

UNIVERSITY OF PUGET SOUND
STUDENT INTEGRITY CODE

Section 1: Integrity Principle

Section 2: Authority

Section 3: Jurisdiction

Section 4: Violations of the Law

Section 5: Definitions

Section 6: Standards

Section 7: Overview of the Process

Section 8: Student Records

Section 9: Review of Policy

Section 1: Integrity Principle

The Integrity Principle is a paradigm for developing self-knowledge. The Standards of Integrity that follow from it describe the respective roles of freedom and regulation in the university community. Together they provide both general and specific expectations that govern the relationships between all members of the community.

The Integrity Principle is based on an understanding of and alignment with the core values of Puget Sound. Conducting one's self in accordance with those core values requires knowledge of self, respect for others, and full engagement in the community. Knowledge of self is gained through testing, probing, and examining one's identity, behavior, and abilities. Such examination leads to better understanding of one's own integrity, values, and standards. Additionally, knowledge of self requires both individuals and groups to govern their acts by a commitment to mutual respect and active concern for the needs of others. As they attain greater knowledge and experience, Puget Sound students are constantly reaching for these aspirational ideals in an ever changing world.

The need for exercising thoughtful and sound judgment is particularly important, as our society searches for ways to acknowledge the diversity of its members and their contributions. The Integrity Principle and Standards of Integrity require acceptance and respect of the abundance of ideas and systems of belief brought to the university by its members who emerge from differing identities. Yet, it also demands that students move beyond intellectual understanding and respect to a coherent appreciation of the intrinsic value of pluralism in the university community.

The university, as a community, is founded upon a fundamental agreement, a contract of standards between all of its individual members, in which each accords every other member of the university community respect as a colleague committed to the pursuit of knowledge and self understanding. The university community espouses no single correct way to engage in intellectual inquiry, no set body of beliefs to which all must subscribe, while also rejecting the development of an environment which hinders in any way the right of all to pursue their educational goals. The community standards to which we ascribe as members of the student body call upon us to promote academic freedom and free speech, and to do so in a manner that protects the rights and safety of all members of the campus community. Our commitment to the free exchange of ideas includes the right to assemble, protest, and demonstrate in accordance with university policies designed to respect the rights, promote dignity, and protect the safety of campus members and guests. When students enroll in the university, they promise to subscribe to the Integrity Principle and pledge adherence to the Standards of Integrity. Adherence is necessary for any student to remain a member in good standing of the university community. Moreover, an understanding of the Integrity Principle will encourage students to move beyond simple compliance to the standards to develop sound personal judgment, ethical thinking, and habits that lead to ethical behavior, including a willingness to report violations, including one's own. Violation of this agreement to the *Student Integrity Code* inhibits members of the community from fully enjoying the educational benefits offered by the university. As such, violations will be promptly and appropriately addressed, with a goal of accountability, self reflection, and an

understanding of consequences of actions and behavior.

At the annual Matriculation Ceremony, all entering students subscribe to the Integrity Principle by making this public promise:

I am a member of the community of the University of Puget Sound, which is dedicated to developing its members' academic abilities and personal integrity. I accept the responsibilities of my membership in this community and acknowledge that the purpose of this community demands that I conduct myself in accordance with Puget Sound's policies of academic and student integrity. As a student at the University of Puget Sound, I hereby pledge to conduct myself responsibly and honorably in my academic activities, to be fair minded and honest with all members of the Puget Sound community, and to respect their safety, rights, privileges, and property.

Whereas the Principle of Integrity serves as the paradigm for students to examine themselves, their values, and their relation to others, the Standards of Integrity provide more specific explication of how the principle is exercised. As such, the Standards of Integrity apply to all students and student groups, both on campus and off campus, who are engaged in activities sponsored by the university or by a university organization, or who represent the university in some recognized capacity.

When students enroll in the university and promise to subscribe to the Integrity Principle, they pledge themselves to the following principles:

- Self-governance, guided by the *Student Integrity Code* and personal values
- Honesty, including students reporting themselves when they have violated any provision of the principle and standards
- Care and concern for the community in which they are a part

The practical aim of the *Student Integrity Code* is to create educational experiences from which students develop both skill and confidence in making personal decisions. Although all members of the university community are expected to abide by the Integrity Principle and its aforementioned principles, the Standards of Integrity provide an additional educational resource. They describe in more specific detail the expectations which all students of the Puget Sound community are required to meet. (See Standards Section)

Section 2: Student Conduct Authority

The *Student Integrity Code* is set forth in writing in order to give students general notice of non academic prohibited conduct. The *Student Integrity Code* should be read broadly and is not designed to define non-academic misconduct in exhaustive terms.

