















# Section I: University Statement & Policies

## Notice of Non-Discrimination

The University of Indianapolis does not discriminate on the basis of race, religion, color, national origin, sex, disability, sexual orientation (or gender identify of 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. For questions, please contact Erin Farrell at 317-788-6132 or [farrelle@uindy.edu](mailto:farrelle@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.

## 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 the 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. Exumenical & 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.













































































2. **Fondling** is the touching of 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.
3. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.

**Sexual exploitation**—refers to a situation in which a person takes non-consensual or abusive 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

### **Force and Incapacitation**

**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.

**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.

### **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
    - Repeated and/or severe
    - Aggressive behavior
    - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
    - That is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment.
    - Intimate partner violence, defined as violence or abuse between those in an intimate interaction and/or relationship to each other;

Examples:

- A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based on jealousy is a violation of 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**

- 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
- Stalking 2:
  - Repetitive and Menacing
  - Pursuit, following, harassing and/or interfering with the peace and/or safety of another]

#### Examples of Stalking

- 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).

- A graduate student working as an 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 it 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).

## **Complaints**

Violations of the Sexual Misconduct Policy may be reported to the Title IX Coordinator, a Deputy Title IX Coordinator, or any faculty member, staff member, or coach. Students, faculty, and staff may also file a report with the University Police or the University's counseling center. All representatives of the University who receive a report are required to share the report with the Title IX Coordinator, except those designated by the University as having an obligation of confidentiality toward students, faculty, and staff (see below). Complainant may communicate a desire not to move forward with the Administrative Resolution Process described in the Sexual Misconduct Policy, but such a desire by the student does not excuse a university employee from the duty to report.

Reports may be made via online report, phone call, e-mail, or in person. The online report form for the Title IX Coordinator can be found at [Title IX Reporting](#).

A complainant who desires to remain anonymous can do so by omitting their name from the online reporting form or telling the Title IX Coordinator or University representative that they wish to remain anonymous. A complainant who remains anonymous cannot be offered supportive services unless they reveal their identity to the Title IX Coordinator; and complainants should understand that the anonymity of the complainant may make it more difficult to investigate the matter and to hold wrongdoers accountable.

## **Provision of Supportive Services**

Upon the receipt of a report of a violation of the Sexual Misconduct Policy, the University will offer supportive services to all affected parties, as appropriate, without fee or charge. These services are designed to restore and preserve equal access to the University's educational program or activity without burdening the other party. The supportive services offered may include the following:

- Counseling
- Extension of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of campus
- Referral to Employee Assistance Program

Upon receiving a report of alleged sexual misconduct, the University will promptly inform all affected parties of the availability of these supportive services. After the University offers supportive services, it will explain the formal complaint process and how to file a formal complaint if one has not yet been filed. Once a formal complaint has been filed, the administrative review and resolution process will begin.

## **Emergency Removal**

The University of Indianapolis can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Senior Associate Dean of Students/Title IX Coordinator (or designee) in conjunction with the Behavioral Intervention Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Senior Associate Dean of Students/Title IX Coordinator (or designee) prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within 2 business days to receipt of the emergency removal notice, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Senior Associate Dean of Students/Title IX Coordinator (or designee) determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

## **Investigation Process**

After a formal report of sexual harassment or sexual exploitation has been made, the investigation process will begin. The complainant, respondent(s), and any additional individuals involved in the investigation will be treated equitably during the investigation process.

***Notice of Allegations*** - After a formal report has been made, the University will provide all parties with a notice of the allegations made, including those allegations that potentially constitute sexual harassment, and all details known at the time. The notice will also contain an overview of the University's investigation/grievance process and will indicate when any initial interviews will be scheduled. It will also indicate that no responsibility for the actions is presumed and that a determination regarding responsibility will be made only at the conclusion of the entire review process. In a case of alleged sexual harassment, written notice will also include the option for each party to have an advisor of the party's choice as detailed below. Lastly, the written notice will explain that knowingly making false statements or knowingly submitting false information during the investigation process is a violation of the University's code of conduct and will subject the individual to discipline. Witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an investigator and/or decisionmaker will be subject to discipline under the University's code of conduct.

***Investigation Timeline*** - The timeline for investigations will be managed by the investigator(s) and will be impacted by the number of parties and witnesses in each individual case. It is the goal of the University to complete the investigation in a timely, fair, and thorough fashion. Parties to an investigation can expect progress reports from the investigators and are encouraged to participate fully with the investigation to ensure timely completion. Absent a compelling reason or the consent of the parties, the investigation and hearing timeline should not exceed two months.

***Dismissal of a Formal Complaint*** - The University must investigate all allegations in a formal complaint of sexual harassment. If after an initial investigation the investigator determines that the allegations would not constitute sexual harassment under Title IX, a notice will be issued that the investigation for purposes of a Title IX violation has been dismissed. If the conduct as alleged constitutes sexual harassment under the University's broader Sexual Misconduct Policy, however, the investigation and hearing process will proceed. The notice will indicate whether the entire complaint is being dismissed or whether the investigation process is continuing.

- In addition, the University may dismiss a formal complaint if the complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegation therein.
- All parties will receive written notice of any dismissal and the reasons for dismissal.

**Investigation** - The investigator(s) will conduct a preliminary investigation into the factual basis of the allegations. This may include interviewing the parties and witnesses. If a factual basis is found for an allegation of sexual harassment and the formal complaint is not dismissed at the request of the complainant, a live hearing will be held. All parties will receive notice of the date of, and the process that will be used during, the live hearing. No party will be restricted from discussing the allegations under investigation or gathering or presenting evidence. All parties and witnesses who are expected to testify during the live hearing will be provided written notice of the date, time, location, participants, and purpose of the hearing, any investigative interviews, or other meetings that are to occur with sufficient time to prepare to participate.

**Investigative Report: Sexual Harassment Allegations:** Prior to the live hearing in the case of an allegation of sexual harassment, all parties will have equal opportunity to inspect and review any evidence obtained as a part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

- Prior to the completion of an investigative report, the University will send each party and the party's advisor the evidence subject to inspection and review in an electronic format or hard copy, and the parties will have 10 days to submit a response, which the investigator(s) will consider prior to the completion of the investigative report.
- After all responses are received and the investigation is complete, the investigator(s) will create an investigative report that fairly summarizes relevant evidence and distribute that report to each party and the party's advisor at least 10 days prior to the live hearing.

