



**MENLO COLLEGE  
STUDENT  
HANDBOOK**

**2023 - 2024**

# MENLO COLLEGE STUDENT HANDBOOK

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The Menlo College Student Handbook, produced each year by the Office of Student Affairs, presents student-related policies and procedures, including the Menlo Code of Conduct. Each student assumes responsibility to become familiar with the information contained in the Student Handbook.

Menlo College reserves the right to add, delete, revise, or change the information, including all policies and procedures set forth in the Student Handbook. All students are expected to review the Student Handbook at the start of the academic year and as necessary throughout the academic year.

The Student Handbook may be accessed electronically on the Menlo College website. This location will contain the most up-to-date version of the Student Handbook and supersedes all other versions.

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## **Vision**

Menlo College's vision is to redefine undergraduate business education with a focus on readiness, adaptability, and innovation, so that students can apply 21st century skills to make a positive impact on the world.

## **Mission**

At Menlo College, we ignite potential and educate students to make meaningful contributions in the innovation economy.

Our students thrive in an environment that values small class sizes, experiential learning, engaged and student-centered faculty, holistic advising, exceptional student success resources, robust athletics programs, student leadership activities, and opportunities to engage in the Silicon Valley environment. Our graduates are able to learn throughout their lives and to think analytically, creatively, and responsibly in order to drive positive change in organizations and communities. Our faculty members mentor students by identifying potential, cultivating students' individual talents, and helping them build a roadmap to support their success. We support our faculty in producing research that informs teaching, theory development, and professional practice.

## **Core Values**

Collectively, the following represents the core values that inform our mission statement:

At Menlo College, we:

- Value diverse ideas and celebrate our differences
- Treat all people with fairness and equity
- Develop the full potential in each person
- Support a range of teaching and learning styles
- Continually improve the educational process
- Consider one's responsibilities to others
- Act with integrity

## **Commitment to Nondiscrimination**

It is the policy and practice of Menlo College to provide and promote employment and academic opportunities for all students, faculty, and staff members without regard to race, color, sex, age, marital status, order of protection status, religion, sexual orientation, gender identity and expression, medical condition, national origin, ancestry, military status, physical or mental disability, or pregnancy (collectively, “the bases for unlawful discrimination”). All students, faculty and staff members are expected to abide by this policy and to assist in its enforcement.

It is the policy of the College to hire, accept, train, educate, promote, compensate and/or administer all employment and/or academic practices, as the case may be, without regard to any of the bases for unlawful discrimination. Harassment, including sexual harassment, of staff members, students, or faculty members because they are members of any of the previously-stated protected groups is strictly prohibited and will not be tolerated. Any student, faculty member or staff member who engages in such prohibited conduct will be subject to appropriate disciplinary action up to and including termination or dismissal, depending on the seriousness of the conduct in question and the surrounding circumstances.

This handbook sets community ground rules for what behavior is acceptable, what rights our students have while at Menlo College, and what resources are available to support students. It represents information, policies, and guidelines that Menlo may change at any time before or after any student’s registration, with or without notice. The Handbook is intended to be utilized in conjunction with the Menlo College Academic Catalog, as well as Menlo’s On-Campus Housing Agreement.

## MENLO COLLEGE POLICIES AND PROCEDURES

### Accommodations

Menlo College is committed to providing an inclusive environment for students with disabilities in compliance with the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA). Students with a disability-based need may qualify for accessible housing accommodations. Menlo College Residential Life also allows exceptions to its no-pets policy for students with disabilities and their service animals or registered emotional support animals.

Students with questions regarding accommodations should contact Accessibility Services at [disibilityservices@menlo.edu](mailto:disibilityservices@menlo.edu).

### Active Shooter or Violence on Campus

Menlo College and the town of Atherton are safe communities; however, it is important to be prepared in case there is an imminent act of violence on or near campus. Below are tips to be prepared:

1. Identify the nearest emergency exit in any building or room.
2. Say something if you see something of concern. Menlo College Security can be reached by phone at 650-400-5837.
3. If you hear gunshots or screaming, or see others running in the same direction, assess your environment and make a decision:
  - a. *Run*: Get away from the shooter/person inflicting violence and continue to run until it is safe. Once you are safe, call 911 to report what happened.
  - b. *Hide*: If it is not safe to run away, hide out of view. Close your blinds, lock doors, get under heavy desks. The more separation you have between yourself and the shooter, the safer you will be. Turn your cell phone to vibrate/silent so that you are still receiving notifications but the ringer will not give away your location.
  - c. *Fight*: As a last resort when you have no other options, use anything as a weapon and commit to aggressively stop the shooter from hurting you or others.

There is a wealth of information about active shooter scenarios on the internet. The Cybersecurity & Infrastructure Security Agency provides excellent resources related to Active Shooter Preparedness. This information can be found [here](#).

## Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Menlo College is required to report all crimes that occur on or around campus in an annual report. Menlo College is also required to report school safety policies and notify the community via timely warnings if there is a public safety risk on campus. Please contact [studentaffairs@menlo.edu](mailto:studentaffairs@menlo.edu) if you would like a copy of the most recent crime and security report.

## Earthquake Procedures

In the event of a significant earthquake, here are some tips:

1. Stay where you are, whether that is indoors or outdoors.
2. Wait until the earthquake is over. Be mindful of aftershocks!
3. Move to the designated assembly point.
  - a. On-campus residents: Go to the designated emergency assembly point for your residence hall.
  - b. If you are instructed by your Resident Assistant, staff, faculty, security personnel, or first responders to evacuate campus, please go to the closest Atherton assembly point across from [55 Victoria Drive](#). Victoria Drive can be accessed through the red gate to the right of the main campus exit. More information can be found at the Atherton ADAPT [website](#).
4. Keep your emergency contact information up to date and be prepared to contact loved ones to let them know you are safe.
5. For a more comprehensive list of how to be prepared for an earthquake, please visit the Earthquake Warning California [website](#). Factsheets are also available from this website in Chinese, Korean, Spanish, Tagalog, and Vietnamese.

If you are new to California, it is important to understand that earthquakes are always possible. Minor earthquakes happen regularly but are rarely felt; nevertheless, you should always be prepared. [Earthquake Warning California](#) is a good resource with preparedness tips, earthquake alerts, apps, and more.

