

University of Indianapolis

STUDENT HANDBOOK

2020-2021

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ACADEMIC CALENDAR 2020-2021

SEMESTER I*

Wed.–Wed.	August 19-26	Welcome Week
Thu.	August 20	Faculty/Staff Institute
Mon.	August 24	Semester I Classes Begin
Fri.	August 28	Drop classes for 100% refund deadline
Fri.	August 28	Change to Audit Deadline
Sat.	October 10	Mid-Semester Grading Period Ends
Fri.	October 30	Withdrawal/Administrative withdrawal/Change to P/F Deadline
Thu.-Sun.	Nov. 26-29	Thanksgiving Vacation (No Classes)
Mon.	November 30	Reading Day
Tue.	December 1	Final Examinations Begin
Sat.	December 5	Semester I Ends

*For Semester I, 2020-2021, flexibility will be given to courses with specific needs, such as clinical experiences. Some programs may be granted access to go longer into the term. Consult your dean, department chair or program director for more information.

SEMESTER 2

Mon.	January 18	Martin Luther King Jr. Day (No Classes)
Tue.	January 19	Semester II Classes Begin
Mon.	January 25	Drop classes for 100% refund deadline
Mon.	January 25	Change to Audit Deadline
Sat.	March 6	Mid-Semester Grading Period Ends
Mon.-Sun.	March 15-21	Spring Break (No Classes)
Mon.	March 22	Classes Resume
Fri.	March 26	Withdrawal/Administrative withdrawal/Change to P/F Deadline
Fri.	April 2	Good Friday (No Classes)
Mon.	May 3	Final Examinations Begin
Fri.	May 7	Semester II Ends
Sat.	May 8	Commencement

SPRING TERM

Mon.	May 10	Spring Term Begins
Fri.	May 28	Spring Term Ends

SUMMER

Mon.	May 17	First 7-Week Session Begins
Mon.	May 31	Memorial Day (No Classes)
Fri.	July 2	First 7-Week Session Ends
Mon.	July 5	Second 7-Week Session Begins
Mon.	July 5	Independence Day Observance (No Classes)
Fri.	Aug. 20	Second 7-Week Session Ends

The university reserves the right to make calendar changes.

RESIDENCE HALL CALENDAR 2020-21

SEMESTER I

Tues. Aug. 17	8:00 a.m.	Halls open for New Residents
Fri. Aug. 21	8:00 a.m.	Halls open for Returning Residents
Sun. Nov. 29	6:00 p.m.	Halls close for Semester Break

*Special Permission can be requested for those students who have extenuating circumstances until Saturday, December 6th at 10:00 a.m.

SEMESTER II

Sun. Jan. 17	12:00 p.m.	Halls open for Semester II
Mon. Jan. 18	All Day	Martin Luther King Jr. Day (No Classes)
Fri. March 12	6:00 p.m.	Halls close before Spring Break
Sun. March 21	12:00 p.m.	Halls open after Spring Break
Sat. May 8	12:00 p.m.	Halls close (except for students affiliated with graduation)
Sun. May 9	12:00 p.m.	Halls close for students affiliated with graduation

(except for Spring Term and Summer Session students)

SPRING TERM

Sat. May 29	12:00 p.m.	Halls close for Spring Term
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SUMMER HOUSING

Mon. May 17	12:00 p.m.	Summer Housing starts
Wed. Aug. 18	12:00 p.m.	Summer Housing ends

The University reserves the right to make calendar changes.

Policies and procedures contained in University Handbooks and Guidebooks supersede any and all prior practices, written representations, or statements on the same subject matter. The University of Indianapolis expressly revokes any and all previous policies and procedures that are inconsistent with those contained in its Handbooks and Guidebooks. The University of Indianapolis reserves the right to change the content set forth in its Handbooks and Guidebooks, and any and all policies stated in them are subject to change at any time at the sole discretion of the University. In addition to the policies contained in these handbooks and guidebooks, students, faculty and staff are subject to applicable university-wide policies found on the policies web-site at www.uindy.edu/policies.

STUDENT HANDBOOK OVERVIEW

The University of Indianapolis is pleased to offer the 2019 - 2020 edition of the *Student Handbook* for your reference. We trust you will find the information provided regarding policies, procedures, standards, and expectations to be of value. You are urged to become familiar with the other important University publications cited in various ways in this document.

UNIVERSITY MISSION AND PURPOSE

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

To fulfill its mission, the University:

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

The University of Indianapolis is a private, residential, comprehensive University founded in 1902. Affiliated with the United Methodist Church, the University welcomes students of many nations and faiths from around the world. Each year, more than 5,500 full-time and part-time students, both graduate and undergraduate, benefit from our commitment to offering outstanding academic programs in more than 65 major fields of study. The University of Indianapolis does not discriminate on the basis of race, color, gender, age, religion, ethnic or national origin, marital status, sexual orientation, or gender identity and expression irrespective of whether the status is legally protected. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act and strives to provide equal access to all phases of University life. This policy applies to applicants and students and to admissions, programs, and all other aspects of student life.

SECTION I: UNIVERSITY STATEMENTS & POLICIES

NOTICE OF NON-DISCRIMINATION

The University of Indianapolis does not discriminate on the basis of race, 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.

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. ECUMENICAL & INTERFAITH ORGANIZATIONS

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

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

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

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

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

- a. We view ourselves as cooperative members of the university community.

- b. We will encourage our religious student organizations to know and follow procedures and policies found in the University of Indianapolis student handbook. It is the responsibility of group advisors and student leaders to hold members of their group accountable to these guidelines.
 - c. All advertising will clearly identify our sponsoring religious organization and must be approved by the Office of Ecumenical and Interfaith Programs before posting.
 - d. When exercising our freedom to question or dispute University of Indianapolis programs or policies we will do so in a peaceful and professional manner.
- 3. We are dedicated to respecting all practices of religious life at the University of Indianapolis.**
- a. We affirm the value of a collegial relationship among religious life colleagues
 - b. We will assume the sincerity and good will of UIndy religious life colleagues. In the case of reported misunderstandings, we will assume proper motives and investigate accordingly. We will grant one another the benefit of the doubt as we seek to reconcile our differences.
 - c. We will seek to create dialogue with other UIndy religious life colleagues in order to increase understanding and mutual support of our common mission to serve the university community.
 - d. We will be accountable for representing the beliefs of all faiths accurately.
 - e. Overall, we will seek cooperation whenever possible. We will respect the agenda of each campus religious life organization. We will treat one another as we would like to be treated.
- 4. We are dedicated to being hospitable to invited guests, both Christian and non-Christian, from off-campus religious groups while mindful of our charge to provide a safe living environment for our students.**
- a. We acknowledge that no student or staff representative of any religious organization should be allowed into the residence of a student for any purpose unless at the express invitation of the student.
 - b. We recognize that it is unethical to initiate a contact with a student under false pretenses, and will abide with a student's decision when asked to be left alone or not to discuss religious matters.
 - c. We will respect the privacy of the resident's personal space and the sanctity of the student's personal beliefs.
 - d. We accept that no person from off-campus is to be involved in solicitation of University of Indianapolis students for any purpose. It is appropriate for off-campus personnel, at the invitation of a student or students, to lead bible studies or teach evangelism on campus, but the actual practice of evangelizing non-group members on this campus, in accordance with these guidelines, can only be permitted by students.
 - e. We will be sensitive to and respectful of our international students, many of which come to the University of Indianapolis with religious convictions closely tied to their culture.
 - f. From time-to-time, we invite off-campus religious groups to public events where they may distribute literature and invite people to learn more about and/or visit their religious group (Welcome Week, UIndy Life Expo Fair).
 - g. Given that the commitment of this university's religious life ethos is to promote occasions that persons may express their faith fully in community, and that the commitment to Christian community involves the opportunity for the full Christian community to gather for worship on campus as well as the obligation to give and receive hospitality; and, seeing that there is no one hour of the week during the academic year where such a commitment is made a priority by scheduling protocol; We establish that our two chapel Christian worship offerings, Monday from 4:00-5:00 p.m. and Thursday from 9:00-10:00 p.m., will be so designated as a protected time for the possibilities of a unified Christian worship or gathering (for individuals who wish to participate). To make this possibility a reality, no Christian campus ministry will have competing events or programs during these chapel hours. This will permit individuals from all the organizations to make the decision to be involved with the campus Christian event, unimpeded by conflicting scheduling and pressures to do otherwise. Should we have reason to change the time in the future, the EIP Office would announce that decision in advance.
- 5. We accept that the University Chaplain for Ecumenical & Interfaith Programs is to oversee and coordinate the ecumenical and interfaith activities of the campus community.**
- a. We will notify the Office of Ecumenical & Interfaith Programs of planned activities and events, and will submit a copy of all materials that are to be distributed on campus for the University Chaplain's review and approval.

