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*Rules and Regulations of the  
Undergraduate Community*



## **Rules and Regulations of the Undergraduate Community**

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

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

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

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

## **Fundamental Standard**

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

## Honor Code

As a student and citizen of the Duke University Community:

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

## The Judicial Code Of The Undergraduate Community

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

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

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

### I. **Academic Dishonesty** (*See Academic Dishonesty following the Judicial Code for more information.*)

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

## II. Assault and/or Battery

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

## III. Taking, Converting, and Selling

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

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

## V. Breaking and/or Entry

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

## VI. Disorderly Conduct

- A. Any action, committed without justification or excuse, that unreasonably disrupts the normal public use of public areas, or that substantially disturbs the peace and order of the university community. (*See University Regulations and Policies: Alcohol Policy, Noise, and Duke Computer Usage.*)

- B. Any grossly unreasonable and reckless conduct in the handling of things or substances ordinarily regarded as inherently dangerous or capable of becoming dangerous to other persons or to their real or personal property.

**VII. Fraud**

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

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

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

**X. Contempt**

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

**XI. Illegal Possession** (*Also see specific policies under Rules and Regulations*)

- A. Any transporting to or storing on the campus or possession of firearms, weapons, explosives, mace, or fireworks.
- B. Any violations of the university's alcohol or drug policy.

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

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

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

## **Academic Dishonesty**

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

## Plagiarism:

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

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

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

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

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

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

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

### **Cheating:**

The definition of cheating includes all of the following:

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

### **Academic Contempt**

In the satisfaction of any course requirement, failure to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty for that course requirement. This may include failure to put books and bookbags away during a test, taking more time than allotted on a take-home final, failure to seek approval on a paper topic if approval is required, etc.

## **Academic Concerns: Procedure For Resolution of Students' Academic Concerns**

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

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

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

Questions about course content, an instructor's methods of presentation, the level of discourse, criteria for evaluation of students, or about grades or administrative

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

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

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

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

## **Animal Abuse**

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

## **Animals On Campus**

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

## **Alcohol**

### **Introduction**

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

1. To allow Duke undergraduates who choose to drink the opportunity to use alcohol in social settings in congenial, moderate, and nondestructive ways.

- To permit social events at Duke in compliance with state laws governing alcohol use to the extent possible. The need for strict control arises, in part, from the fact that the majority of undergraduates are not of legal age to purchase, possess, or consume alcohol.

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

### **North Carolina State Law Regarding Alcohol**

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

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

- Possess beer or unfortified wine  
*Penalty - It is considered a misdemeanor which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines and/or community service.*
- Purchase or attempt to purchase beer or unfortified wine:  
*This offense will be a misdemeanor resulting in court costs and/or a fine and/or community service and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one (1) year.*
- Use or attempt to use, in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license issued to another person:  
*Penalty - If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV will revoke the defendant's driver's license for one (1) year.*
- Permit (aid or abet) the use of one's driver's license or any other identification-document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol:  
*Penalty - If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV will revoke the defendant's driver's license for one (1) year.*

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

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

### **DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

### **GENERAL PROVISIONS TO THE CONSUMPTION OF ALCOHOL**

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

### **ALCOHOL DISTRIBUTION IN PUBLIC SPACE**

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

**Public space** - all locations other than students’ private rooms or apartments, including, but not limited to, common rooms, hallways, restrooms, balconies, quadrangles, courtyards, benches, classrooms, athletic facilities/fields and sidewalks. Additionally, **if during a group sponsored or group-attended event**, private rooms or apartments are designated such that people are moving back and forth between them **and/or between them and a public space**, then the entire area shall be considered public space.