**Live Hearing:** A live hearing will be required in all cases where the alleged conduct falls within the definition of sexual harassment under Title IX, including those instances that occur in non-university sponsored events or in an off-campus setting, but involve at least one University student, faculty member, or staff member. Any complaint containing allegations that are not within the definition of sexual harassment, including complaints of sexual exploitation, will be reviewed pursuant to the University's broader misconduct policy and pursuant to its procedures, which may not require or offer a live hearing.

- During the live hearing all parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. All parties will have the opportunity to be accompanied by an advisor of their choosing.
- At the live hearing, the decision-maker(s) will permit each party's advisor to ask the other party/parties and witnesses all relevant questions, including those challenging credibility. Such cross-examination must be conducted by an advisor, not the parties themselves, and must be relevant to the allegations.
- The decision-maker(s) will make a determination as to the relevance of each question prior to the question being answered. The decision-maker(s)' determination as to relevancy of questions is final. A finding that a question is not relevant will prohibit the question from being asked. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant except in limited circumstances.
- Each party or witness may choose not to submit to cross-examination, but if they do so, the decision-maker(s) may not rely on any statement that party or witness made in reaching a determination regarding responsibility. However, the decision-maker(s) may not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

## **Resolution**

Any reported behaviors that meet the Title IX criteria or are covered by the UIndy Sexual Misconduct policy may be resolved through one of the following processes:

**Informal Resolution** – At any point following the filing of a formal complaint and prior to the determination regarding responsibility either party can request an informal resolution. This request must be submitted in writing to the Title IX Coordinator with reasonable accommodation suggestions included. The request for informal resolution will be discussed with both parties and an amicable outcome will be mediated should both parties

desire an informal resolution. At any time, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal complaint process. The University will not offer the option of an informal resolution in instances that involve allegations that an employee has sexually harassed a student

***Live Hearing and Determination Regarding Responsibility:***

***Live Hearing-*** A live hearing will be required in all cases where the alleged conduct falls within the definition of sexual harassment under Title IX, including those instances that occur in non-university sponsored events or in an off-campus setting, but involve at least one University student, faculty member, or staff member. Any complaint containing allegations that are not within the definition of sexual harassment, including complaints of sexual exploitation, will be reviewed pursuant to the University's broader misconduct policy and pursuant to its procedures, which may not require or offer a live hearing.

- During the live hearing all parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. All parties will have the opportunity to be accompanied by an advisor of their choosing.
- At the live hearing, the decision-maker(s) will permit each party's advisor to ask the other party/parties and witnesses all relevant questions, including those challenging credibility. Such cross-examination must be conducted by an advisor, not the parties themselves, and must be relevant to the allegations.
- The decision-maker(s) will make a determination as to the relevance of each question prior to the question being answered. The decision-maker(s)' determination as to relevancy of questions is final. A finding that a question is not relevant will prohibit the question from being asked. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant except in limited circumstances.
- Each party or witness may choose not to submit to cross-examination, but if they do so, the decision-maker(s) may not rely on any statement that party or witness made in reaching a determination regarding responsibility. However, the decision-maker(s) may not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

***Determination Regarding Responsibility-*** After the live hearing is conducted in a sexual harassment case, the decision-maker(s) shall consider all evidence presented, all testimony, and the investigative report in making their decision. The determination of responsibility for a violation shall be made based on the preponderance of the evidence. Once a decision is reached, each party will be given a copy of the written determination which will include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notification to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. A conclusion based on the application of the University's code of conduct to the facts;
5. A statement of, and rationale for, the result of each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on either party, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided to either party; and (6) the University's procedures and permissible bases for appeal.

**Statement of the Rights of Parties to a Sexual Misconduct Allegation**

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to University of Indianapolis officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by University of Indianapolis officials.
- The right to have University of Indianapolis 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 of Indianapolis officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by University of Indianapolis officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by University of Indianapolis authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by University of Indianapolis law enforcement and/or other University of Indianapolis officials.
- The right to be informed of available interim actions and supportive services, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a University of Indianapolis-implemented no-contact order (or a no-trespass order against a non-affiliated third party) when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - Relocating an on-campus student's housing to a different on-campus location
  - Assistance from University of Indianapolis staff in completing the relocation
  - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
  - Transportation accommodations
  - Visa/immigration assistance
  - Arranging to dissolve a housing contract and a pro-rated refund
  - Exam, paper, and/or assignment rescheduling or adjustment
  - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
  - Transferring class sections
  - Temporary withdrawal/leave of absence (may be retroactive)
  - Campus safety escorts
  - Alternative course completion options.
- The right to have the University of Indianapolis maintain such actions for as long as necessary and for supportive services to remain private, provided privacy does not impair the University of Indianapolis' ability to provide the supportive services.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s), Decision-maker(s), and Advisor(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Advisor(s) with a list of questions that, if deemed relevant by the Decision-maker(s), may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.



- The right to know the evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s)/Decision-maker(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used, to the extent possible.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any University of Indianapolis representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to have the University of Indianapolis request the participation of witnesses.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to request a separated hearing, in which the complainant and respondent will be in separate rooms using remote technology enabling the parties to see each other while being separated physically.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefore (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the University of Indianapolis is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University of Indianapolis.
- The right to a fundamentally fair resolution as defined in these procedures.

## **XVII. Advisors**

### **Advisor's Role in all Cases**

- All parties will have the opportunity to be accompanied by an advisor of their choosing at all meetings. The advisor may be a friend, parent, spouse, mentor, attorney, or a selected member of the University's list of advisors. An advisor is not required, but is recommended. The advisor may not serve as a witness or be involved in any way with the resolution process of that particular case.
- In cases not involving conduct alleged to be sexual harassment as defined by the Sexual Misconduct Policy, advisors may not address campus officials in a meeting or interview unless invited to, may not make a presentation or represent the student during any meeting or proceeding, and may not speak on behalf of the advisee to the Investigators or hearing panelists. The student is 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 student and their advisor 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 the 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 of 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 a new advisor can be chosen by the student or an advisor can be assigned to the student. Subsequently, the Senior Associate Dean of Students/Title IX Coordinator (or designee) will determine whether an advisor may be reinstated or will be replaced by a different advisor.
- Advisors should help their advisees prepare for each meeting/hearing, 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 an attorney as an advisor. Advisors are subject to the same campus rules, whether they are attorneys or not.
- The University expects that the student 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.