- b. We will seek to develop working relationships with one another, among both leaders and general participants of each group, so that there can be growing understanding among us, straightforward answers to questions that arise surrounding our events and activities, and accountability for our actions.
- c. We seek to establish these relationships through the Office of the Chaplain in order to demonstrate good will as well as our intention to abide by the guidelines of this code of ethics.

When this code of ethics is abridged, it is essential that the matter be brought to the attention of the University Chaplain or another member of the Office of Ecumenical & Interfaith Programs staff. The University Chaplain for Ecumenical & Interfaith Programs has the authority to ask off-campus representatives of religious groups to leave the campus if in his/her judgment the group's activities are detrimental to our campus life.

The University of Indianapolis has policies in place dealing with matters of harassment, intimidation, and unreasonable/disruptive behaviors that have a bearing upon our religious conduct on our campus. We encourage religious life personnel and interested others to consult appropriate sections of the *2020-2021 University of Indianapolis Student Handbook* for guidance. (Adapted from the "Code of Ethics", Butler Religious Life, Butler University, May 1990.)

FREE SPEECH PREAMBLE

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

GENERAL POLICY

The University of Indianapolis is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. This statement of policy outlines principles that ensure these standards. First, all members of the University of Indianapolis academic community, which comprises students, faculty and administrators, enjoy the right to freedom of speech and expression. This freedom includes the right to express points of view on the widest range of public and private concerns and to engage in the robust expression of ideas. The University encourages a balanced approach in all communications and the inclusion of contrary points of view. As is true with the society at large, however, this freedom is subject to reasonable restrictions of time, place and manner, as described herein, although such restrictions shall be applied without discrimination toward the content of the view being expressed or the speaker. The right of free speech and expression does not include activity that endangers or imminently threatens to endanger the safety of any member of the community or any the community's physical facilities, or any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction. The University prohibits expression that violates the law, falsely defames or harasses a specific individual, constitutes a genuine threat, or unjustifiably invades substantial privacy or confidentiality interests.

Moreover, expression that is indecent or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual orientation is inappropriate in a university community and the University will act as it deems appropriate to educate students violating this principle.

As these qualifications are naturally subject to interpretation, any student may appeal to the Vice President for Student and Campus Affairs in the event that they believe the policy has been misapplied.

Obviously and in all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.

EVENT GUIDELINES

The following guidelines implement the foregoing propositions:

Event Sponsorship

An individual member or group of members of the academic community may invite any person to address the community. For purposes of this document, an event is any public meeting organized by such an individual or group primarily for the dissemination or exchange of ideas. Events may be sponsored by individual students, groups of students, or student organizations with access to University benefits. "Public meeting" shall not be construed to include formal academic convocations, regularly scheduled classes, or regular business meetings of University organizations. Registered Student Organization (RSOs) may form co-sponsorships with any group provided that all RSO guidelines and policies are followed. RSOs may co-sponsor events or activities with external organizations and will not be sanctioned on that basis.

Events Space

Physical space to conduct dialogue is a critical component of free speech. Meeting rooms & classrooms are places of dialogue and free exchange for the University of Indianapolis community. The University will accommodate equally all students and student groups who wish to schedule an event or meeting exclusively for the UIndy community in an event/classroom space, subject to availability. Restrictions shall not be placed on individual's reserving space for the purpose of limiting, managing or controlling the content of the gathering. Individuals must comply with any relevant university policies when using classrooms or other university spaces. The individual reserving the classroom is responsible for ensuring compliance with all relevant policies. Failure to comply with relevant policies may result in an individual's or organization's loss of ability to reserve space in the future, space is reserved through Event Services. This policy does not pertain to commercial activities or gatherings or use of classrooms; commercial activity – the conducting of any business for exchange of goods and services for money or personal financial gain – is not permitted in University of Indianapolis classrooms.

External groups

Requests to host external groups or speakers in university space are subject to review and consideration and must be approved. External groups are not permitted to use university space without sponsorship by a university department or RSO, or a contract defining the terms of use. The individual or group hosting such an event must reserve the place where it will occur, in accordance with registration requirements.

Sound Amplification

Sound amplification in conjunction with any protest, action or expression of free speech is prohibited (unless approved by Student Affairs & Event Services) in outdoor campus spaces, during weekday business hours, Monday through Friday, 8:00am – 4:30pm.

Tabling occupancy limits shall be managed by Event Services.

Costs

An individual, organization, or department hosting an event is responsible for all costs associated with the event, including security if such is deemed necessary by the University administration). No University subsidy will be available unless by prior arrangement. A group hosting an event is responsible for all costs associated with the event.

Excessive Security Cost

Excessive security costs shall not be represented nor construed as a disincentive for an RSO to host an event of a controversial nature. RSOs encountering budget limitations should reach out to the Office of Student Affairs as early as possible to plan for event costs accordingly. In rare cases, groups may request a waiver of security costs. For more information, contact the Office of Student Affairs.

Access to Events

Any event that receives financial support or other benefits of any kind from the University must be open to members of the academic community.

Ticketing

If seating is expected to be limited, an equitable means of ticket distribution must be approved by the appropriate campus office. Efforts should be made to accommodate as many students and University community members as possible; this could include providing a webcast during or after the event.

Such events ordinarily shall allow for a period of questions from the audience.

Accessibility & Accommodation Requests

All event hosts should incorporate a method to allow event attendees to request reasonable accommodations in order to make the event accessible. This should be included as a statement of accommodation request in all material marketing and advertising an event. The notification should read:

“Accommodation requests related to a disability should be made by [specific date] to [sponsoring department contact person, phone number and email address]. A good faith effort will be made to fulfill requests made after [date].”

Protest of Events

An individual or group wishing to protest at an event may do so as long as any speaker's right to free speech and the audience's right to see and to hear a speaker are not violated. RSOs and university departments are expected to plan for the possibility of protests while organizing their events. The sponsoring group or department should prepare an area adjacent to the location of their event for protests, even if that means reserving an outdoor or lobby space. The Office of Student Affairs will be prepared to train clubs and organizations accordingly and assist with such reservations. This *does not* mean protests are limited to such areas alone.

