy Center at 602-534-2120. Students must be informed of options for changing academic and living situations if requested by the victim and reasonably available. Students are able to contact the Violence Intervention and Prevention (VIP) Center or the Office of Equity and Inclusion to request these options and to learn about additional options that may be available.
- Students participating in an internal disciplinary proceeding for sexual harassment cases are afforded rights throughout the process. This includes, but is not limited to, the following:
 - The Complainant and Respondent have the same opportunity to have an advisor during all proceedings. Additionally, both parties have the right to name witnesses in the process.
 - The Complainant and Respondent will receive the outcome of the disciplinary proceeding at the same time.

Prevention and Awareness Programs. The University offers ongoing prevention and awareness programming for the campus community. These programs focus on risk reduction, utilizing strategies that can decrease the likelihood that an incident of sexual and/or relationship misconduct can occur, and generally fall into two categories:

- i. Awareness programs and campaigns: Active and passive programs that aim to educate the campus community on warning signs of harassment, discrimination, sexual and/or relationship misconduct. These programs are offered throughout the academic year.
- ii. Primary prevention programs: Educational programs that have a goal of preventing incidents of sexual and/or relationship misconduct from occurring. This includes bystander intervention programming intended to reduce incidents of sexual and/or relationship misconduct through action on the part of someone who witnesses or has knowledge of these incidents.

KK. Tobacco-Free Policy

Creighton University is dedicated to providing a healthy, comfortable, and productive living and working environment for our faculty, staff, students and visitors. All campus property is tobacco-free; however, the policy is not enforceable on any public sidewalks and streets. To review the complete policy, please visit the [website](#)

LL. Weapons on Campus

[Prohibition of Weapons and Concealed Handguns](#) - All faculty, staff, students and all other persons are prohibited from carrying a weapon of any kind, including concealed handguns, onto Creighton property or into any Creighton facility.

This prohibition includes concealed handguns that are legally carried under state law. Please see the entire [policy](#) on the General Counsel's [website](#).

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Student Handbook. Further, Creighton may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest.

If a student believes that a fellow student has brought a weapon or a concealed handgun onto the premises or intends to do so, the student should alert Public Safety and the Division of Student Life.

STUDENT ACCOUNTABILITY

A. Values Statement

The Creighton University community is based on a Catholic, Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the principles of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence.

Creighton fosters an environment of learning from experience and moving beyond negative choices. The discipline process is built on the foundation that the process should be educational and helpful to the student's development. We aim to support students as they work through the potentially uncomfortable process of making choices that better reflect the personal and communal values articulated by the Jesuit values central to the mission of Creighton University.

B. Standards of Conduct

Choosing to join this community, whether as a student, faculty or staff obligates you to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences your acceptance of these commitments and agreement to strive for their achievement. Commitment to living by these principles means that you will endeavor to:

1. Act with professional, academic, and personal integrity.

Consistent with this principle is conduct in accord with the academic honesty policy of the University, other University policies that foster a human community of justice, respect, and concern, and the code of ethics of your foreseen profession. This principle challenges you to shape a personal code of positive values, to live a healthy, balanced lifestyle, and to discover and embrace the responsibilities of your freedom, intelligence, and intrinsic worth.

Inconsistent with this principle are all forms of dishonesty, excuse-making, failure to take responsibility for your behavior, infidelity or disloyalty in personal relationships and violations of the code of ethics of your foreseen profession.

2. Respect and promote the dignity of all persons.

Consistent with this principle is growing in understanding of different cultures and groups, resolving conflicts fairly, appreciating peoples' differences, and seeking truths and values essential to human life and community. This principle challenges you to refrain from actions that threaten or discourage the freedom, personal safety, and respect that all individuals deserve.

Inconsistent with this principle are actions that compromise or demean the intrinsic worth of individuals or groups. All forms of racism, sexism, pornography, lewd behavior, harassment, discrimination, intimidation, taunting, insult, physical harm, and discrimination are inconsistent with this principle.

3. Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.

Consistent with this principle is the affirmative support for equal rights and opportunities for all members of the Creighton University community, realizing that you are a member of a larger community, with a responsibility to understand diverse societal issues, and being a responsible participant of the civic and Creighton community.

Inconsistent with this principle are actions that are illegal and that violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, to express themselves appropriately, and to enjoy privacy.

4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.

Consistent with this principle are actions that are compassionate and considerate of the needs and well-being of others and that encourage the development of students' moral, spiritual, intellectual, emotional, personal, and vocational abilities.

Inconsistent with this principle are actions that are insensitive, inhospitable, spiteful, or which unjustly or arbitrarily inhibit another's ability to securely pursue goals in accord with the development of their abilities.

These Standards of Conduct apply to all Creighton University students, registered student organizations, and clubs. All members of the Creighton University community are obligated to promote actions consistent with these principles, and to appropriately confront, challenge, and respond to actions that are inconsistent with these standards.

C. Purpose of Student Accountability

The education process at Creighton University is founded on Christian ideals and is committed to intellectual growth, the search for truth, and the development of such attributes as integrity, human dignity, and the concern for others. Creighton University is committed to a fundamentally fair process.

The regulations set forth in this handbook and in other official University bulletins are essential to the University's educational purpose and the promotion of community life. The major emphasis of this misconduct system is the education and development of the student and the protection of the rights of other members of the University community.

D. Obligations of a Student

By voluntary entrance into the Creighton University community, the student assumes obligations of performance and behavior, both on and off campus, reasonably imposed by the institution. These obligations are in addition to those imposed on all citizens by the civil and criminal law.

E. Inherent Authority

The standards and procedures set forth in this document are those the University normally applies to disciplinary matters. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend or expel, or request the withdrawal of a student at any time, with or without specific charge or hearing subject only to the student's right to request the Provost to review the academic or academic-related disciplinary matters, and the student's right to request the Vice Provost for Student Life to review behavioral disciplinary matters, as the case may be.

F. Behavioral Misconduct Procedures

All University students are members of both a particular school or college and the overall community of the University. The authority for adjudication of student academic and behavioral misconduct matters is delegated in two ways:

First, the Dean of the particular school or college and his or her staff has full authority regarding all academic and academic-related disciplinary matters and penalties with respect thereto. This is subject only to the provisions of this Handbook relating to appeals of such matters after the Dean has imposed a serious penalty (i.e., expulsion from the University, suspension or a request for withdrawal).

Second, the Vice Provost for Student Life has authority regarding behavioral disciplinary matters where it is anticipated that a student infraction may result in behavioral reprimand or behavioral probation, withdrawal, suspension and/or expulsion, except in matters that involve allegations of harassment or discrimination, which are addressed by the [Harassment, Discrimination, Sexual and Relationship Misconduct Policy #2.1.25](#). For more information regarding academic and behavioral disciplinary procedures and appeal processes of these matters, please see the Academic Disciplinary Procedures, and the Behavioral Disciplinary Procedures sections of the Student Handbook, respectively.

However, social conduct and behavior in certain professional groups may be so closely related to professional suitability as to make them inseparable. Therefore, the Vice Provost for Student Life or their designee may, on a case by case basis, delegate to the Academic Dean of the professional school the authority and responsibility for the behavioral misconduct of his or her students. Where such delegation occurs, the Academic Dean shall have full authority respecting behavioral disciplinary matters and outcomes with respect thereto regarding their students, subject only to applicable appeal procedures set forth herein. If a determination is made now, either by the Vice Provost for Student Life or the Academic Dean of the professional school of enrollment, that the misconduct, whether it is behavioral or academic related, could in any way adversely affect patient or client interests, the student's status shall be altered to preclude any contact with patients or clients in the learning experience.

Students are accountable to both civil and University authorities for acts which constitute violations of law and this Handbook. When a student has been apprehended for violations of local, state, or federal law, the University will not request or agree to special consideration for the individual because of his or her status as a student. The University will cooperate fully with law enforcement agencies and other agencies responsible for rehabilitation. On the other hand, because of the severely disruptive nature of many violations of this Handbook, the University will normally not defer its proceedings while civil or criminal proceedings are in process. In addition, the University will not necessarily accept or be bound by the findings of civil or criminal proceedings in its proceedings.

Regarding this Handbook, alleged misconduct by a student organization is handled in a manner like that used in addressing behavioral misconduct by individual students.

Withdrawal of a student from the University does not suspend, terminate or otherwise affect the prerogative of the University to at any time initiate, resume, or continue any disciplinary action or proceedings against a student for actions or events which occurred prior to the withdrawal.

G. Academic Honesty Policy

A student who engages in any of the following acts of academic or academic-related misconduct is subject to disciplinary procedures and sanctions as determined by the school or college in which he or she is enrolled. Academic or academic-related misconduct is defined to include but is not limited to:

1. Unauthorized collaboration or use of external information during examinations.
2. Plagiarizing or representing another's ideas as one's own.
3. Furnishing false academic information to the University.
4. Falsely obtaining, distributing, using, or receiving test materials.
5. Falsifying academic records.
6. Falsifying clinical reports or otherwise endangering the well-being of patients involved in the teaching process.
7. Misusing academic resources.
8. Defacing or tampering with library materials.
9. Obtaining or gaining unauthorized access to examinations or academic research materials.
10. Soliciting or offering unauthorized academic information or materials.
11. Improperly altering or inducing another to improperly alter any academic record.
12. Engaging in any conduct which is intended or reasonably likely to confer upon one's self or another unfair advantage or benefit respecting an academic matter.