Designated by the Vice President for Student Affairs and Dean of Students, the Director of Student Accountability and Restorative Practices shall have authority over the interpretation of the *Student Integrity Code* and conduct procedures.

The conduct process shall utilize a preponderance of the evidence standard for all hearings involving alleged violations of the *Student Integrity Code*.

Interim Measures:

The university may take emergency action when there is information that the continued presence of a student, group, or organization may pose a substantial threat to others or the university's normal operation. The Senior Associate Dean of Students or their designee may initiate emergency action for an interim period, pending the conduct process. Emergency action may become immediately effective without prior notice.

Emergency action is an interim measure put in place prior to the conduct process. Emergency action includes, but is not limited to, interim suspension, no-contact orders, and discontinuation or restriction of activities. Emergency action will be restricted to the minimum extent necessary. Such restrictions may include, but are not limited to, relocation or removal from residential spaces, restricted access to university property/services/activities, or changes to academic or employment/employment schedules/supervision. The *Student Integrity Code* prohibits violation or failure to comply with interim measures.

Students, groups, or organizations that have received emergency action may appeal for removal or modification in writing. Appeals must be submitted in writing to the Office of the Vice President of Students Affairs and Dean of Students, no later than five (5) business days from the delivery of the emergency action notification. Appeals will be heard by the Vice President for Student Affairs and Dean of Students. Appeal decisions will be made within five (5) business days. Appeal decisions are final.

As a result of the conduct process, any emergency action measure will be removed, modified, or upheld for a specific period of time or permanently applied. Emergency actions remain in place during the appeal period.

No Retaliation:

The *Student Integrity Code* prohibits retaliation against any person because of that person's good-faith participation in the reporting, investigation, or resolution of an alleged violation of the *Student Integrity Code*. Retaliation can be physical, verbal, via a third party, or using electronic means, and may include harassment, intimidation, threats, or adverse actions against a student, investigator, hearing officer, hearing board member, reporting party, appellate officer, or anyone associated with the conduct process. An honest pursuit of civil, criminal, or other legal action by any party does not constitute retaliation.

Section 3: Jurisdiction

The *Student Integrity Code* applies to individual students (both) undergraduate and graduate, student groups, and student organizations.

The *Student Integrity Code* may be applied to behavior that is in-person, written, or conducted online, via e-mail or through other electronic means. Additionally, students are responsible for the conduct of their non-student guests and should be with their guests at all times when on campus or at university-sponsored events.

The university designates that an "individual student" includes all persons registered for

a course or courses at the university, either full-time or part-time, pursuing undergraduate or graduate studies and/or taking classes in an auditing or non-matriculant capacity. A person pursuing studies at Puget Sound is considered a student until such time that all necessary coursework has been completed, final grades have posted, and, for degree-seeking students, the degree has been conferred. Additionally, the following are considered students related to allegations of the *Student Integrity Code* violations:

- persons who have accepted offers of admission (i.e., submitted deposits), but have not yet registered for classes;
- persons residing on campus prior to attending classes or while completing a withdrawal or departure process;
- persons who are not officially enrolled for a particular term (i.e., on a leave of absence, studying abroad, on suspension, etc.), but who have a continuing relationship with the college; and
- persons who withdraw after allegedly violating the *Student Integrity Code*.

A person enrolled in classes that has faculty/staff status with Puget Sound shall retain their faculty/staff status and be referred to the appropriate venue for alleged violations (i.e., Human Resources).

Alleged violations of the *Student Integrity Code* that happen after admission, but prior to enrollment in classes, and/or prior to a withdrawal, leave of absence, or graduation are not exempt from the conduct process and may be adjudicated. The *Student Integrity Code* applies to a student's conduct even if the student withdraws from the university while a conduct matter is pending. If found responsible and sanctioned, a hold may be placed impacting the student's ability to enroll, re-enroll, obtain official transcripts, and/or graduate. All assigned sanctions must be satisfied prior to the hold being released.