Protesting in a public forum or in the media are expressions of free speech. Activities planned and executed with the intention of protesting an event, policy or other concept can take place in all campus locations regardless of whether the space has been reserved for that purpose, as long as the actions do not violate other university policies, disrupt university business, or curtail the free speech rights of others.

Entrance into University Buildings by Protestors

Protesters who are members of the university community will be allowed entrance into any university building unless they are disturbing university operations such as class or office work. Protesters may be able to stay in the building until the building is closed for the day, or until the office or area closes for business that day. Entrance into the building does not mean entrance into any or all offices. In the event of a dispute regarding a protest, the Division of Student Affairs and the UIndy Police Department will confer to determine whether a protest may continue.

Protestors may not enter a building if that space has been secured for a speech to be given in that building. In that case, the event organizer should designate a protest location in reasonable proximity to the event location for protests to occur. This policy applies to any buildings where a major event or speaker is hosted.

Literature and Publicity

UIndy encourages the community to promote events and activities responsibly through a full range of available media. Certain information and communication channels are open to any individual member of the university community, such as placing flyers on designated bulletin boards, chalking messages in designated plaza areas, tabling in areas, and using any variety of public social media platforms (see posting policy).

Communication and publicity should be conducted in a manner that is respectful of others' rights to share information and recognizes one's part in the University community. The foremost issue in this policy is the safety and security of the University community and visitors. UIndy also strives to be environmentally responsible. Many of the restrictions exist to ensure safety and respect for all.

Campus Media

All campus media organizations may offer opportunities for publicity and promotion including paid and classified advertising, public service announcements, calendar notices and special interest pieces.

All campus media groups fall within the free speech protections offered by the Speech and Expression Policy. University of Indianapolis does not engage in any pre-production editorial review of any campus media outlet.

Social Media and Technology

Social media platforms and other forms of technology offer many alternatives for communication and publicity. Technology is usually free and reaches a broad audience.

In the use of social media and technology for the purpose of expressing individual views, the University of Indianapolis expects all members of the community to comply with the Official University Social Media Account Policy.

Email

RSOs or departments may maintain email distribution lists for the purpose of promoting events. RSO email distribution lists should include a mechanism for individuals to opt out of distribution.

Tabling

Tabling is a method of expressing a viewpoint by setting up a table or other physical structure such as a sign or pop-up tent in a public space to distribute or display materials. Tabling activities must comply with all other relevant university policies, for example prohibitions on disrupting classes or using amplified sound during business hours. Tabling is permitted on campus by recognized student organizations and departments in the Schwitzer Student Center. Event Services can be contacted to reserve a table.

University officials from the Division of Student Affairs, the Office of Student Activities and Event Services monitor tabling on campus areas and note conflicts with scheduled events in reservable spaces. Individuals or groups who do not comply with university directives to end tabling so scheduled events may proceed will be subject to disciplinary action under the Student Code of Conduct.

COMMITTEE ON SPEECH AND EXPRESSION

The Vice President for Student and Campus Affairs and the Vice President for Inclusion and Equity has the responsibility for administering these guidelines. Only in extreme cases of violation of these guidelines can the Vice President prohibit speech and expression before it occurs.

In administering these guidelines, the Vice-President(s) shall be advised by a Committee on Speech and Expression. The composition and charge for the committee is outlined in the *Charter for the Committee on Speech and Expression*, maintained by both the Vice President for Student and Campus Affairs and the Vice President for Inclusion and Equity.

The Vice President(s) and the Committee may consider and implement revisions and improvements to these guidelines in a manner consistent with the ideals articulated at the beginning of this document. Committee members will also hear complaints regarding the enforcement of this policy.

Correspondence

Concerns related to free speech and expression can be reported to the Office of the Vice President for Student and Campus Affairs and/or the Vice President for Inclusion and Equity. The committee, in consultation with the Vice President for Student Affairs and Campus Affairs, will review complaints and refer incidents and individuals to appropriate offices for follow up and response. The committee may also provide recommendations in the interest of upholding these principles and ensuring university practices are aligned with this policy.

Training

Training on the management of speech and expression issues for university departments, RSOs and other relevant groups hosting events will be available by the Division of Student Affairs in collaboration with other departments on campus. Groups concerned about speech and expression issues related to an event, protest or other matter are encouraged to contact the Student Affairs Office.

VIOLATIONS OF THE SPEECH AND EXPRESSION POLICY

Violations of the policy and/or guidelines by students will be handled through the disciplinary system administered through the Office of Student Affairs. It is a violation of this policy to curtail the free speech rights of others. Actions that violate this policy include, but are not limited to: disrupting events to prohibit other students from hearing the views of an invited speaker; removing flyers or other materials from individual student's residence hall doors; removing student newspapers or other media from campus locations; changing the chalking messages of some members of campus; blocking students from attending an on-campus event; or otherwise limiting another's ability to express a view or perspective.

Nothing within this policy shall be construed to confer rights on any person not a part of the academic community as defined herein.

SECTION II: PRIVACY OF STUDENT RECORDS

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

EDUCATION RIGHTS

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

Education records **do not** include:

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

STUDENT RIGHTS

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

- The right to inspect and review their education records. Students who wish to review their education records should complete a request and submit it to the Office of the Registrar. The Office of the Registrar or an appropriate University staff person will make the needed arrangements for access and notify the student of the time and place where the records may be inspected. Access must be given 45 days or less from receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her. The University may redact information related to other students from the record prior to inspection or release. The University is not required to provide copies of educational records, unless distance prevents the student from access. Reasonable fees for copies of records may be charged by the University.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance of the date, place and time of the hearing. The student may have an adviser present at the

hearing. If the student desires to have an adviser present, he/she must notify the hearing panel of this fact, in writing, no less than two working days prior to the hearing. Advisers must be members of the University community (i.e. current students, faculty, and staff). This adviser serves as a support person to the student and may not speak for the student, nor address the hearing panel. The student will be afforded a full and fair opportunity to present written evidence relevant to the issues raised in the original request to amend the student's education records. The hearing will be conducted by a three-person panel comprised of University officials who do not have a direct interest in the outcome of the hearing. The panel will be appointed by the Provost and Executive Vice President. The hearing panel will prepare a written decision, within 10 business days of completion of the hearing, based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision. If the University determines that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. If the University determines that the challenged information is not inaccurate, misleading or in violation of the student's rights of privacy, it will notify the student or their right to place in the record a statement commenting on the challenged information and/or a statement setting forth the reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement. Grades and academic performance evaluations may be challenged under this procedure only on the basis of the accuracy of their transcription.