## Evacuation During Fire Alarms

Students must leave a building immediately each time a fire alarm is activated. Follow these procedures:

1. Exit the building immediately by the proper pathways.
2. Once outside, move to a clear area away from the building and do not re-enter until instructed to do so by housing and residence life staff. The emergency assembly points for residence halls are listed below:
  - a. El Camino Hall: O'Brien parking lot

- b. O'Brien Hall: O'Brien parking lot
  - c. Kratt Hall: Cartan parking lot (across Alejandra Avenue)
  - d. Howard Hall: Quad
  - e. Michaels Hall: Quad
3. Failure to evacuate for an alarm will be treated as a serious violation of the Menlo College Code of Conduct and may result in a fine up to \$250 in addition to other sanctions as determined by administration.

## **Fire Safety**

Fire safety equipment is in each campus building to protect life and property. Students initiating false alarms (examples: intentionally pulling the fire alarm or burning items intentionally to activate the alarm) or tampering with safety equipment, including smoke alarms in rooms, face severe disciplinary sanctions including a fine of \$500 and possible criminal prosecution.

## **General Security/Safety Tips and Policies**

Safety and security entail certain responsibilities for all of us. The following crime prevention tips will help protect property and enhance personal safety:

### **CAMPUS LIFE**

- Be aware of valuable items such as wallets, purses, cell phones, computer laptops and tablets, and jewelry. If not in one's immediate possession, keep them out of sight. Never leave these items visible in unattended vehicles, even if locked. The College does not accept responsibility for any damage or theft.
- Any incidence of theft should be reported immediately to Campus Security.
- Bicycles should be secured with a lock that cannot be easily cut through. Ideally they should be removed from campus during holiday breaks especially during the summer. The College does not accept responsibility for any damage or theft.

### **WITHIN THE RESIDENCE HALLS**

- Room doors should be locked at all times, even when the room is occupied; residents should not give out room codes to anyone.
- Do not prop open the outside doors to any building.
- Report loiterers or suspicious persons within a building immediately to Campus Security or housing and residence life staff.
- Keep an eye on laundry and remove clothing from washers and dryers as soon as possible. Set a timer to be respectful of others and to prevent your items from being moved.



- All students should consider purchasing renter's insurance to protect their personal belongings. While the college aims to provide a secure campus environment, we will not accept responsibility for unexpected damage or theft.

## **Identification**

Students are required to carry their student I.D. and present it to any staff member (including Resident Assistants) or Security personnel upon request.

## **Lost and Found Property**

Lost and found items may be claimed or returned at the Security Office located behind the Dining Hall across from the sand volleyball courts. At the end of the semester, unclaimed property will be disposed of or donated to charity.

## **Mail/Package Pickup**

All residential students will have their letter mail and packages delivered to the campus post office located next to the Student Union. If a package arrives for a student, they are notified via their Menlo College email. Packages from USPS, Amazon, UPS, FedEx, and DHL are accepted during post office operating hours. If a package is delivered after hours, students will be notified the next day once it is processed. Note that Menlo College is in the process of adopting Amazon Lockers. More information will be shared at the appropriate time.

Due to the size of the mailroom, students are asked to pick up their packages as soon as possible after receiving notification to make room for new packages arriving daily.

## **Missing Person Notification Policy**

Menlo College wants to ensure all students are safe and will take action to verify the well-being of a potentially missing student through collaboration with security personnel, faculty, staff, friends, family, and local law enforcement as needed.

If you suspect a Menlo College student is missing, regardless of whether they live on or off campus, please be sure to contact the appropriate person immediately. Missing means that the person has not been seen in a reasonable amount of time relative to their schedule, daily habits, and travel plans. Missing also applies if there is a reason to doubt the person is safe or the person is missing because of a suspicious circumstance.

If this person is an on-campus resident: Please begin by contacting a housing and residence life staff member. It will be helpful to have information about when you last

saw the person as well as how many times you were supposed to see them and they did not show up. If you have any information about their schedule or emergency contact information, sharing that will be helpful too. The Office of Student Affairs staff will immediately initiate a wellness check and enter the potentially missing student's room, if necessary. Depending on the circumstances the Atherton Police Department may be notified.

If this person is NOT an on-campus resident: During normal business office, please contact the Office of Student Affairs; after hours, please contact Menlo College Security at 650-400-5837 so they can notify the appropriate staff members. Since the student does not live on campus Menlo College will likely contact local law enforcement (relative to where the student lives) to conduct a wellness check on the student.

## **Parking**

The Menlo College parking policy can be found [here](#):

Of particular note:

1. First-year students are not permitted to have cars on campus unless granted an exception.
2. Eligible residents with cars must register their vehicles with the College and display an appropriate vehicle decal.
3. Eligible residents may not park in fire lanes or other restricted locations; vehicles parked in these areas are subject to parking tickets and/or may be towed at the owner's expense.
4. Parking or driving on the grounds (grass, sidewalks, etc.) around the housing facilities is prohibited (with some exceptions).
5. Students are expected to obey all traffic laws while driving on campus including yielding to pedestrians and observing all stop signs. Students who are seen driving recklessly on campus may have their parking privileges revoked.
6. Excessive or severe violations of parking policy will result in additional conduct action initiated by the Office of Student Affairs. Potential sanctions can include but are not limited to loss of parking privileges, campus service hours, and/or loss of residential privileges.

## **Posting Policy**

The Office of Student Affairs must approve all materials that a student or club wishes to post in public areas on campus, including within the residence halls. Flyers or other printed materials posted without prior approval will be taken down immediately. Clubs

who wish to distribute flyers can find additional information and posting guidelines in the annual club manual.

## **Student Complaint Procedure**

Students at Menlo College may report a concern or complaint regarding any area of academic and student life without fear of coercion, harassment, intimidation, or reprisal from the College or any of its employees. Students have the right to expect a timely response to a complaint.

1. Submit the complaint in writing to the Dean of Student Affairs. This correspondence must be submitted in one of the following ways:
  - a. Electronic mail – [conduct@menlo.edu](mailto:conduct@menlo.edu)
  - b. Postal mail - Dean of Student Affairs, 1000 El Camino Real, Atherton, CA 94027
2. The correspondence should describe in detail the behavior, program, process, or other matter that is the subject of the complaint.
3. The complaint must contain the complainant's name, student ID number, Menlo College email address or current mailing address.
4. The Dean of Student Affairs, or designee, will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by electronic mail, postal service, or by personal delivery at the discretion of the Dean of Student Affairs.
5. Within three weeks of acknowledgment of the complaint, the Dean of Student Affairs, or designee, shall either meet with the complaining student or respond to the substance of the complaint in writing. If further investigation is needed, the correspondence will indicate so and will also indicate when the investigation is anticipated to be completed. Upon completion of the initial review and any further investigation, if needed, Menlo College will provide the student with a substantive response regarding the final disposition of the complaint.
6. Appeals regarding decisions on complaints should be addressed to the Vice President for Student Success & Strategic Planning within five days of notification from the Dean of Student Affairs. Any decision made on appeal by the Vice President shall be final.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the Office of Student Affairs via a secure electronic

filing system for a period of four years from the date of final resolution of the complaint.

