NONACADEMIC POLICIES & PROCEDURES

Security Services
Davenport University places a high priority on keeping its locations safe for students, employees, and visitors. In compliance with federal campus safety disclosure regulations, Davenport University’s annual security report includes statistics for the previous three years of reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Davenport University, and on public property within, or immediately adjacent to and accessible to, each location. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Printed copies of the University’s security report are available by contacting Duane Terpstra, Vice President of Risk Management and Facilities, at (616) 732-1155.

Anti-Harassment Policy
Davenport University supports a culturally diverse academic community and is committed to maintaining a positive environment that fosters respect among those represented in the University community. The policy of Davenport University is to provide an environment free from sexual harassment and acts of harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status and weight. Such harassment does harm to those who experience it and destroys the environment of mutual respect and tolerance that must prevail if Davenport University is to fulfill its mission. Therefore, harassment will not be tolerated at the University.

Prohibited Conduct
Harassment
Harassment is unprofessional conduct that could reasonably be understood as any of the following:
1. Having the purpose or effect of creating an intimidating, hostile, or offensive environment,
2. Having the purpose or effect of unreasonably interfering with an individual’s work performance or access to educational activities and programs,
3. Otherwise adversely affecting an individual’s employment opportunities or access to educational activities and programs.

Harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight is considered a violation of University policy.

Sexual Harassment
Harassment on the basis of sex is a violation of Title VII and Title IX of the Civil Rights Act and of the Elliot-Larsen Civil Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or access to educational activities and
programs.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or access to educational activities and programs, or
3. Such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

Consensual Relationships
Consenting romantic and sexual relationships between faculty/staff and their students or between supervisors and their subordinates is inappropriate. The faculty/staff member who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.3

Complaint Procedure
A faculty or staff member with a complaint should immediately report it to his or her supervisor and the Human Resources Office representative. A student or visitor who becomes aware of a complaint should immediately report it to the Director of Student Services. In the event that a supervisor is contacted, the supervisor is responsible for ensuring that the Human Resources Office representative is notified. Depending upon the alleged complaint, the Human Resources Office representative or Director of Student Services may contact the Department of Security Services or appropriate local authorities to conduct an initial inquiry and determine whether criminal charges are warranted. The Human Resources Office representative or the Director of Student Services will review complaints in accordance with applicable University policies and procedures.

Awareness
Members of the University community are responsible for knowing and understanding the University’s policy prohibiting harassment. Faculty and staff who do not understand the policy should contact their department head or director. Department heads or directors who need assistance in understanding, interpreting, or applying the policy should contact Human Resources for clarification.

Harassment Accusations
The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made or action taken until the investigation is complete. Whether a specific act violates the policy, will be determined on a case-by-case basis, with proper regard for all circumstances. Due consideration will be given to the protection of individual rights, freedom of speech, religious and moral convictions, and academic freedom.
Sanctions
Any person who violates the University’s Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies), which could include, but is not limited to, dismissal, according to due process, from the University and/or termination of employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state and/or federal laws.
**Retaliation**
Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Any attempt of retaliation is subject to the above sanctions and legal charges.

**Anti-Violence Policy**
Davenport University is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors, and therefore adopts a zero-tolerance policy against any form of violence. Davenport University will not tolerate any threats, intimidation, or acts of violence on our premises or against our students, faculty, staff, student employees, distributors or visitors. The University’s prohibition against threats, intimidation, and acts of violence applies to all persons involved in University operations, including, but not limited to, students, faculty, staff, student employees, contract and temporary faculty/staff, and anyone else on University property. This policy applies to all University facilities and other locations where faculty/staff are engaged in University business. Violations of this policy by any individual will be subject to disciplinary and/or legal action, as appropriate. Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Anyone who attempts to retaliate may be immediately terminated from his or her employment and/or dismissed from the University.

**Definitions**
A threat of violence includes any behavior that could be interpreted, by a reasonable person, as intent to cause harm to another person or damage to property.

- Intimidation – To coerce or inhibit by threats.
- Act of Violence – Conduct that causes bodily or emotional injury to another person or damage to property.
- Staff – All regular, temporary, contract, and adjunct fulltime and part-time faculty, staff, and student employees.
- Students – All individuals enrolled in a course or courses at Davenport University.

**Examples of Acts of Violence**
Some examples of prohibited violence include, but are not limited to, the following:

- Hitting – Hitting, slapping, or shoving an individual.
- Harming – Threatening and/or harming an individual, his/her family, friends, associates, or his/her property.
- Destruction – The destruction of property owned, operated, or controlled by the University.
- Threats – Making a threat of violence through telephone calls, letters, electronic mail, or other forms of written, verbal, or electronic communication.
- Intimidation – Intimidating or attempting to coerce an individual to do wrongful acts.
- Sabotage – Sabotaging equipment or intentionally damaging property.
- Suicide – Threatening and attempting suicide.
- Weapons – Possessing or displaying weapons.
- Assault – Assault, arson, homicide, or inflicting bodily harm.
Notification of Personal Protection Order
To increase safety awareness, a faculty member, staff member, or student who is under
the protection of a Personal Protection Order or Protection Order should inform those
individuals responsible for security services along with the Director of Student Services.