Academic Misconduct Procedures

The school or college, in which the student is enrolled, in accordance with the procedures of the school or college of enrollment, handles matters of academic misconduct. Academic disciplinary procedures differ from school to school. If the school or college of enrollment imposes a serious penalty (i.e., expulsion from the University, suspension or a request for withdrawal), the student shall have the right to appeal to the University Provost, subject to the provisions outlined below.

With the consent of the Dean and the student, matters of academic and academic-related misconduct **may be resolved informally and without right of appeal**. Such informal resolution shall be reached by the respondent student and a University administrator or faculty member designated by the Dean.

Pending resolution of the matter and any permitted appeal regarding the matter, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

Sanctions or penalties established by the school or college of enrollment may include but are not limited to reprimand, repetition of an examination or assignment under a different format, reduction of grade for an assignment, examination or course (including assignment of a failing grade, and/or suspension or expulsion from a course), and probation. Serious penalties are expulsion from the University, suspension, and a request for withdrawal.

In academic or academic-related misconduct disciplinary cases, the following provisions shall govern appeals:

A final appeal shall be allowed if the academic misconduct results in a serious penalty (i.e., **expulsion from the University, suspension, or a request for withdrawal**).

In such cases, the affected student has the right to appeal to the University Provost. If the standards applicable to the accreditation of the school or college of enrollment require that the school or college have final authority for academic or academic related disciplinary matters, the Provost also shall have discretion in whether to hear those appeals.

Both the “Intent to Appeal” form, available from the Dean, and written appeal shall be delivered by the student to the office of the University Provost. The student shall also deliver copies thereof to the office of the Dean of the school or college of enrollment.

In all other respects, such appeals shall be governed by the provisions, time limitations, grounds for appeal, and other conditions, limitations and procedures stated in the “Appeal Process”, “Grounds for Appeal”, and “Disciplinary Outcomes” sections under “Behavioral Misconduct Procedures.”

H. Behavioral Community Standards

Any student who engages in any acts of behavioral misconduct, including **but not limited to** the following, is subject to University disciplinary action, as set forth in Behavioral Misconduct Procedures section of this Handbook (except when there is evidence that a student is in violation of the [Harassment, Discrimination, Sexual and Relationship Misconduct 2.1.25](#)):

This list of violations, based off the Creighton University Standards of Conduct, outlines specific actions which negatively impact the University community, and for which students are subject to disciplinary action. **All violations below are also prohibited off-campus** and may result in action by the University if the individuals or community’s safety and/or educational opportunities are jeopardized. Prohibited conduct includes, but is not limited to, the following violations:

Standard of Conduct #1

Act with professional, academic, and personal integrity.

Violation of Standard #1.1. **Conduct Unbecoming of a Creighton Student:** Conduct on or off campus which reflects poorly on Creighton University, or other conduct prejudicial to the best interests of the University or other students.

Violation of Standard #1.2. **Failure to Comply:** Interfering or failing to comply with the directives of University officials acting in performance of their duties.

Violation of Standard #1.3. **False Information:** Intentionally furnishing false information to any member of the University.

Violation of Standard #1.4. **False Report:** Intentionally, negligently or recklessly making a false report of misconduct that results in the unneeded utilization of university resources.

Violation of Standard #1.5. **Fake Identification:** Using, possessing, or providing a driver's license or other identification with facts inconsistent with information maintained by the University is a violation of the student code of conduct.

Violation of Standard #1.6. **Fleeing Student:** Students who are at the scene of an incident where there is concern for students’ safety or where conduct violations may have occurred are expected to remain at the scene of the incident until they are released by responding University staff.

Violation of Standard #1.7. **Violating Outcomes:** Violating the terms of any disciplinary outcome imposed in accordance with Creighton Community Standards.

Violation of Standard #1.8. **Forgery and Fraud:** Forging, altering, or using any University document or any instrument of identification without proper authorization. The University prohibits and does not tolerate illegal, dishonest or fraudulent conduct of any nature.

Standard of Conduct #2

Respect and promote the dignity of all persons.

Violation of Standard #2.1. **Intoxication:** Any alcohol or drug-related behavior that adversely affects or strains a person's life in regard to: physical health; feelings of self-esteem; personal or family relationships; the campus community and its members; educational and occupational goals; or standing in regard to local, state or federal laws. Students regardless of age are held accountable to this policy if they come to the attention of University officials.

Violation of Standard #2.2. **Harassment:** Any form of harassment or discrimination is a violation of human dignity. The University strongly condemns any such harassment or discrimination. Whether verbal or physical, conduct of this sort violates another person's rights and can create an intimidating, hostile, or offensive working or learning environment.

Harassment can include bullying, stalking, slurs, comments, rumors, jokes, innuendoes, cartoons, pranks, and other verbal or physical conduct and any other conduct or behavior deemed inappropriate by Creighton University. Allegations of harassment that are not acts of discriminatory harassment will be investigated according to the Behavioral Misconduct Procedures.

Bullying

Being bullied or harassed means that someone is subjected to deliberate behavior which is hurtful, threatening or frightening and this behavior may be an isolated incident or repeated over time. Any behavior, which sets out to cause other people pain or unhappiness, may be regarded as bullying.

Bullying is not in the intention (e.g., just joking around) but in the perception of the behavior against another party.

Bullying or harassment can take many forms, and without limiting its forms may include:

- **Physical Bullying** – any intentional and unwelcome use of physical contact or deliberate property damage. It includes fighting, pushing, interfering with another's property by stealing, hiding, damaging or destroying.
- **Verbal Bullying** – use of language to threaten or hurt. This includes name-calling, offensive language, putting people down, backstabbing, and making degrading comments about another's family, religious, social or racial background.
- **Exclusion Bullying** – leaving someone out on purpose to cause feelings of non-acceptance. It includes spreading malicious rumors, writing on posters/walls/books etc.
- **Extortion Bullying** - use of threat or power to obtain favor or goods, e.g. bullying others to provide food, money, or schoolwork.
- **Gesture Bullying** – use of non-verbal signals to cause intimidation or fear.
- **Electronic Bullying** – use of language or images to threaten and hurt by electronic means. (SMS text, emails, web sites, etc.) ([See Fair, Responsible, and Acceptable Use for Electronic Resources](#)).
- **Psychological Bullying** – spreading rumors, excluding, stalking, dirty looks, hiding or damaging possessions.

Any other conduct that is intimidating, unwelcome or uninvited (e.g. “Just Joking” which can cause discomfort to others).

Violation of Standard #2.3. **Harm to Others:** Intentionally or recklessly causing harm by any means to any person. This includes, but is not limited to, physical or verbal actions that can be reasonably determined by the university to have caused physical or emotional harm to another person.

Violation of Standard #2.4. **Harm to Self:** Intentionally or recklessly causing harm by any means to one’s self. This includes, but is not limited to, physical or verbal actions that can be reasonably determined by the university to have caused physical or emotional harm to one’s self.

Violation of Standard #2.5. **Apprehension of Harm:** Intentionally or recklessly causing the reasonable apprehension of physical or emotional harm to any person, including oneself.

Violation of Standard #2.6. **Threat to Safety:** Intentionally or recklessly threatening campus safety by making or indicating a threat (whether true or false) of fire, bombing, shooting, or other means of violence perpetrated upon the campus community and/or its individual members.

Violation of Standard #2.7. **Hazing:** Any action taken, or situation created, whether on or off campus, intended to produce or which may foreseeably produce unusual or unnecessary mental or physical discomfort or pain, embarrassment, harassment, ridicule or risk of physical, mental or emotional harm or injury. Hazing also includes any action or situation which is intended to be or which may foreseeably be morally, physically, emotionally or mentally degrading to any individual, or which unnecessarily exposes any individual to any risk of physical, mental or emotional harm, injury or distress beyond the risks encountered in ordinary daily life, or which is intended to intimidate or has the effect of intimidating any individual to unwillingly or reluctantly engage in any activity, or which unreasonably interferes with scholastic activities or pursuits of any individual. The express or implied consent of the victim is not a defense to hazing. Apathy or acquiescence in the presence of hazing is also not allowed.

Violation of Standard #2.8. **Failure to promote and respect the dignity of all persons:** Actions that compromise or demean the intrinsic worth of individuals or groups. Actions by any person which do not reflect such respect for others are damaging to each member of the community and hence damaging to the Creighton community. Each member of the community should be free from interference, intimidation or disparagement in the workplace, the classroom and the social, recreational and residential environment.

Violation of Standard #2.9. **Unauthorized Recording/Surveillance:** Capturing or recording audio, video, or photographic images of an individual in a location or under circumstances, in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and restrooms, is prohibited. Also prohibited is the storing, sharing, and/or other distribution of such unauthorized surveillance/photography (no matter whether directly or indirectly obtained) by any means, electronic or non-electronic.

Standard of Conduct #3

Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.

ALCOHOL

Violation of Standard #3.1. **Unlawful Possession of Alcohol:** The unlawful possession of alcohol is prohibited. Students under the age of 21 are strictly prohibited from possessing alcohol. Possession is not only defined by the ownership of the alcohol, but also by having or controlling the alcohol; or by allowing alcohol to be possessed in a space over which one has control.