The university may pursue the conduct process for incidents that happen on or off campus. The following criteria will be used to determine if an off-campus incident will initiate the conduct process:

- When the incident was recognized by others (onlookers, complainants, or witnesses) as being carried out by a student, student group, or student organization;
- When the incident adversely impacted the mental, emotional, or physical health, safety, and/or security of university community members;
- When the incident adversely impacted the university mission and/or values; and/or
- Whether the incident was a violation of federal or state laws or regulations, or local ordinances.

Student Groups and Organizations:

Student organizations and groups are expected to abide by the *Student Integrity Code* and all university policies, including those that pertain specifically to groups and organizations. A student organization or group may be held responsible collectively and

individually for the actions of its members or guests. There is no minimum number of group or organization members that must be involved in an incident before the conduct process may be initiated with a group or organization. The decision to initiate the conduct process with a student organization or group is made by examining and taking into account whether the actions included:

- members of the organization or group acting together to violate the *Student Integrity Code*;
- one or more members, officers, or leaders of the organization or group, having knowledge of the incident or behavior and failing to take corrective or prohibitive action before such incident or behavior occurred, failing to stop the incident or behavior while it was occurring, failing to report the behavior or incident, or failing to cooperate with university officials;
- behavior at an event or in connection with an event or activity that was associated with the group or organization;
- behavior committed by one or more officers/leaders or authorized representatives acting in the scope of their group or organizational capacities;
- behavior that should have been foreseen by the organization or group or its officers, but for which reasonable precautions against such actions were not taken;
- behavior or actions that would be attributable to the organization or group under their own policies (including local or national risk-management guidelines);
- behavior taken by individuals who, but for their affiliation with the organization or group, would not have been involved in the incident; or
- a pattern of individual violations found to have occurred that negatively reflects upon and compromises the status of the group or organization and continues to occur without proper and appropriate group control, remedy, or sanction.

The *Student Integrity Code* shall not preclude holding students who are members of a student organization or group responsible for their individual behavior committed in the context of or in association with the student organization or group's alleged violations. Both the student and the organization or group may be found responsible for violations of the *Student Integrity Code* in connection with the same behavior. Sanctions assigned to groups or organizations must be completed by all members unless otherwise specified in the decision letter.

Section 4: Violations of the Law

Certain conduct may be a violation of both the *Student Integrity Code* and the law. The university reserves the right to initiate and proceed with the conduct process regardless of the prospect of or pending civil or criminal proceedings. The conduct process differs from legal proceedings in that "the ultimate goals of student conduct processes are student growth and development, and preservation of the educational environment." University processes will move forward prior to, simultaneously with, or following civil or criminal proceedings, and will not be subject to challenge or change on the grounds that criminal or civil charges involving the same incident have been dismissed or reduced. Additionally, the resolution of any criminal or civil action by settlement or other means

will not resolve the conduct process.

The university protects students' FERPA rights, and cooperates with law enforcement by providing information only as required by subpoena, warrant, or as otherwise directed or permitted by law.

Section 5: Definitions

- **Adjudicate/Adjudication:** To make a formal decision about a conduct issue
- **Business/working days:** Includes weekdays and excludes weekends, university holidays, and days the university president or their designee has determined that the campus will be closed.
- **Campus grounds/property:** Physical locations owned, rented, or otherwise operated by the university.
- **Complainant:** The alleged victim of misconduct, whether reported by them or a third party.
- **Director of Student Accountability and Restorative Practices designee:** In the event that the Director of Student Accountability and Restorative Practices is unavailable or unable to initiate a conduct process, the designee would act in their place - the designee would be a representative from the Office of the Dean of Students, including, but not limited to the Associate Dean of Students.
- **Essential Operations.** When used within the Student Integrity Code, Essential Operations means:
 - Accessibility for students, staff, and faculty to all university facilities, buildings, walkways, streets, and hallways that they are authorized to access, including allowing for safe entrance to and emergency evacuation from university buildings, facilities, walkways, streets, and hallways.
 - Activities performed by university faculty, students, staff, vendors, or volunteers to maintain the integrity, security, and/or safety of university infrastructure, property, and systems.
 - Campus events – specifically, the right of faculty, students, staff, and guests to attend or access campus events including, but not limited to: athletic events, guest lecturers or speakers, and musical or theater performances.
 - Educational activities for students and faculty during instructional periods, including, but not limited to: classes, laboratories, lectures, experiential learning, and rehearsals.
- **Material Disruption.** When used within the Student Integrity Code, Material Disruption means:
 - Intentionally and substantially interfering with the Essential Operations of the university; or
 - Improperly restraining or restricting freedom of movement, speech, assembly, or access to premises or activities by any individual who is a member of the university community or guest of the university or of any of its organizations in connection with that individual's performance of legitimate activities or duties within or at the university; or