#### ADDITIONAL MEASURES

Any person who has a reasonable and good faith belief that there has been any violations of law, breaches of policy or allegations of improper conduct pertaining to the College may file a report through the [Report a Campus Concern form](#). If a report is submitted, the allegations made in the report will be given careful consideration by appropriate College personnel. The report may be filed on an anonymous basis, but investigators are unable to interview anonymous whistleblowers. As such, it may be more difficult to evaluate the credibility of the allegations and therefore, less likely to permit an investigation to be initiated, continued or successfully completed.

A report of any suspected improper conduct described above may also be made to a college administrator who can properly address these concerns. If an individual who raises a concern is not satisfied with the initial response, the individual should take his/ or her concerns to a college officer whom the individual believes has the authority to review the alleged improper conduct on behalf of the College.

If an individual wishes to make a report against a Menlo College faculty or staff member, the individual may contact the Chair of the Audit Committee of the Menlo College Board of Trustees by writing to:

Audit Committee Chair  
c/o The Office of the President of Menlo College  
1000 El Camino Real  
Atherton, CA 94027-4301  
Or via email @ [BOT@Menlo.edu](mailto:BOT@Menlo.edu)

Written complaints will be delivered unopened to the Audit Committee Chair. Although every effort will be made to maintain confidentiality, there can be no absolute guarantee of confidentiality.

If you believe that your complaint warrants further attention after exhausting all the steps available to you on campus or to the board, you may contact WSCUC Senior College and University Commission [here](#).

An individual may also contact the California Bureau of Private Postsecondary Education for review of a complaint:

California Bureau of Private Postsecondary Education  
2535 Capitol Oaks Dr., Ste. 400  
Sacramento, CA 95833  
(916) 431-6924 (Telephone)

(916) 263-1897 (FAX)

[Website](#)

Nothing in this disclosure limits any right that you may have to seek civil or criminal legal action to resolve your complaint(s).

## **COMMUNITY STANDARDS**

Students at Menlo College have chosen to become a member of an exceptional community. Menlo students, faculty, and staff represent different races, religions, national origins, physical abilities, sexual orientations, interests, learning styles, and other individual characteristics. At Menlo, our differences can become the foundation for meaningful relationships and experiences. Exposure to people from diverse backgrounds, and working through challenges that arise from our differences can prepare students for meeting and resolving life's future challenges.

We encourage students to be an involved and responsible member of our community. Students should take an active role in shaping their college experience while at the same time contributing positively to the experiences of others.

By accepting admission to the College students are expected to abide by the general conditions for community living described in this section and the specific rules and regulations that support these conditions. Additionally, every student shall comply with (1) the laws of the city, state, and nation; (2) the bylaws and resolutions of the Board of Trustees including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law (“Henderson rules”); and (3) the governance plan, policies, regulations, and orders of the College.

Such laws, bylaws, resolutions, policies, rules, regulations and orders shall be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

Students and student organizations will be considered for conduct review whenever conduct that may be in violation of the Student Code of Conduct and/or Student Handbook occurs on campus (or in college-leased facilities) and/or conduct that adversely affects the Menlo College community. For violations that do not occur on Menlo College property, action will be considered if Menlo College officials decide that institutional interests are involved. Disciplinary action may be taken by Menlo for any act constituting a violation of the Student Code of Conduct, or of the federal or state law or city ordinances when the act is contrary to Menlo's interests as an academic community, including acts that threaten the lives, health, safety, and academic success of Menlo students. Students or student organizations will be held responsible for the

actions of their guests under this code. Approved constitutions governing organizational behavior may take precedence, depending on the alleged violation. The Dean of Student Affairs (or designee) will determine which document prevails.

Students are encouraged to use the College's anonymous reporting option especially for Code of Conduct violations that cause physical or emotional harm to someone because of their race, ethnicity, religion, gender, gender identity, sexual orientation, disability, or country of origin. Students can report such incidents using the [Report a Campus Concern form](#).

**Ignorance of policies and procedures is not a valid excuse for violating the Code of Conduct or failure to follow up according to established procedures.**

### **Conduct Process**

Menlo College views the student conduct system as a part of the education process. The goal is to assist students in their personal development. These standards and procedures have been established by the College to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of crime, and to safeguard the interests of the College community. These disciplinary procedures also reflect the philosophy of community education and evaluation.

Conduct meetings/discussions, administrative hearings, and appeals conducted as a part of this process are not courts of law, and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil and/or criminal authorities and to the College for their actions.

The Office of Student Affairs employs an educational approach to addressing matters of misconduct. Rather than punitive outcomes Student Affairs talks through the impact behaviors have on the student and the Menlo community. The goal of these conversations is to be educational, empathetic, and restorative - for the student and for their peers.

The following is a list of specific rights guaranteed a student during the conduct process:

1. The student has the right to be given written notice of alleged violations.
2. The student has the right to review any information upon request about the case that the Office of Student Affairs has access to except in cases in which certain materials would violate another student's privacy or safety.

3. The student has the right to have an advocate present with them during the conduct meeting. The advocate can be a family member, friend, etc. and can talk with the student during the panel but cannot speak on their behalf.
4. The student has the right to have a translator of their choosing present.
5. The student has the right to request breaks during the conduct meeting.
6. The student has the right to appeal the decision made during the conduct meeting on the following bases:
  - a. New evidence/information is available within five business days of this letter that may have affected the outcome of the hearing
  - b. The severity of the sanction(s) does not reasonably match the severity of the action(s)
  - c. Procedural error/violation of rights as laid out in the Student Handbook
7. The student has the right to not accept responsibility and to have an administrative hearing, if there has not already been one, either with the Dean of Student Affairs or their designee; or with a panel consisting of faculty, staff, or peers in the case that they have only received a written warning notification of the violation.

