

University of Indianapolis

STUDENT HANDBOOK

2016-2017

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Academic Calendar 2016-17

SEMESTER I

Wed.–Wed.	Aug. 24-31	Welcome Week
Thu.	Aug. 25	Faculty/Staff Institute
Mon.	Aug. 29	Semester I Classes Begin

Fri.	Sept. 2	Drop classes for 100% refund deadline
Fri.	Sept. 2	Change to audit deadline
Mon.	Sept. 5	Labor Day (No Classes)
Sat.	Oct. 15	Mid–Semester Grading Period Ends
Mon.–Tues.	Oct. 17-18	Fall Break (No Classes)
Fri.	Nov. 4	Withdrawal/Administrative withdrawal/Change to P/F deadline
Fri.	Nov. 11	Veterans Day (No Classes)
Wed.–Sun.	Nov. 23-27	Thanksgiving Vacation (No Classes)
Mon.	Nov. 28	Classes Resume
Mon.	Dec. 12	Final Examinations Begin
Sat.	Dec. 17	Semester I Ends

SEMESTER II

Mon.	Jan. 16	Martin Luther King, Jr. Day (No Classes)
Tues.	Jan. 17	Semester II Classes Begin
Mon.	Jan. 23	Drop classes for 100% refund deadline
Mon.	Jan. 23	Change to audit deadline
Sat.	Mar. 4	Mid–Semester Grading Period Ends
Mon.–Sun.	Mar. 13-19	Spring Break (No Classes)
Mon.	Mar. 20	Classes Resume
Fri.	Mar. 24	Withdrawal/Administrative withdrawal/Change to P/F deadline
Fri.	Apr. 14	Good Friday (No Classes)
Mon.	May 1	Final Examinations Begin
Fri.	May 5	Semester II Ends
Sat.	May 6	Annual Commencement

SPRING TERM

Mon.	May 8	Spring Term Begins
Fri.	May 26	Spring Term Ends

SUMMER

Mon.	May 15	First 7-Week Session Begins
Mon.	May 29	Memorial Day (No Classes)
Fri.	June 30	First 7-Week Session Ends
Mon.	July 3	Second 7-Week Session Begins
Tues.	July 4	Independence Day Observance (No Classes)
Fri.	Aug. 18	Second 7-Week Session Ends

The university reserves the right to make calendar changes.

RESIDENCE HALL CALENDAR 2016-17

Semester I

Wed. Aug. 24 th	8:00 a.m.	Halls open for New Residents
Fri. Aug. 26 th	8:00 a.m.	Halls open for Returning Residents
Wed. Nov. 23 rd	6:00 p.m.	Halls close for Thanksgiving Break

**Special Permission will be granted for those students who have night class on Wednesday, November 23rd – Sunday, November 27th at 10:00 a.m.*

Sun. Nov. 27 th	10:00 a.m.	Halls open after Break
Fri. Dec. 16 th	6:00 p.m.	Halls close for Semester Break

**Special Permission will be granted for those students who have extenuating travel circumstances until Saturday, December 17th at 10:00 a.m.*

Semester II

Mon. Jan. 16 th	All Day	Martin Luther King Jr. Day (No Classes)
Tues. Jan. 17 th		Halls open for Semester II
Fri. March 13 th	6:00p.m.	Halls close after Spring Break
Sun. March. 19 th	12:00pm	Halls open after Spring Break
Sat. May 6 th	12:00pm	Halls close (except for students affiliated with graduation)
Sun. May 7 th	12:00pm	Halls close for students affiliated with Graduation (except for Spring Term and Summer Session students)

Spring Term

Sat. May 28 th	12:00pm	Halls close for Spring Term
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Summer Housing

Mon. May 15 th	12:00pm	Summer Housing starts
Wed. Aug. 18 th	12:00pm	Summer Housing ends

The University reserves the right to make calendar changes.

University students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and at any time. These changes are in effect immediately upon being posted online at my.uindy.edu. Students are encouraged to regularly check my.uindy.edu for the current version of all policies and procedures in effect.

STUDENT HANDBOOK OVERVIEW

The University of Indianapolis is pleased to offer the 2016-2017 edition of the *Student Handbook* for your reference. We trust you will find the information provided regarding policies, procedures, standards, and expectations to be of value. You are urged to become familiar with the other important University publications cited in various ways in this document.

UNIVERSITY MISSION AND PURPOSE

The mission of the University of Indianapolis is to prepare its graduates for effective, responsible, and articulate membership in the complex societies in which they live and serve and for excellence and leadership in their personal and professional lives. The University equips its students to become more capable in thought, judgment, communication, and action; to enhance their imaginations and creative talents; to gain a deeper understanding of the teachings of the Christian faith and an appreciation and respect for other religions; to cultivate rationality and tolerance for ambiguity; and to use the intellect in the process of discovery and the synthesis of knowledge.

To fulfill its mission, the University:

1. Complements academic majors and professional programs with a general education curriculum that includes courses focusing upon inquiry, abstract logical thinking, and critical analysis; writing, reading, speaking, and listening; values and their impact upon judgment; international and multicultural experiences; understanding numerical data; developing historical consciousness; comprehending science and its methods; and experiencing and appreciating the arts;
2. Provides high-quality programs and services that are reviewed regularly and maintained, developed, or redirected as needed;
3. Offers learning opportunities and programs of study that respond in innovative ways to the needs of both traditional and nontraditional students;
4. Fosters a campus culture that embraces and celebrates human diversity;
5. Maintains a faculty of qualified professionals who are sensitive to developments in their disciplines and who demonstrate a commitment to teaching;
6. Seeks strategic partnerships with campus, city, state, national, and global communities;
7. Establishes international relationships and programs that promote intercultural understanding, awareness, and appreciation;
8. Capitalizes on opportunities created by changing circumstances, pursuing initiatives consistent with its mission.

The University of Indianapolis does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation (or gender identity or expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Debbie Spinney, Executive Director of Student Development Academic Success Center
1400 E. Hanna Avenue, Schwitzer 206, Indianapolis, IN 46227
(317) 788-2140
dspinney@uindy.edu

For further information on notice of non-discrimination, contact U.S. Department of Education Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

SECTION I: UNIVERSITY STATEMENTS & POLICIES

Notice of Non-Discrimination

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Prohibition against Sex Discrimination, Sexual Harassment, and Sexual Violence

Included in its policy forbidding unlawful discrimination is the University's commitment to comply with all requirements of Title IX of the Education Amendments of 1972 ("Title IX"), which forbids discrimination on the basis of sex in education programs or activities.

The University has appointed a Title IX Coordinator, who will receive and oversee the handling of all complaints of sex discrimination and spearhead the University's efforts to identify and address Title IX issues. Questions about the University's policies and procedures and any complaint about sex discrimination should be directed to the Title IX Coordinator:

Anne C. Moelk
Title IX Coordinator
Office of Student Affairs
Schwitzer 210
(317) 788-2139
Email: moelka@uindy.edu

ALCOHOLIC BEVERAGE POLICY

The United Methodist Church general conference of May 2000 called for voluntary abstinence from alcohol and tobacco products. The prevalence of dangerous and unlawful alcohol consumption on college campuses is disturbing. The University responds to such concerns with a combination of strict enforcement of laws and rules and a focused educational plan. Programming in residence halls and at other events is designed to teach abstinence and the safe consumption of alcohol to those who are allowed by law to consume it. The University prohibits advertisements by alcohol and tobacco manufacturers or sellers in any of its publications, nor are alcohol or tobacco companies allowed to sponsor events at the University. The use, possession, or distribution of alcoholic beverages is prohibited on the premises of the University of Indianapolis Residence Halls. The unlawful use, possession, or distribution of alcohol at any off-campus activity sponsored by an organization sanctioned by the University is strictly forbidden.

CODE OF ETHICS. ECUMENICAL & INTERFAITH ORGANIZATIONS

As a church-related institution, the University of Indianapolis honors religious conversation and mutual respect among Christians and non-Christians. The university provides an environment of hospitality and mutual understanding. Persons and religious groups who agree to abide by the spirit and guidelines contained within this document are welcome on this campus (through the appropriate Registered Student Organization (RSO) or Participating Ministry processes of the university.)

In order to promote and not to detract from this valued character of the University of Indianapolis, religious groups at the University of Indianapolis agree to this *Code of Ethics*, and hold themselves and others to the provisions of this code. A covenant ceremony at the beginning of each academic year is held wherein advisors and student leaders of each religious unit formally confirm this agreement.

1. We are dedicated to the students of the University of Indianapolis.

- a. As persons involved in religious life at the University of Indianapolis, we share the University's commitment to "...gain a deeper understanding of the teachings of the Christian faith and an appreciation and respect for other religions...."
- b. We are committed to respecting the integrity, judgment and contribution of the individual student.
- c. We affirm that any persuasive effort that restricts a student's freedom to choose is unethical.
- d. We will be sensitive to the academic responsibilities of students in planning and promoting our students' activities.
- e. When promoting our religious preferences, we will clearly identify ourselves and our affiliation. We will be forthright and transparent in our goals.

2. We are dedicated to upholding UIndy programs and policies.

- a. We view ourselves as cooperative members of the university community.
- b. We will encourage our religious student organizations to know and follow procedures and policies found in the University of Indianapolis student handbook. It is the responsibility of group advisors and student leaders to hold members of their group accountable to these guidelines.
- c. All advertising will clearly identify our sponsoring religious organization and must be approved by the Office of Ecumenical and Interfaith Programs before posting.
- d. When exercising our freedom to question or dispute University of Indianapolis programs or policies we will do so in a peaceful and professional manner.

3. We are dedicated to respecting all practices of religious life at the University of Indianapolis.

- a. We affirm the value of a collegial relationship among religious life colleagues
- b. We will assume the sincerity and good will of UIndy religious life colleagues. In the case of reported misunderstandings, we will assume proper motives and investigate accordingly. We will grant one another the benefit of the doubt as we seek to reconcile our differences.
- c. We will seek to create dialogue with other UIndy religious life colleagues in order to increase understanding and mutual support of our common mission to serve the university community.
- d. We will be accountable for representing the beliefs of all faiths accurately.
- e. Overall, we will seek cooperation whenever possible. We will respect the agenda of each campus religious life organization. We will treat one another as we would like to be treated.

4. We are dedicated to being hospitable to invited guests, both Christian and non-Christian, from off-campus religious groups while mindful of our charge to provide a safe living environment for our students.

- a. We acknowledge that no student or staff representative of any religious organization should be allowed into the residence of a student for any purpose unless at the expressed invitation of the student.
- b. We recognize that it is unethical to initiate a contact with a student under false pretenses, and will abide with a student's decision when asked to be left alone or not to discuss religious matters.
- c. We will respect the privacy of the resident's personal space and the sanctity of the student's personal beliefs.
- d. We accept that no person from off-campus is to be involved in solicitation of University of Indianapolis students for any purpose. It is appropriate for off-campus personnel, at the invitation of a student or students, to lead bible studies or teach evangelism on campus, but the actual practice of evangelizing non-group members on this campus, in accordance with these guidelines, can only be permitted by students.
- e. We will be sensitive to and respectful of our international students, many of which come to the University of Indianapolis with religious convictions closely tied to their culture.
- f. From time-to-time, we invite off-campus religious groups to public events where they may distribute literature and invite people to learn more about and/or visit their religious group (Welcome Week, UIndy Life Expo Fair).
- g. Given that the commitment of this university's religious life ethos is to promote occasions that persons may express their faith fully in community, and that the commitment to Christian community involves the opportunity for the full Christian community to gather for worship on campus as well as the obligation to give and receive hospitality; and, seeing that there is no one hour of the week during the academic year where such a commitment is made a priority by scheduling protocol; We establish that Thursday evenings, from 9:00-10:00 p.m., will be so designated as a protected time for the possibilities of a unified Christian worship or gathering (for individuals who wish to participate). To make this possibility a reality, no Christian campus ministry will have competing events or programs during this one hour of the week. This will permit individuals from all the organizations to make the decision to be involved with the campus Christian event, unimpeded by conflicting scheduling and pressures to do otherwise. This is the time that has been established for this purpose since 2005. Should we have reason to change the time in the future, the EIP Office would announce that decision in advance.

5. We accept that the Dean for Ecumenical & Interfaith Programs is to oversee and the University Chaplains are to coordinate the ecumenical and interfaith activities of the campus community.

- a. We are expected to participate in occasions of frequent dialogue among the various religious groups, at minimum, periodic meetings convened by the Chaplain for communication and coordination. Currently, the Christian Ministries Council and Student Christian Ministries Council are bodies made up of fac/staff advisors and campus ministry staffers (CMC) and leaders of Christian RSOs and Participating Ministries (SCMC). A parallel body (the Interfaith Activities Council – IAC) is organized when there are religious groups from other faith traditions as a part of our campus life.
- b. We will notify the Office of Ecumenical & Interfaith Programs of planned activities and events, and will submit a copy of all materials that are to be distributed on campus for the Dean’s review and approval.
- c. We will seek to develop working relationships with one another, among both leaders and general participants of each group, so that there can be growing understanding among us, straightforward answers to questions that arise surrounding our events and activities, and accountability for our actions.
- d. We seek to establish these relationships through the Office of the Chaplain in order to demonstrate good will as well as our intention to abide by the guidelines of this code of ethics.

When this code of ethics is abridged, it is essential that the matter be brought to the attention of the University Chaplain or another member of the Office of Ecumenical & Interfaith Programs staff. The Dean for Ecumenical

& Interfaith Programs has the authority to ask off-campus representatives of religious groups to leave the campus if in his/her judgment the group’s activities are detrimental to our campus life.

The University of Indianapolis has policies in place dealing with matters of harassment, intimidation, and unreasonable/disruptive behaviors that have a bearing upon our religious conduct on our campus. We encourage religious life personnel and interested others to consult appropriate sections of the *2012-2013 University of Indianapolis Student Handbook* for guidance. (Adapted from the “Code of Ethics”, Butler Religious Life, Butler University, May 1990.)

SECTION II: PRIVACY OF STUDENT RECORDS

The University of Indianapolis is committed to protecting the privacy rights of its students. The following information covers the basic privacy issues related to student records, under the Family Educational Rights and Privacy Act (FERPA). Questions concerning FERPA should be directed to the Office of the Registrar.

EDUCATION RIGHTS

An education record is any record maintained by the University or agency or party acting for the University from which a student can be personally identified or is easily linked or linkable to the identity of the student and which directly relates to the student. Records may be in any form and include, but not limited to: written documents, computer media, video or audio tape, photographs, microfilm, microfiche, and electronic files.