### **Advisor's Role in Sexual Misconduct Cases**

All parties will have the opportunity to be accompanied by an advisor of their choosing at all formal hearings. The advisor may be a friend, parent, spouse, mentor, attorney, or a selected member of the University's list of advisors. An advisor is not required, but is recommended. The advisor may not serve as a witness or be involved in any way with the resolution process of that particular case. At the live hearing, where conduct alleged would, if true, constitute sexual harassment as defined by the Sexual Misconduct Policy, the decision-maker(s) will permit each party's advisor to ask the other party/parties and witnesses all relevant questions, including those challenging credibility. Such cross-examination must be conducted by an advisor, not the parties themselves, and must be relevant to the allegations. The decision-maker(s) will decide as to the relevance of each question prior to the question being answered. The decision-maker(s)' determination as to relevancy of questions is final. A finding that a question is not relevant will prohibit the question from being asked. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant except in limited circumstances. If a student does not have an advisor, the university can appoint a trained professional to be the advisor for the student.

## **XVIII. Records**

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept by the Senior Associate Dean of Students/Title IX Coordinator for at least seven years.

## **XIX. 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 Senior Associate Dean of Students/Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation.

## XX. Revision

These policies and procedures will be reviewed and updated annually by the Senior Associate Dean of Students/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 Senior Associate Dean of Students/Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Senior Associate Dean of Students/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 constructed 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.*

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[1] For violations of the Sexual Misconduct Policy see Part XVI.

**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.

**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.

**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 the details of the reports they receive. If a reporting party does not wish for their names 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, threats 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 support 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/titleIX>. 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.

**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.

**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.

#### Resources for Victims of Sexual Harassment and Assault

- University Campus Resources
  - University Police - 317-788-3386
  - University Police Emergency – 317-788-3333
- Health Services – 317-788-3437
- Student Counseling Services – 317-788-5015
- Student Affairs – 317-788-3530
- University Title IX Coordinator – 317-788-2139
- Community Resources
  - Relationship Violence:
    - Local Crisis Center: 317-920-9320
    - National Hotline: 1-800-799-SAFE
    - [www.loveisrespect.org](http://www.loveisrespect.org)
  - 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>

## **Social Misconduct- Classification of Offences**

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:

1. the student is given an official university warning;
2. the student must pay the required fee to enroll in a university-determined alcohol education course and complete the course within the required time frame;
3. the student must pay a fine of \$50.

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 Senior 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:

1. 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.
2. the student must pay a fine of \$100.
3. the student is placed on social conduct probation with restrictions.

The Senior 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 mandate 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:

1. the student must pay a fine of \$200
2. immediate removal from the residence halls
3. suspension or expulsion from the University

### **Drugs 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 each student to learn from the student conduct experience, therefore, the following sanctions will be applied in first-time offense situations including, but not limited to, possession or presence of paraphernalia and/or the presence of the odor of marijuana on a person or in a student space.

1. the student is given an official university warning;
2. the student must pay the required fee to enroll in a university-determined marijuana education course and complete the course within the required time frame;
3. the student must pay a fine of \$50.

The Senior 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 or Level 3 offense when warranted by the circumstances or facts of the case. The Level 3 offense mandates immediate removal from the residence halls and/or the University.

### **Response Level 2**

If a student continues in drug related behaviors, then sanctions are imposed that are more punitive in nature which may include:

1. the student must complete a drug assessment. The student meets with a counselor from the Counseling Center for a drug assessment. The student is provided the results of the assessment and if deemed necessary, treatment recommendations.
2. The student must pay a fine of \$100.
3. The student is placed on social conduct probation with restrictions (restrictions to be determined by the staff, based on relevant circumstances).

The Senior 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. The Level 3 offense mandates immediate removal from the residence halls and/or the University.

### **Response Level 3**

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

1. the student must pay a fine of \$200.00
2. immediate removal from the residence halls
3. 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 addressing the health and safety of students during the concerns related to the COVID-19 pandemic, the University will take a strong stance against off-campus gatherings. Large gatherings/parties will be prohibited and students will be held accountable for violating policies and situations where social distancing practices are not followed.

In instances where Campus Police or other officials are called to off-campus properties, students who live at the property, students who are hosting 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.

Based on the gathering size, whether or not policies are followed, students could be sanctioned immediately at any of the levels below.

### **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. Depending on the situation addressed, students may receive a warning and notice of future sanctions for continued behavior from the Senior Associate Dean of Students and, if applicable, 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:

1. Social Conduct Probation
2. City of Indianapolis Summons Arrest & Fines
3. University Fines
4. Alcohol Education Program
5. Community Service
6. Apologies to surrounding neighbors

### **Response Level 3**

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

1. City of Indianapolis Summons Arrest & Fines
2. Suspension or Expulsion from the University
3. Fines

## **Indiana Lifeline Law**

Indiana's Lifeline Law provides that a person is immune from arrest or prosecution for certain alcohol offenses if the arrest or prosecution is due to the person:

1. Reporting a medical emergency
2. Being the victim of a sex offense



### 3. Witnessing and reporting what the person believes to be a crime

Within the State of Indiana, “the Lifeline Law provides immunity for the crimes of public intoxication, minor in possession, minor in consumption, and similar laws, to persons who identify themselves to law enforcement while seeking medical assistance for a person suffering from an alcohol-related health emergency. In order to receive immunity, the reporting individual must demonstrate that they are acting in good faith by fulfilling the following expectations:

1. Providing their full name and any other relevant information at the request of law enforcement officers
2. Remaining on the scene until law enforcement and emergency medical assistance dismiss
3. Cooperating with all authorities
4. The Indiana Lifeline Law will not interfere with law enforcement procedures or limit the ability to prosecute for other criminal offenses such as providing alcohol to minors, operating vehicles while intoxicated or the possession of a controlled substance.

For more information on Indiana’s Lifeline Law, visit [www.IndianaLifeline.org](http://www.IndianaLifeline.org).

### **Animals on Campus**

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 animals on campus. Refer to the [Animals on Campus](#) policy for more information.

### **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.

1. *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.
2. *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.

Inquiries about this policy should be directed to:

Name: Dr. Jessica Ward

Title: Senior Associate Dean of Students/Title IX Coordinator

Office location: Schwitzer 210

Phone: (317) 788-2139

Email: [wardjl@uindy.edu](mailto:wardjl@uindy.edu)

## **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 personnel 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 on-campus living areas 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 on-campus living areas. 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 on-campus living areas. The medical release will be provided to the Director of the Counseling Center and the Dean of Students (or designee).