- Intentionally hindering or infringing upon the rights of others, including but not limited to, the ability of others to attend, see, hear, speak, access, or participate in campus events or activities; or
 - Intentionally intimidating or materially threatening the safety of persons or property.
- **Good-faith effort:** Provided with honesty or sincerity of intention.
 - **Preponderance of the evidence:** The standard of evidence utilized to determine whether it is more likely than not that a violation of the *Student Integrity Code* occurred.
 - **Respondent:** A student, group, or organization that is identified as allegedly engaging in conduct that violates the *Student Integrity Code*.
 - **Student:** The university designates that an “individual student” includes all persons registered for a course or courses at the university, either full-time or part-time, pursuing undergraduate or graduate studies and/or taking classes in an auditing or non-matriculant capacity. A person pursuing studies at Puget Sound is considered a student until such time that all necessary coursework has been completed, final grades have been posted, and, for degree-seeking students, the degree has been conferred. Additionally, the following are considered students related to allegations of the *Student Integrity Code* violations:
 - persons who have accepted offers of admission (i.e., submitted deposits), but have not yet registered for classes;
 - persons residing on campus prior to attending classes or while completing a withdrawal or departure process;
 - persons who are not officially enrolled for a particular term (i.e., on a leave of absence, studying abroad, on suspension, etc.), but who have a continuing relationship with the college; and
 - persons who withdraw after allegedly violating the *Student Integrity Code*.
 - **Student group:** A number of individuals who are associated with each other, but who do not have status as an officially recognized student organization.
 - **Student organization:** Includes, but is not limited to, clubs and organizations recognized by the Associated Students of the University of Puget Sound (ASUPS), athletics teams, club sports, and Greek organizations.
 - **University official:** Any person employed by the university performing administrative, professional, research, teaching, or paraprofessional responsibilities.

Section 6: Standards

The standards below are set forth in writing in order to give students general notice of prohibited conduct. The standards should be read broadly and are not designed to define non-academic misconduct in exhaustive terms. (See Section: *Student Conduct Authority*).

1. Personal Integrity

- A. Forgery, alteration, production of forged or false documents, or misuse of documents.
- B. Failure to comply with the reasonable directions of a university official when acting in performance of their duties.
- C. Providing false information, withholding information, or misrepresenting information intentionally to a university official, whether oral, written, or electronically. Includes, but is not limited to, providing false identification cards or verbal false information.
- D. Falsely reporting an emergency or alleged violation of the *Student Integrity Code* to a university official. Reports made in good faith will not be considered a violation.
- E. Knowingly condoning, encouraging, coercing, requiring, or acting in concert to violate the *Student Integrity Code* or university policies.

2. Disorderly and Disruptive Behavior

- A. Disorderly Conduct. Intentionally or recklessly engaging in violent, forceful, obscene, dangerous, threatening, or intimidating conduct, or inciting others to engage in such individual or collective conduct that:
 - i. Willfully inhibits the academic pursuits or educational activities of others; or
 - ii. Willfully infringes on the rights, privacy, or privileges of others.
- B. Disruptive Conduct. Intentionally or recklessly engaging in conduct or inciting others to engage in conduct that creates or results in a Material Disruption.
- C. Excessive Noise. Intentionally or recklessly causing excessive noise that:
 - i. Substantially inhibits the academic pursuits or educational activities of others; or
 - ii. Substantially infringes on the rights, privacy or privileges of others.
- D. Guidance for Protests and Demonstrations. The university community supports the right of assembly, demonstration, and protest. For guidance on protests and demonstrations, students should refer to the [*Statement on Academic Freedom and the Exercise of Free Speech*](#) (“Statement”). If there is any disagreement between the Code and Statement, the Statement will govern.