Education records **do not** include:

- Sole possession records – a record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other.
- Law enforcement records kept and maintained by a law enforcement unit for a law enforcement purpose
- Employment records
- Medical and counseling records
- Alumni records

STUDENT RIGHTS

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is a federal law designed to protect the privacy of educational records and guarantees students the following rights:

- The right to inspect and review their education records. Students who wish to review their education records should complete a request and submit it to the Office of the Registrar. The Office of the Registrar or an appropriate University staff person will make the needed arrangements for access and notify the student of the time and place where the records may be inspected. Access must be given 45 days or less from receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her. The University may redact information related to other students from the record prior to inspection or release. The University is not required to provide copies of educational records, unless distance prevents the student from access. Reasonable fees for copies of records may be charged by the University.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance of the date, place and time of the hearing. The student may have an adviser present at the hearing. If the student desires to have an adviser present, he/she must notify the hearing panel of this fact, in writing, no less than two working days prior to the hearing. Advisers must be members of the University community (i.e. current students, faculty, and staff). This adviser serves as a support person to the student and may not speak for

the student, nor address the hearing panel. The student will be afforded a full and fair opportunity to present written evidence relevant to the issues raised in the original request to amend the student's education records. The hearing will be conducted by a three-person panel comprised of University officials who do not have a direct interest in the outcome of the hearing. The panel will be appointed by the Executive Vice President for Student Affairs and Enrollment Management. The hearing panel will prepare a written decision, within 10 business days of completion of the hearing, based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision. If the University determines that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. If the University determines that the challenged information is not inaccurate, misleading or in violation of the student's rights of privacy, it will notify the student or their right to place with the record a statement commenting on the challenged information and/or a statement setting forth the reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement. Grades and academic performance evaluations may be challenged under this procedure only on the basis of the accuracy of their transcription.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with *legitimate educational interests*. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as the National Clearinghouse, an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a *legitimate educational interest* if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
- The right to obtain a copy of the University's student records policy. A copy of the policy can be obtained from the Office of the Registrar.
- FERPA rights apply to all students in attendance and former students. FERPA rights do not apply to deceased students or persons who have applied but not attended. Request for records of a deceased student will be reviewed on a case-by-case basis. The University reserves the right to deny the request.
- FERPA rights begin on the first day of enrollment in any University academic program.

ANNUAL NOTIFICATION

Students will be notified of their FERPA rights via the University website at www.uindy.edu, and during their orientation session. A copy of the policy can also be obtained by contacting the Office of the Registrar.

RIGHT TO REFUSE ACCESS

The University reserves the right to deny transcripts or copies of records not required to be made available by FERPA, if the student has unpaid financial obligations to the University or if there is an unresolved disciplinary action against the student.

DIRECTORY INFORMATION

The University of Indianapolis defines the following items as directory information:

1. Name
2. Address (campus, local, permanent)
3. Telephone (campus, local, permanent)
4. University electronic mail address
5. Date and place of birth
6. Major field(s) of study
7. Admission status
8. Student classification (e.g., freshman, sophomore)
9. Enrollment status
10. University merit scholarship awards
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Dates of attendance
14. Degrees and awards received
15. Previous educational institutions attended
16. Photograph

These items may be released without the prior written consent of the student. However, it is University policy not to do so, unless it is deemed to be in the best interest of the student. Students reserve the right to request in writing that directory designated items be restricted from public disclosure. If they wish to do so, students may fill out a Nondisclosure of Directory Information Form available at the Office of the Registrar. The nondisclosure restriction will remain in effect until the Office of the Registrar is notified in writing by the student to remove the FERPA restriction. The University assumes no liability if honoring the non disclosure request has a negative effect for the student.

NON-DIRECTORY INFORMATION

Non-directory information is any information considered personally identifiable, such as social security number, student ID, race, ethnicity, nationality, gender, academic standing, and any information not identified as directory information. This type of information cannot be released without the prior written consent of the student, except under the following:

1. To schools in which the student seeks or intends to enroll
2. To federal, state, and local authorities involved in the audit or evaluation of compliance with educational programs
3. To comply with a judicial order or subpoena
4. In connection with financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid

5. To organizations conducting studies for or on behalf of educational institutions
6. To accrediting organizations
7. To the parents of a student, who are considered a dependent student under the Internal Revenue Code
8. When a health or safety emergency is apparent
9. To a victim alleging a crime of violence, the results of a disciplinary hearing may be disclosed
10. To school officials with *a legitimate educational interest*

RECORD OF REQUEST FOR DISCLOSURE

The Office of the Registrar will maintain a record of all external requests for and/or disclosures of non-directory information from a student's education records, as required under FERPA regulations. The record will indicate the name of the party making the request, any additional party to whom the information may be re-disclosed (if any), and the legitimate interest the party had in requesting or obtaining the information.

GRADING POLICY

The University adheres to the grading practices recommended under FERPA. Grades are not posted in a public manner either by student name, social security number, or student identification number. FERPA permits the posting of grades only if the student is assigned a unique identifier known only to the student and the faculty member.

PARENTAL ACCESS

If a student is not a dependent for tax purposes, the parent has no right to access student record information about the child unless the parent has the child's written permission. However, if the student is claimed by the parent as a dependent for income tax purposes on their most recent Federal Income Tax form, then student record information may be released at the discretion of the University to the parent, as long as a copy of the applicable page from the parent's most recent income tax return is provided to the University and it verifies dependency. Full rights are given to either parent, regardless of who claims the child as a dependent, unless the institution has been provided with evidence that there is a court order, state statute, or legally binding document limiting those rights, such as divorce, separation or custody orders.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records maintained by the University, their locations and custodians.

Record Type	Office	Location
Admission Records upon matriculation and Cumulative Academic Records	Office of the Registrar	Esch Hall
Financial Assistance & Work Study Records	Financial Aid & Human Resources	Esch Hall
Counseling Records	Student Wellness Center	Health Pavilion
Financial Records (<i>i.e.</i> tuition billing and payments)	Accounting Office	Esch Hall
Student Conduct Records	Student Affairs	Schwitzer Student Center
Student Employment Records	Student Employment	Esch Hall
Immunizations	Student Health Center	Health Pavilion
Veteran's Assistance Records	Office of the Registrar	Esch Hall

Questions concerning this policy should be addressed to the Office of the Registrar – Esch Hall

REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION

The University will provide directory information only to legitimate agencies (such as student loan agencies and government agencies), to individuals, organizations, or corporations with whom the University has a relationship with respect to the conduct of its educational program, or in accordance with applicable law.

No information about a student, even directory information, will be given without authorization by the student except to persons presenting current and proper credentials from organizations as described above. A student can request that no information, including directory information, be made available to persons outside the University. Such a request should be submitted in writing to the Registrar. Additional information about the Family Educational Rights and Privacy Act is available in the Office of the Registrar and at www.ed.gov/offices/om/fpc/ferpa/.

Complete this form by signing, dating, and returning it to the Office of the Registrar to implement nondisclosure.

REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION

Name: _____

Student ID Number _____

This is to request that the University of Indianapolis NOT DISCLOSE any directory information concerning me without my written permission.

This request includes, but is not limited to:

- Removal of any reference to me from the University Directory
- No news release to my hometown newspaper

This request for nondisclosure is to be in effect until rescinded in writing. If nondisclosure is requested, the response to all inquiries to the University concerning you will be:

“We are not authorized to release any information on that individual.”

Note: The Request for Nondisclosure must be released to the military, if requested

Signature

SECTION III: ACADEMIC MISCONDUCT

PHILOSOPHY

The students, faculty, and administration of the University of Indianapolis commit themselves to the highest level of ethical conduct in academic affairs. The University of Indianapolis, therefore, adopts the following regulations concerning Academic Misconduct to safeguard the academic integrity of the institution. Academic Misconduct includes, but is not limited to the following:

COPYRIGHT

A student must not violate United States copyright laws by making unauthorized copies, downloads, performances, or distributions of copyrighted materials. Copyright law applies to most creative works, including:

1. Written works, such as books, short stories, poems, plays, and journal articles
2. Audio works, such as musical recordings and scores
3. Still or moving images, such as motion pictures, videos, sculptures, paintings, drawings, photos
4. Choreographic works and pantomimes
5. Architectural works, including physical buildings, drawings, architectural plans
6. Other original works of authorship, such as computer software and computer games
7. Copies, downloads, etc. may be made under either of two conditions:
 - You have obtained express written permission from the copyright holder, or
 - Your use constitutes a “fair use” under the law.

Details on determining fair use and obtaining permission for using copyrighted materials are available on My UIndy (<http://my.uindy.edu>).

FILE SHARING

File sharing of digital materials, such as music, movies, and software, without proper authorization constitutes a violation of copyright law. Violations may result in restricted access to the University’s network, as well as legal prosecution.

CHEATING

A student must not cheat in an academic exercise. The University of Indianapolis defines “cheating” generally as obtaining or creating an unfair advantage in any assignment or examination through the use of unauthorized aid, whether given or received. Cheating includes, but is not limited to, the following examples:

1. Use of external assistance on any “in-class” or “take-home” examination without the instructor’s specific authorization. This prohibition includes, but is not limited to, the unauthorized use of tutors, books, notes, calculators, databases, software, or computers.
2. Use of another person as a substitute or surrogate in the taking of an examination or quiz.
3. Theft of examinations or other course materials.
4. Use or allowance of others to conduct research or to prepare any work for a student without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student

must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.

5. Submission of a written report or project which is represented explicitly or implicitly as the student's individual work when such work was produced in collaboration with one or more other persons.
6. Use of any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
7. Work on an examination other than during the time or at a location authorized by the examiner.
8. Submission of work for credit, when the same work has been or will be used for credit in another course, without the consent of both instructors.
9. Alteration of a grade or score in any way.

FABRICATION

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

PLAGIARISM

A student must not adopt or reproduce ideas, words, or statements of another person without giving an appropriate acknowledgment to the source. A student must give due credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

1. Quotes another person's actual words, either oral or written;
2. Paraphrases another person's words, either oral or written;
3. Uses another person's ideas, opinions, or theories;
4. Cites facts, statistics, or other illustrative material, unless the information is common knowledge.

INTERFERENCE

A student must not interfere with any other student's opportunity or ability to produce or submit his or her best work on any assignments or examinations. Examples of interference include, but are not limited to, the following:

1. Theft, destruction, alteration, defacement, or mutilation of University or public resources so as to deprive others of information.
2. Giving or offering bribes, promising favors, or making threats with the intention of affecting a grade or the evaluation of academic performance.

VIOLATION OF COURSE RULES

A student must not violate rules as contained in a course syllabus, a professional code of ethics, or other information provided to the student by the course instructor or the University.

FACILITATING ACADEMIC DISHONESTY

A student must not intentionally or knowingly help or attempt to help another student to commit or conceal an act of Academic Misconduct.

ABUSE OF CONFIDENTIALITY

A student must not use data or unpublished materials belonging to another student or a faculty member without first obtaining written permission. Students using archival or personal research materials must provide for adequate protection of the privacy of living or recently living subjects. A student must not violate the confidentiality of a patient's or client's records.

ACADEMIC MISCONDUCT MAY BE CATEGORIZED AS FOLLOWS:

1. Academic misconduct by a student who is enrolled in a particular course and commits an act of misconduct related to that course.
2. Academic misconduct by a student that is not related to a particular course in which the student is enrolled.

When a student is suspected of academic misconduct related to a particular course, the faculty member or instructor who teaches the course will have authority to initiate academic misconduct proceedings against the student.

Disciplinary action for a suspected or alleged act of academic misconduct that is unrelated to a particular course in which the student is enrolled will be governed by the same procedures described below except that (1) the proceedings will be initiated by the Dean or Director of the student's school or program, and (2) the Dean or Director of the student's school or program will assume the procedural responsibilities of the faculty member or instructor, as described in this Academic Misconduct Policy and Procedure.

INITIATING ACTIONS

When a student is suspected of academic misconduct, the faculty member or instructor who teaches the course or, where applicable, the Dean or Director of the student's school or program (collectively, the "University Representative") will have authority to initiate academic misconduct proceedings against the student. The University representative who has information that a student committed an act of academic misconduct related to that course, assignment, examination, or other work that is submitted for a grade or an evaluation will hold a conference with the student to discuss the matter.

1. The University representative will advise the student of the alleged act of misconduct and the information upon which the allegation is based.
2. The student will be given an opportunity to respond to the allegation of misconduct.

If, following the conference, the University representative concludes that the student committed the suspected or alleged act of academic misconduct, the University representative will impose an appropriate academic sanction related to the particular course involved:

1. The student may be given a lower grade or score for the assignment, coursework, or examination, including a failing grade for the course.*
2. The student may be required to repeat or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.
3. The student may be required to complete additional assignments, course work, examination, or papers as a substitute for any assignment, coursework, or examination implicated in the act of misconduct.
4. The student may be required to withdraw from the course with an appropriate grade of W or F at the

University representative's discretion.

5. The student may be sanctioned in a manner other than that set forth above, if deemed appropriate by the University representative, in his or her reasonable discretion.
6. An incomplete may be given in the course in the event that a disciplinary matter cannot be resolved before final grades are due in the Office of the Registrar.
7. If a student accused of academic misconduct by a University Representative withdraws from the applicable course before completing the academic misconduct disciplinary process (including any appeal of decisions made with respect to the accusation, if initiated), the University will consider the issue of academic misconduct not to have been resolved and, the University Representative's accusation of academic misconduct will stand unchallenged. In this event, the University Representative may notify and direct the Registrar to change the W (withdrawal) on the student's record to an F (fail), and the student will have no right to appeal such a change in grade.

*Where an academic sanction results in the recording of a failing grade for the course, the Registrar will be notified that the grade was given for academic misconduct. The Registrar will record the grade of "F" on the student's permanent academic transcript without any notation concerning the reason for the grade. The Registrar will, however, establish procedures to ensure that the grade of "F" is not thereafter removed from the transcript in accordance with other academic policies or procedures. A grade resulting from academic misconduct will be calculated in a determination of the student's grade point average, but the grade alone will not prevent the student from repeating the same course for credit.

After imposing an academic sanction, the University representative should report the decision promptly, orally and in writing, to the student, the Dean or Director of the student's school or program, and the Provost. The University representative also will report the matter promptly to the Dean of Students who may commence procedures under the University's Student Social Misconduct Policy if the commencement of such procedures is warranted when the student's academic misconduct is considered in light of the student's social behavior record at the University.

The University representative's written report to those individuals identified in the paragraphs above should include the following:

INFORMATION IDENTIFYING THE NAME OF THE STUDENT, INCLUDING STUDENT IDENTIFICATION NUMBER; THE NAME OF THE PROFESSOR; THE COURSE NUMBER, SECTION, AND TERM; AND ANY OTHER PERTINENT IDENTIFYING INFORMATION.

1. A statement concerning the nature of the offense.
2. The terms of the academic sanction being imposed.
3. A statement that the student may submit an appeal of the academic sanction, in writing setting forth the reasons for the appeal, to the faculty member's chair/director within five (5) days after receiving notice of the University representative's decision. (Note: If the faculty member is the chair/director, then the appeal is submitted to the dean.)
4. A statement that the report is being distributed to the student, the Dean or Director of the student's school or program, the Registrar, the Dean of Students, and the Provost.
5. A statement that the Dean or Director of the student's school or program has the authority to impose an additional sanction if that person believes that such a sanction is warranted when the student's academic misconduct is considered in the context of the student's prior academic record at the University.
6. A statement that the Dean of Students may commence proceedings under the University's Social Misconduct Policy if the commencement of such proceedings is warranted when the student's academic misconduct is considered in light of the student's prior social behavior record at the University.

RIGHT TO APPEAL

A student may appeal the sanction for the following reasons:

1. The student claims not to have committed the act of which he or she is accused;
2. The student claims extenuating circumstances;
3. The student claims unfair treatment by the University representative.