The Student Counseling 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 Student Counseling Center staff or the Dean of Students (or designee) 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 on-campus living areas despite their disruptive behavior. In which case, the Student Counseling Center staff will advise and assist the Provost or Dean of Students in making appropriate community referrals for a psychological assessment if requested. 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 require 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%. (UIndy rounds up from 66.5%.) *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>
End of 1st term 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 180 total credit hours (150% of 120 hours to graduate). For a student pursuing an associate's degree, this time frame is defined to be 90 total credit hours (150% of 60 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 Process**

The Office of Financial Aid monitors a student's progress for course completion at the end of each semester (including 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 term of enrollment. If they don't make cumulative progress during the warning term, then they would lose eligibility for aid.

### **Reinstatement**

If a student's aid eligibility is denied, then the student must try to make up for 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, a death in the family, etc.

### **More Information**

For more information about Satisfactory Academic Progress, you may pick up a brochure in the financial aid office or go to the financial aid website at <http://www.uindy.edu/financial-aid/academic-progress>.

### **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.

## **Soliciting/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 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 University Police. It is important and mandatory that all students register their cars annually with the University Police and follow the guidelines for parking on campus. Failure to comply will result in multiple parking tickets and sanctions. For lot restrictions, policies and procedures please see <https://uindy.edu/parking/>. The following structure will be used in regards to parking tickets:

The parking citation must be paid or appealed within 10 days of receipt. After 10 days, a transcript hold will be placed on the student's account. If the citation is appealed within 10 days, a hold will not be placed and/or payment will not be due until the Appeals Board makes a judgement (typically meets monthly). The decision from the Appeals Board will then be emailed to the student. To check the status of an appeal, the vehicles that are registered, and pay a citation, students can visit <https://uindy.t2hosted.com/Account/Portal> and log in with their UIndy credentials.

## **Revoking Parking Permits**

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

1. Habitual offenders of the parking policy
2. Stated or continued refusal to pay parking tickets/fines
3. Traffic offenses, which jeopardize the safety and/or property of others such as improper or reckless driving, speeding, DUI, or loss of state license
4. 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 residential students 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.

### Living Areas and Staff

The University maintains ten living areas on campus with a capacity of approximately 2700 residents. Each residence possesses its own personality and yet functions as a part of the total residence life environment. One goal of each living area 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.

Living area front desk phone numbers are as follows:

Central Hall (coed, housing)	317-791-7900
College Crossing Apartments	317-406-0564
Cory Bretz Hall (coed, housing)	317-781-5300
Cravens Hall (coed, housing)	317-788-2110
Crowe Hall (coed, housing)	317-781-5100
Greyhound Village Apartments	317-406-0565
East Hall (coed, housing)	317-791-4413
Roberts Hall (coed, housing)	317-791-4430
University Lofts Apartments	317-406-0563
Warren Hall (coed, housing)	317-781-5000

The university housing system is under the administration of the Department of Residence Life and Housing. Each living area is supervised by a full time professional live-in Residence Director (RD) or Assistant Director of Residence Life (ADRL) who is supported by student staff, including Resident Assistants (RAs) or Apartment Community Assistants (ACAs). Student Staff Members are assigned to each floor of the residence halls and apartment locations to assist the Professional Staff with the administration of the area and the overall development of residential students.

RAs and ACAs 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 living area community and to enhance the social, educational, intellectual and cultural development of each individual. The Student Staff articulate 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 Student Staff 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, however, entering students in the category of “Advised” or “Contingent” are required to live on campus. 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 to returning students in the residence 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, contact the Student Affairs office by telephone or email the Housing Assignments Coordinator. \*A waiver may be granted for students who leave the residence halls due to University withdraw, graduation, special academic programs, marriage, or special circumstances.

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

## **Residence Hall/Returning Student Refunds and Cancellations**

**Semester I:** Students who remain enrolled at the University but cancel the housing contract between May 7th and July 31st will forfeit the housing deposit and incur a \$50 cancellation fee. Students who cancel housing contracts during the first two weeks of August will forfeit the housing deposit and incur a \$100 cancellation fee. Students canceling housing contracts from August 14th to the first day of class will forfeit the housing deposit and incur a \$200 cancellation fee. Students canceling housing contracts after the first day of class to the end of the eighth week will have a per diem charge, forfeit the deposit and incur a \$1000 penalty. Students canceling housing after the eighth week to the end of school will forfeit their housing deposit and will incur a \$2000 penalty.

Those who attended during Semester I, remain students at the University, and cancel their housing contracts for Semester II, will incur a \$2000 penalty. **Residence Hall Students, who completely withdraw from the University, will not be charged a penalty.**

Students residing in University Apartments who completely withdraw from the University or change their enrollment status could owe the University additional funds and would be responsible for any housing charges originally paid by financial aid, resulting in a balance due for the term in which the student withdrew, in addition to any remaining months on the full term of the lease (12-month leases which extend from August 15 - July 31). The prepayment/deposit for University Apartments is non-refundable. There is an appeal process for those who are not going to continue as active students. Contact the Office of Student Affairs for details.

Students withdrawing from the University or canceling their contracts from the residence halls must notify the Office of Residence Life at (317) 788-3530. In addition, students who have financial aid must contact the Office of Financial Aid, as an adjustment in the financial aid package may be necessary.

### **Residence Hall/New Student Refunds and Cancellations**

New Student refunds, for those who withdraw from housing, are 100-percent refundable on written request until May 1. It is then 50-percent refundable on written request until July 1. The deposit is nonrefundable thereafter. Requests for deposits are mailed and emailed to admitted students in October for spring enrollment and are nonrefundable.

**Semester II:** Students who enter the University as a *new* student at the beginning of Semester II will observe the following cancellation policy: Students who are new to the University beginning Semester II who cancel their contract during the month of November will forfeit the housing deposit and will incur a \$50 cancellation fee. Students who cancel housing contracts during the first two weeks of December will forfeit the housing deposit and incur a \$100 cancellation fee. Students canceling housing contracts up to the first day of class will forfeit the housing deposit and incur a \$200 cancellation fee. Students canceling housing contracts after the first day of class to the end of the eighth week will have a Per Diem charge, forfeit the deposit and incur a \$1000 penalty. After the eighth week, there is no refund

***\*\*Students who move into the Residence Halls second semester will only be charged applicable semester II charges if they cancel their contract.***

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:

- Completed the withdrawal form (can be found in the Student Affairs Office) ;
- Removed belongings and cleaned the room;
- Had the room inspected and returned the room keys to residence life staff;
- 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 must contact the Office of Student Affairs and is determined by the availability of space.