### **Violation of College Policy or Code of Conduct**

A student alleged to be in violation of a College policy or the Code of Conduct will be notified by the Office of Student Affairs of the alleged misconduct and the procedure for scheduling a meeting with the appropriate administrator or hearing body. In most cases the student will have an administrative hearing to determine if a violation occurred and the appropriate consequence.

### **Notice of Scheduling of the Administrative Hearing**

If a student has allegedly violated policy, they will receive an email to their Menlo College email typically within one week of the violation being reported to the Office of Student Affairs. The email will include the specific violation(s), the student's rights in the process, and next steps students should be prepared for.

### **Administrative Hearing/Conduct meeting**

If there is an alleged policy violation students will be asked to meet with a member of the Office of Student Affairs or, in some instances of lower-level violations, may receive a warning letter with the option for a hearing. Depending on the circumstances, the student(s) may be asked to meet with a Conduct panel. Regardless of the type of meeting, the Office of Student Affairs prioritizes developmental and educational outcomes and conversations.

All conduct meetings will be conducted in person or over Zoom and will be held in private to protect the confidentiality of the student(s) involved. In some cases, group conduct meetings will be scheduled. These types of meetings are most often used in response to incidents in which multiple people engage in group conduct (i.e. parties) that is prejudicial to the maintenance of order.

During the meeting, students will be asked to share their version of what happened regarding the alleged policy violation. The Office of Student Affairs will ask students to be honest and will ask follow up questions such as: What was the impact of this incident on yourself? How did this incident impact the community? What do you believe the most appropriate outcome for this incident is?

After collecting this information, the Office of Student Affairs will share an outcome with the student(s) involved. If it is a group meeting, the outcome could vary depending on each student's unique involvement. In some circumstances, the outcome will be emailed to the student after the meeting has been completed and the Office of Student Affairs has time to consider all of the information.

All documentation regarding the incident, the proceedings, and the outcome will be kept on file in the Student Affairs Office. These documents will be kept on file for up to five years after a student's departure from the campus community. Important note: These files are not tied to a student's academic record and are held separately *unless the student is suspended or expelled from Menlo College.*

### **Use of the Conduct Panel**

For alleged policy violations that are more egregious (i.e., significant personal and community impact) or for alleged policy violations that involve multiple students the Office of Student Affairs may ask a Conduct Panel to meet with those involved. This allows students alleged of violating policy to have multiple staff members to connect with and also have multiple perspectives when determining outcomes. Conduct Panels typically have three members that meet with all involved students at the same time.

Depending on the nature of the policy violation a student member may sit on the Conduct Panel. Members of the Conduct Panel may know the involved students and their familiarity does not disqualify them from hearing the case. Students alleged of violating policy will be made aware of the Panel members in writing prior to their meeting. The Conduct Panel members exercise fairness and equity in their decision making and confidentiality before, during, and after the meeting.



For more egregious policy violations that may result in suspension or expulsion from Menlo College an Office of Student Affairs professional staff member will serve as the case manager for the case. They are responsible for coordinating the logistics of the meeting, providing a meeting time, materials and information to all parties, and answering any questions. The case manager does not sit on the Conduct Panel and is available as a resource to the students alleged of violating policy in case they need someone to process through information with.

## **Conduct Outcome**

In all circumstances students will be notified of the outcome of their Conduct meeting along with any next steps (educational outcomes, etc.) in writing. This letter will also include information about how to appeal the outcome should the student feel that there is new information they could not provide during the meeting or they believe the conduct process was not fairly followed per this handbook.

In some circumstances students will also receive either a phone call, digital letter, or a printed letter delivered by their Resident Assistant (if they live on campus).

In most circumstances students should expect to receive information regarding their outcome within three business days of their Conduct meeting. If this timeline is extended the Office of Student Affairs will do its best to notify the student and provide an approximate time when they should expect to receive the outcome.

In instances where multiple alleged policy violations occur the Office of Student Affairs will consider each alleged policy violation and the personal and community impact of those violations. Outcomes may be adjusted based on extenuating circumstances or the degree of involvement. Students who are found responsible for violating multiple policies should typically expect to receive a more serious outcome.

## **Appeals**

Students have five business days after the decision is rendered in which to file a written appeal. All appeals must be submitted in writing to [conduct@menlo.edu](mailto:conduct@menlo.edu). Requests for extensions must be submitted writing to [conduct@menlo.edu](mailto:conduct@menlo.edu) at least 24 hours prior to the deadline.

Appeals will only be considered for the following reasons:

- New evidence/information about the case is available that may significantly change the outcome.

- The student believes there were procedural error/violation of rights as found in the Student Handbook
- The student believes the severity of the sanction(s) does not reasonably match the severity of their action(s).

A student's appeal letter should be well-structured, respectful, and concise. The letter should include the following elements:

- **Introduction:** State your name, student ID number, and the disciplinary action you're appealing. Provide a brief overview of the incident.
- **Grounds for Appeal:** Clearly state the grounds on which you are appealing (e.g., procedural error/violation of rights, new evidence, disproportionate sanction). Provide specific details and reference relevant policies.
- **Supporting Evidence:** Reference and attach the documentation you've gathered that supports your appeal.
- **Personal Statement:** Explain your perspective on the incident. Be honest, respectful, and focused on facts. Address any misunderstandings or misinterpretations that may have occurred during the initial hearing.
- **Desired Outcome:** Clearly state what you are seeking as an outcome of the appeal whether it's a reduction in the sanctions, a complete overturning of the decision, or any other appropriate remedy.

If your appeal is granted you may be required to attend an appeal hearing. Prepare for the hearing by reviewing your appeal letter, the evidence you've collected, and any points you wish to make. After the appeal hearing, the Appeal Officer handling your case will deliberate and reach a decision. Students will be notified in writing regarding the request for an appeal and any decisions after the appeal review or hearing process.

## Sanctions

Fairness is an important goal for student conduct. Because each matter involves specific and unique facts and circumstances the imposition of sanctions involves the sound discretion of the conduct or administrative hearing team taking into consideration the seriousness of the conduct involved, the consequences of that conduct, and whether the student has had prior conduct issues.

If it is determined that a violation of College policy or the Code of Conduct occurred one or more sanctions may be issued to the student. The severity of the sanction should fit the severity of the infraction in the judgment of the College. Once a student has received a sanction further violations will likely result in a more severe sanction or an extension of the current sanction.