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

NOTIFICATION

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

RIGHT TO REFUSE ACCESS

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

DIRECTORY INFORMATION

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

1. Name

2. Address (local, permanent, and electronic mail)
3. Telephone number
4. Class level (semester classification or level: freshman, sophomore, junior, senior, etc.)
5. Major
6. Student activities including athletics
7. Weight/height (athletic teams only)
8. Dates of enrollment
9. Enrollment status (full-time, part-time, or not enrolled)
10. Date of graduation
11. Degrees and awards received and where received
12. Names of previous educational institution(s) attended
13. Photograph
14. Name of hometown
15. Name of high school attended

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

NON-DIRECTORY INFORMATION

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

1. Where disclosure is to University officials whom the University has determined to have legitimate educational interests;
2. Disclosure is to another educational institution where the student seeks or intends to enroll, or where the student is already enrolled so long as disclosure is for purposes related to the student's enrollment or transfer. The University require the student to submit a written request to the Office of the Registrar for such disclosure;
3. Where disclosure is to the student himself or herself upon request of the student;
4. Disclosure is to parents of a student who is considered their dependent for federal tax purposes, before which the University must determine the parents' eligibility to receive such disclosure by obtaining a copy of the parents' most recent tax return or an acknowledgement from the student that the student is, in fact, their dependent.
5. Where, in the University's discretion, disclosure is made in connection with a health or safety emergency, is made only to appropriate parties, and is limited to information necessary to protect the health or safety of the student or other individuals;
6. Disclosure is made to comply with a judicial order or lawfully issued subpoena;
7. Disclosure is to a court in the context of a lawsuit brought by the student against the University or vice versa;
8. Disclosure is to the parents of a student who is under the age of 21 at the time of the disclosure and disclosure relates to a determination by the University that the student has violated its drug or alcohol rules;
9. Disclosure is of the final results of a disciplinary proceeding against a student whom the University determined violated an institutional rule or policy in connection with alleged acts that would, if proven, also constitute a crime of violence or non-forcible sex offense. Final results shall be limited to include only the name of the student, the basic nature of the violation the student was found to have committed, and a description and the duration of any sanction the University has imposed against the student;
10. Where disclosure is to a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense and consists only of the final results (see limitation on inclusion of information in final results in #9 above) of a University disciplinary proceeding in connection with that alleged crime or offense. The University may,(and under the Campus Sexual Assault Victims' Bill of Rights Act when applicable, must upon request) make such a disclosure regardless of the outcome of the proceeding;

11. Disclosure is in connection with financial aid that the student has applied for or received and is for the purpose of determining the student's eligibility for, the amount of, or the conditions for the aid, or to enforce the terms and condition of that aid;
12. Disclosure is to authorized representatives of the Comptroller General, Attorney General, Secretary of Education, or state or local educational authorities in connection with an audit of federal- or state-supported education programs or with the enforcement of or compliance with federal legal requirements relating to those programs.
13. Where disclosure is to accrediting organizations to carry out their accrediting functions;
14. Disclosure is to organizations conducting studies for educational institutions to develop, validate, or administer predictive tests; administer student aid programs or improve instruction, provided that the studies are conducted in a manner that prevents personal identification of parents and students by anyone other than representatives of the organizations, the information is destroyed when no longer needed for purposes of the studies, and the institution enters into a written agreement with the organization specifically limiting its use of the information in these ways;
15. Disclosure is to a service provider to which institutional services or functions have been outsourced, and personally identifiable information from education records to contractors, consultants, volunteers, or other third parties is made provided that the outside party:
 - performs an institutional service or function for which the University would otherwise use employees;
 - has been determined to meet the criteria set forth in the University's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records;
 - is under the direct control of the University with respect to the use and maintenance of education records; and
 - uses education records only for the authorized purposes and may not redisclose publicly identifiable information from education records to other parties, unless the provider has specific authorization from the University to do so and is otherwise permitted by FERPA;
16. Disclosure concerns sex offenders and consists of information provided to the University pursuant to the Violent Crime Control and Law Enforcement Act of 1994 (the "Wetterling Act")
17. Disclosure under the Solomon Amendment. The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older for military recruiting purposes.

RECORD OF REQUEST FOR DISCLOSURE

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

GRADING POLICY

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

PARENTAL ACCESS

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

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

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

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

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

REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION

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

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

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

REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION

Name: _____

Student ID Number: _____

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

This request includes, but is not limited to:

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

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

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

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

Signature

Date

Academic Year

SECTION III: ACADEMIC MISCONDUCT

PHILOSOPHY

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

COPYRIGHT

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

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

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

FILE SHARING

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

CHEATING

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

1. Use of external assistance on any “in-class” or “take-home” examination without the instructor’s specific authorization. This prohibition includes, but is not limited to, the unauthorized use of tutors, books, notes, calculators, databases, software, or computers.
2. Use of another person as a substitute or surrogate in the taking of an examination or quiz.
3. Theft of examinations or other course materials.
4. Use or allowance of others to conduct research or prepare any work for a student without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
5. Submission of a written report or project which is represented explicitly or implicitly as the student’s individual work when such work was produced in collaboration with one or more other persons.
6. Use of any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
7. Work on an examination other than during the time or at a location authorized by the examiner.
8. Submission of work for credit, when the same work has been or will be used for credit in another course, without the consent of both instructors.
9. Alteration of a grade or score in any way.

FABRICATION

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

PLAGIARISM

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

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

INTERFERENCE

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

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

VIOLATION OF COURSE RULES

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

FACILITATING ACADEMIC DISHONESTY

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

ABUSE OF CONFIDENTIALITY

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

ACADEMIC MISCONDUCT CATEGORIES:

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

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

Disciplinary action for a suspected or alleged act of academic misconduct that is unrelated to a particular course in which the student is enrolled will be governed by the same procedures described below except that (1) the proceedings will be

initiated by the Dean or Director of the student's school or program, and (2) the Dean or Director of the student's school or program will assume the procedural responsibilities of the faculty member or instructor, as described in this Academic Misconduct Policy and Procedure.

INITIATING ACTIONS

When a student is suspected or alleged to have committed an act of academic misconduct, the faculty member or instructor who teaches the course or, where applicable, the Dean or Director of the student's school or program (collectively, the "University Representative") shall have authority to initiate academic misconduct proceedings against the student. The *Report of Academic Misconduct Form* should be completed by the faculty member as part of the process.

1. The University Representative who has information that a student committed an act of academic misconduct related to that course, assignment, examination, or other work that is submitted for a grade or an evaluation shall hold a conference with the student to discuss the matter.
 - a. The University Representative will advise the student of the alleged act of misconduct and the information upon which the allegation is based.
 - b. The student will be given an opportunity to respond to the allegation of misconduct.
2. If, following the conference, the University Representative concludes that the student committed the suspected or alleged act of academic misconduct, the University Representative will impose an appropriate academic sanction related to the particular course involved.
 - a. An appropriate academic sanction imposed by the University Representative for academic misconduct shall include, but not be limited to, any one (1) or a combination of the following:
 - i. The student may be given a lower grade or score for the assignment, coursework, or examination, including a failing grade for the course;
 - ii. The student may be required to repeat or resubmit any assignment, course work, examination, or paper involved in the act of misconduct;
 - iii. The student may be required to complete additional assignments, course work, examination, or papers as a substitute for any assignment, coursework, or examination implicated in the act of misconduct;
 - iv. The student may be required to withdraw from the course with an appropriate grade of W or F at the University Representative's discretion;
 - v. The student may be sanctioned in a manner other than that set forth above, if deemed appropriate by the University Representative, in his or her reasonable discretion;
 - vi. An incomplete may be given in the course in the event that a disciplinary matter cannot be resolved before final grades are due in the Office of the Registrar;
 - vii. If a student accused of academic misconduct by a University Representative withdraws from the applicable course before completing the academic misconduct disciplinary process (including any appeal of decisions made with respect to the accusation, if initiated), the University will consider the issue of academic misconduct not to have been resolved and the University Representative's accusation of academic misconduct will stand unchallenged. In this event, the University Representative may notify and direct the Registrar to change the W (withdrawal) on the student's record to an F (fail), and the student will have no right to appeal such a change in grade.
 - b. Where an academic sanction results in the recording of a failing grade for the course, the Registrar will be notified that the grade was given for academic misconduct. The Registrar will record the grade of "F" on the student's permanent academic transcript without any notation concerning the reason for the grade. The Registrar will, however, establish procedures to ensure that the grade of "F" is not thereafter removed from the transcript in accordance with other academic policies or procedures. A grade resulting from academic misconduct will be calculated in the determination of the student's grade point average, but the grade alone will not prevent the student from repeating the same course for credit.