Violation of Standard #3.2. **Unlawful Consumption of Alcohol:** The unlawful consumption of alcohol is prohibited. Students under the age of 21 are strictly prohibited from consuming alcohol.

Violation of Standard #3.3. **Irresponsible Alcohol Use:** Students living in the residence halls and student organizations shall not possess irresponsible amounts of alcohol, nor should they provide irresponsible amounts of alcohol to members, residents, or guests of legal drinking age. Alcohol is only to be used in a responsible manner by individuals over the age of 21. Large amounts of alcoholic beverages are prohibited in the residence halls and at events a reasonable outsider would associate with student organizations. This includes, but is not limited to kegs, handles of liquor, and boxed wine(s), along with beer that contain 7% or more alcohol percentage by volume. Games, behaviors, or devices that promote the rapid consumption of alcohol are similarly prohibited.

Violation of Standard #3.4. **Procurement of Alcohol:** No person shall sell, give away, exchange, deliver, or permit the sale, gifting, or procurement of any alcohol to any person under the age of 21. The consumption of alcoholic beverages by residents and guests within apartment spaces is permitted only if all residents and/or guests of the suite or apartment are of legal drinking age.

Violation of Standard #3.5. **Misrepresentation of Age:** Misrepresenting one's age to obtain, or attempt to obtain, alcohol when under the age of 21.

Violation of Standard #3.6. **Hosting Alcohol Use in the Residence Halls:** Hosting, sponsoring, or allowing an activity or event in the residence halls involving the use of alcoholic beverages by anyone under the legal drinking age.

Violation of Standard #3.7. **Alcohol Paraphernalia:** Displaying, keeping, or collecting alcoholic beverage containers, or paraphernalia, as decorations, trophies, or means to promote the consumption of alcohol.

DRUGS

Violation of Standard #3.8. **Selling/Distributing Illegal Drugs:** In accordance with federal, state, and local laws, the illegal cultivation, sale, distribution or transfer of any drug, narcotic, or hallucinogenic substance is strictly prohibited. Additionally, the intent to deliver, sell, distribute, cultivate, or transfer illegal drugs is strictly prohibited.

Violation of Standard #3.9. **Unlawful possession of drugs and drug paraphernalia:** In accordance with federal as well as state and local laws, the illegal possession of drugs and drug paraphernalia is strictly prohibited. Possession is not only defined by the ownership of the drugs/drug paraphernalia, but also by having or controlling the drugs/drug paraphernalia; or by allowing drugs/drug paraphernalia to be possessed in a space over which one has control.

Violation of Standard #3.10. **Unlawful use of drugs and drug paraphernalia:** In accordance with federal as well as state and local laws, the illegal use of drugs and drug paraphernalia is strictly prohibited.

COMMUNITY RESPONSIBILITIES

Violation of Standard #3.11. **Violations of published or other existing University rules:** Violating published or otherwise existing University rules, regulations, or policies including but not limited to provisions of this Handbook, other University publications and residence hall rules and regulations.

Violation of Standard #3.12. **Violation of the Law:** Committing any unlawful or criminal act that violates city, state, or federal law.

Violation of Standard #3.13. **Fair, Responsible, and Acceptable Use Policy for Electronic Resources:** Using University electronic resources in the violation of city, state, federal, or international laws, rules, regulations, rulings; or to otherwise violate any University rules or policies.

Violation of Standard #3.14. **Possession of Stolen Property:** Knowingly taking or maintaining possession of stolen property.

Violation of Standard #3.15. **Theft:** Intentional and/or unauthorized taking of University property or the personal property of others, including goods, services and other valuables.

Violation of Standard #3.16. **Solicitation:** Soliciting or offering funds or favors to obtain or furnish unauthorized information, materials, goods, or services.

Violation of Standard #3.17. **Unlawful Gambling.** Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

Violation of Standard #3.18. **Prohibited Consensual Sexual Conduct:** Any sexual activity which is not in accordance with the Judeo-Christian values of Creighton University and the specific doctrinal teachings of the Roman Catholic Church is prohibited. **Sexual conduct offenses can include the following:**

- Any actions deemed in direct defiance of the doctrinal teachings of the Roman Catholic Church.
- Consensual Sexual Intercourse
- Consensual Sexual Contact
- Co-habitation – evidence that a resident student has allowed another person the permission to live in his or her on-campus housing without the written consent of the Department of Residential Life.

SAFETY

Violation of Standard #3.19. **Telephone Misuse:** Phone calls or recorded messages that threaten, harass, or otherwise bother any person are not allowed. Illegally tampering with voice mail boxes/cable wire will result in serious disciplinary action. Those making prank calls of any nature may be subject to disciplinary action, including but not limited, to the loss of telephone service.

Violation of Standard #3.20. **Misuse of Keys:** Unauthorized possession, use, or fabrication of University keys.

Violation of Standard #3.21. **Possession of Perceived Weapons:** The possession of objects perceived to inflict harm (i.e. toy guns, etc.).

Violation of Standard #3.22. **Use of Perceived Weapons:** The use of objects perceived to inflict harm (i.e. toy guns, etc.).

Violation of Standard #3.23. **Open Flame:** Because of the significant risk of fire and the inability to contain scents to a given room, anything with an open flame is prohibited in the residence halls and apartments. This includes flammable and/or excessively fragrant materials such as candles (whether lit or unlit), incense, and potpourri pots. No open flames may be used in the residence halls, including cigarettes, lighters, pipes, etc.

Violation of Standard #3.24. **Explosives:** The use, possession, or manufacturing of fireworks, explosives, or any other substances designed to cause injury to others, damage property, or interfere with University activities.

Violation of Standard #3.25. **Disregard for Safety of Self or Others:** Intentionally or recklessly damaging or misusing security or fire safety equipment, or failure to follow safety directives from the University, including the failure to abide by safety directives from University officials during fire alarms, safety drills, and civil defense alarms in university buildings and university property. This also includes throwing, dropping, or causing any object to fall from building.

Violation of Standard #3.26. **Unauthorized Entry:** Trespass or unauthorized entry into any building, space, or facility.

Standard of Conduct #4

Support the personal, professional, academic, and vocational development of the members of the Creighton University community.

Violation of Standard #4.1. **Allowing violations to occur:** Knowingly, freely, or negligently allowing violations of University rules and regulations to take place. This includes behavior that aids, attempts, assists, promotes, condones, encourages, requires, conceals, or facilitates any act prohibited by this handbook. Allowing, permitting, or providing an opportunity for a guest to violate University policy is also prohibited.

Violation of Standard #4.2. **Presence of Alcohol:** Students under the age of 21 shall not be in the presence of alcohol in the residence halls.

Violation of Standard #4.3. **Presence of Drugs:** Knowledgeable association/presence in an environment where illegal substances are being used constitutes grounds for disciplinary action.

Violation of Standard #4.4. **Weapons:** (see [Prohibition of Weapons and Concealed Handguns](#)) – violation of the policies associated with weapons on campus or in the Residence Halls.

Violation of Standard #4.5. **Arson:** Intentionally setting and/or fueling a fire.

Violation of Standard #4.6. **Vandalism:** Intentionally, negligently, or recklessly destroying, damaging or defacing the property of others.

Violation of Standard #4.7. **Freedom of Expression:** Intentionally or substantially interfering with others freedom of expression.

Violation of Standard #4.8. **University Activities:** Intentionally or recklessly interfering with University sponsored activities.

Violation of Standard #4.9. **Tobacco Use:** Tobacco use (cigarettes, cigars, smokeless tobacco, etc.), is prohibited in all areas of campus (including residence halls) at Creighton University.

Violation of Standard #4.10. **Domestic Animal Policy:** For health and safety reasons, cats, dogs, birds, and other animals are prohibited in residence hall rooms and apartments. The two allowable exceptions are fish in small aquariums (under 10 gallons) and animals belonging to those that have a documented disability through the Office of Disability Accommodations. No animals will be allowed to remain in the hall when the halls are closed. Students violating the Domestic Animal policy will be charged for any removal and/or cleaning costs incurred because of their animal. Animals in the hall belonging to students who do not follow Residential Life and University agreements for their animal will be referred through the behavioral misconduct process.

Violation of Standard #4.11. **Unsanitary Conditions:** Failure to sanitarily maintain one's self or the physical environment of the Creighton University campus including, but not limited to a lack of personal hygiene, failure to properly clean a living space, littering, or improperly disposing of garbage.

Violation of Standard #4.12. **Residence Hall Guest and Visitation Policy** (see [Guide to Living on Campus](#)) – violation of the policies associated with residence hall hours and guest visitation.

Violation of Standard #4.13. **Noise:** Causing, exhibiting, or encouraging noisy or disruptive behavior which interferes with the personal or academic pursuits of others.

Violation of Standard #4.14. **Disorderly or Disruptive Conduct:** Engaging in behavior that disrupts the well-being, educational climate, health, and/or safety of the campus and surrounding communities. This could include, but is not limited to, disorderly, lewd, indecent, or obscene conduct; excessive or prolonged noise; and/or interfering with any normal function of a university-sponsored activity on or off the campus.