POSSIBLE SANCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- **No Further Action:** In cases where the student is found responsible for the violation(s), and where the discussion with the administrative officer or Conduct Board has been sufficient, further action may be deemed unnecessary. Nonetheless, the violation will be noted in the student's record in the Office of Student Affairs.
- **Warning:** In instances of minor violations the student may be warned in writing of the possible consequences of continuing such behavior. Additional conditions may be applied as appropriate.
- **Educational:** Educational sanctions are intended to create a meaningful learning experience for the student, helping them understand the consequences of their actions and encouraging them to make better choices in the future. These sanctions can vary widely depending on the nature of the violation and the severity of the incident. The student may be required to write a reflective essay or paper that explores the impact of their actions, the reasons behind their behavior, and strategies to avoid similar situations in the future. Other possibilities include writing an apology letter to those affected by the student's actions, researching the history of the policy they violated, or presenting a project on the potential consequences of similar behaviors. For instances of alcohol and/or drug related violations students may be required to complete an alcohol and/or drug educational module.
- **Campus Service:** As the conduct process aims to educate students on the impact of violations on the community, students may be assigned campus service. This involves assisting various departments with tasks that are reasonable for a student with the focus on giving back to the community they have affected.
- **Fines:** A student may be assigned a monetary fine to recuperate for any damage to the campus as a result of the violation. Fines may also be issued as laid out in this handbook for certain violations including, but not limited to, smoking outside of a designated area and fire safety violations. Fine amounts correlate to the severity of the damage and/or severity of the violation.
- **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period of time. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.
- **Probation:** A student placed on probation is not in good standing with the College for a specified period of time and restrictions may be placed on their

actions. The probation usually extends over a stated period during which it is clearly understood that the student is subject to further disciplinary action which may include removal from the residence halls and/or college suspension or dismissal if the student violates the terms of the probation or in any way fails to conduct themselves as a responsible member of the community. In cases involving probation, a behavioral contract will usually be required, indicating the conditions of probation, the specific time period, the nature of any suspended privileges, and when the student may gain the privilege(s), if at all.

- **College Suspension:** Enforced separation of the student from the institution. Suspension may extend for a semester, for a specified period, until a specifically designated date, or until a stated condition is met. During the period of suspension, the student will be excluded from all classes, seminars, and programs; will not be allowed to participate in College-sponsored events or activities on or off campus; and will not be allowed on College premises. If the person lives in the residence halls they will be required to move out of the residence halls with no refund of room and board fees. Furthermore, there will be no refund on tuition or any other fee associated with attendance at the College. Violation of the conditions of suspension, College policies, or regulations during the period of suspension may be cause for further disciplinary action usually in the form of expulsion from the College.
- **College Expulsion (Involuntary Withdrawal):** Permanent separation of the student from the College. The student will be excluded from all classes, seminars, and programs; will not be allowed to participate in any College-sponsored activities on or off campus; and will not be allowed on College premises. If the person lives in the residence halls, they will be required to move out of the residence halls with no refund of room and board fees. Furthermore, there will be no refund on tuition or any other fees associated with attendance at the College.

If, in the opinion of the Dean of Student Affairs or their designee, the presence of the student at the College would pose an immediate or continuing danger to persons or property or an ongoing threat of disruption to the academic process and environment, the student may be immediately suspended from all College activities pending their hearing before a Hearing Officer or Conduct Board. This temporary suspension may include but is not limited to academic participation and removal from College property (including residence halls). An interim suspension may also be applied to a student who has been charged with a felony.

## **Sanction Timelines**

Sanctions are typically given for a specific period of time measured in calendar weeks that begin the day the residence halls open for the fall semester and end with the day the residence halls close for the spring semester. Depending on circumstance, sanction timelines and parameters may also include winter, spring, and summer breaks.

## **Failure to Complete Assigned Sanctions**

Should a student not complete assigned sanction(s) by the indicated deadlines a hold will be placed on their student record which will prevent them from registering for the next semester, receiving transcripts, or receiving grades until the sanctions have been completed. In addition, the sanction(s) may be increased (including the levying of fines) due to failure to meet the original sanction(s).

## **Guidelines for College Suspension or Expulsion**

If a student is suspended or expelled from Menlo College the Dean of Student Affairs will send a notice to the following individuals: the President of Menlo College, the Vice President for Student Success, the Vice President for Academic Affairs/Chief Academic Officer, the Vice President for Enrollment and Athletics (if they are a student athlete), the Registrar's Office, and the student's Academic Advisor. If a student is suspended or expelled, a notation will appear on their Menlo College transcript.

The Dean of Student Affairs or their designee will send a letter using the prescribed methods to the student to request a meeting. This will not be a fact-finding hearing but rather a developmental, educational meeting to discuss the recommended sanction and the potential impact of College suspension or expulsion with the student. After receipt of the letter the student will have three working days to meet with the Dean of Student Affairs or their designee. Based upon the outcome of that meeting and any written information the Dean of Student Affairs can follow one of the following courses of action:

- Deny the recommendation and impose another appropriate sanction.
- Accept the recommendation and forward the orders to suspend/expel to the Registrar requesting an immediate involuntary suspension or withdrawal from the College.

The decision of the Dean shall be final and binding and a follow-up letter shall be sent using the prescribed methods outlining the final decision and the rationale for the decision. The letter shall also contain information regarding other limitations placed on the student (e.g., no access to campus facilities or services and last date of admission).

## Parent/Guardian Notification

Menlo College views the education of each student as a cooperative partnership with students, parents/guardians, and the College. The College may deem it necessary to contact a parent(s) or guardian(s) in cases involving students who have been found responsible for violating campus alcohol or drug policies. Parents/guardians may also be called when there is a concern that a student may be a danger to themselves or others, and/or when there are serious concerns for the student’s safety and well-being.

### 1.0 CODE OF CONDUCT

The following behaviors are broken into four categories and represent behaviors that are not allowed on campus at Menlo College:

- *Behaviors that impact people* – these behaviors are likely to have an adverse effect on a particular student, faculty, or staff member
- *Behaviors that impact property* – these behaviors are likely to have an adverse effect on Menlo College-owned possessions or a community member’s personal items
- *Behaviors that impact community* – these behaviors are likely to have an adverse effect on the safety and well-being of the Menlo College community at large
- *Behaviors that impact Menlo College* – these behaviors are likely to have an adverse effect on the functioning and operations of the College
- *Shared Responsibility* - these behaviors do not align with Menlo College’s core values related to the responsibilities we have to each other and the College’s expectations for living in community. Residents are responsible for their rooms and any violations that occur within their room regardless of involvement.