Complaint Procedures If there is an emergency that requires police and/or medical
personnel, please contact the local police or sheriff’s department and then notify those
individuals responsible for security services. The necessary personnel will assist.
Faculty/staff who become aware of a threat, intimidation, or an act of violence should
immediately report it to their supervisor and those responsible for security services.
When an issue involving employees occurs, Human Resources must also be contacted.
A student or visitor who becomes aware of a threat, intimidation, or an act of violence
should immediately report the violation to those responsible for security services.

Sanctions
Violation of the University’s anti-violence policy may result in legal action, criminal
charges, and disciplinary action up to and including immediate dismissal and/or
termination of employment.

Drug and Alcohol Policy
The use of any drugs in the Davenport University community must be within the limits
of federal and state laws. Davenport University reminds students and staff of their
responsibility to know and obey those federal and state laws prohibiting the use of illegal
drugs and alcohol.
While Davenport University is not specifically responsible for the enforcement of
federal and state drug laws, those agencies charged with this legal responsibility have
the authority to carry out their duties on campus. Individuals who illegally possess, use,
or supply prohibited drugs or alcohol within the academic community risk action by the
appropriate civil authorities and consequent penalty in addition to University sanctions.

The Drug-Free Schools and Communities Act
Amendments of 1989 require all federal grant recipients to certify a drug-free
environment. Davenport University has a vital interest in maintaining a safe and healthful
learning environment for the benefit of its students and employees and to ensure its
successful operation as an educational institution. In compliance with the Drug-Free
Schools and Community Act Amendments of 1989, Davenport University has established
the following policy, which reinforces the University’s commitment toward promoting a
drug-free learning environment:
   It is the policy of Davenport University that the unlawful manufacture,
distribution, dispensation, possession, or use of illegal drugs and alcohol is
prohibited on University property or as part of its activities.
As a condition of receiving an education at Davenport University, each student is
required by federal law to comply with the terms of this statement. Any student
or employee who is found to have violated the policy will be subject to sanctions
by the University, which may include suspension, expulsion, and referral for
prosecution.

Federal Law
Federal law also requires that students be advised of the following:

Legal Sanctions – Federal and state law prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol. Specific criminal penalties are applicable to unlawful activities as identified above and may include imprisonment and fines.

Health Risks – Significant health risks are associated with and result from the use of illicit drugs and abuse of alcohol, including raised blood pressure, blurred vision, dizziness, loss of sleep, anxiety, depression, heart or respiratory failure, and liver, brain, and stomach destruction. In addition, there can be serious health risks to an unborn child.

Counseling and Treatment – Davenport University is committed to assisting students and employees with substance abuse problems through utilization of available drug and alcohol counseling, treatment, rehabilitation or reentry programs.

**Federal Information on Controlled Substances**

For federal information on controlled substances, see the following:

- Drug Penalties: http://www.dea.gov/agency/penalties.htm
- Uses and Effects: http://www.dea.gov/concern/concern.htm

**Reporting Accidents or Injuries**

Injuries and illness, regardless of severity, should be reported immediately to the Director of Student Services (or designee) to provide prompt evaluation and to obtain medical attention if necessary. The University does not operate a health care facility at any location. Injuries must be documented on the Accident/Incident Report form. This form is to be completed by the student, Director of Student Services, and any witnesses to the injury, and are maintained by Human Resources.

Safety is everyone’s responsibility. To prevent accidents, please report any unsafe conditions or circumstances to the Director of Student Services.

**Reporting Criminal Activity or Other Emergencies**

Any criminal action or emergency that occurs at a location or at a school-related function should be promptly reported (by Accident/Incident Report) to the Director of Student Services or his or her designee. This individual will determine the nature and severity of the crime and judge whether or not local or state authorities are to be contacted.

Completed Accident/Incident Report forms are directed to, and maintained by Human Resources.

The University will respond and cooperate with local or state authorities in the referral for prosecution of any individual(s) involved in criminal activity. The University may impose the following sanctions, depending on the severity of the crime:

1. Oral or written warning
2. Suspension for a specified period of time, with definitive standards for re-admission or return to work, or
3. Dismissal/termination

Response to emergency situations will include a review of the circumstances that caused
the incident and any actions necessary to prevent recurrence.