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

### **BYOB Guidelines - Not subject to sanctions**

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

### **Health and Safety Intervention**

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

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

### **ENFORCEMENT**

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

### **SANCTIONS**

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

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

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

### **Individuals**

#### *Category I*

**Underage Possession/Consumption and General Provisions Violations** (including aiding and abetting an underage person in the sale, purchase, and/or possession of alcohol)

1st Offense <sup>1</sup>	Formal warning with possible referral to the substance abuse specialist
2nd Offense	Housing License placed in Imminent Jeopardy (letter sent to parents of first-year students) with possible referral to the substance abuse specialist
3rd Offense	Housing License revocation for one (1) year and disciplinary probation for remainder of academic career with possible referral to the substance abuse specialist
<i>Category II</i>	<b>Impaired and Disorderly</b> <sup>2</sup> . It shall be a violation of the Alcohol Policy to be impaired and disorderly in any of the following ways: <ol style="list-style-type: none"> <li>1. Blocking or lying across or otherwise preventing or interfering with access to or passage across a thoroughfare; or</li> <li>2. Grabbing, shoving, pushing, or fighting others or challenging others to fight; or</li> <li>3. Cursing or shouting at or otherwise rudely insulting others; or</li> <li>4. Exhibiting disorderly conduct (<i>See Undergraduate Judicial Code, Section VI, "Disorderly Conduct"</i>)</li> </ol>
Note: In any situation in which impairment is deemed an aggravating factor in conjunction with a violation of the Undergraduate Judicial Code, the individual may be charged with both a Judicial Code violation and an Alcohol Policy violation.	
1st Offense	Disciplinary probation for one (1) semester, campus community service (5-15 hours) and/or referral to the substance abuse specialist
2nd Offense	Suspended suspension for one (1) year, campus community service (15-30 hours) and/or referral to the substance abuse specialist
3rd Offense	Suspension for two (2) semesters with a requirement to seek alcohol abuse assessment and/or counseling before requesting re-admission
<i>Category III</i>	<b>Distribution</b>
1st Offense	Housing License placed in Imminent Jeopardy (letter sent to parents of first-year students), disciplinary probation for one (1) year
2nd Offense	Housing License revocation for one (1) year, disciplinary probation for remainder of academic career
3rd Offense	Suspension for two (2) semesters
<b>Groups</b>	(Note: A group may be held accountable for the actions of individual members.)
<i>Category I</i>	<b>Violations of any General Provisions or Event Regulations</b> (including but not limited to aiding and abetting an underage person in the sale, purchase, and/or possession of alcohol). Violation may result in any of the following, but is not limited to: <ul style="list-style-type: none"> <li>Disciplinary probation</li> <li>Mandatory alcohol awareness programs</li> <li>Fines</li> <li>Notification to governing body</li> </ul>

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<sup>1</sup>. If a student is charged with a Category I, first violation, s/he may enter a plea of guilty and accept the automatic sanction(s) or s/he may request a formal hearing. Additionally, a Category I, first offense violation will be recorded on a student's disciplinary record for *internal purposes only* unless the student is found guilty of a subsequent Category I violation. At that time *both* violations become part of the student's disciplinary record. If a subsequent violation does not occur, the student's disciplinary record is considered "clear," and no reporting of the first violation to entities external to Duke is required.

<sup>2</sup>. This wording has been adapted from NC General Statutes specifically for the Duke community to reflect the university's private status.

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

### **HEALTH EFFECTS OF ALCOHOL, TOBACCO, OTHER DRUGS**

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

#### **Short Term Abuse**

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

#### **Long Term Abuse**

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

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

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

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

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

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

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

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

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

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

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

### **Emergency Phone Numbers:**

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

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

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

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

### **Local Inpatient Treatment Facilities:**

<b>Oakleigh at Durham</b> 309 Crutchfield Street Durham, NC 27704	470-6600
<b>Holly Hill Hospital</b> 3019 Falstaff Road Raleigh, NC 27610	250-7000 1-800-422-1840

### **Local Outpatient Treatment Facilities:**

<b>Duke Addictions Program</b> 4323 Ben Franklin Blvd., Suite 1000 Durham, NC 27704	684-3850
<b>Oakleigh at Durham</b> 309 Crutchfield Street Durham, NC 27704	470-6600
<b>Holly Hill Hospital</b> 3019 Falstaff Road Raleigh, NC 27610	250-7000 1-800-422-1840