<b>BEHAVIORS THAT IMPACT PEOPLE</b>	
Menlo College is committed to providing a learning environment that is hate-, violence-, and harassment-free. The following is prohibited:	
<b>1.1</b>	Physical force or threatened use of physical force through words or actions. This can include physical violence towards another person based on their race, ethnicity, religion, gender, gender identity and/or expression, sexual orientation, country of origin, or any other protected class.
<b>1.2</b>	Interference with the freedom of any individual to move about in a lawful manner.
<b>1.3</b>	Intentionally or recklessly risking the health or safety of another person.
<b>1.4</b>	Intimidation of another person that may cause a person reasonable apprehension about their safety and well-being.

1.5	Verbal abuse or harassment that creates an intimidating, threatening, or hostile environment that limits the ability of another person to fully participate at Menlo College.
<b>BEHAVIORS THAT IMPACT PROPERTY</b>	
1.6	Vandalism or theft of College property or the property of another person and/or the possession of stolen property.
1.7	Trespassing or unauthorized entry into another student's room or any other campus building or space.
1.8	Tampering with fire safety equipment, including but not limited to smoke detectors, fire alarms, and fire extinguishers ( <i>see additional fire safety policies in the housing contract</i> ).
1.9	Pranks or actions that cause damage to College or personal property.
1.10	Individual or group conduct that results in the destruction of property.
<b>BEHAVIORS THAT IMPACT COMMUNITY</b>	
1.11	Individual or group conduct of a nature that infringes upon the rights and privileges of others.
1.12	The display, possession or use of any weapons including but not limited to firearms, rifles, shotguns, pistols, BB guns, pellet guns, swords, knives, stun guns/Tasers, nunchakus, crossbows, brass knuckles, blackjacks, sling shots, martial arts weapons or other weapons as defined in <a href="#">Penal Code Section 12020(a)(1)</a> . Fake weapons are also prohibited.
1.13	Arson or the possession, use, or threat of use of fireworks, explosives, explosive devices, ammunition and/or smoke bombs is prohibited.
1.14	Smoking outside of a designated smoking area. The two smoking areas on campus are outside Brawner Hall and outside O'Brien Hall. Anyone smoking outside of the two designated and marked areas will be fined a minimum of \$50.00 per incident. This includes smoking items that, based on a preponderance of evidence, indicate that someone has smoked outside of a designated area. Anyone who improperly disposes of tobacco (e.g., cigarette or cigar butts) will be fined a minimum of \$25.00 per incident. Smoking of any kind is not permitted in the residence halls.
1.15	Excessive noise (Menlo College is subject to the <a href="#">Town of Atherton Noise Ordinance</a> ). Additionally, Menlo College's residential quiet hours are from 10 p.m. - 9 a.m. Sunday through Thursday, and 12:00 a.m. - 10 a.m. on Friday and Saturday. During designated Quiet Hours, sounds from your room (TV, stereo, computer, conversations, etc.) should not be heard outside the room, and you

	must refrain from such activities as running, loud talking, yelling, etc. in the hallways and lounges, etc. During exam week, 24-hour quiet periods will be enforced. Courtesy hours are 24/7 meaning that all residents should be respectful of other residents' ability to have an environment conducive to studying and comfort.
<b>1.16</b>	Pranks that result in the disturbance of or harm to others.
<b>1.17</b>	Lewd or indecent conduct on College property or at a college sponsored event/activity.
<b>1.18</b>	Public nudity (e.g., mooning, streaking).
<b>1.19</b>	Public displays of literature, films, pictures, or other material that the College determines that an average person would find, taken as a whole, depicts or describes sexual conduct or violence in a patently offensive way, and lacks serious literary, artistic, political, or scientific value in common areas.
<b>1.20</b>	Failure to follow the policies and procedures in the Housing Handbook
<b>BEHAVIORS THAT IMPACT MENLO COLLEGE</b>	
<b>1.21</b>	Speech and actions prejudicial to civility and respect. (see further description in Appendix B)
<b>1.22</b>	Disruptive, disrespectful, belligerent, or offensive behavior toward a college official.
<b>1.23</b>	Intentionally or significantly interfering with the teaching and learning process in the classroom or other educational settings.
<b>1.24</b>	Hindering a College official (including but not but limited to: Menlo College Security, faculty/staff, custodial/maintenance workers, and Resident Assistants) in performing their job duties.
<b>1.25</b>	Failure to produce an ID upon request. Students and their guests must produce photo identification for examination by a College official. Students are required to carry their Menlo ID Cards with them at all times.
<b>1.26</b>	Failure to comply with a reasonable request for information. Students are required to provide all information requested to a College or law enforcement official, and are in violation if they withhold information, or provide misleading information to an official.
<b>1.27</b>	Failure to comply with the instructions of a College official at all times.
<b>1.28</b>	Impersonating a College official.
<b>1.29</b>	Acting on behalf of another person, group, or the College without authorization



	or prior consent
<b>1.30</b>	Interfering with the student conduct process, including any of the following: failure to respond to a conduct meeting request; knowingly falsifying or misrepresenting information during a conduct meeting; disrupting a conduct meeting; attempting to influence the outcome of a conduct meeting, including influencing or attempting to influence another person to provide false information; failure to respond to contact about hearings or sanctions; or the harassment or intimidation of another member of the conduct process.
<b>1.31</b>	Failure to respond to written correspondence or email from a College official.
<b>SHARED RESPONSIBILITY</b>	
<b>1.32</b>	Failure to remove oneself and from an area, room, place, or activity in which a violation of Community Standards is occurring.
<b>1.33</b>	Failure to appropriately notify Menlo College officials of a violation of Community Standards.
<b>1.34</b>	Attempting to commit, soliciting another to commit, aiding or abetting the commission of any conduct that violates Community Standards.