NOTE: The burden of proof for any of these appeal reasons lies with the student.

PROTOCOL FOR STUDENT APPEALS

A student's appeal with respect to an academic decision or sanction concerning an alleged act of academic misconduct will be filed as follows:

1. A student will initiate his or her appeal of a decision made, or sanction imposed, by submitting to the faculty member's supervisor (chair, director or dean as appropriate; referred to subsequently as the *university representative*), within five (5) days after receiving notice of the academic sanction, a written statement that sets forth all grounds for the appeal.
2. Generally, a student may appeal (1) the decision that the student committed the act of misconduct, or (2) the sanction imposed.
3. The university representative will discuss the matter with the student and the faculty member as part of the process of investigation of the incident/allegation.
4. In addressing cases of a student's alleged academic misconduct, the university representative, in imposing sanctions, may take into consideration (1) all past documented accusations and/or findings of

academic misconduct and/or dishonest against that student, whether or not an appeal was initiated or completed by the student, and (2) the conclusions of appeals initiated by the student, if any, of such past findings of academic misconduct and/or dishonesty.

5. The university representative will have the authority to sustain, amend, or reverse any decision concerning the student's act of academic misconduct.
 - a. If the university representative concludes that the student did not commit the alleged act of academic misconduct, s/he will set aside the academic sanction(s) imposed.
 - b. If the university representative concludes that the student committed the alleged act of academic misconduct, s/he may confirm the academic sanction(s) or impose a lesser or greater sanction than that imposed by the University representative.
6. The university representative will act in a timely manner in deciding an appeal.
7. The university representative will notify the student, the faculty member and the dean orally and in writing of his or her decision with respect to the appeal.
8. If the university representative concludes that the student committed the alleged act of academic misconduct, the student may appeal to the next supervisory level (dean or provost as appropriate).
9. The final appeal level is with the Provost. The decisions of the Provost (or designee) will be final.

GRADE APPEALS POLICY AND PROCEDURE

The grade appeal policy is designed to create an orderly and effective means of dealing with disputes between a student and a faculty member regarding a grade. Grade disputes involving academic dishonesty are addressed in a separate policy.

Course grades assigned by instructors are presumed to be correct. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member will maintain records to support student evaluations and grades. Records on grades, examination papers not returned, etc., should be retained on file for a minimum of six months. It is the responsibility of the student who appeals an assigned grade to demonstrate that an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or the assignment of a grade inconsistent with those assigned other students, or that the faculty member deviated from written grading policy as evidenced in printed/written course materials, or that a reasonable accommodation for a documented disability was requested and not appropriately provided. Otherwise, the judgment of the instructor is final. It is important to remember that the burden of proof is on the student.

In cases where a student is appealing a grade, the grade appealed will remain in effect until the appeal procedure is completed, or the problem resolved.

Students who believe that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

1. Communicate with the instructor during the first three weeks following the assignment of the grade, either directly, by phone, e-mail, or fax. If a grade has been assigned in error, the instructor can quickly correct the error by submitting a change of grade form to the Registrar's Office, or in the case of students enrolled in the School for Adult Learning, to their advisor.
2. Should the issue not be resolved at the instructor level, the student may appeal in writing within 30 calendar days of meeting with the faculty member to the faculty member's immediate supervisor (university representative) of the school/college/program/department in which the course was taken. The university representative will attempt to achieve a mutually satisfactory resolution. The Dean of the college in which the student is enrolled will be notified.
3. Should the issue not be resolved by the university representative, the student may initiate a formal written appeal to the Dean within 10 calendar days of the decision of the university representative. The written statement must clearly state the basis of the appeal. The Dean will determine whether or not the grounds for the appeal are appropriate. If appropriate, the Dean will conduct a thorough investigation before making a recommendation to the Provost.
4. The university representative will send the recommendation to the Provost, who will make the final decision.

SECTION IV: SOCIAL MISCONDUCT POLICY **UNIVERSITY OF INDIANAPOLIS**

Section IV: Student Conduct Policy

Values and Principles

The University is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The University's expectations for students' conduct are based on the following core values:

- **Integrity:** University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** University students build and enhance their community.
- **Social Justice:** University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent injustice and inequitable behaviors.
- **Respect:** University students show positive regard for each other, for property, and for the community.
- **Responsibility:** University students are given and accept a high level of responsibility to self, to others, and to the community.

Appendix 1, titled Conduct Offenses, identifies and describes behaviors that are inappropriate and contrary to these core values. Any student found to have engaged in misconduct, including the acts identified in Appendix 1, is subject to sanction. Appendix 2 identifies typical sanctions. The University encourages all community members to report to University officials all incidents that involve students engaging in any act of misconduct.

Applicability of Student Conduct Policy

The Student Conduct Policy applies to all forms of student conduct in addition to the behaviors addressed in the University's Academic Misconduct Policy, Sex/Gender Discrimination Policy, and Residence Life Policy.

Students at the University are provided a copy of the Student Conduct Policy annually in the form of a link on the University website. Students are responsible for having read and abiding by the provisions of the Student Conduct Policy. The University reserves the right to make changes and additions to this policy as necessary and at any time. These changes are in effect immediately upon being posted online at my.uindy.edu. Students are encouraged to regularly check my.uindy.edu for the current version of all policies and procedures in effect. The Student Conduct Policy applies to the conduct of every individual student (undergraduate, graduate, School of Adult Learning, etc.) from the time an offer of admission is extended and thereafter as long as the student has a continuing educational relationship with the University. When the responding party is a member of the University community, this policy is applicable regardless of the status of the reporting party who may be a member or nonmember of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, campers, etc. The Student Conduct Policy also applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. This Student Conduct Policy also applies to all University-affiliated student organizations.

The Student Conduct Policy applies to conduct on the campus and at University-sponsored events and may also apply to actions off campus when the Associate Dean of Students (or designee), or Title IX Coordinator (if applicable) determines that the off-campus conduct affects a substantial University interest, including posing a danger to health or safety, impinging on another's rights or property or causing social disorder. The Student Conduct Policy may be applied to behavior conducted online, via email or other electronic media, including online postings such as blogs, web postings, chats, chat rooms, and social networking sites. If violations of the

Student Conduct Policy are discovered and substantiated after a student has left the University, sanctions may be issued that affect the student's ability to re-enroll or obtain official transcripts or graduate. In the event of a serious violation of the Student Conduct Policy, the University may revoke the student's degree.

The Student Conduct Process

Authority

The Associate Dean of Students has authority over student conduct and the student conduct process. The Associate Dean of Students may delegate authority for any aspects of the process and has the responsibility to provide adequate training to such designees.

Making a Complaint

Any person -- a student, employee, faculty member, visitor, or guest -- may submit a Complaint that a student has violated the Student Conduct Policy. For information on reporting Title IX violations, see the Sexual Misconduct Policy. A Complaint may be submitted electronically or delivered verbally or in writing to the Associate Dean of Students or their designee.

Although there is no time limit for submitting a complaint, doing so as soon as possible after the offending event makes it possible to conduct an investigation while evidence is available and memories are fresh. During this process, the person making the Complaint is the "Reporting party." The student alleged to have engaged in misconduct is the "Respondent." The official named above is called a "Facilitator." This facilitator or another official designated as a Facilitator by the Associate Dean of Students or the Title IX Coordinator will take initial responsibility for addressing your Complaint and will take the appropriate preliminary steps.

Preliminary Inquiry

Following receipt of notice or a report of misconduct, the Associate Dean of Students (or designee) or Title IX Coordinator engages in a preliminary inquiry to determine if there is reasonable cause to believe policy has been violated. The preliminary inquiry is typically 1-3 days in duration. This inquiry may also serve to help the Associate Dean of Students (or designee) or Title IX Coordinator to determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evident, the the Associate Dean of Students (or designee) or Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, the University reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the reporting party wishes to proceed or the University/College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Associate Dean of Students (or designee) or Title IX Coordinator will review all available information and determine that the allegation be resolved through one of the following processes:

- Conflict Resolution – typically used for less serious offenses and only when both parties agree to conflict resolution. If conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.
- Informal Investigation - typically used for less serious offenses that do not fall under Title IX. The Associate Dean of Students (or designee) has the authority to resolve the alleged policy violation without conducting a formal investigation.

- Formal Investigation - typically used for more serious violations that fall under Title IX. The procedures are described in steps below.

Once a formal investigation is commenced, the Associate Dean of Students (or designee) or Title IX Coordinator will provide notification of the investigation to the responding party at an appropriate time during the investigation. The University aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Associate Dean of Students (or designee) or Title IX Coordinator with notice to the parties as appropriate.

If during the preliminary inquiry or at any point during the formal investigation, it is determined that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that an extraordinary determination be made to reopen the investigation. This decision lies in the sole discretion of the Associate Dean of Students (or designee) or Title IX Coordinator.

Interim Remedies/Actions

The University may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations.

These interim remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Altering the housing situation of an the responding party (resident student or resident employee (or the reporting party, if desired))
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.
- Suspension
 - In all cases in which an interim suspension is imposed, the student will be given the option to meet with the Associate Dean of Students (or designee) or Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Associate Dean of Students (or designee) or Title IX Coordinator has sole discretion to determine interim remedies and conditions and duration (if applicable). Violation of an interim suspension under this policy will be grounds for expulsion or termination (*see Suspensions, under conduct sanctions for more details*)

The Investigation

Once the decision is made to commence a formal investigation, the Associate Dean of Students (or designee) or Title IX Coordinator appoints two (2) Investigators to conduct the investigation, usually within two (2) days of determining that an investigation should proceed. Investigations are completed expeditiously, normally within ten (10) days, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

The University may undertake a short delay its investigation (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University will promptly resume its investigation and resolution processes once notified by

law enforcement that the initial evidence collection process is complete. University action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigators will typically take the following steps, if not already completed (not necessarily in order): In coordination with campus partners (e.g.: the Title IX Coordinator), initiate or assist with any necessary remedial actions:

- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Assist with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.

If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;

- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Prepare the notice of allegation [charges] on the basis of the preliminary inquiry;
- Meet with the reporting party to finalize their statement, if necessary;
- If possible, provide written notification to the parties prior to their interviews that they may have an advisor [advocate] of their choosing present for all meetings attended by the advisee;
- Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate;
- Once the report is complete, the report is shared with the parties for their review and comment. The investigators may incorporate feedback from the parties as appropriate;
- Recommend to the Title IX Coordinator and Associate Dean of Students a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).

At any point during the investigation, if it is determined there is no reasonable cause to believe that University/College policy has been violated, the Associate Dean of Students (or designee) or Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the University's/College's investigation. Failure of a witness to cooperate with and/or participate in the investigation constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of

interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other proceedings.

The Decision:

The Associate Dean of Students (or designee) and/or Title IX Coordinator will review the materials from the Investigator(s). The Associate Dean of Students (or designee) and/or Title IX Coordinator may request that the Investigator(s) take specific additional investigative action and provide a supplemented summary report.

The Associate Dean of Students (or designee) and/or Title IX Coordinator will provide simultaneously to the reporting party and the responding party the report of the decision, including identification of each alleged policy violation, the determination of whether or not a preponderance of the evidence substantiates each alleged policy violation, the process for either party to appeal, and, where required by Title IX, the rationale for the action.

The communication to the Respondent will describe the sanctions imposed, if any. *The University also reserves the right to designate which university officials (coaches, athletic staff, instructors, etc.) have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act.*

The communication to the reporting party will identify any remedies offered to the reporting party and will identify the sanctions imposed only where that is required by Title IX and permitted by FERPA.

Appeal:

Any party may appeal the decision by submitting a written notice of appeal to the Vice President for Student & Campus Affairs and Dean of Students within three (3) business days after receiving the written decision. The notice of appeal must identify the grounds for appeal relied upon and the facts supporting the appeal.

The grounds for appeal are limited to the following:

1. A procedural error occurred that materially affected the outcome;
2. New evidence that was unavailable during the investigation could materially affect the outcome; or
3. The sanction(s) imposed are substantially outside the University's guidelines.

Based upon a review of documentation of the investigation and the appeal, the Vice President for Student & Campus Affairs and Dean of Students may affirm or modify the decision and imposition of sanctions and will simultaneously advise the reporting party and the Respondent of the determination, which is final.

Timetable

The University will make all reasonable efforts to complete investigations within **30** days of receiving the complaint and to arrive at a final decision within no more than **60** days after receiving the complaint. For good cause shown, the Associate Dean of Students may extend those times.

Advisors

Each party is allowed to have an advisor of their choice present with them for all meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually otherwise not involved in the resolution process,

such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. The parties may choose their advisor or proceed without an advisor.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The University cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one. Additionally, responding parties may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Reporting parties may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>), or the
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.]

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors can request an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the University an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The University expects that the parties will wish to share documentation related to the allegations with their advisors. They may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the University. The University may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the University's privacy expectations.

The University expects an advisor to adjust their schedule to allow them to attend University meetings when scheduled. The University does not typically change scheduled meetings to accommodate an advisor's inability to attend. The University will, however, make reasonable provisions to allow an advisor who cannot attend in

person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.

The parties must advise the investigators of the identity of their advisor at least two (2) days before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

Resolution

Proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accord with University policy. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Conflict Resolution

Conflict Resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Administrative Resolution process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained administrator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the Administrative Resolution process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. Mediation will not be used in cases of sexual violence. It is not necessary to pursue conflict resolution first in order to pursue Administrative Resolution, and any party participating in conflict resolution can stop that process at any time and request a shift to Administrative Resolution.

Sanctions

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

Amnesty from Student Discipline

Assisting students who are reporting sexual misconduct is the University's primary interest. In order to

facilitate reporting, the Dean of Students, or designee, may choose not to charge students who report sexual misconduct and any material witnesses with student Code of Conduct violations for behavior that would be considered violations (for example consuming alcohol or consuming illegal drugs). The University may choose, however, to recommend educational or therapeutic remedies for those individuals.

Withdrawal or Resignation While Charges Pending

The University does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination. Should a student decide to leave and/or not participate in the investigation, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to the University unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the University and may be noted on a student's official record. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Records

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept by the Title IX Coordinator indefinitely.

Statement of the Rights of the Parties

Statement of the Reporting Party's rights:

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to University officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right not to have any personally identifiable information released to the public, without their consent;
- The right to be treated with respect by University officials;
- The right to have University policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying

such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;

- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
- The right to a campus no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Change of an on-campus student's housing to a different on-campus location;
 - Assistance from University support staff in completing the relocation;
 - Transportation accommodations;
Arranging to dissolve a housing contract and pro-rating a refund;
 - Exam (paper, assignment) rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdrawal;
 - Alternative course completion options.
- The right to have the University maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
- The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to a finding
- The right to be informed of the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to regular updates on the status of the investigation and/or resolution;
- The right to preservation of privacy, to the extent possible and permitted by law;
- The right to meetings and/or interviews that are closed to the public;

- The right to petition that any University representative in the process be recused on the basis of demonstrated bias or conflict-of-interest;
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
- The right to have the university compel the participation of student, faculty and staff witnesses, and the opportunity (if desired) to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
- The right to submit an impact statement in writing to the Appellate Officer in cases of an appeal;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision by the University is considered final and any changes to the sanction to occur before the decision is finalized.