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:

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

## 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. Residence Hall policies are administered by the Resident Assistants and ultimately, the Residence Life Professional 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 Senior Associate Dean of Students (or designee) may become involved. Policies can be changed at the discretion of the Residence Life Professional 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 of or in the presence of alcoholic beverages and/or illicit drugs are prohibited in the residence halls and anywhere on campus (including parking lots, on person and vehicles).

**BREAK HOUSING:** Students wanting to reside in the residence halls during holiday break periods must sign-up with Student Affairs. During breaks, residents are not permitted to host overnight guests. Failure to comply can result in fines and/or sanctions for all parties involved. Meals will not be available through the dining hall. During any official holiday or closing of the residence halls, the members of the Residence Life professional staff will conduct inspections of each residence hall. All sanctions distributed during any hall break closing is based on the discretion of the Residence Life professional staff. These fines/sanctions will not undergo the meeting and appeal process referenced under the social misconduct guidelines. A member of the Residence Life professional staff will provide the student with appropriate sanctioning letter including photographic evidence of the infraction.

**BUNKBEDS/LOFTS:** Lofts (unless university provided and installed) 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 Professional Residence Life and Facilities 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.

**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 throughout the duration of each semester, break housing, and/or summer sessions. 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.
- 24-hour quiet hours are observed during finals week

- Other quiet hours may be designed by the Residence Director.

**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/or the Residence Director. Any questions regarding the damages or related charges should be addressed to the Residence Director. Damage charges will be billed to the student's account through the Student Affairs Office.

**FIRE DRILLS:** Each hall will provide its residents with 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.

**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.– 12:00 a.m. (Midnight)
  - 24–Hour Weekends (From Friday at 9:00 a.m. – Sunday at 12:00 a.m.)
- 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 while in the living areas and common spaces 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, who live in a shared space, may not leave guests unattended without approval by their roommate.
- 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. Excessive numbers of overnight guests may be restricted by residence hall staff with or without complaint.
- Common/lobby areas are not to be used for overnight guests.
- Overnight guests are not permitted during the final examination week of each semester (Sun.–Sat.). Unless special permission is granted by the Office of Residence Life & Housing - all overnight guests must be at least 18 years of age.
- Failure to comply can result in fines, loss of visitation privileges or other 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 also 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 residence hall staff **immediately**. Students will be assessed a monetary fine for lost keys. Replacement ID's can be purchased at the Student Business Center (Schwitzer 105). 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 RD staff.*

**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 public and community spaces is prohibited.

**ITEMS NOT PERMITTED (SEE ALSO ROOM PERSONALIZATION):**

- Air conditioners
- Illicit drugs, alcohol or related paraphernalia
- Hotplates



- Toasters/Toaster ovens
- Grill units (George Foreman, etc.)
- Air Fryers
- Firearms
- Fireworks
- Waterbeds
- Non-battery operated string lights (aka Christmas lights)
- Extension cords or multiple wall outlet adapters (unless used with a multiple outlet surge protector)
- Weapons of any kind
- Burned candles
- Incense
- Potpourri pots.
- Open flames of any kind are not permitted at any time.

**LAUNDRY ROOMS:** Each hall has laundry facilities equipped with washers and dryers available for residents at no additional charge. The laundry facilities are for campus residents only.

**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 and/or building, 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 two 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 per academic year. .

**ROOM CHANGES:** All room changes must be approved by the Residence Director. Room costs are based on single/double/triple 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 Residence Director will result in the resident being billed the single room charge.

**PETS:** Only aquatic life (that can remain under water 24-hours per day) 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. For additional information, refer to the Animals on Campus Policy.

**POSTINGS (flyers, signs etc):** Bulletin boards are reserved for use by residence life staff. All material from the Student Affairs Office or its staff 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 Student Affairs Office for distribution. They should be labeled per Residence Hall in the following amounts: Cory Bretz = 8, Central Hall = 8, East Hall = 4, Crowe Hall = 10, Roberts = 5, Warren Hall = 14, Cravens Hall = 9.
- All materials not brought to Student Affairs 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 Student Affairs Office and will be placed at the hall desk for distribution with the permission of the Student Affairs staff.
- Residents may not post any items in common areas (outside room doors, 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.
- For more information about posting on campus, please refer to the [general posting policy](#).

**ROOM CONDITION REPORT (RCR):** Residents must complete 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.

**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 where there may be probable cause of a misconduct violation or community disruption. *Note: staff will not permit access to student rooms for guests, friends or family*

**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 or permanent alterations to university property by anyone other than University personnel is prohibited.

**SMOKING & TOBACCO:** The entire University of Indianapolis campus is smoke-free. Smoking and the use of tobacco products and their derivatives (such as vaping) 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.

**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.

## Residence Life Specific Disciplinary Sanctions

Please see page 33 for a list of general student sanctions that can be combined with these resident specific sanctions.

### Fines/Sanctions

The following is a list of fines/sanctions students may face for policy violations, general conduct, or non-compliance.

- Alcohol
  - \$50; University Warning, Mandatory Course, Fee (Level 1)
  - \$100; Probation w/restrictions; alcohol class/assessment; (Level 2)
  - \$200; Removal from the hall; potential UIndy suspension/expulsion (Level 3)
- Drugs
  - \$50; University Warning, Mandatory Course, Fee (Level 1);
  - \$100, Probation w/restrictions, drug course/assessment (Level 2);
  - \$200, removal from the hall; potential UIndy suspension/expulsion (Level 3)
- Tobacco Use
  - \$50; University Warning, Mandatory Course, Fee (1st offense);
  - \$100 (2nd offense);
  - \$200 & possible removal from the hall (3rd offense)
- No shower curtain (applicable buildings) = \$25
- Courtesy/quiet hour violations = \$25
- Trash left in bathrooms, common areas, or hallways = \$25 (per instance)
- Visitation violations = \$25 and/or loss of visitation privileges
- Break closing violations (failure to comply with procedures) = \$25 (per instance)

- 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
- Unsanitary condition of lobby or shared space = \$50 (per person)
- Disorderly conduct = \$50 (minimum)
- Improper check-out = \$50
- Lost key or sharing key/student IDs = \$100
- Replacement ID = \$10 (replaced at the Student Business Center, Schwitzer 210)
- Covered smoke detector = \$100 (1st offense), Possible Eviction (2nd offense)
- Pets = \$100 (1st offense), \$200 (2nd offense), Possible Eviction (3rd offense)
- Inappropriate/destructive use of living space equipment or facilities = \$25 (minimum)
- Failure to evacuate during a fire alarm = \$100
- Failure to follow all emergency preparedness procedures = \$100
- Common Area floor/building area damages = \$10 and higher/students (\$10 minimum)

Fines are assessed through the Office of Student Affairs, and must be paid before the student may register for classes or graduate. Residence hall fines can be paid 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 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 Notifications (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.