I. Behavioral Misconduct Procedures

1. **Preliminary Conferences** - Where there is evidence that a student is in violation of a University Community Standard (except when there is evidence that a student is in violation of the [Harassment, Discrimination, Sexual and Relationship Misconduct Policy #2.1.25](#) the student will be given the opportunity to discuss the matter with the Office of Community Standards and Wellbeing before the case is either decided with a private decision or referred to a Community Standards Board, a Standards Panel, or the University Committee on Student Discipline.

A student will receive written notification of the alleged violation(s) and a date by which the Preliminary Conference must be held. If a student fails to schedule or attend their Preliminary Conference meeting, an administrative decision will be held in the student's absence.

2. **Hearings** – In cases where a mutually agreeable decision cannot be made, the student will have their case referred and decided by the appropriate hearing board. The behavioral hearing officer reserves that right to refer a student's case to either the University Committee on Student Discipline or a Standards Panel.

- a. **Right to Private Decision** - The student may have their case decided by an appropriate administrator (including but not limited to the Associate or Assistant Vice Provost for Student Life, Senior Director, Assistant Director of the Office of Community Standards and Wellbeing or Resident Director) when there is mutual consent between the student and the assigned behavioral hearing officer. There is no appeal for this type of decision.
 - b. **University Committee on Student Discipline** typically hears cases where a student status with the University is in jeopardy and could result in suspension or expulsion from the University.
 - c. **Standards Panels** typically hear cases where a student's status could result in Behavioral Probation, Behavioral Reprimand and other outcomes.
 - d. **Community Standards Board** provide appropriate outcomes in matters involving behavioral disciplinary matters where it is anticipated that a student/student organization infraction may result in a warning or behavioral reprimand.
 - e. **Fraternity and Sorority Standards Board** may be granted authority to adjudicate specific types of cases involving Fraternity and Sorority Life organizations. The board may hear certain disciplinary cases involving Fraternity and Sorority Life organizations at the request of the Advisor(s) and with the approval of the Senior Director of the Office of Community Standards and Wellbeing in lieu of a Private Decision. (See Outcomes for Student Organizations on p. 126)
3. **Advisor-The student has the right to the assistance of an advisor, from within the University community, both in the preliminary conference and at the hearing of the University Committee on Student Discipline or a Standards Panel.** Obtaining an advisor is the student's responsibility. The student's advisor may not be an attorney, except that an attorney employed by the Creighton University Law School may act as the advisor for a law student.
- a. Additionally, because of the potential of a conflict of interest, the Vice Provost for Student Life or their designee must approve any Student Life staff (including Resident Advisors) serving as an advisor to a student prior to the Student Life staff member's involvement in the discipline process.
4. **Parent Notification** - If it is anticipated that a student infraction may result in behavioral probation, withdrawal, suspension and/or expulsion, the student's parent(s) may be notified if the student is a dependent of their parent (as defined by the federal government for income tax purposes). A student's parent(s) may also be notified if it has been determined that a student under the age of 21 has committed a violation of the University policy on drugs and/or alcohol.
5. **Temporary Disposition** - Pending resolution of the matter and any permitted appeal regarding the matter, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.
6. **Referral for Prosecution** - Where reasonable cause exists to believe a student has violated local, state or federal criminal laws — and especially where violations of laws relating to unlawful possession, use or distribution of illicit drugs or alcohol occurred on University property or in the course of any University activities — the matter may be referred to authorities for prosecution.

J. The University Committee on Student Discipline

1. **Purpose** - The purpose of this committee shall be to conduct hearings on alleged violations of University Community Violations and recommend outcomes for individual(s) or group violations to the Vice Provost for Student Life. The hearing is not a formal process such as a civil or criminal trial but an educational endeavor, which deals with alleged disruptive behavior. Discipline in a university, by the very nature of the institution is educational, for that reason, formal rules of evidence shall not apply in disciplinary hearings.
2. **Membership** - The Committee shall consist of the Vice Provost for Student Life's designee, three faculty members, and three students.
 - a. The Vice Provost for Student Life will appoint the chairperson of the Committee on a case-by-case basis.
 - b. The faculty members shall be elected by the faculty for three-year terms at staggered intervals. These members shall be elected from at least two Schools or Colleges. The faculty shall elect six alternate members for three-year terms at staggered intervals.
 - c. The students shall be selected by the Creighton Students Union for one academic year—one graduate or professional student, one male undergraduate student and one female undergraduate student. Six alternate students shall also be selected for one academic year—two graduate or professional students, two male undergraduate students, and two female undergraduate students.
 - d. When a regular member of the Committee is unable to serve, an alternate member shall be appointed by the Chair to fill the vacancy created.
3. **Voting** - A quorum of four (4) Committee members, with at least one committee member being a student, is required to hear cases. All issues, findings, or outcomes in a case will be decided by majority vote of the quorum. The Committee's determination shall be made on the basis of whether it is more likely than not that the respondent is responsible for committing the alleged offense.
4. **Conflict of Interest** – If the case of any student is referred to the Committee with whom any member, including the Chair, has an actual or perceived conflict of interest, that Committee member may be asked by any member, including the Chair, or by any interested party in the case to excuse themselves from the proceedings in question, and/or that member, including the Chair, may ask to excuse themselves from the proceedings in question. Committee members who are excused in accordance with this section shall not have access to any of the materials for the case from which they are excused.

K. Procedures of the University Committee on Student Discipline Hearings

The respondent receives advance written notice of the alleged violation(s), time, date, and place of the hearing typically within 72 hours of the hearing date/time. The respondent and their advisor will be allowed the opportunity to review and respond to any materials or evidence that will be presented at the hearing.

In addition, the investigative report given to respondent to review includes:

1. Summary of Investigation;
2. Reports submitted to the Office of Community Standards and Wellbeing (University or community reports);
3. Evidence or materials associated with investigation; and
4. Statement from respondent and, if offered, the impact statement from complainant.

If there is a complainant associated with the incident, he or she may review materials and evidence that will be presented at the hearing 48 hours in advance and must review the materials and evidence only in the Student Life Suite. The materials and evidence must stay in the Student Life Suite and may not be photocopied or taken outside of the suite.

The respondent is advised prior to the hearing that they may bring another member of the University community with them as an advisor but that the student is expected to present the case in their own words.

- The student should advise the chairperson of the Committee at least 24 hours prior to the hearing date if they will be accompanied by an advisor at the hearing.
- Attendance at disciplinary hearings will be limited to the student(s), their advisor, the behavioral hearing officer investigating the alleged misconduct, chairperson and appointed members of the Committee.
- The student may bring one of their parents or a legal guardian to the hearing, and the student must advise the behavioral hearing officer at least 24 hours prior to the hearing date if they will be accompanied by a parent or a legal guardian at the hearing.
 - The parent or legal guardian may only observe at the hearing.
 - They are not allowed to ask questions or make any comments.
 - They are not permitted to act as the student's advisor, nor are they permitted to act as a witness for the student.
- Only committee members are allowed to be present during the Committee's deliberations.
- The behavioral hearing officer may be consulted by the Committee when considering outcome(s).

The complainant and respondent have the right to ask questions of each other, but the questions will be written in advance and reviewed by the chairperson of the Committee at least 24 hours in advance prior to the hearing date. If the respondent or complainant have additional questions, it is up to the discretion of the chairperson if further questions will be allowed during the hearing.

Any party to the proceedings may request the privilege of presenting witnesses. It is the responsibility of the complainant and respondent to contact their witnesses and request their attendance at the hearing and notify the behavioral hearing officer at least 24 hours prior to the hearing date of the witnesses who will appear. The chairperson may also contact witnesses to appear before the Committee.

The Committee may ask questions of any witness.

The respondent has the right to know the names and hear the statements of complainants and witnesses made to the Committee except in situations as described in Procedures Pertaining to Anonymity.

Written or oral statements regarding the alleged violation(s) may be submitted in advance or at the hearing by the respondent, complainant, or witnesses about the circumstances or seriousness of the alleged violation(s).

Written or oral recommendations for outcome(s) regarding the alleged violation(s) may be submitted in advance or at the hearing by the respondent or the complainant.

A recording will be made of each hearing solely for the Committee's use during deliberations and for a possible appeal. No other recordings of the hearing are permitted.

For a detailed outline of the Committee's process go to the [Discipline Process](#).

L. Decisions of the Committee and Communicating the Decision

All decisions of the University Committee on Student Discipline are subject to review of the Vice Provost for Student Life. Once reviewed and communicated to the Vice Provost for Student Life, the Committee chairperson or an administrative officer of the University will provide the written decision to the respondent.

Administrative Follow-up after the Hearing

After reaching its decision, the Committee records in writing its findings and outcomes. All members sign this document. On the working day following the hearing the Committee chairperson will make every reasonable effort to communicate the Committee's decision to the respondent.

The respondent will be informed of the decision in a mandatory personal conference held with the chair or an administrative officer of the University. A decision letter from the University Committee on Student Discipline and appeal instructions/procedures are provided to the respondent at that time.

M. Procedures Pertaining to Anonymity in Hearings Before the University Committee on Student Discipline

Anonymity will be granted when:

- a. there is reasonable cause to believe that the physical or psychological welfare of the witness is in jeopardy; or
- b. the witness would be subject to harassment

Upon request of the witness, the behavioral hearing officer will thoroughly investigate the incident and make a recommendation on the granting of anonymity to the chairperson of the Committee.