Statement of the Responding Party's rights:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to University administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by University officials;
- The right to have University policies and procedures followed without material deviation;
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services;
- The right to timely written notice of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to the finding;
- The right to be informed of the names of all witnesses whose information will be used to render a finding, prior to final determination, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to petition that any University representative be recused from the resolution process on the basis of demonstrated bias and/or conflict-of-interest;
- The right to meetings and interviews that are closed to the public;
- The right to have the University compel the participation of student, faculty and staff witnesses, and the opportunity to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
The right to have an advisor of their choice to accompany and assist throughout the campus resolution process;
- The right to a fundamentally fair resolution, as defined in these procedures;

- The right to submit an impact statement in writing to the Appellate Officer in cases of an appeal;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;

Disabilities Accommodation in the Equity Resolution Process

The University is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the University. Anyone needing such accommodations or support should contact the Director of Disability Services, who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation.

Revision

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. The University reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

APPENDIX 1: Conduct Offenses

The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in the Student Conduct Policy. Any student found to have engaged in misconduct, including the following acts, is subject to sanctions. For violations of the University Sexual Misconduct Policy and gender discrimination, see the next section.

Integrity: University of Indianapolis students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes[1], but is not limited to:

HARASSMENT

Any unwelcome conduct based on actual or perceived race, color, sex, age, religion, national or ethnic origin, disability, citizenship status, military status, sexual orientation, or gender identity or expression that is

sufficiently severe or pervasive that it interferes with, limits or denies someone's ability to participate in or benefit from the University's educational program or activities. (See Non-Discrimination Policy for further information.)

University Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. The University harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under this policy.

Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by UIndy policy as well as the law. The University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by policy or law. The University will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the University may also impose sanctions on the harasser. The University's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive, and objectively offensive, such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

The University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under this policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, students should contact the Director of Student Conduct.

Controlled Substances Policy - The unlawful use, possession, distribution, or influence of controlled substances are prohibited on the premises of the University of Indianapolis and at any off-campus activity sponsored by the University

Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;

Unauthorized Access. Unauthorized access to any University building (*i.e.*, keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost University identification card or key;

Collusion. Action or inaction with another or others to violate the *Student Conduct Policy*;

Trust. Violations of positions of trust within the community;

Election Tampering. Tampering with the election of any University-recognized student organization;

Taking of Property. Intentional and unauthorized taking of University property or the personal property of another, including goods, services and other valuables;

Stolen Property. Knowingly taking or maintaining possession of stolen property;

Community: University of Indianapolis students build and enhance their community. Behavior that violates this value includes, but is not limited to:

Disruptive Behavior. Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus;

Rioting. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;

Unauthorized Entry. Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building;

Trademark. Unauthorized use (including misuse) of University or organizational names and images;

Damage and Destruction. Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another;

IT and Acceptable Use. Violating the University Acceptable Use and Computing Policy, found online at: <http://technology.uindy.edu/policies>;

Gambling. Gambling as prohibited by the laws of the State of Indiana. (Gambling may include raffles, lotteries, sports pools and online betting activities);

Weapons. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property;

Tobacco. The entire University of Indianapolis campus is smoke-free. Smoking and the use of smokeless tobacco is prohibited in all campus buildings and on campus property, including the residence halls and campus apartments. Permissible areas for the use of tobacco products include inside private vehicles and public areas along city streets (*i.e.*, Shelby Street or Hanna Ave.). Visitors are expected to abide by this policy.

Fire Safety. Violation of local, state, federal or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
- Failure to evacuate a University-controlled building during a fire alarm;
- Improper use of University fire safety equipment; or
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions;

Animals. Animals, with the exception of animals that provide assistance (e.g., seeing-eye dogs), and pets as outlined in Residence Life policy, are not permitted on campus except as permitted by law.

Wheeled Devices. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside University buildings, residence halls or on courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities.

Social Justice: University of Indianapolis students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

Discrimination. Any act or failure to act that is based upon an individual's or group's actual or perceived race, color, sex, age, religion, national or ethnic origin, disability, citizenship status, military status, sexual orientation, or gender identity or expression. (See Non-Discrimination Policy for further information.)

Harassment. Any unwelcome conduct based on actual or perceived race, color, sex, age, religion, national or ethnic origin, disability, citizenship status, military status, sexual orientation, or gender identity or expression that is sufficiently severe or pervasive that it interferes with, limits or denies someone's ability to participate in or benefit from the University's educational program or activities. (See Non-Discrimination Policy for further information.)

Retaliation. Any intentional, adverse action taken as a result of another's initiating or participating in the University's Student Conduct Process. (See Non-Discrimination Policy for further information.)

Bystanding.

- Complicity with or failure of any student to appropriately address known or obvious violations of the *Student Conduct Policy* or law;
- Complicity with or failure of any organized group to appropriately address known or obvious violations by its members of the *Student Conduct Policy* or law.

Abuse of Conduct Process. Abuse of, or interference or noncompliance with, University processes, including conduct and academic integrity proceedings, including, but not limited to:

Falsification, distortion, or misrepresentation of information;

Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;

Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;

Failure to comply with the sanction(s) imposed by the campus conduct system;

Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: University of Indianapolis students show positive regard for each other and for the community.

Behavior that violates this value includes, but is not limited to:

Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

Threatening or Intimidating Behaviors. Written, spoken or physical conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

Stalking. A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

Bullying and Cyberbullying. Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Hazing. An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy;

Public Exposure. Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility: University of Indianapolis students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia in violation of the University's Alcohol Policy (*see* alcohol policy for further information);

Drugs. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia in violation of the University's Drug Policy (*see* policy for further information);

Prescription Medications. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

Failure to Comply. Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

Financial Responsibilities. Failure to promptly meet financial responsibilities to the institution, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity and/or falsifying or altering payroll documentation.

Other Policies. Violating other published University policies or rules, including all Residence Hall policies;

Health and Safety. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.);

Violations of Law. Violation of local, state or federal laws.

APPENDIX 2: Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any violation of the *Student Conduct Policy*:

Warning: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

Restitution: Compensation for damage caused to the University or any person's property. This could also

include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

Fines: Reasonable fines may be imposed.

Community/University Service Requirements: For a student or organization to complete a specific supervised University service.

Loss of Privileges: The student will be denied specified privileges for a designated period of time.

Confiscation of Prohibited Property: Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Dean of Students or Campus Police.

Behavioral Requirement: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

Educational Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

University Housing Probation: Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.

University Housing Reassignment: Reassignment to another University housing facility. Residential Life personnel will decide on the reassignment details.

University Housing Suspension: Removal from University housing for a specified period of time after which the student is eligible to return (including interim suspensions). Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Associate Dean of Students or designee. This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

University Housing Expulsion: The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

University Probation: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

Eligibility Restriction: The student is deemed “not in good standing” with the University for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Students, and terms of this conduct sanction may include, but are not limited to, the following:

- A. Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
- B. Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

University Suspension: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension (or pending the outcome of an investigation for interim suspension). The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Associate Dean of Students or designee, or Title IX Coordinator. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Associate Dean of Students or designee or Title IX Coordinator. This sanction may be enforced with a trespass action as necessary. [This sanction may be noted on the academic record.]

University Expulsion: Permanent separation from the University. The student is banned from university property and the student’s presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. [This sanction may be noted on the academic record].

Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students.

The following sanctions may be imposed upon groups or organizations found to have violated the *Student Conduct Policy*:

One or more of the sanctions listed above; and/or

Deactivation, de-recognition, loss of all privileges (including status as a University registered group/organization), for a specified period of time.

Academic dishonesty is subject to a separate policy and process.

SEX/GENDER DISCRIMINATION POLICY

The University of Indianapolis is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of University’s education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence (including domestic violence and dating violence), and failure to provide equal opportunity in admissions, activities, employment or athletics. Student workers will be covered by this policy, and may also fall under the jurisdiction of human resources, which will jointly resolve all complaints with the Dean of Students.

The University Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding the University’s procedures and Title IX may be directed to one or more of the following resources:

Name: Anne C. Moelk
Title IX Coordinator (handles complaints against students)
Office of Student Affairs
Schwitzer 210
(317) 788-2139
Email: moelka@uindy.edu

Name: Janet Robinson
Deputy Title IX Coordinator (handles complaints against employees)
Office of Human Resources
Esch Hall 163
(317) 788-2127
robinsonjs@uindy.edu

Inquiries may be made externally to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

The University will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. The reporting party will receive periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the University may take a number of interim actions in order to ensure the preservation of the educational experience and the overall University environment of the party bringing the complaint. These actions may include, but are not limited to: imposing a no contact order on the responding party; residence hall removal or relocation of one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party.

To read more about Title IX of the Education Amendments of 1972, please visit: <http://www.dol.gov/oasam/regs/statutes/titleix.htm>.

SEXUAL MISCONDUCT POLICY

Members of University community, guests and visitors have the right to be free from sexual violence and discrimination. All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University sexual misconduct policy has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated. The University maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Zero tolerance means the University will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy. Resolution by the University is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence and remedy the effects on the victim and the community. This policy has dual purposes; it serves as a measure to determine, after-the-fact, if behaviors trespassed on community values and as a guide for students on the University's expectations, preventatively, for sexual communication and interaction, responsibility and respect.

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph: Consent is clear sexual permission and can only be given by one of legal age. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Individuals who consent to sex must be able to fully understand what they are doing. Under this policy, "No" always means "No" and "Yes" may not always mean "Yes." For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the *who*, *what*, *where*, *when*, *why*, or *how* of a sexual interaction. In addition, silence—without clear actions demonstrating permission—cannot be assumed to indicate consent.

Consent :

- Consent is expressed through affirmative, voluntary words or actions mutually understandable to all parties involved.
- Consent is given for a specific sexual act at a specific time and can be withdrawn at any time.
- Consent cannot be coerced or compelled by duress, threat, or force.
- Consent cannot be given by someone who, for any reason, cannot understand the facts, nature, extent, or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent, asleep, unconscious, or mentally or physically impaired through the effects of drugs or alcohol.

- Consent cannot be assumed based on silence, the absence of “no” or “stop,” the existence of a prior or current relationship, or prior sexual activity.

Finally, there is a difference between seduction and coercion; coercion is defined in this policy as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity (or attempting to do the same) violates this policy in the same way as physically forcing someone into engaging in sexual activity.

A. Violations of the University Sexual Misconduct Policy

Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions as described in the *Code of Student Conduct* - Section 7: “Formal Conduct Procedures”, with individuals found responsible for violation of the nonconsensual sexual intercourse policy facing a recommended sanction of University suspension or University expulsion. Deviations from this range are rare and only made where there are compelling mitigating circumstances. Suspensions, if given, are based on satisfying conditions rather than solely on a period of time. Predatory, pattern and/or repeat offenders face expulsion, which is also available for any serious offense whether pattern, predatory or repeat offending is evidenced or not. The other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to expulsion can be applied, depending on the nature of the misconduct. **Any use of the campus restorative justice program in a sexual misconduct case must still result in sanctions within the offense-specific ranges defined here, though conditions may be specific to the restorative model.** A partial list of University sexual misconduct policy violations is listed below.

1. *Sexual Harassment* is defined as unwelcome sex-based conduct or unwelcome conduct of a sexual nature. The University encourages the reporting of all sexual harassment to a supervisor and/or the Title IX Coordinator. The University will promptly and effectively remedy all instances of reported sexual harassment by providing resources to the victim and addressing the effects on the victim and the community. To impose discipline on a harasser, sexual harassment must also meet the definition of hostile environment, quid pro quo or retaliation defined immediately below:
 - a. *Hostile Environment* includes situations where harassment is sufficiently severe, pervasive or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from University’s educational or employment program or activities, sanctions can be imposed for the creation of a hostile environment. The determination of whether an environment is “hostile” must be based on all the circumstances. These circumstances could include, but are not limited to:
 - i. The frequency of the speech or conduct;
 - ii. The nature and severity of the speech or conduct;
 - iii. Whether the conduct was physically threatening;
 - iv. Whether the speech or conduct was humiliating;
 - v. The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
 - vi. Whether the speech or conduct was directed at more than one person;
 - vii. Whether the speech or conduct arose in the context of other discriminatory conduct;
 - viii. Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
 - ix. Whether a statement is a mere utterance of an epithet, which engenders offensive in an

employee or a student or offends by mere discourtesy or rudeness.

- x. Whether coercion exists. Coercion is defined in this policy as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity (or attempting to do the same) violates this policy in the same way as physically forcing someone into engaging in sexual activity.
- b. *Quid Pro Quo* sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.
- c. *Retaliation* exists when an individual harasses, intimidates or takes other adverse action(s) against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The University will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male students take to calling a particular brunette student "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations" and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

2. Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts

may have parallels in criminal law, UIndy has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, UIndy considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:

3.

a. Sexual Harassment (as defined in section b above)

b. Non-Consensual Sexual Intercourse: non-consensual penetration of, or forcing someone to penetrate, an orifice (anal, vaginal, oral) with the penis, finger, tongue, or objects (or attempts to commit the same)

Defined as:

- any sexual intercourse
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual intercourse includes:

- o Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

C. Non-Consensual Sexual Contact (or attempts to commit the same)

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes:

Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

c. Fondling is the touching of the private body parts of another person for the purpose of sexual

gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

d. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

e. *Statutory Rape*- Sexual intercourse with a person who is under the statutory age of consent.

D. Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- *Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)*
- *Invasion of sexual privacy.*
- *Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).*
- *Prostitution.*
- *Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.*
- *Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent (assuming the act is not completed).*
- *Exposing one's genitals in non-consensual circumstances.*
- *Sexually-based stalking and/or bullying may also be forms of sexual exploitation.*

3.

E. Force and Consent

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you." "Okay, don't hit me, I'll do what you want.").

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. As stated above, coercing someone into engaging in sexual activity (or attempting to do the same) violates this policy in the same way as physically forcing someone into engaging in sexual activity.

NOTE: Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but

non-consensual sexual activity is not by definition forced.

Consent: Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

In Indiana, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Examples of lack of consent:

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left. **Bill is responsible for violating the university Non-Consensual Sexual Contact policy. It is likely that campus decision-makers would find that the degree and duration of the**

pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.

2. Jiang is a junior at the university. Beth is a sophomore. Jiang comes to Beth's residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a babysitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? **Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or nonverbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**
3. Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it's a lot. After the party, he walks John to his room, and John comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and John says yes. Clothes go flying, and they end up in John's bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into John the next day, he thanks him for the wild night. John remembers nothing, and decides to make a report to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that John was incapable of making a rational, reasonable decision about sex. Even if John seemed to consent, Kevin was well aware that John had consumed a large amount of alcohol, and Kevin thought John was physically ill, and that he passed out during sex. Kevin should be held accountable for taking advantage of John in his condition. This is not the level of respectful conduct the university expects.**

Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party's actual or perceived membership in a protected class.[1]

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

- Discrimination, defined as actions that deprive, limit or deny other members of the community of educational or employment access, benefits or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
 - o Repeated and/or severe
 - o Aggressive behavior
 - o Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - o That is not speech or conduct otherwise protected by the 1st Amendment.
- Intimate Partner Violence, defined as violence or abuse between those in an intimate interaction and/or relationship to each other;
 - o Examples:

§ A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.

§ An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.

§ A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.

§ Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.