## 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 a meeting request from a Residence Life Professional Staff Member within 72 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 Residence Life Professional Staff Member will ask clarifying questions regarding the incident(s) and provide information on all possible fines and/or sanctions the student(s) may face.
  - d. The student and the Residence Life Professional staff member will mutually agree on the outcome of the case during the meeting.
  - e. If the student fails to participate in the conduct, a letter will be sent to the student outlining the decision.
  - f. Any student that fails to participate in the conduct process or does not agree with the outcome from the hearing officer in their conduct meeting, will be notified of the appeal process.

## Appeal Request

Any resident may request an appeal of a conduct decision, unless they agree to the terms of the outcome and sign the case resolution form, by filing a completed appeal form that is available in the outcome letter to the student. All sanctions imposed will remain in effect until 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. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator(s), or decision-maker(s) has a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
4. The severity/leniency of the sanctions.
5. Requests to appeal the decision of:
  - a. A Residence Hall Director should be addressed to the Assistant Director of Residence Life
  - b. An Assistant Director of Residence Life should be addressed to the Senior Associate Dean of Students
  - c. The Senior Associate Dean of Students should be addressed to the VP of Student and Campus Affairs & Dean of Students
6. Based upon a review of documentation of the investigation and the appeal, the appeal officer may affirm or modify the decision and imposition of sanctions and will simultaneously advise the student who appealed the decision. The appeal decision is final.

## Exceptions to the Disciplinary Process

The disciplinary procedures outlined above reflect the usual method for responding to disciplinary situations involving behavioral misconduct in the living areas. 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 Senior Associate Dean of Students or their designees.

## Housing Accommodation for Students with Disabilities

Housing accommodations for students with disabilities will be provided within the basic guidelines outlined below, 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 Student Affairs will prioritize requests before handling others.

## Registering with Services for Students with Disabilities

<http://uindy.edu/ssd/housing-accommodations-process>

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://uindy.edu/ssd>; by emailing at [ssd@uindy.edu](mailto:ssd@uindy.edu); or by calling 317-788-6153. The Services for Students with Disabilities Office is located in Schwitzer 206.
1. Fax, mail deliver, or email all documentation required by SSD certifying the disability and reasons for needing housing accommodations. See description below for details regarding documentation.
2. 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:

- i. Returning Students: February 1
  - ii. New Students: May 1
3. Applications not completed by housing deadlines will be accepted and considered, but there is no guarantee that late requests will be met.
4. SSD will notify students with a decision on accommodation requests. The Office of Student Affairs 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 Condition**

1. Is the 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 Requests**

1. Was the request made with the 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 the 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 reasonable housing accommodations, 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.

## **Room Selection**

Most incoming residential students, with or without disabilities, live in multiple-person rooms in traditional corridor-type residence halls. Transfer students are housed based on availability and are traditionally placed in multiple-person rooms.

For students who need wheelchair-accessible housing, there are a limited number of accessible spaces. Students who are not wheelchair-users but require some type of specialized housing relating to their disability (additional space for medical equipment, access to private bath, etc.) may also make a request for these spaces. Students with disabilities who are not in a wheelchair who are placed in accessible rooms may be relocated in the event that a wheelchair user needs an accessible room.

## **Roommate Selection**

Roommates will be assigned to students with disabilities occupying modified rooms in the same manner as other residential students. 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.

## **Rooming with or Near Friends**

If you would like to request to be housed with or near friends or in a specific location on campus, you may submit your request to Residence Life. Please keep in mind that housing accommodations are only based on disability-related needs and are determined on a case-by-case basis. Housing accommodations do not circumvent the regular housing selection process for you or your friends. Our first priority is to accommodate your disability and we will do our best to try and get you close to friends (there are no guarantees).

## **Wheelchairs**

A student may store a wheelchair and other mobility devices in his or her room provided it does not create an unsafe condition in the room. Students are responsible for any damage incurred from storage of the device (i.e., rooms, hallways, common areas, elevators). Mobility devices may not be stored in hallways, lounges, or any common area in the residence hall.

## **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.

## **Pandemic Protocol (Covid-19)**

In the event of a global healthcare pandemic, the University of Indianapolis may have any of the following protocols in place to help protect students. These protocols may change as deemed necessary by the University of Indianapolis staff with guidance from healthcare professionals.

### **Front Desk Operations**

#### **Residence Hall Hours of Operation:**

M-F from 12pm-12am (duty from 9pm-12am)

Saturday from 7pm-12am

Sunday from 2pm-12am (duty from 9am-12am)

#### **Apartment Area Hours of Operations for Residence Life:**

M-F from 6pm-12am

Saturday-Sunday from 10am-12am

#### **Pandemic Policy Change:**

- No equipment checkout. Students can bring their own equipment and must clean up after themselves.
- Staff will still have first aid kits, cleaning supplies, gloves, and masks available for use at front desks.

### **Laundry Room Policy**

#### **Pandemic Policy Change:**

- Any person in the laundry room must be wearing a mask for the entire time they are utilizing the machines or located in the laundry (*this includes while loading and unloading machines, or folding clothes*), and must maintain at least a 6ft distance from the next person in the laundry room.
  - In Warren and Crowe Halls, this means that **no more than five (5)** people should not be in the laundry room at one time
  - In East, Cravens, Corey Bretz, Central, and Roberts this means that **no more than three (3)** people should be in the laundry room at one time

### **Face Mask Policy**

Until UIndy transitions to Phase 3 of the Road to Re-engagement Plan (COVID-19 response), face masks are required in all buildings and in outside areas where socially distancing from others is not possible.