Any statements of an anonymous witness will be given to the respondent student prior to the hearing. The respondent student may then challenge the statement and present questions to be answered by the anonymous person in a manner to be determined by the chairperson of the Committee.

N. Appeal Process for Decisions of the University Committee on Student Discipline

A decision reached by the University Committee on Student Discipline may be appealed by the respondent to the Vice Provost for Student Life. An appeal consists of a review of the written record and supporting documents based only on the grounds set forth below. Any written appeal that does not meet the grounds for appeal will not be considered. It is not the intent or purpose of the appeal process for the Vice Provost for Student Life to rehear the information that was presented to the University Committee on Student Discipline.

The appeal process described in the preceding paragraph, and the grounds for appeal described in the following paragraphs, shall also apply to behavioral misconduct disciplinary matters initially handled by the Academic Dean of a professional school pursuant to delegation to such Dean by the Vice Provost for Student Life.

Grounds for Appeal

The student may appeal on the following grounds:

- If the disciplinary outcome imposed is disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

- If the decision is clearly unsubstantiated by the evidence, or
- If new information is presented that was not available during the course of the investigation.

Severity of Outcome

The severity of the outcome is not considered an acceptable reason to appeal.

Filing the Appeal

An appeal shall not be considered to have been filed properly or timely unless it is specific. Appeals must be sufficiently complete that a personal appearance will not be necessary. The appeal must state the grounds of appeal and concrete facts and statements supportive of the stated grounds of appeal.

Appeal Deadlines and Expectations

1. After receiving the decision of the University Committee on Student Discipline, the appellant will then be permitted up to five (5) working days to prepare and submit a written appeal. The written appeal must cite the specific ground(s) for appeal that the appellant would like the Vice Provost for Student Life to consider and provide an explanation of why, based on these grounds, the decision of the Committee should be reviewed. Any supporting evidence or documentation that was not available at the time of the Committee hearing must be attached to the written appeal. The appeal must be in writing, signed and submitted to the Vice Provost for Student Life in person, by facsimile, or attached to an e-mail from the student's official Creighton e-mail address.
2. **Student Status during Appeal**
Pending the response to the appeal, the appellant's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property. Appellants are not required to complete the outcomes given by the University Committee on Student Discipline until a final decision on the appeal is made by the Vice Provost for Student Life. Outcomes implemented before a student's University Committee on Student Discipline hearing including, but not limited to inherent authority suspension, contact restrictions, and counseling recommendations are in effect between the decision of the University Committee on Student Discipline and the appeal period.

Considerations and Determination of the Appeal

Upon receiving a written appeal from an appellant, the Vice Provost for Student Life will review all materials available to the University Committee on Student Discipline. The Office of Community Standards and Wellbeing will provide the Vice Provost for Student Life the case file which includes the investigative report, a copy of the University Committee of Student Discipline decision letter, the recording of the hearing, work product of University representatives (including memoranda and notes that they might generate), and correspondence between University representatives.

Additionally the Vice Provost for Student Life may consider an impact statement from the complainant. If the complainant submitted an impact statement to the Office of Community Standards and Wellbeing at the time the complaint was initiated, the impact statement will be provided to the Vice Provost for Student Life. Additionally, if the complainant has previously submitted an impact statement, the Office of Community Standards and Wellbeing will notify the complainant of the opportunity to submit a supplemental impact statement for consideration. If the complainant has not previously submitted an impact statement, the Office of Community Standards and Wellbeing will notify the complainant of the opportunity to submit an impact statement for consideration. The impact statement or supplemental statement must be submitted within in five (5) working days upon notification of the opportunity.

Complainant's statement must be in writing, signed and delivered to the Vice Provost for Student Life in person, by facsimile or by e mail using the complainant's official Creighton e-mail address.

The Vice Provost for Student Life will review and consider all materials submitted as soon as reasonably possible.

Burden of Proof

The burden of proof rests on the appellant who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

Actions

The following actions may be taken by the Vice Provost for Student Life:

- Affirm the finding of responsibility and the outcome imposed by the University Committee on Student Discipline;
- Affirm the finding of responsibility and amend the outcome (s); or
- Overturn the finding of the University Committee on Student Discipline.

The Vice Provost for Student Life will typically make a determination within five working days upon receiving the written appeal. The Vice Provost for Student Life will provide a written notification of their determination to the appellant. The decision of the Vice Provost for Student Life is final.

O. Standards Panels

Purpose

The purpose of this process shall be to conduct hearings on alleged infractions of University rules and provide appropriate outcomes in matters involving behavioral disciplinary matters where it is anticipated that a student infraction may result in any outcome up to and including behavioral probation. The Standards Panel is not a formal process, such as a civil or criminal trial, but an educational endeavor which deals with alleged behavioral misconduct. Discipline in a university, by the very nature of the institution, is educational, for that reason, formal rules of evidence shall not apply in disciplinary hearings.

Standards Panels will occur when a mutually agreeable decision cannot be made between the student and a behavioral hearing officer, but also in cases when the Senior Director of Office of Community Standards determines that a Standards Panel is the best for the student and/or the community.

Membership

The Standards Panel will be composed of one to three staff members (usually from the Division of Student Life) that have been trained to handle student conduct matters. At least one staff member in the Standards Panel must be a member of the Office of Community Standards and Wellbeing. The Senior Director of the Office of Community Standards and Wellbeing will appoint the members of each Standards Panel.

Procedures of Standards Panels

The respondent receives advance written notice of the charges, time, date, and place of the hearing. The respondent and their advisor will be allowed the opportunity to review and respond to any materials or evidence that will be presented at the hearing.

The complainant may review materials or evidence that will be presented at the hearing 24 hours in advance (or may waive that right) and must review the materials in the Vice Provost for Student Life

Office, Creighton Hall, Suite 224. The materials and evidence must stay in the Suite and may not be photocopied or taken outside of the Suite.

The respondent student is advised prior to the hearing that they may bring another member of the University community with them as an advisor but that the student is expected to present the case in their own words. The student should advise the assigned behavioral hearing officer if they will be accompanied by an advisor at the hearing.

Attendance at behavioral hearings will be limited to the student(s), their advisor, and the members of the Standards Panel. The student may bring one of their parents or a legal guardian to the hearing, and the student should advise the assigned behavioral hearing officer at least 24 hours prior to the hearing date if they will be accompanied by a parent or a legal guardian at the hearing. The parent(s) or legal guardian may only observe at the hearing. They are not allowed to ask questions or make any comments. They are not permitted to act as the student's advisor, nor are they permitted to act as a witness for the student. Only members of the Standards Panel are allowed to be present during the deliberations.

The complainant and respondent have the right to ask questions of each other, but the questions will be written in advance and reviewed by the Conduct officer at least 24 hours in advance prior to the hearing date. If the respondent or complainant has additional questions, it is up to the discretion of the behavioral hearing officer if further questions will be allowed during the hearing.

Any party to the proceedings may request the privilege of presenting witnesses. It is the responsibility of the complainant and respondent to contact their witnesses and request their attendance at the hearing and notify the behavioral hearing officer at least 24 hours prior to the hearing date of the witnesses who will appear. The behavioral hearing officer may also contact witnesses to appear before the Standards Panel.

Any decision made by the Standards Panel that includes the outcome of suspension are subject to the approval of the Vice Provost for Student Life. Once approved, the behavioral hearing officer or an administrative officer of the University will give the written decision to the student.

Procedures Pertaining to Anonymity

Anonymity of witnesses will be granted a) when there is reasonable cause to believe that the physical or psychological welfare of the witness is in jeopardy; or b) the witness would be subject to harassment. Upon request of the witness, the Office of Community Standards and Wellbeing behavioral hearing officer will thoroughly investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Senior Director of the Office of Community Standards and Wellbeing. Any statements of an anonymous witness will be given to the respondent student prior to the hearing. The respondent student may then challenge the statement and present questions to be answered by the anonymous person in a manner to be determined by the Office of Community Standards and Wellbeing.

Grounds for Appeal

The student may appeal on the following grounds:

- a. Disciplinary outcome imposed is disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.
- b. If the decision is clearly unsubstantiated by the evidence, or
- c. If new information is presented that was not available during the course of the investigation.

Severity of Outcome

The severity of the outcome is **not** considered an acceptable reason to appeal.

Filing the Appeal

An appeal shall not be considered to have been filed properly or timely unless it is specific. Letters must be complete enough so that a personal appearance will not be necessary. A letter, which merely lists the grounds of appeal without concern for the individual case at hand, may be dismissed as frivolous.

Appeal Deadlines and Expectations

- a. After receiving a decision from the Standards Panel, the student will then be permitted up to five (5) working days to prepare and submit a written appeal. The written appeal must cite the specific ground(s) for appeal that the respondent would like the Vice Provost for Student Life or their designee to consider and provide an explanation of why, based on these grounds, the decision of the Standards Panel should be reviewed. Any supporting evidence or documentation that was not available at the time of the Standards Panel must be attached to the written appeal. The appeal must be in writing, signed and submitted to the Vice Provost for Student Life or their designee in person, by facsimile, or attached to an e mail from the student's official Creighton e-mail address.
- b. Student Status during Appeal: Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property. Students are not required to complete the outcomes given by the Standards Panel until a final decision on the appeal is made by the Vice Provost for Student Life or their designee.