Stalking

- o Stalking 1:

§ A course of conduct

§ Directed at a specific person

§ On the basis of actual or perceived membership in a protected class

§ That is unwelcome, AND

§ Would cause a reasonable person to feel fear

- o [Stalking 2:

§ Repetitive and Menacing

§ Pursuit, following, harassing and/or interfering with the peace and/or safety of another]

- Examples of Stalking

- o A student repeatedly shows up at another student's on-campus residence, always notifying the front desk

attendant that they are there to see the resident. Upon a call to the resident, the student informs residence hall staff that this visitor is uninvited and continuously attempts to see them, even so far as waiting for them outside of classes and showing up to their on-campus place of employment requesting that they go out on a date together (Stalking 1).

o A graduate student working as a on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate if the gift deliveries stop. The student then started leaving notes of love and gratitude on the graduate assistant's car, both on-campus and at home. Asked again to stop, the student stated by email: "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you." When the tutor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. We are meant to be together" (Stalking 2).

· Any other University policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

Sanctions for the above-listed "Other Civil Rights Behaviors" behaviors range from reprimand through expulsion (students) or termination of employment.

5. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of University policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Examples of Retaliation:

· Student-athlete A files an allegation against a coach for sexual harassment; the coach subsequently cuts the student-athlete's playing time in half without a legitimate justification

· A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the faculty member's tendency to "ruffle feathers."

· A student from Organization A participates in a sexual misconduct hearing against the responding individual – also a member of Organization A; the student is subsequently removed as a member of Organization A because he participated in the hearing.

B. Confidentiality and Reporting Sexual Misconduct

All University employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. The following describes the reporting options at the University of Indianapolis:

1. Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors, chaplains, campus health service providers, off-campus local rape crisis counselors, domestic violence resources, and local or state assistance agencies, who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors are available for students and can be seen on an emergency basis during normal business hours. These employees will submit anonymous statistical information for Title IX tracking and Clery Act purposes unless they believe it would be harmful to their client, patient or parishioner.

2. Formal Reporting Options

A formal report can be made to the Title IX Coordinator and/or Campus Police at any time. The reporting party has the right to proceed with a criminal investigation and a Title IX complaint simultaneously. If the reporting party files a criminal complaint with a local law enforcement agency, the University will comply with law enforcement agency requests for cooperation. Such cooperation may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency gathers evidence. The university will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process. University employees who have a Duty to Report are called “responsible employees” unless they fall under the section above. Parties bringing a complaint may want to consider carefully whether they share personally identifiable details with responsible employees, as those details must be shared by the employee with the Title IX Coordinators and/or Deputy Coordinator. Responsible employees must share all details of the reports they receive. If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with federal law.

In cases indicating pattern, predation, threat and/or violence, the University may be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A party bringing a complaint has the right, and can expect, to have grievances taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures, keeping in mind that sexual violence complaints are not to be mediated as a resolution. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Parties are not restricted from discussing and sharing information relating to their complaint with others that may support them or assist them in presenting their case.

Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of those involved. Additionally anonymous reports can be made by victims and/or third parties using

the online reporting form posted at <http://www.uindy.edu/campus-life/sexual-misconduct>. Note that these anonymous reports may prompt a need for the institution to investigate.

False Allegations

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

C. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

D. Information Supplementing the University Sexual Misconduct Policy

In addition to the information provided in the University Sexual Misconduct Policy, students should know that rape is a crime that can be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a stranger who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. "Victims of rape and sexual assault report that in nearly 3 out of 4 incidents, the offender was not a stranger...two thirds of the victims 18 to 29 years old had a prior relationship with the rapist." Therefore, University students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger. Both men and women can be victims. Non-consensual intercourse by a person one knows is often referred to as *date rape* or *acquaintance rape*, both of which are as serious an offense as stranger rape.

1. Resources for Victims of Sexual Harassment and Assault

a. University Campus Resources

i. University Police

- 317-788-3386
- 317-788-3333 (emergency)

ii. Health and Counseling Services

- 317-788-3437

iii. Student Affairs

- 317-788-3530

iv. University Title IX Coordinator

- 317-788-2139

b. Community Resources

i. Relationship Violence:

- Local Crisis Center: 317-920-9320
 - National Hotline: 1-800-799-SAFE
 - www.loveisrespect.org
- ii. Sexual Assault
- Local Crisis Center: 317-251-7575
 - National Hotline: 1-800-656-HOPE
 - Suicide/Crisis unit: 317-388-4800
 - <https://ohl.rainn.org/online>

PREGNANCY POLICY

Protections for parenting students extend to any parent on the basis of medical necessity related to the health of the parent who gave birth and/or baby during the pregnancy and postpartum period reasonably thereafter.

- A. *Status generally.* The University shall not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. *Pregnancy and related conditions.*
- a. The University of Indianapolis shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity.
 - b. The University of Indianapolis may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
 - c. The University of Indianapolis shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom in the same manner and under the same policies as any other temporary disability with respect to any medical or hospital benefit, service, plan or policy which the University of Indianapolis administers, operates, offers, or participates in with respect to students admitted to the educational program or activity.

IV. SOCIAL MISCONDUCT - CLASSIFICATION OF OFFENSES

Offenses are divided into three categories based on the sanction that may be imposed for a first time violation of the regulation: category "A," category "B," and category "C." **These categories are designed to serve only as guidelines in the disciplinary process and do not replace the wisdom and discretion of Student Affairs Staff.**

Repeated violations of University regulations may result in the offense being treated as a violation of a more serious category and the case being handled procedurally in a manner consistent with the greater offense.

Category "A" offenses typically do not lead to probation, suspension, or dismissal from the University, unless repeated. These matters are routinely handled by residence hall staff. A category "A" offense may be considered category "B" when warranted by the circumstances or facts of the case.

Category "B" offenses might result in disciplinary or residence hall probation or suspension. A category "B" offense may be considered category "C" when warranted by the circumstances or facts of the case.

Category “C” offenses are classified as crimes and/or actions and may warrant suspension or expulsion from the University. Note that category “C” constitutes a special case within the conduct system; the reader should take notice of the differences between it and categories “A” and “B.”

CATEGORY “A” OFFENSES

1. Visitation
2. Courtesy/Quiet Hours
3. Restricted areas (minor infraction)
4. Pets
5. Guest policy
6. Defenestration (throwing something out of a window)
7. Hallway Usage
8. Candles & Incense
9. Tobacco
10. Trash policy
11. Clean and safe living area
12. Abuse of the Student Conduct Process
13. Accessory to violations (minor infraction)
14. Other Forms of Social Misconduct (minor infraction)

CATEGORY “B” OFFENSES

1. Alcohol policy
2. Fire safety regulations
3. Possession of hunting knives, swords, or sabers, etc.
4. Local laws and statutes
5. Physical and/or verbal abuse
6. Theft
7. Vandalism
8. Failure to comply with a University official
9. Dangerous objects
10. Restricted areas
11. Disorderly and/or disruptive conduct
12. Harassment
13. Sexual harassment
14. Accessory to violations
15. Violation of the terms of any disciplinary sanction
16. Other forms of social misconduct
17. Repeat of Category “A” offenses

CATEGORY “C” OFFENSES

1. Theft
2. Drugs/Controlled Substances
3. Possession of firearms, fireworks, ammunition, or explosives

4. Physical assault with bodily injury
5. Sexual misconduct
6. Accessory to violations
7. Repeat of Category “B” offenses
8. Any other offense defined as a felony or violent crime.

ALCOHOL RELATED OFFENSES

Because of the precarious nature involving alcohol-related incidents, the University of Indianapolis has developed an action plan for such incidents.

At a response level, students violating multiple University policies or conduct probation can expect additional sanctions. These sanctions can include suspension or expulsion from the University. **As with any student misconduct policy, these response levels serve as a guide and do not replace the disciplinary discretion of Students Affairs officials.**

Response Level 1

As an educational institution, our goal at the University of Indianapolis is to educate the students about their experiences. Response Level 1 may be seen as a more educational component:

- the student must complete a two-hour alcohol educational program.
- the student must pay a fine of \$100.
- the student is placed on social conduct probation.

Level 1 offenses do not normally lead to suspension or dismissal from the University unless they are repeated. A Level 1 offense may be considered a Level 2 offense when warranted by the circumstances or facts of the case.

If a student has violated other University policies and has violated the alcohol policy only once, the person will still be subject to Response Level 2 sanctions in regard to fines and stricter restrictions with social conduct probation. If the student has violated other University policies, the Associate Dean of Students (or designee) may make the decision to remove the student from the residence halls or campus for the academic year.

Response Level 2

The University of Indianapolis still desires the student to learn from the experiences, and if they have not, then sanctions are imposed that are more of the punitive component:

- the student must complete an alcohol assessment and comply with the recommendations. The student meets with a counselor from the Counseling Center for an alcohol assessment. The student is provided the results of the assessment and if deemed necessary, treatment recommendations.
- the student must pay a fine of \$200.
- the student is placed on social conduct probation with restrictions.

The Associate Dean of Students (or designee) may make the decision to remove the student from the residence halls or campus for the entire academic year if the offense is warranted as serious. A Level 2 offense may be considered a Level 3 offense when warranted by the circumstances or facts of the case. It is at the Level 3 offense that may mandates immediate removal from the residence halls or campus.

Response Level 3

The University of Indianapolis, by this level, has attempted the educational and punitive component. At this point available sanctions are:

- the student must pay a fine of 300.

- immediate removal from the residence halls
- suspension or expulsion from the University
- drug-related offenses

Because of the danger and illegal activity involving drug-related incidents, the University of Indianapolis has developed an action plan for such incidents. Drug-related incidents will be taken seriously and students found with drugs in their possession may be immediately removed from the residence halls or campus and/or suspended.

At a response level, students violating multiple University policies or conduct probation can expect additional sanctions. These sanctions can include suspension or expulsion from the University. **As with any student misconduct policy, these response levels serve as a guide and do not replace the disciplinary discretion of Students Affairs officials.**

Response Level 1

The University of Indianapolis desires the student to learn from the experiences, and if they have not, then sanctions are imposed that are more of the punitive component:

- the student must complete a drug and alcohol assessment. The student meets with a counselor from the Counseling Center for an alcohol assessment. The student is provided the results of the assessment and if deemed necessary, treatment recommendations.
- the student must pay a fine of \$200.
- the student is placed on social conduct probation with restrictions (restrictions to be determined by the staff, based on relevant circumstances).

The Associate Dean of Students (or designee) may make the decision to remove the student from the residence halls or campus for the entire academic year if the offense is warranted as serious. A Level 1 offense may be considered a Level 2 offense when warranted by the circumstances or facts of the case. It is at the Level 2 offense that mandates immediate removal from the residence halls and/or the University.

Response Level 2

The University of Indianapolis, by this level, has attempted the educational and punitive component. At this point available sanctions are either:

- the student must pay a fine of \$300.\
- immediate removal from the residence halls
- suspension or expulsion from the University

HOSTING OFF CAMPUS EVENTS

As part of the University Mission that emphasizes character formation, students are held accountable to the rules of conduct found in this handbook and elsewhere. It means that the rules will apply whether the student is on- or off-campus. The University takes a firm stance in instances off-campus where students are involved with underage drinking, disorderly conduct, or other unlawful behavior. The University works closely with its neighbors and the local authorities to protect the peaceful and historic residential areas surrounding the campus.

In instances where Campus Police or other officials are called to off-campus properties, students who live at the property, students who are hosting the gatherings and other offenders of policies will be sanctioned through the University and possibly through the City of Indianapolis. The levels below will provide some guidance to students being sanctioned, however, with any student misconduct policy, these response levels serve as a guide and do not replace the disciplinary discretion of Student Affairs officials.

Response Level 1

As an educational institution, our goal at the University of Indianapolis is to educate students about their experiences. Response Level 1 may be seen more as educational components:

students will receive a warning and notice of future sanctions for continued behavior from the Associate Dean of Students and if applicable the Campus Police

Level 1 offenses do not normally lead to suspension or dismissal from the University unless they are repeated. A Level 1 offense may be considered a Level 2 offense when warranted by the circumstances of the case.

Response Level 2

The University of Indianapolis still desires the student to learn from the experiences, and if they have not, then sanctions are imposed that are more of the punitive component:

- students will be officially sanctioned through the university. Sanctions may include but are not limited to: Social Conduct Probation, Fines, Alcohol Class, Community Service, and Apologies to surrounding neighbors.

Response Level 3

The University of Indianapolis, by this level, has attempted the educational and punitive component. At this point possible sanctions include:

- Suspension or Expulsion from the University
- Fines

OTHER POLICIES

PETS ON CAMPUS POLICY

The University of Indianapolis is committed to providing an attractive, clean and safe campus for its employees, students, and visitors. To assist in the achievement of these objectives, the University will regulate the presence of pets on campus. For the purpose of this policy, a pet is defined as any domestic animal except fish. Service dogs for persons with disabilities, as well as certified police dogs are exempt from this policy. Special classroom experiences or service projects involving pets can be approved through the appropriate vice president's office. Residence Hall Directors have their own policy administered by Student Affairs.

BUILDINGS

Pets are not permitted in any campus building, including all academic, athletic and administrative buildings, as well as residence halls. The exceptions to this policy include certified police dogs; and guide, signal and service dogs animals used by persons with disabilities.

GROUNDS

Pets are not allowed in athletic playing venues. Pets in other areas on the campus grounds must be leashed and under the control of their owner at all times. All animal excrement must be picked up by the owner and may only be discarded on campus if it is placed in waste containers. No pets may be tied up outside buildings or left unattended on campus. Stray animals or those left unattended will result in removal by the City of Indianapolis Animal Control Service. Any costs incurred in the removal or retrieval of a pet will be the owner's responsibility.

CONFINEMENT IN VEHICLES

Pets may be confined in vehicles parked on campus for a reasonable period of time, as long as the animal is not endangered and does not endanger others or create a public nuisance, e.g. excessive barking. In the event of endangerment to the animal or others, the City of Indianapolis Animal Control Service will be contacted for

appropriate action.

ENFORCEMENT

All members of the campus community are expected to comply with this policy. The Campus Police Department is responsible for the enforcement of these regulations. Any questions regarding the implementation of this policy should be directed to the Campus Police Department. Failure to comply with this policy and its regulations will be subject to appropriate disciplinary action.

MEDICAL LEAVE POLICY FOR MENTAL HEALTH REASONS

The University's purpose is to foster an environment that promotes education, research, service, and the growth of all members of the University community. The University is particularly concerned with the health and safety of its students, faculty, and staff.

On occasion University staff may become aware of a student who is a threat to one's self or others or who may impede other students' abilities to pursue their educational objectives. When a threatening, or potentially threatening, situation is identified, the Dean of Students or the University Counseling Center staff may address the situation by (1) recommending assessment, hospitalization, and treatment for mental illness; or (2) University-initiated medical leave from the residence halls and/or academic class work.

A student will be subject to withdrawal on the basis of a preponderance of evidence that the student has engaged or threatened to engage in behavior which poses a direct threat of physical harm to others or poses a legitimate safety concern of harm to self.