3. After meeting with the student, imposing an academic sanction and completing the Report of Academic Misconduct Form, the University Representative will provide the student with a copy of the completed, signed form and retain a copy as well. The University representative will provide the registrar with a copy of the completed, signed form and the registrar will distribute it to the appropriate offices (program/college/school dean, dean of students or designee, provost or designee). The University representative will also inform the immediate supervisor of the incident.
4. After meeting with the student, imposing an academic sanction and completing the *Report of Academic Misconduct Form*, the University Representative will provide the student with a copy of the completed, signed form and retain a copy as well. The University representative will provide the registrar with a copy of the completed, signed form and the registrar will distribute it to the appropriate offices (program/college/school dean, dean of students or designee, provost or designee). The University representative will also inform the immediate supervisor of the incident.
5. The University Representative also will report the matter promptly to the Dean of Students who may commence procedures under the University's Student Social Misconduct Policy if the commencement of such procedures is warranted when the student's academic misconduct is considered in light of the student's social behavior record at the University.
6. The University Representative's written report to those individuals identified in the paragraphs above should include the following:
 - a. Student information (name, ID, email address, phone number)
 - b. Name of professor, course number, section and term
 - c. The terms of the academic sanction being imposed.
 - d. A statement that the student may submit an appeal of the academic sanction, in writing setting forth the reasons for the appeal, to the faculty member's chair/director within five (5) days after receiving notice of the University Representative's decision. (Note: If the faculty member is the chair/director, then the appeal is submitted to the dean.)
 - e. A statement that the report is being distributed to the student, the Dean or Director of the student's school or program, the Registrar, the Dean of Students, and the Provost.
 - f. A statement that the Dean or Director of the student's school or program has the authority to impose an additional disciplinary sanction if that person believes that such a sanction is warranted when the student's academic misconduct is considered in the context of the student's prior academic record at the University.
 - g. A statement that the Dean of Students may commence proceedings under the University's Social Misconduct Policy if the commencement of such proceedings is warranted when the student's academic misconduct is considered in light of the student's prior social behavior record at the University.

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.

RIGHT TO APPEAL

A student may appeal the sanction for the following reasons:

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

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

PROTOCOL FOR STUDENT APPEALS

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

1. A student will initiate his or her appeal of a decision made, or sanction imposed, by submitting to the faculty member's supervisor (Chair, Director or Dean as appropriate; referred to subsequently as the *University Representative*), within five (5) days after receiving notice of the academic sanction, a written statement that sets forth all grounds for the appeal.
2. Generally, a student may appeal (1) the decision that the student committed the act of misconduct, or (2) the sanction imposed.
3. The University Representative will discuss the matter with the student and the faculty member as part of the process of investigation of the incident/allegation.
4. In addressing cases of a student's alleged academic misconduct, the University Representative, in imposing sanctions, may take into consideration (1) all past documented accusations and/or findings of academic misconduct and/or dishonesty against that student, whether or not an appeal was initiated or completed by the student, and (2) the conclusions of appeals initiated by the student, if any, of such past findings of academic misconduct and/or dishonesty.
5. The University Representative will have the authority to sustain, amend, or reverse any decision concerning the student's act of academic misconduct.
 - a. If the University Representative concludes that the student did not commit the alleged act of academic misconduct, s/he will set aside the academic sanction(s) imposed.
 - b. If the University Representative concludes that the student committed the alleged act of academic misconduct, s/he may confirm the academic sanction(s) or impose a lesser or greater sanction than that imposed by the University Representative.
6. The University Representative will act in a timely manner in deciding an appeal.
7. The University Representative will notify the student, the faculty member and the dean orally and in writing of his or her decision with respect to the appeal.
8. If the University Representative concludes that the student committed the alleged act of academic misconduct, the student may appeal to the next supervisory level (Dean or Provost as appropriate).
9. The final appeal level is with the Provost. The decisions of the Provost (or designee) will be final.

GRADE APPEALS POLICY AND PROCEDURE

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

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

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

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

1. Communicate with the instructor during the first three weeks following the assignment of the grade, either directly, by phone, email, or fax. If a grade has been assigned in error, the instructor can quickly correct the error by submitting a change of grade form to the Registrar's Office.

2. Should the issue not be resolved at the instructor level, the student may appeal in writing within 30 calendar days of meeting with the faculty member to the faculty member's immediate supervisor (University Representative) of the school/college/program/department in which the course was taken. The University Representative will attempt to achieve a mutually satisfactory resolution. The Dean of the College in which the student is enrolled will be notified.
3. Should the issue not be resolved by the University Representative, the student may initiate a formal written appeal to the Dean within 10 calendar days of the decision of the University Representative. The written statement must clearly state the basis of the appeal. The Dean will determine whether or not the grounds for the appeal are appropriate. If appropriate, the Dean will conduct a thorough investigation before making a recommendation to the Provost.
4. The University Representative will send the recommendation to the Provost, who will make the final decision.

SECTION IV: STUDENT CODE OF CONDUCT

University of Indianapolis Student Code of Conduct

Revised July 2020

I. VALUES AND PRINCIPLES

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

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

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

II. STANDARDS OF BEHAVIOR

Words defined in this section are in italics.

Standard I. Students respect the health, safety, welfare and rights of all persons.

Violations of this standard:

- a. Threatened, attempted or actual physical harm, or other conduct that threatens the health or safety of the *student*, themselves, or any other person.
- b. *Intimidation, stalking, harassment (including discriminatory and sexual harassment), coercion, verbal abuse, domestic violence, dating violence* or any other conduct which has a direct and substantial disruptive influence on the life or educational endeavors of any person.
- c. Violation of the Sexual Misconduct policy.
- d. Conduct which is lewd, indecent, obscene, or disorderly.
- e. *Incapacitation* due to the abuse of alcohol or a controlled or other intoxicating substance, or

- appearing in a public place manifestly under the influence of such, particularly when there is danger to self, others, or property or there is unreasonable annoyance to others.
- f. Making, possessing, or using any *controlled substances* or paraphernalia or providing them to other persons.
- g. Possessing or using alcohol if underage, or providing it to those who are underage.
- h. The possession or use of firearms, ammunition, explosives, fireworks, or devices classified as weapons by state statute; the use of instruments which simulate such items in acts which threaten or alarm others.
- i. *Hazing*.
- j. The intentional false report of a bomb, fire, or other emergency, or the unauthorized alteration or misuse of any fire alarm, firefighting equipment, safety or other emergency device.
- k. *Complicity* with others in violations of this standard

Standard II. Students respect the property of others, and the property, facilities, and resources of the University.

Violations of this standard:

- a. The unauthorized possession, taking, use, destruction, or defacing of University, private, or public property.
- b. Forcible or unauthorized entry onto any property or into any building structure, facility, room, or motor vehicle of the University or of any members of the University community or its guests.
- c. Violation of the Krannert Memorial Library Conduct Policy. [The Krannert Memorial Library User conduct policy can be found at <https://uindy.edu/library/library-user-conduct-policy>]
- d. Misuse or abuse of University computers, network access, related equipment, telephones, telecommunications, or laboratory equipment.
- e. Violations of the University's Systems and Network Usage Policy. [The Systems and Network Usage Policy can be found at http://uindy.edu/policies/files/uindy-systems_and_network_usage_policy.pdf]
- f. *Complicity* with others in violations of this standard.