Considerations and Determination of the Appeal

The Vice Provost for Student Life or their designee will make a determination within five (5) working days upon receiving the written appeal. The Vice Provost for Student Life or their designee will provide a written notification of their determination to the appellant. The decision of the Vice Provost for Student Life or their designee is final.

Burden of Proof

The burden of proof rests on the appellant who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

Actions

The following actions may be taken by the Vice Provost for Student Life or their designee:

- Affirm the finding of responsibility and the outcome imposed by the Standards Panel;
- Affirm the finding of responsibility and amend the outcome(s); or
- Overturn the finding of the Standards Panel.

The Vice Provost for Student Life will typically make a determination within five (5) working days upon receiving the written appeal. The Vice Provost for Student Life or their designee will provide a written notification of their determination to the appellant. The decision of the Vice Provost for Student Life or their designee is final.

P. Community Standards Board

Purpose - The purpose of this Board shall be to conduct hearings on alleged infractions of University rules and provide appropriate outcomes in matters involving behavioral disciplinary matters where it is anticipated that a student/student organization infraction may result in a warning or behavioral reprimand. The hearing is not a formal process, such as a civil or criminal trial, but an educational endeavor, which deals with alleged behavioral misconduct. Discipline in a university, by the very nature of the institution is educational, for that reason, formal rules of evidence shall not apply in disciplinary hearings. In addition, members of the Board will function as a programming board for the Office of Community Standards and Wellbeing. As a programming entity, they will work to promote the Office of Community Standards and Wellbeing's four pillars: Integrity, Dignity, Community, and Development.

Membership on the Community Standards Board– All students in good academic and disciplinary standing are eligible to apply to be a member of the board. Members of the Board must be full-time, matriculated students. The general body of the Community Standards Board may consist of up to twelve (12) members selected by the Office of Community Standards and Wellbeing. Members of the Board will be trained in Creighton University disciplinary processes by the Office of Community Standards and Wellbeing. The Office of Community Standards and Wellbeing will appoint and train one member of the Board to serve as the Community Standards Board Adviser. The Board Advisor will work with the Office of Community Standards and Wellbeing to ensure accuracy and fairness in the administration of the disciplinary processes during hearings and will act as a non-voting member of the Community Standards Board.

Voting - A quorum of three (3) Board members, and the Board Advisor, is required to hear cases. All issues, findings, and outcome in a case will be decided by majority vote of the quorum. The Board's determination shall be made based on the preponderance of the evidence, or whether it is more likely than not that the accused is responsible for violating the alleged standard of conduct.

Procedures of Board Hearings

The Community Standards Board will adjudicate low-level, behavioral misconduct of the Creighton University Standards of Conduct, at the discretion of the Office of Community Standards and Wellbeing. The Community Standards Board will determine both responsibility and outcomes for students/student organizations accused of violating Creighton Community Standards. The Community Standards Board cannot suspend or expel students/student organizations. The Community Standards Board can place students/student organizations on Behavioral Reprimand along with other responsibility outcomes. ([See p.125 -126 for outcomes](#))

The responding student(s)/student organization will receive advance written notice of the alleged violation(s) time, date, and place of the hearing. The responding student(s)/student organization and their advisor will be allowed the opportunity to review and respond to any materials or evidence that will be presented at the hearing.

The complainant may review materials, or evidence that will be presented at the hearing 48 hours in advance and must review the materials in the Student Life Suite, Creighton Hall, Room 224. The materials and evidence must stay in the Student Life Suite and may not be photocopied or taken outside of the Suite.

The responding student(s)/student organization is advised prior to the hearing that they may bring another member of the University community with them as an advisor, but that the responding student(s)/student organization is expected to present the case in their own words. The student(s)/student organization must advise the chairperson of the Board at least 24 hours prior to the hearing date and time if they will be accompanied by an advisor at the hearing.

Attendance at disciplinary hearings will be limited to the student(s)/student organization president, their advisor, the Community Standards and Wellbeing conduct officer investigating the alleged misconduct, chairperson, and appointed members of the Community Standards Board. The student may bring one (1) of their parents or a legal guardian to the hearing, and the student should advise the chairperson of the Board at least 24 hours prior to the hearing date if they will be accompanied by a parent or a legal guardian at the hearing. The parent or legal guardian may only observe at the hearing. They are not allowed to ask questions or make any comments. They are not permitted to act as the student's advisor, nor are they permitted to act as a witness for the student. Only Board members, and the Board Adviser are allowed to be present during the Community Standards Board deliberations.

The complainant and respondent have the right to ask questions of each other, but the questions will be written in advance and reviewed by the Conduct officer at least 24 hours in advance prior to the hearing date. If the respondent or accuser has additional questions, it is up to the discretion of the Conduct officer if further questions will be allowed during the hearing.

Any party to the proceedings may request the privilege of presenting witnesses. It is the responsibility of the complainant and responding student(s)/student organization to contact their witnesses and request their attendance at the hearing. The complainant and responding student(s)/student organization must also notify the chairperson of the Committee at least 24 hours prior to the hearing date of the witnesses who will appear, for approval. The chairperson may also contact witnesses to appear before the Board.

Procedures Pertaining to Anonymity

Anonymity of witnesses will be granted a) when there is reasonable cause to believe that the physical or psychological welfare of the witness is in jeopardy; or b) the witness would be subject to harassment. Upon request of the witness, the Office of Community Standards and Wellbeing will thoroughly investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Senior Director for Community Standards and Wellbeing. Any statements of an anonymous witness will be given to the responding student(s) student prior to the hearing. The responding student(s) student may then challenge the statement and present questions in advance to be answered by the anonymous person in a manner to be determined by Office of Community Standards and Wellbeing.

Grounds for Appeal

The student may appeal on the following grounds:

- a. A substantial deviation from the University's procedure that impacts the outcome
- b. Absence of sufficient evidence to support the decision
- c. Submission of new evidence that was unavailable at the time of the hearing

Severity of Outcome - The severity of the outcome is not considered an acceptable reason to appeal.

Filing the Appeal - An appeal shall not be considered to have been filed properly or timely unless it is specific. Letters must be complete enough so that a personal appearance will not be necessary. A letter, which merely lists the grounds of appeal without concern for the individual case at hand, may be dismissed as frivolous.

Appeal Deadlines and Expectations

- a. **Deadline for Intent to Appeal:** If a student chooses to appeal a Community Standards Board decision, they must submit Intent to Appeal within one (1) working day from the date of receiving the Community Standards Board Decision Letter.
- b. **Deadline for Written Appeal:** The student will then be permitted up to five (5) working days to prepare and deliver a written appeal. The written appeal must cite the specific ground(s) for appeal that the responding student(s) would like the Senior Director for Community Standards and Wellbeing to consider and provide an explanation of why, based on these grounds, the decision of the Community Standards Board should be reviewed. Any supporting evidence or documentation that was not available at the time of Community Standards Board hearing must be attached to the written appeal. The written and signed appeal must be submitted to the Senior Director for Community Standards and Wellbeing in person by facsimile or attached to an e-mail from the student's official Creighton e-mail address.
- c. **Student Status during Appeal:** Pending the response to the appeal, the responding student(s)'s status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property. Students are not required to complete the outcomes given by the Community Standards Board until a final decision on the appeal is made by the Senior Director for Community Standards and Wellbeing.

Considerations and Determination of the Appeal

Upon receiving a written appeal from a student, the Senior Director for Community Standards and Wellbeing will review all materials available to the Community Standards Board. The staff of the Office of Community Standards and Wellbeing will provide the Senior Director for Community Standards and Wellbeing with the case file which includes the investigative report, a copy of the Integrity Council investigative document, work product of University representatives (including memoranda and notes that they might generate) and correspondence between University representatives.

The Senior Director for Community Standards and Wellbeing will review and consider all materials submitted to them as soon as reasonably possible.

Burden: The burden of proof rests on the responding student(s) who must establish, by presenting clear and convincing evidence, that the original process or decision was substantially flawed.

Action: The following actions may be taken by the Senior Director for Community Standards and Wellbeing: affirm the finding of responsibility and the outcome imposed by the Community Standards Board; affirm the finding of responsibility and amend the outcome(s); or overturn the finding of the Community Standards Board.

The Senior Director for Community Standards and Wellbeing will provide a written notification of their determination to the appellant. The decision of the Senior Director for Community Standards and Wellbeing is final.

Q. Fraternity and Sorority Life Standards Board

Purpose: The Fraternity and Sorority Life Standards Board is approved by the Vice Provost for Student Life and may be granted authority to adjudicate specific types of cases involving Fraternity and Sorority Life organizations. The Board is advised by the Assistant Director for Fraternity and Sorority Life, and the Assistant Director of Community Standards and Wellbeing. The board may hear certain disciplinary cases involving Fraternity and Sorority Life organizations at the request of the Advisor(s) and with the

approval of the Senior Director of the Office of Community Standards and Wellbeing in lieu of a Private Decision. The Fraternity and Sorority Life organization retains the right of a Preliminary Conference meeting in advance of a hearing before the Fraternity and Sorority Life Standards Board.