Students can be found in violation of Section 2 of the Code if they are informed by university officials, either in writing or verbally, that they are creating a Material Disruption and do not make the requested adjustments to their assembly, demonstration, or protest to eliminate the Material Disruption.

3. Property and University Resources

- A. Taking, attempting to take, keeping in one’s possession, selling, or

- attempting to sell property, tangible possession(s), information, services, or accounts belonging to the university or other individual(s).
- B. Intentionally defacing grounds or property of the university or other individual(s). Actual or attempted damage or destruction of any property or item, including tangible possession(s), information, and/or accounts.
 - C. Misuse or abuse of university-owned or controlled property, facilities, equipment, accounts, or resources.
 - D. Unauthorized access or entry to, into, or onto any university, private, or restricted property.

4. Threat of or Actual Physical or Psychological Harm

- A. Knowingly engaging in behavior that creates a safety hazard, including, but not limited to, lewd behavior, indecent exposure, pranks, and other actions related to health and cleanliness.
- B. Intentionally or recklessly causing physical harm, including, but not limited to, fighting and unwelcome physical contact.
- C. Harassment is defined as unwelcome verbal, written or physical conduct, or conduct using technology which limits or denies a student's ability to participate in or benefit from an educational program or a student staff member's ability to perform or participate in a work environment. This conduct must be so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or academic or co-curricular participation, or that creates an intimidating, hostile, or offensive work or educational environment (see [Policy Prohibiting Discrimination, Harassment, and/or Sexual Misconduct](#)).
- D. Engaging in hazing activities as defined by the university's [Policy Prohibiting Hazing](#). Hazing includes, but is not limited to, any method of initiation into or ongoing membership of a student organization or group, including any pastime or amusement engaged in with respect to that organization or group, with or without the consent of the participant(s) that:
 - (a) causes, or is likely to cause, bodily, physical, mental, or emotional harm,
 - (b) subjects a student or other person to conduct or conditions that a reasonable person would find harmful, and/or
 - (c) otherwise involves a violation of law or university policy. (see [Policy Prohibiting Hazing](#).)
- E. Threatening and/or intimidating behavior that expresses or implies interference with personal safety, education, employment, or participation in university activities or resources, or that causes the person(s) to have reasonable fear that such behavior is about to occur.
- F. Stalking, both physically and online, includes engaging in a course of conduct on the basis of sex that is directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress (see [Policy Prohibiting Discrimination, Harassment, and/or Sexual Misconduct](#)).
- G. Creating a fire-safety hazard, including but not limited to intentionally causing a fire, causing a false alarm, failure to evacuate university-controlled property during a fire alarm, improper use of, or, tampering with fire-safety equipment, possession and/or use of fireworks

or other incendiary devices, and/or any other actions that create a fire hazard.

- H. Possessing, using, or storing weapons on university-controlled property or at university events or programs. (See [Weapons on Campus Policy](#)).
- I. Possessing, using, or storing dangerous chemical or biological substances or explosives.
- J. Engaging in violations of another person's privacy, including but not limited to unauthorized use of electronic or other devices to make an audio, photographic, or video record of a person(s) in a location where there is a reasonable expectation of privacy without prior knowledge or permission in each instance when such a recording is likely to cause injury or distress. The storing, sharing, or distributing of such records by any means also is prohibited, including the unauthorized recording of personal conversations, images, meetings, or activities.
- K. Any act or series of acts of physical, social, or emotional domination or intimidation (commonly referred to as "bullying") that causes actual or fear of physical or psychological harm and/or interferes with or limits employment, education, or ability to participate in or benefit from university programs, activities, or resources.

5. Residence Policies

- A. Residence policies apply to all students living in campus residential facilities. (See [Residence Policy](#) for more information and details).