**For the most up-to-date policy on facemask usage, please go here:**

<https://uindy.edu/coronavirus/mask-policy>

### **Guest Policy**

Until further notice, there are to be no non-UIndy visitors or overnight guests for on-campus residents.

### **Bathroom Policy**

Due to a global pandemic, the amount of people allowed in a bathroom at one time will be limited. Please make sure to review posted signage and if you have questions, contact a student staff member in your hall. Generally speaking: students should maintain social distancing guidelines (minimum of six (6) feet) while utilizing the bathroom spaces.

### **Exercise Facility Policy**

Please follow the specific guidelines that are outlined in your respective building community. Generally speaking: students are expected to thoroughly clean machines before and after use. Masks/face coverings must be worn if not utilizing machines. All fitness centers will be cleaned a minimum of three (3) times daily.

## **Kitchen Use Policy**

Maintain social distancing guidelines (not less than six (6) feet distance) at any given moment when occupying a kitchen space with others. Residents who utilize these spaces should be sure to use their own equipment and clean up after themselves after using these spaces.

## **Floor Lounge Policy**

Please maintain social distancing rules (minimum of six (6) feet) while in floor lounge spaces. Lounge furniture in each living area should not be moved and should remain on designated floor markers. When students are occupying the lounge spaces face masks/coverings must be worn. If you are unable to maintain 6 feet of social distance, then the student(s) should leave the space.

# **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 a Crisis Communication Plan to guide responses to campus crises 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.

UIndy follows its [Comprehensive Emergency Management Plan](#) which can be found on the UIndy website.

## **Bomb Threat**

***\*\*Students are encouraged to read and study their individual hall's building emergency action plan (beap)\*\****

1. Take all threats seriously
2. Obtain as much detail as possible. (location, time)
3. Notify University Police (911)
4. Notify Residence Hall Staff
5. Do not evacuate until instructed to do so by University personnel
6. Follow instructions of hall staff and safety personnel

## **Earthquake Procedures**

***\*\*Students are encouraged to read and study their individual hall's building emergency action plan (beap)\*\****

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

1. Take cover under a table or desk to avoid falling objects.
2. Do not attempt to evacuate the building until it is safe to do so.
3. If you are outside, move away from buildings, trees, and power lines.
4. Remain calm and be prepared for aftershocks.
5. Report to a designated rally point when safe.

## **Fire Alarms and Evacuation Procedures**

***\*\*Students are encouraged to read and study their individual hall's building emergency action plan (beap)\*\****

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. Wear shoes, take a coat or blanket



2. Close door, but leave room unlocked
3. Go to your assigned exit
4. Leave the building quickly and quietly without running
5. Remain outside until the “all clear” is given
6. Follow instructions of hall staff , safety personnel, and/or the Watchdog communication

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 such as 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 stringed 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 building emergency action plan (beap)\*\**

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 the building until the “all-clear” is received.
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 tornadoes 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.

## Active Aggressor

1. Follow University lockdown procedures.
2. Shelter in place.
3. Run Hide Fight – do not go to rally point.

## Watchdog

Watchdog is UIndy’s mass 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 the news media. In most situations it will be the first method of communication, augmented by various other channels.

The UIndy email 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 ensure 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 or a call to your cell phone can alert you to turn around.) Watchdog tests will be conducted once each semester. You may register up to 6 numbers into your Watchdog account.

UIndy has also installed Alertus Beacons to signal an emergency in building areas with low connectivity.

## **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 (dis)ability.
- 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 representative student governing body, 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 an 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 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 non academic, 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 University President. If the grievance is filed against the Provost, it will be filed with the University President.
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 (or designee) will serve as or appoint an individual (the “grievance officer”) who, in the opinion of the Provost (or designee) or Dean of Students (or designee), 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 Provost (or designee) will serve as the grievance officer. If the Provost is the respondent, the Dean of Students (or designee) 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:
  - a. the University Provost (or designee), if the reporting party or respondent is a member of the faculty;
  - b. The Vice President for Student & Campus Affairs & Dean of Students (or designee), if the reporting party or the respondent is not a member of the faculty;
  - c. The President (or designee), if the reporting party is the University Provost, Dean of Students, or any Vice President.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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 received 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, 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, 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.

# Section IX: POLICY ON COVID-19 IMMUNIZATION RECORD REQUIREMENT FOR STUDENTS

## 1. Policy Name

The University of Indianapolis (“UIndy”) Policy on COVID-19 Immunization Record Requirement for Students (the “Policy”) details the COVID-19 immunization record requirements for all UIndy students.

## 2. Reason for Policy

To minimize outbreaks of COVID-19 among students; to prevent or reduce the risk of transmission of COVID-19; to reduce the risks of serious illness and death associated with COVID-19 infection; and to promote the public health, safety and welfare of the UIndy community consistent with federal, State, and local efforts to stem the pandemic.

## 3. Definitions

- COVID-19: COVID-19 is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019.
- COVID-19 immunization: Administration of a complete series of any COVID-19 vaccine authorized for use in the United States by the United States Food and Drug Administration (FDA) and recommended by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). As of the date of this Policy, there are currently three COVID-19 vaccines authorized by the FDA for emergency use and recommended by the ACIP: two mRNA vaccines (Pfizer-BioNTech, Moderna) and one viral vector vaccine (Janssen [Johnson & Johnson]). There are also a number of COVID-19 vaccines in use outside of the United States.

## 4. The Policy

### I. Immunization Record and Health Requirements

All students planning to attend UIndy in the Fall 2021 semester must present evidence of COVID-19 immunization and upload that documentation into the Med+Proctor Immunization Record Portal no later than August 25, 2021. For any COVID-19 vaccine that requires two doses, documentation of your second dose must be uploaded no later than September 25, 2021.

**What is Required On or Before August 25, 2021?** No later than August 25, 2021, all students who do not have an approved exception or exemption must have received and uploaded documentation of one of the following:

- A. One dose of the Johnson & Johnson COVID-19 vaccine;
- B. At least the first of two doses of the Pfizer or Moderna COVID-19 vaccine; or
- C. At least the first of two doses of any internationally available two-dose COVID-19 vaccine, including but not limited to the Astra Zeneca (Oxford) COVID-19 vaccine.

**What is Required On or Before September 25, 2021?** No later than September 25, 2021, all students who do not have an approved exception or exemption and who have received the first dose of a two-dose COVID-19 vaccine must have received and uploaded documentation verifying that the second dose has been received. International students vaccinated with a COVID vaccine authorized internationally, including those authorized for emergency use for use in the United States by the FDA and recommended by the ACIP may also upload documentation signed by a healthcare provider licensed to practice medicine in the United States or a foreign country of the dates and name of COVID-19 vaccination given. International students who have not received COVID-19 vaccines will be managed on a case-by-case basis.