**Emergency Exits**
Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the students’ protection. The locations of fire exits are posted.

**Campus Use Guidelines**

**Bookstore**
The campus bookstore and availability of books and supplies required for courses vary by campus. Students may order textbooks online through Davenport University’s online book provider. Information for online ordering can be found on the Davenport website at www.davenport.edu.

**Information Technology Use Policy**
Davenport University provides several technology resources for use by faculty, staff, students, and other users that support its educational mission. These resources are continually changing due to advancements, but currently include computer hardware, software, services, e-mail, voicemail, networks, mainframe, Internet access, and connections. These resources are provided to assist faculty, staff, and students to learn and conduct University-related business in the most efficient and effective manner. Technology resources may be used for limited personal use only during non-work hours. E-mail is provided to facilitate communications concerning the University’s educational mission and related business; the use of the University’s e-mail system to distribute personal messages to multiple recipients is prohibited. Use of University technology resources to obtain or view inappropriate and/or sexually explicit information/pictures, distribute chain or junk mail, or other wasteful use is expressly prohibited. All information residing in Davenport University’s computers, computer networks, and voice mail networks is the property of the University. The University prohibits the copying of any computer software from its computers or networks, including the University’s software or software owned by or licensed from third parties. Davenport University students and employees are prohibited from loading any software, data, or information from outside sources onto the University’s computers or networks. All loading of outside software, data, or information shall be performed by someone who is authorized by the University to do so. Information technology resources are to be used ethically and appropriately, in accordance with all University policies. All faculty, staff, students, and other users are required to:

- Protect all password and login information.
- Deny access to unauthorized users.
- Receive proper training prior to access.
- Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources.

Information technology resources may NOT be used:

- For personal gain.
For any illegal activity.  
To display, receive, archive, store, distribute, edit, propagate, or record sexually explicit material, pirated software, or destructive materials (i.e., viruses, worms, etc.). 
To send harassing, abusive, intimidating, discriminatory, or other offensive e-mails.

Despite the use of passwords, all information on the University’s computer networks, computers, and voicemail networks are not private to employees. All information, communications, and data related to the University’s business sent or stored on University-provided computers and networks remain its property. Any information sent or stored on University-provided networks and computers can be monitored and inspected by the University in its discretion at anytime without notice. All passwords and codes on computers and networks must be approved by and be accessible to the University.

The University reserves the right to restrict, monitor, and/or interrupt the use of technology resources and the communications sent through any University technology resources, service, or on-line network. Any person who violates this University policy or applicable laws may also be subject to disciplinary action, including termination of employment. Please note that network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which all users are responsible.

**Email General Information**

Internet/Email is available at all PCs throughout the campus, providing a direct access to the World Wide Web. Wireless access is also available throughout designated sections of the campus.

**Parking**

Some Davenport University locations require a parking permit. Some locations charge a fee to obtain a parking permit. Unauthorized automobiles and those not parked according to regulations may be ticketed and fined. Charges may be applied directly to a student's account. Students may be processed judicially for non-compliance with the University's Parking Policy. Driving that is deemed unacceptable by the University, including (but not limited to) reckless, careless, or negligent driving, may result in the loss of parking privileges and possible probation or dismissal for the student or students involved. The University assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available.

**School Closing for Inclement Weather**

When weather conditions or emergencies such as power or equipment failures make it inadvisable to either hold classes or open University buildings, announcements will be made on local television and radio stations as well as the Davenport website and DavenportPortal. Students and staff should check carefully for information about the location they attend or work at, since it is possible that some locations may close while others remain open.
**Student Centers**

Most locations have Student Centers where students may meet informally, and most of them have food and beverage vending machines. Some locations also have a microwave oven for heating food. Bulletin boards are located at campuses for the purpose of sharing information regarding University sponsored or sanctioned events. Each location must adhere to the University Posting Policy. In order to post on any designated bulletin board, posters must be approved prior to posting. Those interested in posting information should contact Security Services or the Student Services Leader at their location regarding the approval process.

**Telephone Messages and Usage**

Students who receive an emergency telephone call will be notified in class. Please inform family, friends, etc., that emergency phone messages are for true emergencies only. Use of University Buildings and Equipment Location facilities are open throughout the day and evening for the convenience of our students. Non-academic use of the facilities by groups must be approved by the location’s administration. If classroom equipment is not operating properly, it must be reported to the instructor immediately. Classroom equipment may not be tampered with or removed. Any costs resulting from damage or loss due to unauthorized movement or tampering with equipment will be the responsibility of the student(s) involved. A clear distinction is made between classroom and office equipment at each location. Office equipment – such as photocopiers, fax machines, postage meters, and office computers – is not for general student use. Photocopies can be purchased for a nominal fee in designated location offices or in the Library Information Commons.