All attempted suicides, regardless of the degree of lethality involved, are serious and inevitably affect others in the University community. Attempted suicide by a student may subject that student to University-initiated medical leave if the student's conduct poses a legitimate safety concern. The student may also be subject to the Code of Student Conduct if he or she causes substantial disruption to the University community. In case of long term hospitalization, staff will alert the Provost and Dean of Students to discuss possible University-initiated medical leave from the student's academic commitments and the residence halls. University-initiated medical leave allows the student to retake classes, or receive deferred or incomplete grades. The staff will only make recommendations as to releasing the student from classes and the residence halls. The final decision lies with the Provost and the Dean of Students (or designee). A release of information granting permission to contact other mental health providers is needed to keep track of the student's ability to live independently and a plan of care from the treating facility/physician for the student to return to the residence halls. The medical release will be provided to the Director of the Counseling Center and the Dean of Students (or designee).

The Center will not advise instructors whether the student should be allowed an incomplete or other such provisions. The assignment of grades, audits, and incomplete grades fall within the domain of academia. It is the responsibility of the student to notify his/her instructors of any absences or missed assignments. The Center staff may contact the student's instructors, with informed consent from the student, to provide basic information as to the prolonged absence from classes.

The University community may encounter students who refuse to leave classes or the residence halls despite their disruptive behavior. In which case, the Center staff will conduct a thorough mental health assessment and provide recommendations should the Provost or Dean of Students request such assessment. Students who contest the University-initiated medical leave will be afforded a hearing consistent with the Code of Student Conduct to determine if they pose a direct threat of harm to others or a legitimate safety concern of harm to self.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

The federal government requires colleges and universities to monitor a student's academic progress throughout their college career in order to be eligible to receive financial aid and to maintain eligibility. Therefore, policies have been established that requires a student to progress toward a degree within a reasonable period of time and to maintain a certain level of academic achievement.

Satisfactory academic progress is measured by cumulative credit hours earned and cumulative grade point average.

CREDIT HOURS EARNED

At the end of each term that a student is enrolled, the student's cumulative earned hours divided by cumulative attempted hours must equal at least 67%. *Hours of incomplete, failing, audit, unsatisfactory, and withdrawal do not constitute successful course completion.*

GRADE POINT AVERAGE

Undergraduate students must achieve a cumulative GPA as outlined below:

<u>Term</u>	<u>Minimum Cumulative GPA</u>	<u>End of 1st term</u>
of enrollment	1.7	
End of 2nd term of enrollment		1.8
End of 3rd term of enrollment		1.9
End of 4th term & all subsequent terms of enrollment		2.0

Graduate students must maintain a minimum cumulative GPA of 3.0.

There are also merit awards that may require a higher GPA in order to renew that particular award.

MAXIMUM TIME FRAME

Regulations also govern the maximum length of time a student may receive financial aid. Students working toward a baccalaureate degree may not receive aid beyond 150% of the length of their program of study. This time frame would be 186 total credit hours (150% of 124 hours to graduate). For a student pursuing an associate's degree, this time frame is defined to be 93 total credit hours (150% of 62 hours to graduate). *Transfer hours count toward this number of hours.*

The maximum time frame for graduate students is 150% of the length of their specific program.

MONITORING PROGRESS

The Financial Aid Office monitors a student's progress for course completion at the end of each semester (and summer). If a student is not meeting the requirements, then that student will be notified that they are being put on warning for their next period of enrollment. If they don't make cumulative progress during the warning period, then they would lose eligibility for aid.

REINSTATEMENT

If a student's aid eligibility is denied, then the student must try to make up the deficient hours or increase GPA to meet the standards at their own expense. If a student has experienced unusual circumstances that have affected their academic progress, an appeal may be submitted to the Financial Aid Office. Circumstances might include illness, divorce, death in family, etc.

MORE INFORMATION

For more information about Satisfactory Academic Progress, you may pick up a brochure in the Financial Aid Office and ask questions.

SOCIAL MEDIA

There may be instances where the university becomes aware of inappropriate or concerning information listed online either in a general nature or in an individual student's account (via facebook, twitter, etc.). In these

instances, staff will intervene and review the information. If the information is viewed as concerning, disturbing, or negatively directed at another individual, it will be reviewed and handled through the judicial system if appropriate.

SOLICITATION/SELLING

Any kind of solicitation on the campus of the University of Indianapolis is prohibited. Areas of solicitation include residence halls, offices, classrooms, and all other University facilities. Individuals or groups who wish to promote their products or services on campus must be approved by the Business Office. Credit card solicitation is strictly prohibited. Residence hall solicitation/selling must be approved by the Dean of Students. The distribution of handbills or flyers on the campus is prohibited without prior approval from the Business Office.

STUDENT PARKING PENALTY STRUCTURE

The University expects all students to follow the parking policies and procedures as outlined by the Campus Police. It is important and mandatory that all students register their cars annually with Campus Police and follow the guidelines for parking on campus. Failure to comply will result in multiple parking tickets and sanctions. For lot restrictions, see the Motor Vehicle Operations Guide which can be accessed at www.police.uindy.edu. The following structure will be used in regards to parking tickets:

When a student has received 5 tickets, a notice will be sent with a deadline for when the tickets must be paid and also be offered a payment plan option. If the student does not pay for the tickets by the date noted, parking privileges will be revoked and the vehicle will be immobilized or towed (with additional fees assessed) until the tickets are paid. In addition, a transcript hold will be placed on their account.

REVOKING OF PARKING PERMITS

The following circumstance may result in the permanent loss of parking privileges:

- Habitual offenders of the parking policy
- Stated or continued refusal to pay parking tickets/fines
- Traffic offenses, which jeopardize the safety and/or property of others such as improper or reckless driving,
 - speeding, DUI, or loss of state license
- Being found guilty of possession, consumption, being under the influence of alcoholic beverages or illegal drugs while in a motor vehicle

UNREASONABLE, DISRUPTIVE OR DANGEROUS BEHAVIOR

A student must not engage in behavior that disrupts or disturbs the ability of other members of the campus community from performing normal activities or that makes unreasonable demands on others. Disruptive behavior may take the form of acts of violence, outbursts, threats, intimidation, criminal activity, or breaking of University rules. It may also take the form of a pattern of activity which has an adverse impact on the smooth and efficient operation of University offices, classroom activity, residence hall life, or academic progress. Dangerous behavior is that which places the person or others at risk of harming (*See Social Misconduct Policy*) themselves directly and without delay. This Grievance Policy and Procedure represents the University's effort to assist members of the University community in addressing interpersonal difficulties and resolving interpersonal conflicts.

SECTION V: RESIDENCE LIFE

This section is specifically addressed to the residence hall residents but also contains information of importance to all students and others who visit the halls and apartments. Living in a residential facility is one of the many learning experiences students enjoy at the University. Campus living provides the opportunity to interact with students from varied backgrounds, interests, and lifestyles. Your Residence Life experience will be enhanced by your acceptance and respect for others and your regard for standards of good citizenship. While providing several freedoms and privileges, residence life also requires a great deal of self-discipline and responsibility.

RESIDENCE HALLS & STAFF

The University maintains seven residence halls on campus with a capacity of approximately 1600 residents. Each residence possesses its own personality and yet functions as a part of the total residence life environment. One goal of each residence hall is to create a complete living/learning environment by offering a variety of educational, social, and recreational activities. Another goal is to provide an environment of safety, cleanliness, privacy, and community. Residence halls' phone numbers are as follows:

Central (coed, housing 251)	791-7900
Cory Bretz (coed, housing 249)	781-5300
Cravens (coed, housing 200)	781-5200
Crowe Hall (coed, housing 154)	781-5100
East Hall (coed, housing 153)	791-4413
Roberts Hall (coed, housing 217)	791-4430
Warren (coed, housing 290)	781-5000

The residence hall system is under the administration of the Office of Residence Life and Housing. Each building is supervised by a full time professional live-in Area Coordinator or Residence Director who is supported by several student Resident Assistants (RA's). RA's are assigned to each floor of the residence halls and assist the Area Coordinator or /Residence Director with the administration of the hall and student development. RA's are an integral part of the Residence Life Team, as they are paraprofessional staff who have direct and constant student contact. Their primary responsibility is to act as facilitators for the residence hall community and to enhance the social, educational, intellectual and cultural development of each individual. The RA articulates to students the philosophy and policies of Residence Life and the University and represents the department as a role model in all facets of campus life. The six basic roles of the RAs are: Community Development Manager; Referral Agent; Team Member; Administrator; Programmer, and Community Mediator. Some halls may also have front Desk Assistants who also assist in the administration of the residence halls and are a source of information for students, guests, and visitors.

RESIDENCE HALL REQUIREMENTS

The University does not have a policy that requires students to live in campus housing. Priority in housing in the traditional residence halls is given to full-time, day division students enrolled in at least 12 credit hours. In order to be assigned space in the residence halls, a student must (1) be admitted to the University or enrolled in class work, (2) pay housing deposit by the given deadline, and (3) complete a Housing Agreement.. Each year residents who desire to live in the residence halls must reapply for housing space. The process will be advertised in the halls and around campus during the second semester. Returning students sign up for individual spaces via either on-line room sign up or the advertised process. Paying the deposit, without completing the on-line housing application, does not guarantee a room space.

RESIDENCE HALL REFUNDS AND CANCELLATIONS

To cancel your contract or obtain a refund before the semester begins, stop by the Residence Life office or submit a written request to the University of Indianapolis, Office of Residence Life, 1400 E. Hanna Ave., Indianapolis, IN 46227. If mailed, the postmark serves as the official date. The request should contain the following: the reason for the request, the date, your student ID number, and signature. Please state whether this is a housing or University withdrawal. *A waiver may be granted for students who leave housing due to University withdraw, graduation, special academic programs, marriage, medical, or special circumstance.

**After the halls open, room and board refund will be determined according to the University's refund policy*

The Residence Life & Housing Contract is an annual contract. The cancellation fees reflect the contract:

Prior to May 15th	Return of 100% of Housing Deposit
Mid May-June 30	Loss of 50% of Housing Deposit (\$25)
July 1-31	Loss of Deposit & \$50.00
1st 2 weeks of August (up to 1st class day)	Loss of Deposit & \$100
First day of class-2nd week of October	Loss of deposit & \$1000
2nd week of October-end of year	Loss of deposit & \$2000

***Students who move into the Residence Halls second semester will only be charged applicable semester II*

charges if they cancel their contract.

1. RESIDENCE HALL CONDUCT POLICIES: The policies and procedures of the Residence Halls are designed to create a safe and orderly living learning environment. Students who conduct themselves in a manner that violates or is inconsistent with such policies are subject to disciplinary procedures and sanctions as set forth in this procedure. Hall policies are administered by the Resident Assistants and ultimately, the Area Coordinator and Residence Hall Director staff. In the event of disputes or concerns with the decisions that are made by the Residence Hall staff that are not disciplinary in nature such as roommate conflicts, and other hall related concerns, the Associate Dean of Students (or designee) may become involved. Policies can be changed at the discretion of the Residence Hall Staff at any time. In the event of a change, notification will be given to students.

- **ALCOHOL AND CONTROLLED SUBSTANCES:** The use, possession, distribution, being under the influence or in the presence of alcoholic beverages and illicit drugs are prohibited in the residence halls and anywhere on campus (including parking lots, on person and vehicles). Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **BREAK HOUSING:** Students wanting to reside in the residence halls during holiday break periods will be charged a set amount for the break period. During breaks, guests are to be in the common areas only and meals will not be available through the dining hall. Students are prohibited from share their student ID with other students over the break periods. Failure to comply can result in fines and/or sanctions for all parties involved. SEE FINES & SANCTIONS.
- **BUNKBEDS/LOFTS:** Lofts (unless university provided) are not permitted in the residence halls or campus apartments. The bunking of beds is permitted, with University provided bunks only. Bunkbeds must be within the established guidelines of height and placement and must pass a fire and safety inspection by the University Residence Hall Staff. Students who choose to prop their mattresses or beds up may not exceed a height of three feet from the floor to the top of the mattress. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **COURTESY & QUIET HOURS:** Courtesy hours are maintaining a level of respect for other people in the building and demonstrating this respect and are in place 24 hours a day. This means turning down music and other noises when asked by staff or other residents, not shouting unnecessarily, and generally showing respect to other people in the building. The following Quiet hours are established so residents will have time to study, relax, or rest without interruption:
 - Sunday-Thursday - 10:00 p.m.-8:00 a.m.
 - Friday-Saturday – 12:00 a.m.-8:00 a.m.
 - 23–hour quiet hours are observed during finals week
 - Other quiet hours times may be designed by the Area Coordinator/Residence Director

Failure to comply with courtesy and/or quiet hours may result in fines and/or sanctions. SEE FINES & SANCTIONS.

- **DAMAGES:** Any damages that occur to the common areas, room furniture, hall equipment etc.

must be reported immediately to hall staff. Students may be billed for damages throughout the academic year that are determined to be excessive. Individuals or entire floors may be billed for damages that occur on floors or within common areas where a responsible party cannot be identified. Damage charges are based on damages reported following the inspection of the room or common areas by the Resident Assistant and the Area Coordinator/Residence Director. Any questions regarding the damages or related charges should be addressed to the Area Coordinator/Residence Director. Damage charges will be billed to the student's account through the Residence Life Office. SEE FINES & SANCTIONS.