Standard III. Students comply with the policies, procedures, and academic programs of the University.

Violations of this standard:

- a. Conduct which by itself, or in conjunction with the conduct of others, disrupts, or impairs the carrying on of normal University functions.
- b. Violation of the Academic Misconduct Policy.
- c. Refusal to cooperate with, or failure to carry out the reasonable directive, written or verbal, of faculty, staff members, or public officials acting in the performance of their duties in support of the institution.
- d. Misrepresenting or falsifying any University record, forms or procedure; making knowingly false oral or written statements to any University official.
- e. Violations by *students* and/or their guests of policies governing University housing facilities in which they reside or visit, or dining facilities.
- f. Failure to satisfy the terms of a disciplinary sanction.
- g. Possessing alcohol on campus except as permitted by University policy. [The policies on the use and possession of alcohol on campus are at: http://uindy.edu/policies/files/alcohol_policy.pdf]
- h. Violation of building hours or usage policies; smoking in locations other than where permitted.
- i. Failure to show a University ID card, key, or other requested identification when requested to do so by faculty or staff members acting in the performance of their duties.
- j. Unauthorized possession, use, transfer, or alteration of a state or University identification card, key/key card, personal identification number, or password.
- k. Unauthorized solicitation or canvassing.
- l. Gambling, if not permissible by law and campus policy.
- m. Posting on University property without permission or in unauthorized locations. [The University's posting policy is at: https://www.uindy.edu/policies/files/general_posting_policy.pdf]
- n. Violating study abroad or domestic study travel program standards or policies.
- o. Providing false testimony at a disciplinary hearing or disregarding disciplinary procedures.
- p. *Complicity* with others in violations of this standard.

Standard IV. Students uphold the mission of the University by being responsible citizens.

Violations of this standard:

- a. Ongoing disruption to the peace of the local community or to the campus as evidenced by more than one ordinance or misdemeanor conviction related to noise, alcohol, marijuana or controlled substances, disorderly conduct, or nuisances.
- b. Conduct which poses a hazard to the community or to the campus, such as assault, driving under the influence of drugs or alcohol, or riotous conduct.
- c. Egregious or blatant instances of conduct in the community or on campus which violates the Student Conduct Code and/or is prohibited by statute or local ordinance.
- d. Felonious conduct, regardless of where it occurs.
- e. *Complicity* with others in violations of this standard.
- f. The University will consider as an aggravating factor in determining sanctions, any violation of law or of this code in which the accused student intentionally selected the person or target of the violation based on gender, race, religion, color, disability, sexual orientation, gender identity, national origin, ancestry, age, marital status, veteran's status (as protected by law), or other basis of discrimination precluded by federal and state statutes.

III. DEFINITIONS

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; retaliation for engaging in a protected activity; or sexual harassment and/or conduct under the Sexual Misconduct Policy that constitutes sexual misconduct.
- **Complicity** is being present during the planning or commission of any violation of the Student Conduct Code in such a way as to condone, support, or encourage that violation. *Students* who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation.
- **Coercion:** Coercion is unreasonable pressure to engage in sexual activity. When evaluating whether pressure is unreasonable, the University will consider the totality of known circumstances, including but not limited to duration, frequency, isolation, and intensity.
- **Consent** is voluntary words or action mutually understood by each party to constitute agreement or permission to engage in a specific act at a specific time. Consent can be withdrawn at any time by any party. Once consent is withdrawn, sexual activity must cease immediately.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent cannot be inferred from silence, passivity, or the absence of resistance, nor can it be inferred from the existence of a current or prior relationship or from consent given previously. The party who initiates sexual activity is responsible for obtaining consent for the activity.

- **Controlled substances** include, but are not limited to, cannabis, cocaine, ecstasy, heroin, LSD, methamphetamines, prescription medications (for which there is no prescription or that is being abused), other natural or synthetic intoxicants, and any substances prohibited by state statute, Federal statute or regulation.
- **Discriminatory Harassment** is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. The University of Indianapolis does not tolerate discriminatory harassment of any employee, student, visitor, or guest, and will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment." A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive *and* objectively

offensive.

- **Domestic Violence** is defined as felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Indiana, or by any other person against an adult or youth victim who is protected from that person's acts under Indiana's domestic or family violence laws, including the following: someone who is dating or has dated the other person; is engaged or was engaged in a sexual relationship with the other person; is related by blood or adoption to the other person; is or was related by marriage to the other person; has or previously established the legal relationship as a guardian, ward, custodian, or foster parent of the other person; has a child in common with the other person; or has adopted a child of the other person.
- **Hazing** is any act or situation on or off campus, initiated, planned, sanctioned, or joined in by one or more persons associated with an athletic team or student organization, causing embarrassment, harassment, or ridicule to, or which involves participation in a Code violation or an illegal act by, or which causes or places in danger of causing physical or mental harm to, any member or any *student* affiliated with the organization.
- **Incapacitation** is the impairment of one's faculties where physical or mental control is markedly diminished. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk. This also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs and/or alcohol.
 - An individual is incapacitated when their ability to withhold consent is impaired to the extent of not fully understanding the facts, nature, extent, or implications of the sexual situation that is occurring, due to the use of alcohol and/or other drugs, mental or physical disability, being asleep or unconscious, and/or age.
 - The respondent is deemed knowingly to have acted without the consent of an incapacitated person under circumstances in which the respondent, or a reasonable person in the respondent's situation, knew or should have known of the other party's incapacitation.
- **Intimidation** is an express or implied threat of immediate or future physical, emotional, reputational, financial, or other harm to an individual or others that would reasonably be expected to place an individual in fear and that is employed to compel someone to engage in sexual activity.
- **Respondent:** an individual alleged to have engaged in conduct that could constitute harassment or discrimination based on a protected class or retaliation for engaging in a protected activity; or an individual alleged to be the perpetrator of conduct that could constitute sexual harassment and/or conduct under the Sexual Misconduct Policy that constitutes sexual misconduct.
- **Sexual Harassment** as defined by Title IX of the Education Amendments Act of 1972 and clarified in 2020 by regulations promulgated by the U.S. Department of Education, "means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the [University] conditioning the provision of an aid, benefit, or service of the [University] on the individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the [University's] education program or activity; or (3) Sexual assault[,] . . . dating violence[,] . . . domestic violence[,] . . . or stalking[.]" 34 C.F.R. § 106.30(a).

As defined, sexual harassment includes the following offenses:

- **Sexual Assault:** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the FBI, including but not limited to the following: rape, seduction, buggery, fondling, incest, statutory rape, indecent exposure, indecent liberties, or attempt of any of the foregoing. Sexual Assault includes both nonconsensual sexual contact and nonconsensual sexual penetration.

Nonconsensual sexual contact is the touching of breasts, buttocks, groin, or genitals of another, whether clothed or unclothed, intentionally touching another with any of these body parts and/or making another

person touch you or themselves with or on any of these body parts without consent.

Nonconsensual sexual penetration is penetration, no matter how slight, of the vagina or anus with any body part or object without consent and/or any contact between the mouth of one person and the genitalia of another person without consent.