## **2.0 ALCOHOL POLICY**

Menlo College students are expected to comply with federal, state, and local laws that govern the use of alcohol and illicit drugs. These laws prohibit the unlawful use, possession, sale, or distribution of alcohol, narcotics or other dangerous or illegal drugs as defined by California statutes on College property or at any function sponsored by the College, including the following:

- 2.1** The possession and consumption of alcoholic beverages on the Menlo campus is prohibited by those below the legal drinking age (21).
- 2.2** Regardless of age, excessive and inappropriate use of alcoholic beverages is strictly prohibited. The College strictly prohibits being under the influence of alcohol, prescribed medication, or any other substance which negatively affects the welfare of the student and/or the College community.
- 2.3** Persons 21 years of age and older may not consume alcohol in the presence of a person under 21 in the residence halls. Any person under the age of 21 present in a residence hall room or location where alcohol is being consumed (outside of official College events) will be presumed to have consumed alcohol as it is difficult to determine who was drinking alcohol and who was not.
- 2.4** Common source containers such as kegs, pony kegs, party balls, etc., are

prohibited. To discourage the abusive consumption of alcohol, the following drinking games and rapid consumption techniques and devices are prohibited: funnels, beer bong, shot glasses, beer pong tables, bars, bar signs, etc.

- 2.5** Unless there is an official Menlo event, alcohol is not permitted in the following areas: any sidewalk, outdoor space, bathroom, hallway, lobby, foyer, lounge, resident room with the door open, etc.

“Personal use” allows for one resident (at least 21 years of age) to possess one of the following: amounts of alcohol equal to one six pack of beer *or* one bottle of wine up to 1.5L *or* 750 mL of hard liquor.

International students are required to abide by the laws of the United States and some of those laws may be inconsistent or contrary to the laws in a student’s own country. For example the legal age to drink alcohol in all states in the U.S. is 21 while there may be no minimum age to drink in a student’s own country.

### **3.0 DRUG POLICY**

Menlo College students are expected to comply with federal, state, and local laws that govern the use of alcohol and illicit drugs. These laws prohibit the unlawful use, possession, sale, or distribution of alcohol, narcotics or other dangerous or illegal drugs as defined by California statutes on College property or at any function sponsored by the College, including the following:

<b>3.1</b>	The manufacture, possession, sale, distribution, exchange and/or consumption of controlled substances (except as expressly permitted by law), illegal drugs, intoxicants, and/or stimulants is strictly prohibited on the Menlo College campus.
<b>3.2</b>	It is prohibited for students to be under the influence of narcotics or medications not prescribed to them.
<b>3.1</b>	All paraphernalia, including, but not limited to: bong, pipes, roach clips, rolling papers, etc. are prohibited. Violators are subject to Housing Contract termination and removal from College housing. College and/or criminal charges may be filed.
Menlo College reserves the right to enter student rooms under any circumstance in order to assist local authorities to enforce federal, state, and local laws. Detection of drug paraphernalia, marijuana odor, or a reasonable suspicion of drug use may subject a student to disciplinary action, including entry of their residence hall room. Prohibited substances and/or paraphernalia will be confiscated by a College official and/or turned over to the Atherton Police Department. Those items will not be returned.	

Tetrahydrocannabinol (THC) is legal in California but it is still against federal law. Since Menlo College accepts federal financial aid money the College is required to follow federal guidelines which currently view THC as a controlled substance (i.e., it's illegal). These regulations apply to THC products used for medical purposes. In order to remain compliant with federal guidelines THC and cannabis paraphernalia are not allowed anywhere on campus property including the residence halls and parking lots.

#### **4.0 SEXUAL MISCONDUCT & SEXUAL HARASSMENT POLICY**

Menlo College (“Menlo” or “College”) prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in a College program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age and Discrimination in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, and various California statutes including relevant California Education Codes.

##### **SEXUAL MISCONDUCT AND SEXUAL HARASSMENT POLICY**

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Menlo College is committed to the principles of equal opportunity and seeks to establish and maintain an environment which ensures equal access to education for all College community members including students, applicants for admission, employees, applicants for employment, guests, and visitors. Menlo College does not discriminate on the basis of sex in any educational program or activity operated by the College including, but not limited to, admissions, employment, recruitment, compensation, and athletics as well as access to housing and facilities, classes and schools, counseling, employment assistance to students, health and insurance benefits and services, and fringe benefits. Menlo College is required by Title IX and the regulations thereunder not to discriminate in such a manner.

The Menlo College Sexual Misconduct and Sexual Harassment Policy applies to all faculty, staff, students, student employees, contractors, vendors, volunteers, and visitors to campus, facility, and/or property and to College-sponsored activities and events, whether or not on College premises.

This policy includes complaint procedures and processes for:

1. Title IX Sexual Harassment
2. Sexual Misconduct

Incidents of sex discrimination and retaliation will be addressed according to the Conduct Process outlined under the Community Standards section of this Handbook.

Menlo College prohibits a broad spectrum of behavior, including but not limited to, quid pro quo harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and other forms of unwelcome conduct of a sexual nature as outlined in the Menlo College Sexual Misconduct and Sexual Harassment Policy.

In addition to defining sexual harassment and sexual misconduct, the Menlo College Sexual Misconduct and Sexual Harassment Policy outlines the process for reporting incidents to the College, the formal Title IX grievance process, and the complaint process for incidents of non-Title IX sexual misconduct. This policy also explains supportive measures available to students and employees and outlines the rights of all students and employees involved in a sexual misconduct or sexual harassment complaint process.

To report an incident of sex discrimination, sexual misconduct, or sexual harassment or to ask questions about the complaint processes, contact Menlo College's Title IX Coordinator or its Deputy Coordinators.

The Title IX Coordinator's contact information is as follows:

**Roxane Marenberg**

Chief Human Resources and Culture Officer and Title IX Coordinator

Menlo College

1000 El Camino Real

Atherton, CA 94027

Direct, confidential phone line: (650) 543-3733

Roxane.marenberg@menlo.edu

Title IX email alias – titleix@menlo.edu

The Deputy Title IX Coordinators' contact information is as follows:

**Cindy McGrew**

Associate Director, Human Resources

Direct phone: (650)543-3940

Email: cmcgrew@menlo.edu

**Jen Cooper**

Director, Residence Life and Community Standards

Direct phone: (650) 543-3885

Email: jen.cooper@menlo.edu

**Alexa Daines**

Senior Woman Administrator (SWA) / Assistant Athletic Director, Business Direct

phone: (650)543-3852

Email: alexa.daines@menlo.edu

Individuals also have the right to file complaints regarding discrimination and/or retaliation with the Office for Civil Rights (OCR) at the U.S. Department of Education. The contact information for the United States Department of Education, Office for Civil Rights regional office is as follows:

Office for Civil Rights

San Francisco Office

U.S. Department of Education

50 United Nations Plaza

San Francisco, CA 94102

Telephone: (415) 486-5555

Facsimile: (415) 486-5570

Email: OCR.SanFrancisco@ed.gov

Complaints with the Office for Civil Rights must be filed within one hundred eighty (180) days of the last act that the complainant believes was discriminatory. There is no time limit for making a report to Menlo College. You can find OCR complaint forms at: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

## APPENDIX A

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### **Student Policy for Acceptable Use of Electronic Information Resources**

#### Purpose/ Introduction/ Applicability

The intent of this policy is to identify appropriate and inappropriate use of Menlo College's Electronic Information Resources (EIR). This policy applies to all users of the College's EIRs.