**Individual Counseling:**

<b>Duke Counseling and Psychological Services</b>	660-1000
<b>Duke Addictions Program</b>	684-3850
<b>Durham Center</b>	560-7500

501 Willard Street  
Durham, NC 27701

**Support Groups:**

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

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

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

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

**Information/Education:**

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

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

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

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

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

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

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

**American Lung Association** (1-919-834-8235). Self-help materials available.

**Banners**

Requests for hanging banners on university buildings must be approved by the facilities management department. Banners must be inherently flame resistant or

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

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

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

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

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

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

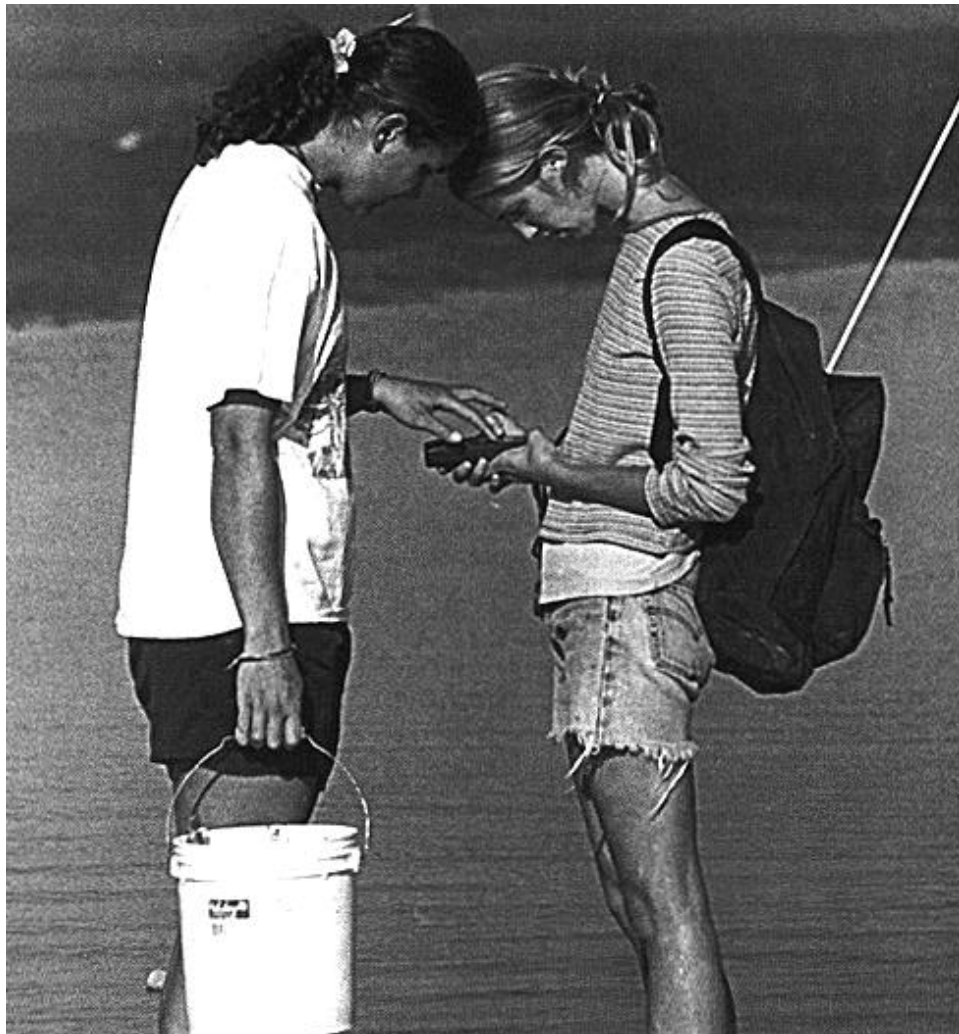
**Banners on the West Union Building.** Brackets for hanging banners have been installed on each side of West Union Building at the Bryan Center walkway. Facilities management department personnel will be happy to hang and remove banners for students groups at no cost.