- **Dating Violence:** Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of the interaction between the persons involved in the relationship.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Indiana, or by any other person against an adult or youth victim who is protected from that person's acts under Indiana's domestic or family violence laws, including the following: someone who is dating or has dated the other person; is engaged or was engaged in a sexual relationship with the other person; is related by blood or adoption to the other person; is or was related by marriage to the other person; has or previously established the legal relationship as a guardian, ward, custodian, or foster parent of the other person; has a child in common with the other person; or has adopted a child of the other person.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. Stalking includes "cyber-stalking", which is a particular form of stalking in which a person uses electronic media, social networks, blogs, cell phones, texts, or other similar devices or forms of conduct.
- **Sexual Exploitation** is purposely or knowingly doing any of the following:
 - Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity;
 - Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., livestreaming of images) without consent of all subjects or participants;
 - Engaging in voyeurism (e.g., watching private sexual activity) without the consent of all participants or viewing another person's intimate parts (including genitalia, groin, breasts, or buttocks) in a place where the person would have reasonable expectation of privacy;
 - Recording or photographing private sexual activity and/or a person's intimate parts without the consent of all subjects or participants;
 - Disseminating or posting images or private sexual activity and/or a person's intimate parts without the consent of all subjects or participants;
 - Prostituting another person; or
 - Exposing another person to a sexually transmitted infection or virus without the other's knowledge.
- **Student** means any person registered for and/or taking courses at or through the University, both full-time and part-time, or one accepted for enrollment. Persons who are not enrolled for a particular academic term but who have a continuing relationship with the University are also considered students. Also subject to the behavioral standards of this Code are those students from other post- secondary institutions who may be housed on the campus. The University reserves jurisdiction to adjudicate an allegation of a Student Conduct Code violation, including significant academic fraud, occurring during a student's enrollment which may arise subsequent to a student's leaving or graduation from the University.

IV. SCOPE OF STUDENT CODE OF CONDUCT

The Student Code of Conduct applies to all forms of student conduct in addition to the behaviors addressed in the University's Academic Misconduct Policy, Sexual Misconduct Policy, and Residence Life Policy. Students at the University are provided a copy of the Student Code of Conduct annually in the form of a link on the University website. Students are responsible for having read and abiding by the provisions of the Student Code of Conduct. The University reserves the right to make changes and additions to this policy as necessary and at any time. These changes are in effect immediately upon being posted online at my.uindy.edu. Students are encouraged to regularly check my.uindy.edu for the current version of all policies and procedures in effect.

The Student Conduct Policy applies to the conduct of every individual student (undergraduate, graduate, Adult Students, etc.) from the time an offer of admission is extended and thereafter as long as the student has a continuing educational relationship with the University. When the respondent is a member of the University community, this policy is applicable regardless of the status of the complainant, who may be a member or nonmember of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, campers, etc. The Student Code of Conduct applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. This Student Code of Conduct also applies to all University-affiliated student organizations.

The Student Conduct Policy applies to conduct on the campus and at University-sponsored events and may also apply to actions off campus when the Senior Associate Dean of Students/Title IX Coordinator (or designee) determines that the off-campus conduct affects a substantial University interest, including posing a danger to health or safety, impinging on another's rights or property or causing social disorder. The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic media, including online postings such as blogs, web postings, chats, chat rooms, and social networking sites. If violations of the Student Code of Conduct are discovered and substantiated after a student has left the University, sanctions may be issued that affect the student's ability to re-enroll or obtain official transcripts or graduate. In the event of a serious violation of the Student Code of Conduct, the University may revoke the student's degree.

V. AUTHORITY FOR THE ADMINISTRATION OF THIS CODE

The Vice President for Student and Campus Affairs/Dean of Students is responsible to the President for the administration of this Code. The primary assistant to the Vice President for Student and Campus Affairs/Dean of Students for matters of student conduct is the Senior Associate Dean of Students/Title IX Coordinator, to whom the administration of this Code and the disciplinary system is normally delegated. The Vice President for Student and Campus Affairs/Dean of Students (or designee) retains authority to appoint or dismiss hearing officers, advisors, board, or panel members as may be needed.

Decisions of hearing officers or boards, in cases other than those constituting sexual harassment under the Sexual Misconduct Policy, are recommendations to the Vice President for Student and Campus Affairs/Dean of Students (or designee). The Vice President for Student and Campus Affairs/Dean of Students (or designee) will not normally review a hearing decision in the absence of an appeal from the accused student, or a request from the Senior Associate Dean of Students/Title IX Coordinator. In cases involving sexual harassment, the decision-maker(s) who conduct the live hearing are the final authority. A review of decisions by the designated decision-makers in such cases will only be entertained in the event a party submits a timely appeal to the Vice President for Student and Campus Affairs/Dean of Students (or designee). Any question of interpretation regarding the Student Conduct Code shall be referred to the Vice President for Student and Campus Affairs/Dean of Students for final determination.

VI. UNIVERSITY CONDUCT STANDARDS AND VIOLATIONS OF LAW

Student Conduct Code disciplinary proceedings may be instituted without regard to pending civil litigation or criminal arrest and prosecution arising from the same factual situation. Disciplinary action may, but need not, be deferred, at the discretion of the Senior Associate Dean of Students/Title IX Coordinator (or designee), until after civil or criminal proceedings have been completed, reduced, or dismissed. If conduct is suspected to fall under the Sexual Misconduct Policy, the reporting process and grievance policy must be followed as explained below in Part XVI in the Procedures Specific to the Sexual Misconduct Process.

VII. THE STUDENT CONDUCT PROCESS-GENERAL APPLICATION¹

MAKING A COMPLAINT

Any person -- a student, employee, faculty member, visitor, or guest -- may submit a complaint that a student has violated the Student Conduct Policy. A complaint may be submitted electronically or delivered verbally or in writing to the Senior Associate Dean of Students/Title IX Coordinator (or designee). Although there is no time limit for submitting a complaint, doing so as soon as possible after the offending event makes it possible to investigate while evidence is available and memories are fresh.

INITIAL ASSESSMENT

Following receipt of notice or a report of misconduct, the Senior Associate Dean of Students/Title IX Coordinator (or designee) conducts an initial assessment to determine if there is reasonable cause to believe policy has been violated. This is always the first step that is conducted to address any type of behavioral concern.

RESOLUTION

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

If the initial assessment shows that reasonable cause exists, the Senior Associate Dean of Students/Title IX Coordinator (or designee) will review all available information and determine that the allegation be resolved through one of the following processes:

- **Mediation** - Mediation is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Administrative Resolution process to resolve minor conflicts. The Senior Associate Dean of Students/Title IX Coordinator (or designee) will determine if mediation is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a mediation meeting, a trained administrator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Senior Associate Dean of Students/Title IX Coordinator (or designee) will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions. This mediation process is not applicable to violations of the Sexual Misconduct Policy. See below, Part XVI "Procedures Specific to the Sexual Misconduct Process", for additional detail on the Informal Resolution procedures specific to violations of the Sexual Misconduct Policy.
- **Informal Resolution** – In lieu of a formal resolution process, the Senior Associate Dean of Students/Title IX Coordinator (or designee) may be authorized to informally resolve alleged misconduct, may confer with the student to obtain their response to the alleged misconduct and to determine whether the allegations have merit and if they may be resolved by mutual consent of the student alleged to have violated the Student Code of Conduct, the student reporting the violation, and/or the staff member. This informal resolution process is not applicable to violations of the Sexual Misconduct Policy. See below, Part XVI "Procedures Specific to the Sexual Misconduct Process", for additional detail on the Informal Resolution procedures specific to violations of the Sexual Misconduct Policy.
- **Formal Resolution** - typically used for more serious violations. Once a formal resolution process is commenced, the Senior Associate Dean of Students/Title IX Coordinator (or designee) will provide notification of the formal resolution process to the student at an appropriate time during the investigation. The University aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Senior Associate Dean of Students/Title IX Coordinator (or designee) with notice to the parties as appropriate. A formal live hearing may be utilized as a method of resolution of conduct at the discretion of the Senior Associate Dean of Students/Title IX Coordinator (or designee). Should the accused student choose not to appear, the hearing will be held in the student's absence. No recommendation for the imposition of sanctions will be based solely upon the failure of the accused student to answer questions or

¹ For violations of the Sexual Misconduct Policy see page 40, Part XVI.

to appear at the hearing. See below, Part XVI “Procedures Specific to the Sexual Misconduct Process”, for additional detail on the live-hearing requirement specific to the Sexual Misconduct Policy.