6. Alcohol and Other Drugs

- A. Actual or attempted alcohol manufacture, distribution, hosting, or sale which is unlawful or otherwise prohibited by the University's Alcohol policy, including providing alcohol to anyone under the age of 21. (See [Alcohol and Drug Policy](#)).
- B. Actual or attempted possession (including empty containers) or consumption of alcohol while under 21 years of age.
- C. Actual or attempted manufacture, distribution, growth, hosting, or sale of drugs, including, but not limited to, cannabis (in all forms), controlled substances, and prescriptions (when used outside of the prescribed instructions/individual), as well as the use of synthetic substances or other items ingested for an intoxication effect.
- D. Actual or attempted possession or consumption of drugs including, but not limited to, cannabis (in all forms), controlled substances, and prescriptions (when used outside of the prescribed instructions/individual), as well as the use of synthetic substances or other items ingested for an intoxication effect.
- E. Possession or use of drug paraphernalia, including objects used or designed for ingesting, inhaling, or otherwise introducing drugs into the body.
- F. Being in the presence of alcohol or other drugs while under 21 years of age.

- G. Disorderly or disruptive behavior caused by the use of alcohol or other drugs.
- H. Deliberately incapacitating an individual or individuals by providing alcohol or drugs without their knowledge or consent.
- I. Failure of a student group or organization to take all necessary steps to ensure that no person under the legal age possesses or consumes alcohol or other drugs at functions it sponsors or organizes, or within any property or transportation it owns, operates, and/or rents.

** (See [Alcohol and Drug Policy](#)) for further clarification and information.

7. Interference With the Conduct Process

- A. Failure to comply with sanctions assigned through the conduct process, including but not limited to, interim measures.
- B. Retaliation through harassing, intimidating, threatening, or taking adverse action against a student, investigator, conduct officer, hearing panel member, reporting party, appellate officer, or anyone associated with the conduct process.
- C. Unreasonably delaying the conduct process.
- D. Intentionally providing false, distorted or misrepresented information to an investigator, conduct officer, hearing panel, or appellate officer. This does not include a denial of alleged violation(s).
- E. Discouraging, influencing, or attempting to discourage or influence an individual's participation in or use of the conduct process, including, but not limited to, influencing or attempting to influence a complainant, witness, conduct officer, hearing panel member, or appellate officer.

8. Violation of Law and/or University Policies

- A. Violation of federal or state laws or regulations, or local ordinances.
- B. Gambling through profit, staking, or risking something of value upon the outcome of a contest of chance (i.e., sporting event, card game) or future event not under a person's control or influence with the understanding that the person or another will receive something of value in the event of a certain outcome.
- C. Other university policies or regulations that are published in hard copy or available on the university's [Campuswide Policies](#) website.

Section 7: Student Conduct Process

See the document *Student Conduct Procedures* for a full description of the student conduct process, including information on filing a report, student rights and responsibilities, support persons, call for help, resolution options, sanctions, and appeals.

Section 8: Student Records

The Office of Student Accountability and Restorative Practices maintains all student conduct files (electronic) for matters involving *Student Integrity Code* violations. Files are maintained separately from academic transcripts. All student conduct files are

maintained for seven years as required by law and/or university policy. Conduct files that resulted in separation from the university community through residential expulsion, suspension, or expulsion from the university will be kept indefinitely. Additionally, student conduct files in which the student withdrew prior to or during the conduct process will be kept indefinitely.

A student's conduct record is considered educational and may not be disclosed by the university without the written consent of the student to whom the requested information pertains, unless otherwise permitted or required by the *Family Educational Rights and Privacy Act (FERPA)*.

Academic transcript notations occur only in the event of expulsion from the university.

Section 9: Review of Policy

Review of the Student Integrity Code will happen annually under the direction of the Vice President of Student Affairs and Dean of Students and/or their designee(s) with particular attention paid to, but not limited by: change in federal, state, and city laws and statutes, and university policy and procedure. To propose a change to the Student Integrity Code or Procedures, one must submit a written proposal to the Director of Student Accountability and Restorative Practices via email (studentaccountability@pugetsound.edu) describing the current language, the proposed language, and the justification for the proposed change. Typical proposals include edits for clarification, procedural changes, and policy changes. Proposals will be considered by the Vice President of Student Affairs and Dean of Students, Student Senate, and/or the faculty student life committee; proposals deemed appropriate will be submitted to the Board of Trustees on no less than a biennial basis. The Board of Trustees is solely responsible for final approval of all revisions and amendments to the Student Integrity Code. Revisions and edits of a non-policy nature may be made to the Student Integrity Code at the discretion of the Vice President of Student Affairs and Dean of Students or their designee(s). Notification of updates or amendments to the policy or procedures will be given via Puget Sound email and through the university website.