- **EXTENSION CORDS:** Extension cords and multiple wall adapter units are not permitted unless used in conjunction with a multiple outlet surge protector. Failure to comply can result in sanctions and fines. SEE FINES & SANCTIONS.
- **FIRE DRILLS:** Each hall will provide its residents will an evacuation handout upon move-in. Periodic drills are held to test the alarm system and evacuation procedures. All residents must evacuate the building when the alarm sounds. While hall staff will be there to assist and direct, residents are responsible for knowing the evacuation procedures for their building.. Failure to evacuate is a federal violation and can result in disciplinary sanctions and fines. SEE FINE & SANCTIONS
- **GUEST/VISITATION HOURS:** The following hours have been approved for visitation between members of the opposite sex in the rooms of the residents:
 - **Cravens Hall, Cory Bretz Hall, and Warren Hall**
Monday–Thursday 9:00 a.m.–Midnight
24–Hour Weekends (Friday at 9:00 a.m.–Sunday at Midnight)
 - **Central Hall, Crowe Hall, East Hall, and Roberts Hall**
Sunday–Sunday 24–hour visitation
- Roommates are encouraged to work out an agreement for acceptable visitation during the established visiting hours.
- **During visiting hours, all guests must be escorted by the host/hostess while in the living areas of the residence hall. The host resident is responsible for the conduct of their guests, and guests are expected to abide by all University and Residence Hall Policies.**
- **Residents may not have an overnight guest unless it is approved by their roommate. Overnight visitors may only stay a total of 3 days in duration and not exceed 10 days during an academic year.**
- Common areas are not to be used for overnight guests.
- Overnight guests are not permitted during final examination week of each semester (Sun.–Sat.). Unless special permission is granted by the Residence Life Office, **all guests must be at least 18 years of age**
- Failure to comply can result in fines, loss of visitation privileges or other sanctions. SEE FINE & SANCTIONS.
- **HALL ACCESS/KEYS:** Each resident is issued a student ID that provides access to the Residence Hall

main entrance doors and keys that unlock his/her residence hall room and interior hallway (Roberts Hall residents are issued a mailbox key). For safety reasons, residents may not lend their keys or student ID to others and are encouraged to keep their room doors locked and to carry their room keys at all times. Duplication of keys is prohibited and lost keys should be reported to hall staff **immediately**. Students will assess a monetary fine for lost keys. Replacement ID's can be purchased at the Student Business Center (SCHW 207). Students may request to have the lock core of their room door changed at their expense. *Note: Keys/ID's being shared can be confiscated by AC/RD staff.* SEE FINE & SANCTIONS

- **HOUSEKEEPING:** The University provides a housekeeping crew to maintain the common areas of the residence halls. Residents are responsible for cleaning their own rooms and the hall kitchen areas. Residents with private bathrooms are responsible for the cleanliness of those bathrooms. Residents are also required to remove their own trash and take it to the dumpsters. The disposal of room trash in the bathrooms, hallways, or lobbies is prohibited. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **ITEMS NOT PERMITTED (SEE ALSO ROOM PERSONALIZATION):** Air conditioners, drugs, alcohol or related paraphernalia, hotplates, toasters, toaster ovens, grill units (George Foreman etc.), firearms, fireworks, waterbeds, Christmas or stringed lights, extension cords or multiple wall outlet adapters (unless used with a multiple outlet surge protector), weapons of any kind, burned candles, incense, and potpourri pots. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **LAUNDRY ROOMS:** Each hall has laundry facilities equipped with washers and dryer available for residents at no additional charge. The laundry facilities are for campus residents only. Failure to comply can result in fines and/or sanctions for all involved. SEE FINES & SANCTIONS.
- **LOCKOUTS:** The exterior doors of each residence hall remain locked at all times to provide access to the facility only to residents (and their escorted guest) of the building. Residents must lock the doors to their room each time they leave. Residents are expected to carry their keys and student ID with them at all times in order to provide access to the building and to their individual room assignment. In the event a student is locked out of their room, requiring assistance from Residence Life staff to re-enter, the staff will record the number of instances in which a student has requested lock-out assistance. The first three lockouts will be assisted as a courtesy. Any subsequent lockout assistance that is needed will assess a fee (billed to the student's account) each time a staff member assists. SEE FINES & SANCTIONS
- **ROOM CHANGES:** All room changes must be approved by the Area Coordinator/Residence Director. Room costs are based on double room occupancy and all residents who do not reserve and pay for a single space (space permitting) will be consolidated by the hall staff each semester. It is the responsibility of the student to abide by the consolidation procedures provided by the hall staff. Failure to consolidate by the date determined by the Area Coordinator/Residence Director will result in the resident being billed the single room charge.
- **PETS:** Only aquatic life maintained in aquariums (maximum 10 gallon tanks) permitted in the residence halls. No other animals are permitted. Service dogs for persons with disabilities, as well as certified police dogs are exempt from this policy. Failure to comply can result in fines and/or sanctions. SEE FINE & SANCTIONS. *note: Area Coordinators/Residence Directors have their own policy administered by Student Affairs.*

- **POSTINGS (flyers, signs etc):** Bulletin boards are reserved for use by Residence Life Staff and Residence Hall Association. All material from the Residence Life Office, its staff or the Residence Hall Association may be posted or distributed in a variety of locations within the Residence Halls. Other campus entities and student groups must abide by these policies.
 - All material must be brought to the Residence Life and Housing Office for distribution. They should be labeled per Residence Hall in the following amounts: Cory Bretz = 12, Central Hall = 8, East Hall = 9, Crowe Hall = 10, Roberts = 9, Warren Hall = 12, Cravens Hall = 10.
 - All materials not brought to Residence Life for distribution by the Residence Life staff will be removed.
 - There will be no postings on the outside doors or walls. In addition, postings in the lobbies will be limited to the bulletin boards.
 - Alcohol or Drug related posters and flyers are prohibited.
 - Postings deemed tasteless or offensive by the Residence Life Staff will be removed.
 - Postings other than flyers may be brought to the Residence Life Office and will be placed at the hall desk for distribution with the permission of the Residence Life Staff.
 - Residents may not post any items in common areas (outside room doors, in windows, hallways, etc.) that may be deemed offensive or are alcohol or drug related. Residence Life reserves the right to remove any items deemed offensive or inappropriate.

Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.

- **ROOM CONDITION REPORT (RCR):** Residents must sign a room condition report upon moving in and checking out. The occupant is responsible for all damages and missing items and is subject to charges. A copy of the RCR is available for the student's records upon request. Residents who fail to complete a check-out appointment with Residence Life staff can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **ROOM INSPECTIONS:** The Residence Life Staff conducts monthly health and safety inspections. Residents are responsible for maintaining rooms and bathrooms that adhere to health and safety standards. University Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is at risk, for maintenance repairs and/or in cases of a misconduct violation or community disruption. *Note: staff will not permit access to students rooms for guests, friends or family.* Failure to adhere to health and safety standards can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **ROOM PERSONALIZATION:** Decorating the room is permissible within the established guidelines. University furnishings may not be removed from the room and furnishings cannot be disassembled. Nails may not be used. Residents may use the “no nail” type of hanger or a tape (sticky tac, no-stick tape) for hanging pictures or posters in the room. Foam tape, duct tape, and anything that will leave a mark on the doors or walls is not permitted. Residents in East Hall may use painter’s tape only, no vinyl/ wall decals are permitted on walls. Residents will be charged for any marks left on the walls or doors. No more than 10% of the walls may be covered with flammable materials and there should be nothing

either adhered to or hanging from the ceiling. Stringed lights are not permitted in the halls at any time. Carpeting may not be attached to the floor and must be removed upon vacating the room. The painting of rooms by anyone other than University personnel is prohibited. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.

- **SMOKING & TOBACCO:** The entire University of Indianapolis campus is smoke-free. Smoking and the use of smokeless tobacco, e-cigarettes, vapor and hookah pens etc., is prohibited in all campus buildings and on campus property. This includes the residence halls rooms, lobbies, lounges, elevators, restrooms, and recreation areas. Permissible areas for the use of tobacco products include inside private vehicles and public areas along city streets (i.e. Shelby Street or Hanna Avenue). Visitors are required to abide by this policy. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **STORAGE:** The University does not provide storage for personal property. Items remaining in the room after vacating will be disposed of by maintenance and residents can be charged for the removal of items.
- **WITHDRAWING, TERMINATION, REENTERING RESIDENCE LIFE:** Students may withdraw from the residence halls at any time during the semester. The refund of any room and board will be based on the University's refund policy, but will not be processed until the resident has completed the following exit process:
 1. Completed the withdrawal form (can be found in the Residence Life Office) ;
 2. Removed belongings and cleaned the room;
 3. Had the room inspected and returned the room keys to residence life staff;
 4. Vacated the hall (within 24 hours from initiating the withdrawal)

Students who withdraw from the residence halls during any semester and wishes to reenter residence hall living during the semester or a new semester must reapply for admission, pay a fifty-dollar (\$50) deposit, and pay for the room and board portion.

Residents whose "occupancy" is terminated for conduct reasons, but who wish to reenter residence hall living at the end of the suspension period, must petition the Dean of Students for permission to reenter. Continuation of housing will be based on:

1. credit hours carried (must be nine or more);
2. academic and social standing (must be free of academic and social probation);
3. availability of space.

2 DISCIPLINARY SANCTIONS: The following list of sanctions may be imposed as a result of student misconduct. Any one or a combination of these sanctions may be applied in resolving a disciplinary matter. This list is not comprehensive and additional sanctions may be imposed. Variations of these disciplinary actions may be established when deemed appropriate.

- **Counseling and/or Confrontation.** A member of the University community makes personal contact with the student, discusses the inappropriate behavior or attitude, and asks for compliance.
- **Referral.** A student is referred to another person for counsel or disciplinary action. In those cases,

students must comply with the directions of the person or agency to whom they are referred and submit reasonable proof of such compliance (i.e., attend alcohol assessment).

- **Letter of Warning and/or Reprimand.** A written statement documenting inappropriate behavior or attitude and that such conduct, if continued, may be in jeopardy of serious disciplinary action.
- **Social Conduct Probation.** A warning status into which a student is placed when he or she is in jeopardy of suspension or dismissal from the University. Elements of the probationary status are outlined in a written statement.
- **Community Service, and Restitution.** A student may be asked to complete certain hours of community service either on- or off-campus.
- **Suspension from Residence or from Campus.** A student is suspended for a specified period of time from either the residence halls or from campus activities altogether. In the case of suspension from the halls, the student is to vacate the halls immediately and not to be present in any hall until the specified period has ended. Suspension from campus prohibits a student from any activity on campus or any other sponsored event off-campus. Students who are suspended from residence living may still attend classes and use services. Students who are suspended from the campus may not attend classes nor use services, but may be allowed to take major examinations or submit papers or projects.
- **Services withdrawn.** A student may be denied access to certain services or assistance based upon the student's conduct in those offices or related to the services. Terms and conditions for reinstating services are specified in the withdrawal notice.
- **Dismissal or expulsion.** A student is dismissed from school immediately and for a predetermined period of time. The student will not be able to take missed examinations or submit papers or projects. The student shall not receive any credit for classes in which he or she is enrolled that semester. The student is not eligible to apply for readmission for at least the balance of the semester. Expulsion means that the student's behavior was so egregious that it is highly unlikely the student would ever be readmitted to the University.
- **Fines/Sanctions.** The following is a list of fines/sanctions students may face for policy violations, general conduct, or non-compliance..
 - Alcohol = \$100; Probation; Alcohol Class (Level 1)
\$200; Probation w/restrictions; Alcohol Class/Assessment; (Level 2)
\$300; Removal from the Hall; Potential UIndy Suspension/Expulsion (Level 3)
 - Drugs = \$200; Probation w/restrictions; Drug Class/Assessment; (Level 1)
\$300; Removal from the Hall; Potential UIndy Suspension/Expulsion (Level 2)
 - No Shower Curtain (applicable buildings) = \$25
 - Courtesy/Quiet Hour Violations = \$25
 - Trash Left in Bathrooms, Common Areas, or Hallways = \$25
 - Visitation Violations = \$25 and/or loss of visitation privileges
 - Unauthorized use of Laundry facilities = \$50 (for all parties involved)
 - Lock-Outs - \$30 on 3rd lock-out, and \$30 for each additional lock-out
 - Unsanitary Condition of Room = \$50
 - Disorderly Conduct = \$50 (minimum)
 - Improper Check-Out = \$50
 - Lost Keys or Sharing Key/Student ID's = \$50

- Replacement ID = \$25 (replaced at the Student business Center Schw 207)
- Covered Smoke Detector = \$100
- Smoking in Room or Building = \$100
- Pets = \$100 (1st offense), \$200 (2nd offense), 3rd (eviction)
- Inappropriate/Destructive use of of hall equipment or facilities = \$25
- Failure to Evacuate During a Fire Alarm = \$100
- Common Area Floor/Building Area Damages = \$10 and higher/students (\$10 minimum)

Fines are charged to the student's account through the Office of Residence Life, and must be paid before the student may register for classes or graduate. Res. Lfe Fines can be pain online at <http://reslife.uindy.edu/pay>. Multiple residents and/or entire floors/buildings may be fined in the event that the individual(s) responsible for common area damages are not be able to be identified. **The above list (including sanctions) is not comprehensive and may be added to or adjusted at the discretion of the Residence Life Staff.**

Parental Notification (allegations involving students)

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which university officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act.

3. STUDENT CONDUCT PROCESS: The following sections) outline the process of actions taken in the event that Residence Hall policies are violated and sanctions from the preceding sections are being considered and/or applied.

1. The incident will be addressed and documented by a member of the Residence Hall Staff
 - a. incident reports and witness account statements will be gathered and recorded
2. All parties involved will receive an informational meeting request from an Area Coordinator or Residence Director within 48 hours from the time the incident was documented.
 - a. Students are required to respond and attend the meeting request
 - b. This meeting is the student's opportunity to communicate any information he/she has regarding the incident
 - c. During the meeting, the Area Coordinator or Residence Director will ask clarifying questions regarding the incident(s) and provide information on all possible fine and/or sanctions the student(s) may face.
3. The Area Coordinator or Residence Director will send all parties a follow up letter (via campus mail and/or email) within 2-3 business days following the informational meeting stating:
 - a. An overview of the details of the incident

- b. The details discussed in the informational meeting
- c. The specific outcome of the incident, including the details of any warning, fines and/or sanctions assessed.
- d. Instructions for students who may seek to appeal the documented outcomes

4. APPEAL REQUESTS: Any resident may request an appeal of a conduct decision by filing a written request to the appropriate administrator or personnel within 3 business days of receiving a notice of outcome/sanction letter. All sanctions imposed will remain in effect during the appeal process has concluded, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision. Appeal requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the situation (e.g. substantiated bias, material deviation from established procedures, etc.)
2. To consider new information, unavailable during the original information meeting that could substantially impact the original finding or sanction.⁹ A summary of this new evidence and its potential impact must be included
3. The sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.

Requests to appeal the decision of:

- A Residence Hall Director should be addressed to the Area Coordinator assigned to that residence hall.
- An Area Coordinator should be addressed to the Associate Dean of Students
- The Associate Dean of Students should be addressed to the VP of Student and Campus Affairs & Dean of Students.

5. EXCEPTIONS TO THE DISCIPLINARY PROCESS: The disciplinary procedures outlined above reflect the usual method for responding to disciplinary situations involving behavioral misconduct in the Residence Halls. Situations that are of serious consequence to the individual student or to the campus community may call for a more immediate response by the University. In such cases, the usual disciplinary procedure described in this procedure may be bypassed so that the University may address the matter immediately. A decision to bypass the usual student misconduct procedures may be made by the President, the Vice President for Student and Campus Affairs & Dean of Students, the Associate Dean of Students or their designees.

6. HOUSING ACCOMMODATION FOR STUDENTS WITH DISABILITIES:

The University of Indianapolis Housing Accommodation policy derives from the university's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities and services and addresses reasonable accommodations. These accommodations will be provided within the basic guidelines to follow, with the understanding that students with disability needs will be assessed on a case-by-case basis. If reasonable accommodations cannot be immediately satisfied due to capacity/facility design/availability/etc., the Office of Residence Life will prioritize requests before handling others.

REGISTERING WITH SERVICES FOR STUDENTS WITH DISABILITIES

Before student disability-related housing accommodation requests may be considered, students must first be registered with Services for Students with Disabilities (SSD). In order to register with SSD, students must complete the following process:

1. Contact SSD and complete a “Disability Accommodation Request Form” (DARF). These forms are available online at <http://ssd.uindy.edu>; by calling 317-788-6153 or they are located in Schwitzer 206.
2. Fax, deliver, or mail all documentation required by SSD certifying the disability and reasons for needing housing accommodations. See description below for details regarding documentation.
3. Be mindful of housing deadlines as it may take up to two weeks to process SSD request forms. To meet the housing deadlines, students should submit their appropriate documentation to the SSD office by the following dates:
 - Returning Students: February 1
 - New Students: May 1
4. Applications not completed by housing deadlines will be accepted and considered, but there is no guarantee that late requests will be met.
5. SSD will notify students with a decision on accommodation requests. The Office of Residence Life will follow the established housing procedures for notification of room assignments.

REQUIRED DOCUMENTATION

To evaluate requests based on medical, psychological or disability related conditions accurately and equitably, UIndy will need documentation. Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request.