Members: The Fraternity and Sorority Life Standards Board consists of representatives from the Panhellenic Council chapters, the Interfraternity Council chapters, and the Culturally Based Fraternal organizations (only if applications are received from these organizations). In addition, the Vice President of Judicial Affairs for the Interfraternity Council and the Vice President of Judicial Affairs for the Panhellenic Council will co-chair the Fraternity and Sorority Life Standards Board. The Assistant Director for Fraternity and Sorority Life and the Assistant Director of Community Standards and Wellbeing serve as non-voting advisors on the board.

Voting and Procedures: In the event of a hearing, five members from the Fraternity and Sorority Life Standards Board will be selected to hear the case and vote.

Non-recruitment hearing: For all cases that do not involve recruitment infractions, the voting members will be of varying genders and fraternity and sorority affiliations. The Vice President of Judicial Affairs for the Panhellenic Council will lead the hearing for a case involving a fraternity and the Vice President of the Interfraternity Council will lead the hearing for a sorority.

Recruitment-related hearing: These cases will be handled by the procedures outlined in their respective council bylaws.

The Assistant Director for Fraternity and Sorority and the Assistant Director of Community Standards and Wellbeing will be present during hearings. As stated previously, they are non-voting advisors.

The responding organization receives advance written notice of the alleged violations, time, date, and place of the hearing typically within 72 hours of the hearing date/time. The President will be expected to represent the organization unless approval is granted by the Office of Community Standards or Wellbeing. The organization and their advisor will be allowed the opportunity to review and respond to any materials or evidence that will be presented at the hearing.

In addition, the investigative report given to the responding organization to review includes:

1. Summary of Investigation;
2. Reports submitted to the Office of Community Standards and Wellbeing (University or community reports);
3. Evidence or materials associated with investigation; and
4. Statement from responding organization and, if offered, the impact statement from complainant.

If there is a complainant associated with the incident, he or she may review materials and evidence that will be presented at the hearing 48 hours in advance and must review the materials and evidence only in the Student Life Suite, Creighton Hall, Room 224. The materials and evidence must stay in the Student Life Office and may not be photocopied or taken outside of the Office.

The responding organization is advised prior to the hearing that they may bring another member of the University community with them as an advisor but that the organization is expected to present the case in their own words.

1. The organization should advise the chairperson of the Committee at least 24 hours prior to the hearing date if they will be accompanied by an advisor at the hearing. The organization's advisor may not be a lawyer and must be on file with the Student Leadership & Involvement Center.

2. Any party to the proceedings may request the privilege of presenting witnesses. It is the responsibility of the responding organization to contact their witnesses and request their attendance at the hearing and notify the Office of Community Standards and Wellbeing hearing officer at least 24 hours prior to the hearing date of the witnesses who will appear. The chairperson or the Office of Community Standards and Wellbeing hearing officer may also contact witnesses to appear before the Committee.
3. The voting members of the Fraternity and Sorority Life Standards Board may ask questions of any witness.
4. The responding organization has the right to know the names and hear the statements of complainants and witnesses made to the Committee except in situations as described in Procedures Pertaining to Anonymity.
5. Written or oral statements regarding the alleged violation(s) may be submitted in advance or at the hearing by the responding organization, complainant, or witnesses about the circumstances or seriousness of the alleged violation(s).
6. Written or oral recommendations for outcome(s) regarding the alleged violation(s) may be submitted in advance or at the hearing by the responding organization or the complainant.
7. A recording will be made of each hearing solely for the Committee's use during deliberations and for a possible appeal. No other recordings of the hearing are permitted.

Procedures Pertaining to Anonymity in Fraternity and Sorority Standards Board Cases

Anonymity of witnesses will be granted a) when there is reasonable cause to believe that the physical or psychological welfare of the witness is in jeopardy; or b) the witness would be subject to harassment. Upon request of the witness, the Office of Community Standards and Wellbeing behavioral misconduct officer will thoroughly investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Vice Provost for Student Life. Any statements of an anonymous witness will be given to the respondent student prior to the hearing. The respondent student may then challenge the statement and present questions to be answered by the anonymous person in a manner to be determined by the Office of Community Standards and Wellbeing.

Appeal Procedures for Fraternity and Sorority Life Standards Board

Grounds for Appeal - An organization may appeal on the following grounds:

- Disciplinary outcome imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors,
- If the decision is clearly unsubstantiated by the evidence, or
- If new information is presented that was not available during the course of the investigation.

Severity of Outcome - The severity of the outcome is not considered an acceptable reason to appeal.

Filing the Appeal - An appeal shall not be considered to have been filed properly or timely unless it is specific. Letters must be complete enough so that a personal appearance will not be necessary. A letter, which merely lists the grounds of appeal without concern for the individual case at hand, may be dismissed as frivolous.

Appeal Deadlines and Expectations

After receiving the decision of the Fraternity and Sorority Life Standards Board, the organization will then be permitted up to five (5) working days to prepare and submit a written appeal. The written appeal must cite the specific ground(s) for appeal that the accused would like the Vice Provost for Student Life to consider and provide an explanation of why, based on these grounds, the decision of the Board should be reviewed. Any supporting evidence or documentation that was not available at the time of the

Board hearing must be attached to the written appeal. The appeal must be in writing, signed by the president, and submitted to the Vice Provost for Student Life in person, by fax, or attached to an e-mail from the student's official Creighton e-mail address.

Organization's Status During Appeal:

Pending the response to the appeal, the status of the accused organization as a registered organization will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property. Organizations are not required to complete the outcomes given by the Fraternity and Sorority Life Standards Board until a final decision on the appeal is made by the Vice Provost for Student Life.

Considerations and Determination of the Appeal

Upon receiving a written appeal from a student, the Vice Provost for Student Life or their designee will review all materials available to the Fraternity and Sorority Life Standards Board. The Office of Community Standards and Wellbeing will provide the Vice Provost for Student Life or their designee with the case file, which includes the investigative report, a copy of the Fraternity and Sorority Life Standards Board investigative document, work product of University representatives (including memoranda and notes that they might generate), and correspondence between University representatives.

The Vice Provost for Student Life or their designee will review and consider all materials submitted as soon as reasonably possible.

Burden: The burden of proof rests on the accused organization who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

Action: The following actions may be taken by the Vice Provost for Student Life or their designee: affirm the finding of responsibility and the outcome imposed by the Fraternity and Sorority Life Standards Board; affirm the finding of responsibility and amend the outcome(s); or overturn the finding of the Fraternity and Sorority Life Standards Board.

The Vice Provost for Student Life or their designee will provide written notification of their determination to the organization. The decision of the Vice Provost for Student Life is final.

R. Disciplinary Outcomes

Outcomes for violations of Creighton Community Standards can include, but are not limited to the following:

Accountability Outcomes:

1. **Expulsion** - The permanent separation of the student organization from the University. The student organization will be barred from University premises.
2. **Suspension** - The separation of the student organization from the University for a specified period of time. The student organization may not participate in any University sponsored activity, will not be considered a University registered organization, may not receive University funds, and may be

barred from University premises. Reinstatement after disciplinary suspension requires the approval of the Vice Provost for Student Life.

3. **Behavioral Probation** - The student organization will be served notice that its behavior violates the University's Community Standards. The organization may be barred from participation in all or designated co-curricular activities and may be subject to other outcomes. The organization will be notified that any further violations of University Community Standards will in all likelihood result in suspension or expulsion.
4. **Social Probation** – The student organization will be served notice that the behavior of its membership violates the University's Community Standards. The group is restricted from planning and/or participating in social activities and may be subject to other outcomes. The organization will be notified that any further violations of University Community Standards will in all likelihood result in the suspension or expulsion of the organization.
5. **Behavioral Reprimand** - The student organization is warned that its conduct is in violation of University Community Standards and that further misconduct may be treated more severely.

Responsibility Outcomes:

6. **Restitution** - The student organization is required to make payment to the University, other persons, groups, or organizations for damages that result from violations of standards.
7. **Fines** - The student organization will be required to pay a specified monetary fine to the University within a specified period of time.
8. **Denial of Access or Restriction of Access to a University Building or Facility** - The student organization will be denied access or allowed only restricted access to a specific building or facility for a stated period of time.
9. **Alcohol Restriction** – The student organization is to have only alcohol-free social events (including, but not limited to, member education events, retreats, member development events, date parties, formals, and social events) during the specified time period. Any violations that involve alcohol that result out of an event that is to be alcohol free will be considered to be in violation of this Alcohol Restriction outcome.
10. **Other Outcomes** - Other outcomes which are intended to engage the student organization in a positive learning experience related to the organization's inappropriate behavior may be imposed by the University Committee on Student Discipline, Community Standards Board, Greek Standards Board, or a behavioral hearing officer. These outcomes may include, but are not limited to, engaging in a campus or community service project, attending or presenting a program related to implications of the organization's conduct, or review of the organization's membership. In determining outcomes for violations of University Community Standards, the person or entity providing outcomes will consider such factors as attitude of the organization's officers; past record, both positive and negative; the severity of the damage, injury, harm, or disruption done or the potential for such; the organization's honesty, cooperation, and willingness to make amends; and other factors deemed material. An outcome or a combination of outcomes from among those stated above may be imposed.