- Banners must be tasteful and in accordance with the high standards set by Duke University.
- No on/off campus business advertising is permitted on banners.
- Banners must measure 6' x 6' and must have a 2-inch hem at the top to facilitate hanging.
- Students must call 684-2122 and provide the operator with specific information such as:
  - Where the banner should be placed (which side of the building, if possible);

- What date the banner is to be installed and removed; and
- Who will deliver the banner and does the student(s) want the banner returned.

## Bridge Painting

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



## Chalking of University Facilities

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

## Computing and Electronic Communications: Acceptable Use

### General Principles

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

#### **In making acceptable use of resources you must:**

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

#### **In making acceptable use of resources you must NOT:**

1. use another person's system, user-id, files, or data without permission (note that permission from an individual user may not be sufficient - some systems may require additional authority);
2. use computer programs to decode passwords or access control information;
3. attempt to circumvent or subvert system or network security measures;
4. engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan horse" programs; disrupting services; or damaging files or making unauthorized modifications to university data;
5. use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates;
6. make or use illegal copies of copyrighted software, store such copies on university systems, or transmit them over university networks;
7. use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user-id;
8. waste shared computing or network resources, for example, by intentionally

- placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings;
9. use the university's systems or networks for commercial purposes; for example, by selling access to your user-id or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university;
  10. engage in any other activity that does not comply with the General Principles presented above.

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

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

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

## DukeCards

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

The cards are not transferable, and fraudulent use may result in loss of student privileges or suspension. A student should report the loss of this card immediately to the DukeCard Office, 024 Union Building, 684-5800. Temporary cards for access to residence halls can be obtained at the DukeCard Office twenty-four hours a day. The cost of a new DukeCard is \$10.

## Drugs and Drug Paraphernalia

Duke University prohibits members of its community to manufacture, sell, deliver, possess, or use a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the North Carolina Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The presence and use of many of these drugs within the university community are contrary to the intellectual and educational purposes for which the university exists.

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

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

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

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

## **Firearms, Explosives, And Other Weapons**

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

## **Fire Safety**

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

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

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

### **Electrical Wiring/Appliances**

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

### **Fire Alarms/Drills**

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

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

### **Fire Extinguishers, Sprinklers, and Other Fire-Fighting Equipment**

Fire extinguishers are located in all residence halls. Because of the presence of the extinguishers, sprinklers, and other fire-fighting equipment, numerous fires have been quickly controlled, avoiding injury or loss of life. The potential impact of having this equipment vandalized or stolen is clear; yet each year individuals continue to disregard

the safety and rights of others by relocating, removing, tampering with, or destroying fire-fighting equipment. Such acts are prohibited under university policy.

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

#### **Fireworks**

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

#### **Grills**

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

#### **Inflammable/Combustible Materials in the Residential Areas**

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

#### **Obstruction of Hallways, Stairwells, Sidewalks, and Lawns**

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

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

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

#### **Open Fires On Campus**

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

## **Gambling**

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

## **Harassment**

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

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

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

respondent(s) are Trinity College or the Pratt School of Engineering undergraduate students. For these such cases, mediation may be attempted with agreement of the parties, but it is neither mandatory nor a right of the complainant or respondent.

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

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

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all the circumstances.

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

**Procedures for Resolution of Claims of Harassment of an Undergraduate Student Involving a Teaching Assistant, Graduate Student or Employee.** Undergraduates who believe they have been harassed by a graduate student or employee, individuals charged with harassment, and individuals with knowledge of situations in which harassment may exist may seek assistance through a Harassment Prevention Advisor (*see below*) or through the Office for Institutional Equity. The full Harassment policy may be found at <[http://www.duke.edu/web/equity/har\\_pol.htm](http://www.duke.edu/web/equity/har_pol.htm)>.