This Policy is subject to change based on factors including but not limited to the progress of the COVID-19 pandemic and guidance and/or orders from governmental authorities.

## II. Exemptions for Requirements

Other than the exceptions/exemptions listed below, this Policy shall apply to every student (both undergraduate and graduated) matriculated or enrolled full-time or part-time at UIndy, including joint and collaborative programs with other institutions, and to all visiting, exchange, and special-program students from other institutions.

- A. Students whose entire course of study is entirely web-based, a fully online degree program, and/or fully remote. To qualify for the exception, the student must have no physical presence on campus.
- B. Students may be exempted from the COVID-19 immunization record requirement if they have a medical contraindication for COVID-19. Conditions comprising valid medical contraindications to vaccine administration are those set forth by the Centers for Disease Control and Prevention. Such students must provide a written statement from a healthcare provider licensed to practice medicine in the United States or a foreign country stating that a specific immunization is medically contraindicated, and giving the reasons for and duration of this contraindication. When a medical contraindication no longer exists, the student must then comply with the immunization record requirement of this Policy. Waiver forms can be obtained by emailing Kory Vitangeli, Dean of Students, at [kvitangeli@uindy.edu](mailto:kvitangeli@uindy.edu). The University will provide reasonable accommodations to those students whose medical condition contraindicates COVID-19 immunization. Any student who receives an approved medical exemption is required to upload the approved exemption documentation to Med+Proctor by following the instructions here.
- C. A student with affirmed personal religious beliefs/practices may be considered for religious exemption from the COVID-19 immunization record requirement if the student submits a written and signed exemption request. Waiver forms can be obtained by emailing Kory Vitangelil, Dean of Students, at [kvitangeli@uindy.edu](mailto:kvitangeli@uindy.edu). Any student who applies for a religious exemption is considered to be informed of the value of immunization as set forth in this Policy and by the resources provided herein, and to have knowingly declined to have COVID-19 immunization for religious reasons. The University will provide reasonable accommodations to those students who apply for religious exemptions. Any student who receives an approved religious exemption is required to upload the approved exemption documentation to Med+Proctor by following the instructions here.

## III. Effect of Exemptions

UIndy students receiving approved exemptions may, in UIndy's discretion, be subject to any or all of the following requirements:

- A. Required to participate in routine COVID-19 testing at the student's sole expense;
- B. Required to pay for the cost of any required isolation and/or quarantine at UIndy's isolation and quarantine hotel, including meal and cleaning expense;
- C. Required to wear face coverings at all times on campus; and
- D. Potential and reasonable restrictions on participation in certain campus activities.

These requirements of students with approved exemptions are neither designed nor intended to be retaliatory or punitive. Rather, these requirements are reasonable measures necessary to minimize outbreaks of COVID-19 among students, to prevent or reduce the risk of transmission of COVID-19, and to promote the public health of the UIndy community consistent with federal, State, and local efforts to stem the pandemic.

Additionally, students enrolled in the clinical component of any UIndy health sciences program may be required by a third-party clinical healthcare facility (the "Clinical Facility" or "Clinical Facilities") to be fully vaccinated or to apply for an exemption through the facility's exemption process. Clinical students are subject to certain policies and requirements of Clinical Facilities which are outside of UIndy's control. UIndy will attempt to work with clinical students who have questions or concerns about the particular policies and requirements of Clinical Facilities, but does not represent, warrant, or guarantee

that an exemption request will be granted by a Clinical Facility or that a student will be permitted to continue with a particular placement at a Clinical Facility until such time as the student is in compliance with the Clinical Facility's vaccine policies and requirements. Students who do not comply with the vaccine policies and requirements of Clinical Facilities may experience an interruption or delay in their academic programs at UIndy.

#### **IV. Record keeping requirements**

Acceptable documents serving as evidence of COVID-19 immunization may include:

- A. A completed CDC COVID-19 Vaccination Record Card; or medical records signed by a licensed health care provider indicating vaccine name and dates of administration;
- B. A COVID-19 Vaccine Certification issued by the Indiana Department of Health or other relevant governmental authority which certifies that the named student is considered fully vaccinated against COVID-19 and which lists the date on which the student is considered fully vaccinated.
- C. For internationally administered vaccines, licensed healthcare provider signed documentation of dates and name of COVID-19 vaccination.

#### **V. Noncompliance**

Students who neither provide evidence of vaccination as required by this Policy nor receive an approved medical or religious exemption will be determined to be noncompliant with this Policy. UIndy reserves the right to terminate any UIndy housing contract, remove any non-compliant student from any UIndy housing facility, and to administratively withdraw the student from all classes at UIndy.

For questions about this policy, please email UIndy's Office of Student Affairs at [studentaffairs@uindy.edu](mailto:studentaffairs@uindy.edu)

## **Section X: HOSTING/ATTENDING OFF-CAMPUS SOCIAL 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 addressing the health and safety of students during the concerns related to the COVID-19 pandemic, the University will take a strong stance against off-campus gatherings. Large gatherings/parties will be prohibited and students will be held accountable for violating policies and situations where social distancing practices are not followed.

In instances where Campus Police or other officials are called to off-campus properties, students who live at the property, students who are hosting 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.

Based on the gathering size, whether or not policies are followed, students could be sanctioned immediately at any of the levels below.

## **Response Level 1**

As an educational institution, our goal at the University of Indianapolis is to educate students about their experiences. Depending on the situation addressed, students may receive a warning-suspension and notice of future sanctions for continued behavior from the Senior Associate Dean of Students and, if applicable, Campus Police. Level 1 offenses do not normally lead to suspension or dismissal from the University, depending on the circumstance. A Level 1 offense may be considered a Level 2 offense when warranted by the circumstances of the case.

## **Response Level 2**

Students will be officially sanctioned through the university. Sanctions may include but are not limited to:

1. Social Conduct Probation to Suspension
2. City of Indianapolis Summons Arrest & Fines
3. University Fines
4. Alcohol Education Program
5. Community Service
6. Apologies to surrounding neighbors

## **Response Level 3**

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

1. City of Indianapolis Summons Arrest & Fines
2. Suspension or Expulsion from the University
3. Fines