It is Menlo College's policy to provide EIRs to students, faculty, and staff to be used in ways that are consistent with the College's mission and in activities that support that mission. These resources include computers, terminals, networks, modems, printers, portable electronic devices, telephones (including cell phones), and electronic media.

Users of the College's EIRs are expected to comply with the law, Menlo College's policies, industry regulations, and any contractual obligations that may apply to their activities. This applies to all of the College's EIRs as well as to all computers and computing equipment, whether College-owned or not, connected to campus networks or other College EIRs.

#### Acceptable Use Policy

All users of Menlo College's EIRs are expected to comply with applicable laws and regulations, the College's policies, and any contractual obligations. These include, but are not limited to Section 502 of the California Penal Code and the following specific policies and expectations. Violations may result in loss of access to EIRs, disciplinary action, and additional consequences of prosecution under the law.

#### **The following activities are prohibited:**

1. Use of any College resources in a manner that violates the law or the College's policies, including but not limited to, violation of copyrights, patent protections, trademarks, license agreements, intellectual property law, or contracts that specify conditions of use of intellectual property at Menlo College.
2. Interfering with the normal operation of Menlo College's EIRs. This includes but is not limited to:
  - a. Use of the College's EIRs for purposes or in a manner that could reasonably be expected to disrupt the College's EIRs.
  - b. Any action that disrupts the availability of a system or resource for others such as running programs or sending electronic messages that utilize all system resources and prevent others from making productive use of the system.

- c. Attempts to alter, damage, delete, destroy, or otherwise abuse any computer or network resource including the development or use of malicious programs.
- d. Accessing or attempting to access the College's EIRs or facilities without proper authorization or intentionally enabling others to do so. This includes, but is not limited to, disclosing a password or otherwise making a password-protected account available to others; running programs that attempt to calculate or guess passwords or that are designed and crafted to trick other users into disclosing their passwords; sharing or transferring account privileges to another person; and electronic eavesdropping on communications facilities.
- e. Use of the College's EIRs to harass others in a manner that interferes with their rights or in a manner that creates a hostile working or learning environment in violation of Menlo College's policy, including sexual or other forms of harassment.
- f. Sending unsolicited commercial or bulk email (spam) or otherwise transmitting inappropriate mass messages.
- g. Employing a false identity (the name or electronic identification of another).
- h. Storing files containing copyrighted material on Menlo College's servers. Any file determined to have a copyright that the College does not have permission, license or ownership of and that is stored on the College's servers will be removed at any time without notice. This includes files that the student as an individual may own copyright, license or otherwise has permission to use.
- i. Storing of video, music, and multimedia files, regardless of copyright, on the College's shared server resources. Such files will be removed at any time without notice. This includes files that the student as an individual may own copyright, license, or otherwise has permission to use.
- j. The College's EIRs may not be used for commercial purposes or for personal financial gain nor may the services be exchanged for money or any other thing of value. Advertising of the availability for sale of miscellaneous used personal property belonging to the resident is not commercial within the meaning of this paragraph.
- k. Users may not intercept or monitor network communications of others.

## APPENDIX B

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### Civility and Respect Policy

At Menlo College we are committed to fostering a respectful, inclusive, and collaborative learning environment that values the diverse perspectives and experiences of all members of our community. Our Civility and Respect Policy outlines the expectations and standards of behavior that contribute to a positive atmosphere conducive to learning and personal growth.

#### Purpose

The purpose of this policy is to promote respectful and civil behavior among all students, faculty, staff, and visitors at Menlo College. This policy ensures that everyone can engage in intellectual discourse, express their viewpoints, and interact with others in a manner that reflects our core values.

#### Expectations for Civility and Respect

All members of the Menlo community are expected to adhere to the following principles and guidelines of civility and respect:

- Engage in open and constructive dialogue that allows for the exchange of diverse viewpoints. Listen actively to others and express your own opinions in a respectful and thoughtful manner.
- Treat all individuals, regardless of their background, identity, or beliefs, with respect and dignity. Embrace the diversity of our community and strive to create an inclusive environment where everyone feels valued and welcomed.
- Refrain from using slurs or derogatory terms that target individuals or groups based on their race, color, religion, sex, gender identity or expression, sexual orientation, national origin, disability, or other protected status.
- Recognize and educate yourself on how the use of slurs can perpetuate stereotypes, marginalize individuals, and create a hostile environment prejudicial to the educational process.
- Provide feedback and critique in a constructive and respectful manner focusing on ideas rather than personal attributes. Encourage intellectual growth by offering thoughtful insights and suggestions.
- Address conflicts and disagreements through peaceful and respectful means. Seek mediation or assistance from appropriate resources when necessary to reach a resolution.
- Extend the principles of civility and respect to online interactions including social media platforms and digital communication. Use online spaces to foster



meaningful discussions and avoid engaging in cyberbullying, harassment, or disrespectful behavior.

### Unacceptable Behavior

The following behaviors are strictly prohibited under the Civility and Respect Policy:

- **Harassment:** Any form of harassment, including but not limited to, racial, sexual, gender-based, or any other type of harassment that creates a hostile or intimidating environment.
- **Discrimination:** Discriminatory behavior or language targeting individuals based on their race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, disability, or other protected status.
- **Bullying:** Engaging in bullying behavior, which includes persistent, intentional, and hurtful actions that cause emotional distress to others.
- **Disruption:** Deliberate disruption of classes, events, or activities that interferes with the learning experience of others.

### Reporting Violations

Any member of the Menlo community who witnesses or is party to a violation of the Civility and Respect Policy is encouraged to report the incident. Reports can be submitted via email: [conduct@menlo.edu](mailto:conduct@menlo.edu) or through the [Report a Campus Concern Form](#).