S. Retention of Disciplinary Record and Record Check

All Disciplinary Records are maintained in the Office of Community Standards and Wellbeing. When an incident report is generated for an alleged violation of Creighton Community Standards, the result is a disciplinary file opened in the name of the respondent student. If the student is found not responsible for the alleged violations, the file will be marked no action, no record, and shall not constitute a disciplinary record. The files of students found responsible for charges against them, with outcomes less than suspension or expulsion, will generally be maintained in the Office of Community Standards and

Wellbeing for seven (7) years from the calendar year of record, after which they are destroyed. Records of cases in which suspension or expulsion from the University occur, are kept indefinitely. As a part of FERPA all disciplinary records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the student's academic record but are part of the student's educational record.

Students with inquiries about their Creighton University discipline history should make a written request to the Office of Community Standards and Wellbeing. A written summary will be provided to the student within ten (10) business days. Students requesting to view their discipline records must follow the procedures outlined in the [Confidentiality and Privacy of Student Records](#) section of the Handbook. You may also request a summary of your history by visiting the Office of Community Standards and Wellbeing [website](#).

RESOURCE GUIDE

Question	Where to go	Phone	Location
Academic Resources.....	Creighton EDGE.....	(402) 280-5566.....	Reinert Library L27
Accounts – Students.....	Business Office.....	(402) 280-2707.....	Creighton Hall, 113
Alcohol Education.....	Health Education and Compliance.....	(402) 280-2735.....	Markoe Hall
.....	Office of Community Standards and Wellbeing.....	(402) 280-2775.....	Creighton Hall, 224
Athletics.....	Ryan Athletic Center.....	(402) 280-2720.....	Ryan Athletic Center
Books and Supplies.....	Bookstore.....	(402) 280-2796.....	Harper Center, 2003
Box Office.....	Lied Education Center.....	(402) 280-1448.....	Lied Education Center
Car Problems/Registration.....	Public Safety.....	(402) 280-2104.....	2222 Burt St. (Schneider Hall)
Career Center.....	John P. Fahey Career Center.....	(402) 280-2722.....	Harper Center, 2015
Centralized Reservations.....	Harper Center.....	(402) 280-1493.....	Harper Center, 1108
Change of Major/College.....	Registrar.....	(402) 280-2702.....	Brandeis Hall, 202
Change of Name/Address.....	Registrar.....	(402) 280-2702.....	Brandeis Hall, 202
Change Schedule/Courses.....	Registrar.....	(402) 280-2702.....	Brandeis Hall, 202
Check Cashing.....	Business Office.....	(402) 280-2707.....	Creighton Hall, 113
Computer Lab.....	Varies.....
Counseling.....	Student Counseling Services.....	(402) 280-2735.....	Markoe Hall
Credit Union.....	Credit Union.....	(402) 280-1709.....	Skutt Student Center
Creighton Students Union.....	(402) 280-2724.....	Skutt Student Center, 120
Creightonian (Campus Newspaper).....	Journalism Department.....	(402) 280-2175.....	Communication Arts (Hitchcock Building)
Cultural Events.....	Student Leadership & Involvement Center.....	(402) 280-1715.....	Skutt Student Center, 120 and 205
.....	Creighton Intercultural Center.....	(402) 280-2459.....	Brandeis Hall, Suite B03
CUMail.....	DoIT.....	(402) 280-1111.....	Lower Level Reinert Library
Disability Services.....	Office of Disability Accommodations.....	(402) 280-2166.....	Old Gymnasium, 437
Discrimination.....	Office of Equity and Inclusion.....	(402) 280-3189.....	Creighton Hall, 340
Discipline records.....	Office of Community Standards and Wellbeing.....	(402) 280-2775.....	Creighton Hall, 224
Drug Information.....	Health Education and Compliance.....	(402) 280-2735.....	Markoe Hall
.....	Office of Community Standards and Wellbeing.....	(402) 280-2735.....	Kiewit Fitness Center, WELLNest
.....	Health Sciences Library.....	(402) 280-5108.....	Health Sciences Library (BIC)
Emergencies.....	Public Safety.....	(402) 280-2911.....	2222 Burt St. (Schneider Hall)
.....	Maintenance.....	(402) 280-2780.....	723 N 18 th St. (Jelinek Hall)
.....	Health Education and Compliance.....	(402) 280-2735.....	Markoe Hall
Employment (Job Interviews).....	John P. Fahey Career Center.....	(402) 280-2722.....	Harper Center, 2015
Employment (Part-time).....	Student Employment.....	(402) 280-2457.....	Harper Center, 1100
Escort Service.....	Public Safety.....	(402) 280-2104.....	2222 Burt St. (Schneider Hall)
Financial Aid.....	Financial Aid.....	(402) 280-2731.....	Harper Center, 1100
Food Service.....	Creighton Dining Services.....	(402) 280-2750.....	Brandeis Hall, B07
Food Service Catering.....	Creighton Dining Services.....	(402) 280-2446.....	Harper Center, 1108
Foreign Student Advisor.....	Global Engagement Office.....	(402) 280-2221.....	Creighton Hall, 324
Fraternities/Sororities.....	Student Leadership & Involvement Center.....	(402) 280-1715.....	Skutt Student Center, 120 and 205
Global Engagement Office.....	Global Engagement Office.....	(402) 280-2221.....	Creighton Hall, 324
Harassment.....	VIP Center.....	(402) 280-3794.....	Brandeis Hall, B04
.....	Women Against Violence.....	(402) 345-6555.....	3801 Harney St. (WCA)
.....	Student Counseling Services.....	(402) 280-2735.....	Markoe Hall
.....	Office of Equity and Inclusion.....	(402) 280-3189.....	Creighton Hall, 340
.....	Office of Community Standards & Wellbeing.....	(402) 280-2775.....	Creighton Hall, 224
Health Aides.....	Health Education and Compliance.....	(402) 280-2104.....	Markoe Hall
Health Insurance.....	Health Education and Compliance.....	(402) 280-2735.....	Markoe Hall
Housing (On and Off-Campus).....	Housing & Auxiliary Services.....	(402) 280-2717.....	Swanson Hall, 136
ID Cards Lost.....	Card Services.....	(402) 280-4700.....	Harper Center, 1094
Institute for Latin American Concerns (ILAC).....	(402) 280-3179.....	Criss III Building, 262
Illness or Injury.....	Health Education and Compliance.....	(402) 280-2735.....	Markoe Hall
.....	Public Safety.....	(402) 280-2104.....	2222 Burt St. (Schneider Hall)
Intramural Sports Program.....	Campus Recreation and Wellness.....	(402) 280-2848.....	Kiewit Fitness Center, 211
Leadership Programs.....	Student Leadership & Involvement Center.....	(402) 280-1715.....	Skutt Student Center, 120 and 205
LGBTQ Resources.....	Creighton Intercultural Center.....	(402) 280-2459.....	Brandeis Hall, Suite B03
.....	Student Counseling Services.....	(402) 280-2735.....	Markoe Hall
.....	Office of Equity and Inclusion.....	(402) 280-3189.....	Creighton Hall, 340
Liturgies.....	Campus Ministry.....	(402) 280-2779.....	Lower Level Swanson Hall
Loan Information.....	Financial Aid Office.....	(402) 280-2731.....	Harper Center, 1100
.....	Credit Union.....	(402) 280-1709.....	Skutt Student Center
Lost and Found.....	Public Safety.....	(402) 280-2104.....	2222 Burt St. (Schneider Hall)
Mail.....	Campus Mail Center.....	(402) 280-3881.....	Murphy Building
Marriage Preparation.....	Campus Ministry.....	(402) 280-2205.....	Lower Level Swanson Hall
Multicultural Concerns.....	Creighton Intercultural Center.....	(402) 280-2459.....	Brandeis Hall, Suite B03
Notary Public.....	Business Office.....	(402) 280-2707.....	Creighton Hall, 113

Parking Permits/Fines.....	Public Safety.....	(402) 280-2104.....	2222 Burt St. (Schneider Hall)
Physical Recreation.....	Kiewit Fitness Center.....	(402) 280-2848.....	Kiewit Fitness Center, 211
	Rasmussen Fitness Center	(402) 280-3575	Rasmussen Center
Poison Information.....	Poison Control.....	(402) 290-5400.....	Children's Hospital
Posting Signs, Posters, etc.....	Student Leadership & Involvement Center	(402) 280-1715.....	Skutt Student Center, 120 and 205
Pregnancy Resources.....	Lieben Center.....	(402) 280-2258.....	Brandeis Hall, Suite B03
	CHI Student Care Clinic.....	(402) 280-2735.....	Markoe Hall
RaD Lab.....	DoIT.....	(402) 280-1111.....	Lower Level Reinert Library
Student Conduct.....	Office of Community Standards & Wellbeing	(402) 280-2775.....	Creighton Hall, 224
Study Abroad.....	Global Engagement Office.....	(402) 280-2221.....	Creighton Hall, 324
Theft.....	Public Safety.....	(402) 280-2104.....	2222 Burt St. (Schneider Hall)
Transcripts.....	Registrar.....	(402) 280-2702.....	Brandeis Hall, 202
Volunteer Opportunities.....	Schlegel Center for Service and Justice.....	(402) 280-1290.....	Harper Center, 2067
Work-study.....	Student Employment.....	(402) 280-2457.....	Harper Center, 1100