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

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

**Considerations for Harassment of an Undergraduate Student Involving a Teaching Assistant, Graduate Student, or Employee.** Sexual coercion is a form of harassment with specific distinguishing characteristics. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

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

1. Harassment must be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.
2. In so far as Title VII (Equal Employment Opportunity) of the Civil Rights Act of 1964 is applicable (i.e., in complaints concerning carrying out of non-instructional employment responsibilities), the university adopts the definition of sexual harassment found in the Equal Employment Opportunity Commission (EEOC) Guidelines: "conduct of a sexual nature...when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."
3. Instructional responsibilities require appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation.

**The following behaviors are also prohibited by the Harassment Policy:**

1. **Reprisals Against the Complainant:** It is a violation of Duke's Harassment Policy to retaliate against a complainant for filing a charge of harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment. When necessary, the appropriate dean or other university officer may monitor student grading or faculty/staff reappointment, tenure, promotion, merit review, or other decisions to ensure that prohibited retaliation does not occur.  
**Reprisals Against the Respondent:** Lodging a complaint of harassment is not proof of prohibited conduct. A complaint shall not be taken into account during reappointment, tenure, promotion, merit, or other evaluation or review until a final determination has been made that the university's Harassment Policy has been violated.
2. **Knowingly False or Malicious Complaints:** To file a knowingly false or malicious complaint of harassment or of retaliation is a violation of the Harassment Policy. Such conduct may be pursued using the steps followed for a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.
3. **Intentional Breaches of Confidentiality:** All participants in the Harassment Complaint Resolution process, including the complainant and respondent, witnesses, advisors, mediators, members of hearing panels, and officers, shall respect the confidentiality of the proceedings. Breaches of confidentiality jeopardize the conditions necessary to the workings of internal procedures for resolution of claims of harassment. Participants are authorized to discuss the case only with those persons who have a genuine need to know. A complaint alleging an intentional breach of confidentiality may be pursued using the steps followed for a complaint of harassment. Such a breach may also constitute an act of retaliation. A breach of confidentiality may void the outcome of any previously agreed-upon resolution to a complaint.

For further assistance with complaints regarding harassment and discrimination, please contact the Office for Institutional Equity.

## **Hazing**

Duke University considers hazing to be a serious infraction of university regulations. Hazing is defined as any action taken or situation created, intentionally,

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

## **Infectious Disease/Food Poisoning**

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

## **Keys**

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

## **Library Policies**

### **Fines and Charges**

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

### **Food, Drink, and Tobacco**

1. Limiting the consumption of food and drink in Perkins Library and prohibiting the use of tobacco is intended to protect books, electronic equipment and furnishings; decrease the presence of vermin in the building; promote a decorous atmosphere; and reduce housekeeping costs.
2. Food and drink are permitted in several designated areas within Perkins Library: the Deryl Hart Room, the Gothic Reading Room, the Perk, entrance lobbies, faculty and staff lounges, and meeting rooms (223A, 226, the Carpenter Board Room, and the Breedlove Room). Food and drink are subject to confiscation in undesignated areas.
3. No smoking or other tobacco use is allowed anywhere in Perkins Library.

### **Library Materials Security**

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

## Mediation

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

## Medical Center Student Traffic

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

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

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

## Noise

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

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

### East, West, North Campuses:

5:00 pm–7:00 pm Monday–Friday  
5:00 pm–2:00 am Friday  
1:00 pm–2:00 am Saturday  
1:00 pm–6:00 pm Sunday

### Central Campus:

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

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

violations may be just cause for revocation of one's housing license or, in the case of group violations, a period of social suspension.

## **Nondiscrimination**

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

### **Discrimination: Appeal Procedures for Student Employment**

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

## **Pickets, Protests, and Demonstrations**

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

The university also respects the right of each member of the academic community to be free from coercion and harassment. It recognizes that academic freedom is no less dependent on ordered liberty than any other freedom, and it understands that the harassment of others is especially reprehensible in a community of scholars. The substitution of noise for speech and force for reason is a rejection and not an application of academic freedom. A determination to discourage conduct which is disruptive and disorderly does not threaten academic freedom; it is rather, a necessary condition of its very existence. Therefore, Duke University will not allow disruptive or disorderly conduct on its premises to interrupt its proper operation. Persons engaging in disruptive action or disorderly conduct shall be subject to disciplinary action, including expulsion or separation, and also charges of violations of law.