Documentation submitted to the Services for Students with Disabilities (SSD) should include:

1. Documentation of the condition that is the basis of the request by a qualified provider;
2. A clear description of the desired housing accommodation/need;
3. A description of the severity of the condition;
4. An explanation of how the request relates to the impact of the condition;
5. An indication of the consequences if the accommodation is not provided; and
6. Possible alternatives if the housing accommodation request is not possible.

Documentation supporting a housing request will be reviewed by the SSD Director and all documentation will be held in the SSD office. All information is considered confidential.

EVALUATION OF HOUSING REQUESTS BASED ON DISABILITY-RELATED NEEDS

Housing assignments and the residential learning environment are integral parts of UIndy programs. We evaluate all requests for need-based housing assignments carefully. Below is a summary of the factors considered when evaluating housing requests:

SEVERITY OF THE CONDITION

1. Is impact of the condition life threatening if the request is not met?
2. Is there a negative health impact that may be permanent if the request is not met?
3. Is the request an integral component of a treatment plan for the condition in question?
4. What is the likely impact on academic performance if the request is not met?
5. What is the likely impact on social development if the request is not met?
6. What is the likely impact on the student’s level of comfort if the request is not

met?

TIMING OF THE REQUEST

1. Was the request made with initial housing request?
2. Was the request made before the deadline for housing requests for the semester in question?
3. Was the request made as soon as possible after identifying the need? (Based on date of diagnosis, receipt of housing assignment, change in status, etc.)

FEASIBILITY AND AVAILABILITY

1. Is space available that meets the student's needs?
2. Can space be adapted to provide the requested configuration without creating a safety hazard (electrical load, emergency egress, etc.)?
3. Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
4. How does meeting this request impact housing commitments to other students?

APPEAL PROCESS

If a student with a documented disability believes that he/she has not been provided with a reasonable housing accommodation, the student should direct their concern to the Dean of Students. The student must provide, in writing, the nature of the concern and any other relevant information. The decision of the Dean of Students is final.

SINGLE ROOM REQUESTS

Students with disabilities may request a single room as an accommodation for their disability pursuant to UIndy's procedures found at <http://www.uindy.edu/ssd/housing-accommodations-process>. UIndy will make an individualized assessment of any such request and, if determined necessary, will provide that student with a single room. UIndy will make reasonable modifications to its room rate structure to avoid discrimination on the basis of disability.

EMERGENCY EVACUATION

All students with disabilities who may require assistance in an emergency or building evacuation should work directly with Residence Hall staff to formulate an evacuation plan.

SECTION VI: EMERGENCY PROCEDURES

Students and families are encouraged to communicate regarding emergency situations that may occur while the student is at the University of Indianapolis. The University has established an Emergency Management Team to guide response to campus crisis that pose a threat to health, life, and property. Families should develop their own plan for communicating with one another when a crisis does occur.

The University has established multiple places that students and families can go for up to date information in the instance that an emergency situation does occur. There will be a Crisis Line set up for emergency purposes the can be reached at (317) 788-3559 as well as information that will posted on the University website at www.uindy.edu. The Emergency Management Plan is also posted on the website at <http://intranet.uindy.edu/emergency>.

BOMB THREAT

Students are encouraged to read and study their individual hall's emergency postings.

1. Take all threats seriously.
2. Notify the hall staff and University Police (788-3333).
3. Do not evacuate until instructed to do so by University personnel.
4. Follow instructions of hall staff and safety personnel.

EARTHQUAKE PROCEDURES

Students are encouraged to read and study their individual hall's emergency postings.

In the event of an earthquake, please do the following:

1. Get out of the building if you are near an exit
2. If you are in your room, find a sturdy shelter to take cover under like a door frame or a desk.
3. Stay outside or under shelter until all shaking has stopped.
4. If you are in the building, get out once shaking stops.
5. Alert staff of any students that remain in the building.
6. Follow instructions of hall staff and safety personnel.

FIRE ALARMS AND EVACUATION PROCEDURES

Students are encouraged to read and study their individual hall's emergency postings.

Whenever there is evidence of fire, such as smoke, fumes, or excessive heat, sound the alarm at once and contact the residence hall staff immediately. All fires, regardless of size or manner of extinguishing, must be reported. In the event the fire alarm sounds, all students are encouraged to alert their roommates and the residents living adjacent to their room and follow this procedure:

1. Close windows.
2. Turn on lights.
3. Wear shoes, take coat or blanket.
4. Close door, but leave room unlocked.
5. Go to your assigned exit.
6. Leave building quickly and quietly without running.
7. Remain outside until the "all clear" is given.
8. Follow instructions of hall staff and safety personnel.

False reporting of an emergency, unauthorized use of or tampering with emergency or safety equipment (such

as fire hoses or fire extinguishers), and interference with emergency evacuation are all prohibited and are criminal offenses. Involvement in any of the above may result in University and criminal prosecution.

FIRE SAFETY REGULATIONS

Regulations prohibit the use of the following in residence halls/rooms:

1. High-wattage electrical appliances; e.g., air conditioners, hot plates, toasters, toaster ovens, George Foreman Grills, electric skillets, or ceiling fans;
2. Use of space heating appliances;
3. Storage or use of combustible materials, fireworks, explosives, firearms, or paints;
4. Burning of candles & incense, and use of potpourri pots;
5. Use of acetate, cellophane, tissue paper, or other combustible material over or in light fixtures;
6. Use of any type of electrical extension cord and/or multiple outlet adapter (not plugged into a surge protector);
7. Live Christmas trees, Christmas lights, or strung lights.

Emergency evacuation drills are held periodically and residents are expected to evacuate the residence halls. All students are expected to comply with fire drill procedures and safety regulations and to follow the instructions of hall staff and safety personnel. Monetary fines and other sanctions including residence hall suspension or expulsion are possible for students failing to comply.

SEVERE-WEATHER ALERT

Students are encouraged to read and study their individual hall's emergency postings.

In case of a severe weather alert, the following procedures should be followed:

1. Seek shelter in the lowest level of a building, interior hallways, or restrooms.
2. Stay away from windows and doors.
3. Do not leave a building until the "all-clear" is sounded.
4. Stay away from trees, power lines and open areas.
5. Follow instructions of hall staff and safety personnel.

Students should note the difference between a severe weather watch and a warning. If a *severe weather watch* exists, this means that weather conditions are ideal for severe weather like tornados and severe storms--no actual conditions currently exist. In the event of a *severe weather warning*, this means that severe weather has been detected or tornados have been spotted. Students will be kept informed of severe weather conditions.

WATCH-DOG

Watchdog-Emergency Notifications

Watchdog is UIndy's rapid emergency notification system. It is the chief wide-scale notification vehicle for the University in situations requiring rapid dissemination of information to all faculty, staff and students, or to select groups entered into the system; therefore, it will not be used for routine messages and announcements. Watchdog does not replace other methods of communication—for example, web, intranet, email listservs, and news media. In most situations it will be the first method of communication, augmented by various other channels.

The UIndy e-mail address assigned to students will receive Watchdog alerts. Students are strongly encouraged to register a cell phone number in the system and, if possible, a home phone number as well to better insure that they will receive an alert wherever they happen to be located. (A call at home, for instance, can save you a

trip to campus; if you are en route, a call to your cell phone can alert you to turn around.)
Watchdog tests will be conducted once each semester.

SECTION VII: STUDENT BILL OF RIGHTS

We, the students of the University of Indianapolis, in order to attain the highest degree of self-government, to secure our place in the university community, and to support the basic principles of the University of Indianapolis establish this Bill of Rights.

BILL OF RIGHTS

Ratified Friday the seventh of April, in the year two thousand and five.

STUDENT'S RIGHTS AND FREEDOMS:

- The right in the classroom to full freedom of expression, discussion, and inquiry related to the course, and the right to evaluation during and upon completion of the course.
- The right to receive financial aid from public funds and to participate fully and freely in University and student-sponsored activities and services without discrimination based on a student's race, creed, color, sex, gender identity, age, national origin, marital status, sexual orientation, or disability.
- The right to protection against any unauthorized disclosure of a student's information by the University concerning a student's views, beliefs, or political associations unless required by law.
- The right to affiliate with any registered student organization without discrimination or prejudice towards the student's race, creed, color, sex, gender identity, age, national origin, marital status, sexual orientation, or disability.
- The right to affiliate with any registered student organization without adversely affecting the student's standing in the university.
- The right to organize student organizations.
- The right to establish and maintain a democratic student government in which each student will have an equal right to participate.
- The right of access to services provided by the University.
- The right to due process and appeal with an established University judicial system in all matters which can result in the imposition of sanctions for misconduct.
- The right to petition the University for changes in academic or policy regulations.
- The right of a faith group to organize and practice freely on campus in accordance with the Code of Ethics established by the Ecumenical and Interfaith office.

REGISTERED STUDENT ORGANIZATIONS' RIGHTS AND FREEDOMS:

- The right to be recognized.
- The right to establish its own constitution or rules of governance.
- The right to elect its own leadership.
- The right to give audience to any person or group.
- The right to participate freely in both on- and off-campus activities.
- The right to receive preferential use of available University facilities in accordance with established reservation procedures.

- The right to participate in the student activity fee distribution process.
- The right to maintain local autonomy from extra-University organizations.
- The right to program for students.

SECTION VIII: GRIEVANCES

PURPOSE

The University of Indianapolis Student Grievance Policy and Procedure is designed to create an orderly and effective means of dealing with grievances in a reasonable and timely manner.

DEFINITION

The term “grievance” means a formal complaint arising out of a conflict between a student and other members of the University of Indianapolis community that is submitted (a) by a member of the University community, whether a student or a member of the University’s administration, faculty, or staff, and (b) against a student, administrator, faculty member, or staff member. Grievances may be submitted regarding any matter other than harassment, intimidation, or student social or academic misconduct, which are addressed in separate policies and procedures.

POLICY

The University’s environment will be the most conducive for teaching and learning where interpersonal relationships between members of the University community are healthy and strong. Members are encouraged, therefore, to address difficulties and resolve conflicts that arise between themselves directly and without delay. This Grievance Policy and Procedure represents the University’s effort to assist members of the University community in addressing interpersonal difficulties and resolving interpersonal conflicts.

PROCEDURES

Informal Grievance Procedure

1. Personal Resolution. Members of the University community are encouraged to resolve conflicts by communicating directly with the persons with whom they have the conflicts. An effort should be made to reach a resolution without the intervention of others.
2. Commencement of Formal Process. If a matter cannot be resolved by communication between the parties involved, a grievance may be submitted pursuant to the procedure set forth in Part IV of this document.

Filing a grievance:

1. If, after making reasonable efforts to resolve a conflict directly with the other person involved, an individual concludes that such efforts will not result in a successful resolution of the conflict, the individual may file a grievance.
2. If the grievance is academic in nature, that is, if it involves faculty; events arising from teaching, advising, or research; relations between faculty and students; or events that are normally in the province of the faculty, the grievance will be filed with the Provost. If the grievance is nonacademic, that is, if it involves staff members, students in residence or campus settings or matters that are not normally in the province of the faculty, the grievance will be filed with the Dean of Students.
3. If the grievance is filed against a faculty member or by a faculty member it will be filed with the University Provost. If the grievance is filed against the Dean of Students it will be filed with the Executive Vice President for Enrollment Management. If the grievance is filed against the Provost, it will be filed with the Executive Vice President for Enrollment Management. If the grievance is filed against the Executive Vice President Enrollment Management it will be filed with the Provost.
4. An individual who files a grievance is referred to herein as a “reporting party,” and an individual against whom a grievance is filed is referred to herein as a “respondent.”

Appointment of, investigation, and decision by grievance officer:

1. Upon receiving a grievance the Provost (or designee) or the Dean of Students will serve as or appoint an individual (the “grievance officer”) who, in the opinion of the Provost (or designee) or Dean of Students, is best able to conduct a thorough investigation and to render an objective decision with respect to the grievance. If the reporting party or the respondent is a member of the University faculty, the grievance officer will be a member of the University faculty. If the Dean of Students is the respondent, the University Provost (or designee) will serve as the grievance officer. If the Provost (or designee) is the respondent, the Dean of Students will serve as the grievance officer.
2. The grievance officer, in his or her sole discretion, will determine the manner in which the investigation will be conducted. The grievance officer may, but need not, offer the reporting party and the respondent the right to submit written position statements or to be heard.
3. The grievance officer will communicate his or her decision with respect to the grievance to the respondent on the same day that he or she communicates such decision to the reporting party.

Appeals filed with coordinator, selection of arbitrators, appeal process.

1. A reporting party or a respondent who desires to appeal a grievance officer’s decision will provide written notice of his or her intent to appeal and the grounds for the appeal to the appropriate appeal coordinator. The appeal coordinator will be:
 - (1) the University Provost, if the reporting party or respondent is a member of the faculty;
 - (2) the Vice President for Student & Campus Affairs & Dean of Students, if the reporting party or the respondent is not a member of the faculty;
 - (3) the University Provost, if the Executive Vice President for Enrollment Management is the respondent;
 - (4) the Executive Vice President for Enrollment Management, if the respondent is the Provost or the Dean of Students.

The appeal coordinator must receive such notice of appeal not less than three (3) days after the reporting party and respondent receive notice of the grievance officer’s decision. Failure to provide timely written notice of appeal pursuant to this paragraph will result in a forfeiture of the right to appeal.

2. Upon receiving a timely notice of appeal, the appeal coordinator will notify the reporting party and the respondent that each may select one member of the University administration, faculty, or staff (an “arbitrator”) to consider the appeal. Each party will provide written notice to the appeal coordinator of his or her selection of an arbitrator. The appeal coordinator must receive such notice of selection not less than three (3) days after the reporting party and respondent received notice of their right to select an arbitrator. Failure to provide timely written notice of the selection of an arbitrator will result in the forfeiture of the right to select an arbitrator, and the appeal coordinator will select such arbitrator instead.
3. The two arbitrators (one selected by the reporting party and one selected by the respondent) together will select a third arbitrator from the University administration, faculty, or staff.
4. The arbitrators, in their sole discretion, will determine the manner in which the appeal will be conducted. The arbitrators may, but need not, offer the reporting party and the respondent the right to submit written position statements or to be heard.
5. The decision of the arbitrators will be communicated to both the reporting party and the respondent, and such decision will be final and binding on both parties.
6. In computing the date by which any action must be taken relating to the appeal of a grievance officer’s decision, the following rules apply:
 - a. The date on which the reporting party and the respondent receive the applicable notice (i.e., of the

grievance officer's decision or of the right to select an arbitrator) will not be included.

- b. The last day of the applicable period (i.e., the third day after receiving notice of the grievance officer's decision or the third day after receiving notice of the right to select an arbitrator) will be included unless it is a Saturday, a Sunday, or a day on which the office of the appeal coordinator is closed for the duration of regular business hours. In any event, the period runs until the end of the next day that is not a Saturday, a Sunday, or a day on which the applicable office is closed for the duration of regular business hours.

NOTE: This policy applies to all incidents of academic dishonesty, including those that occur before a student graduates but are not discovered until after the degree is conferred. In such cases, it is possible that the application of this policy will lead to failure to meet degree completion requirements and therefore the revocation of a student's degree.