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

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

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

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

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

## **Roofs/Ledges/Attics/Tunnels/Unauthorized Areas**

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

## **Safety Tips**

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

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

## **Security Access To Residence Halls**

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

## **Smoking**

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

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

- Camelot, Nottingham, and Aycock residence halls are entirely smoke-free, including student rooms.
- Any students responsible for damage resulting from the use of a tobacco product will be required to pay restitution and risk losing their housing license.

## Solicitation

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

## Support Services For Survivors Of Sexual Violence

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

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

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

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

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

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

# SASS Worksheet

	Sexual Assault Support Services	Public Safety	Emergency Department Hospital	Student Development	RAs	Student Health (Pickens)	Academic Deans	Rape Crisis of Durham	Infirmity	CAPS Counseling	Durham County Health Dept.
24 Hour/Day Crisis Intervention	Svc			Info	Info	Info		Svc	Info	Info	
24 Hour/Day Emergency Response	Svc	Svc	Svc	Svc	Svc	Info		Svc	Svc		
Confidentiality of Victim's Name	Svc	Svc		Svc	Svc	Svc		Svc	Svc	Svc	
Confidentiality of Situation	Svc							Svc		Svc	
Will Receive Anonymous Report	Svc	Svc						Svc			
Medical Treatment	Info		Svc	Info	Info	Svc		Info	Svc	Info	
Criminal Investigation	Info	Svc						Info			
University Judicial Investigation	Info			Svc			Info				
Trespass From Campus	Info	Svc									
Community Notification of Danger	Info	Svc		Svc							
Evidence Collection Kit	Info	Info	Svc					Info			
Liaison with Off-Campus Police		Svc						Svc			
Discuss Academic Intervention	Info						Svc			Info	
Transportation to Hospital	Info	Svc						Info			
Loan Fund for Medical Expenses	Svc	Info		Info	Info			Info			
Individual Psychotherapy	Info			Info	Info			Info			
Group Therapy	Info			Info	Info			Info			
Survivor's Networks/Support Groups	Svc			Info	Info			Info		Svc	
Support Through Criminal/Civil Court	Svc	Info		Info	Info	Info		Info	Info	Svc	
Information for Friends of Survivors	Svc	Info		Info	Info	Info	Info	Svc	Info	Svc	
Programs on Sexual Violence	Svc	Svc		Info	Info	Info		Svc	Info	Info	
Programs on Security	Info	Svc		Svc	Info				Info	Info	
Safe Haven	Svc	Info		Info	Info	Info			Info	Info	
Referral to Off-Campus Therapists	Svc							Svc		Svc	
Anonymous HIV Testing					Info	Info		Info	Info	Info	Svc
Super-Confidential HIV Testing	Info				Info	Svc			Svc	Info	
KEY:											
Svc = Provide Service											
Info = Provides Information On Service/Serves as an Advocate Through Process											

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

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

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

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

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

## **Support Services for Survivors of Dating Violence**

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

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

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

**Information, Advocacy, and Support.** Duke's Office of Sexual Assault Support Services (SASS) can provide you with support, information about your options both on campus and off, and can serve as an advocate for you. The Orange/Durham Coalition for Battered Women is an off-campus resource also available to provide advocacy,

information, and references. If a friend has been abused, these same services are available to you in helping that friend. These services are free and confidential.

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

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

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

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

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

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

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

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

## Traffic Regulations

Motor vehicles must be registered annually at the beginning of the fall semester or, if a vehicle is acquired later, within five days after bringing it to campus. During the

first week of fall semester classes, registration will take place in the Bryan Center. All other registration takes place in the Parking Services Office, 2010 Campus Drive, or places and times as announced. There is an annual parking fee, determined by location and status. Students must present their student identification card.

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

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