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

VIII. RECORDING

A recording will be made of all live/formal hearings. The recording is the property of the University and will be retained as part of the student conduct file. The accused student may review the recording after making a request to the Senior Associate Dean of Students/Title IX Coordinator (or designee). Personal transcripts or recordings may not be made at any meeting covered by the Student Code of Conduct/Sexual Misconduct Policy.

IX. APPEAL

Any party may appeal the decision of a formal hearing by submitting a written notice of appeal to the Vice President for Student & Campus Affairs/Dean of Students (or designee) within five (5) business days after receiving the written decision. The notice of appeal must identify the grounds for appeal relied upon and the facts supporting the appeal.

The grounds for appeal are limited to the following:

1. 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.

Based upon a review of documentation of the investigation and the appeal, the Vice President for Student & Campus Affairs/Dean of Students (or designee) may affirm or modify the decision and imposition of sanctions and will simultaneously advise the student who appealed of the decision. In Title IX/Sexual Misconduct cases the other party/parties involved will also be notified of the decision. The appeal decision by the Vice President for Student & Campus Affairs/Dean of Students (or designee) is final.

X. SANCTIONS

Factors considered when determining any sanction(s)/responsive action(s) may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation
- An individual’s disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Senior Associate Dean of Students/Title IX Coordinator (or designee).

The sanction(s) will be implemented as soon as is feasible. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by outside authorities.

Student Sanctions

One or more of the following sanctions may be imposed upon any student for any violation of the Student Code of Conduct, Title IX federal guidance, or the Sexual Misconduct Policy:

Warning

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

Restitution

Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen;

Fines

Reasonable fines may be imposed;

Community/University Service Requirements

For a student or organization to complete a specific supervised University service;

Loss of Privileges

The student will be denied specified privileges for a designated period of time;

Confiscation of Prohibited Property

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

Behavioral Requirement

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

Educational Program

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

Restriction of Visitation Privileges

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

University Housing Probation

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

University Housing Reassignment

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

University Housing Suspension

Removal from University housing for a specified period of time after which the student is eligible to return (including interim suspensions). Conditions for readmission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Senior Associate Dean of Students/Title IX Coordinator (or designee). This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Senior

Associate Dean of Students/Title IX Coordinator (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

University Housing Expulsion

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

University Probation

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

Eligibility Restriction

The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Senior Associate Dean of Students/Title IX Coordinator (or designee), and terms of this conduct sanction may include, but are not limited to, the following:

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

University Suspension

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

University Expulsion

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

Additional Sanction Information

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Senior Associate Dean of Students/Title IX Coordinator (or designee).

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

- One or more of the sanctions listed above; and/or deactivation, de-recognition, loss of all privileges (including status as a University registered group/organization), for a specified period of time.

Academic dishonesty is subject to a separate policy and process.

Implementation of Sanctions

Sanctions not involving dismissal from the University shall be effective upon written notice to the student.

Implementation may be held in abeyance pending the outcome of an appeal at the discretion of the Senior Associate Dean of Students/Title IX Coordinator (or designee). In the absence of an appeal sanctions will be effective as expressed in the decision letter to the student.

Registration for subsequent terms or the conferral of the degree may be withheld until sanctions have been concluded and

any conditions imposed by the University have been fulfilled. The Vice President for Student and Campus Affairs/Dean of Students (or designee) may defer imposing suspension or expulsion pending satisfactory completion of the academic term, or of a satisfactory period of disciplinary probation.

XI. AMNESTY FROM STUDENT DISCIPLINE

Assisting students who are reporting violations of the Student Code of Conduct, including those involving sexual misconduct, is the University's primary interest. In order to facilitate reporting, the Senior Associate Dean of Students/Title IX Coordinator (or designee) may choose not to charge students who report violations and any material witnesses of Student Code of Conduct violations for behavior that would be considered violations (for example consuming alcohol or consuming illegal drugs). The University may choose, however, to recommend educational or therapeutic remedies for those individuals.

In addition to the University's policy on amnesty, Indiana law contains its own amnesty provision in Indiana Code § 7.1-5-1-6.5 for those individuals who have committed offenses involving alcohol that request emergency medical assistance for themselves or others, are victims of a reported sex offense, or have witnessed and reported what they reasonably believe to be a crime, provided such persons abide by the additional requirements of the law, including providing pertinent information to the officer.

XII. WITHDRAWAL OR RESIGNATION WHILE CHARGES PENDING

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

XIII. RETALIATION

Retaliation on the basis of making a report, testifying, assisting, participating, or refusing to participate in an investigation will not be tolerated. Retaliation includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by this policy or because an individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation.

XIV. FALSE ALLEGATIONS AND EVIDENCE

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. Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under the University of Indianapolis' policy.

XV. FAILURE TO COMPLETE SANCTIONS/COMPLY WITH INTERIM AND LONG-TERM REMEDIES/RESPONSIVE ACTIONS

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

XVI. PROCEDURES SPECIFIC TO THE SEXUAL MISCONDUCT PROCESS

The University of Indianapolis is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 ("Title IX"). As such, discrimination on the basis of sex or gender will not be tolerated in any of University's education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence (including domestic violence and

dating violence), and failure to provide equal opportunity in admissions, activities, employment or athletics. Student workers will be covered by this policy, and may also fall under the jurisdiction of human resources, which will jointly resolve all complaints with the Dean of Students.

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

Name: Dr. Jessica Ward
Sr. Associate Dean / Title IX Coordinator
Office of Student Affairs
Schwitzer 210
(317) 788-2139
Email: wardjl@uindy.edu

Inquiries may be made externally to:

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

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

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

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

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 therefor (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 POLICY 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 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 construed to comply with government regulations in their most recent form.

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

APPENDIX 1: EXAMPLE CONDUCT OFFENSES

The University considers the behavior described in the following subsections as inappropriate for the University community and in opposition to the core values set forth in the Student Code of Conduct. Any student found to have engaged in misconduct, including the following acts, is subject to sanctions.

Integrity

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

Harassment

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

University Policy on Discriminatory Harassment

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

Discriminatory and Bias-Related Harassment

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

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

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

Controlled Substances Policy

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

Falsification

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

Unauthorized Access

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

Trust

Violations of positions of trust within the community;

Election Tampering

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

Taking of Property

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

Stolen Property

Knowingly taking or maintaining possession of stolen property;

Community

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

Disruptive Behavior

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

Rioting

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

Unauthorized Entry

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

- Trademark
- Unauthorized use (including misuse) of University or organizational names and images;
- Damage and Destruction
- Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another;

IT and Acceptable Use

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

UIndy students have access to their accounts while they are actively enrolled in classes. After the last date of enrollment, access to the following services is removed:

After four months – My Uindy, ACE, Library, Computer Labs

After one year – Google Apps (e.g. Gmail, Calendar, Drive)

Gambling

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

Weapons

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

Tobacco

The entire University of Indianapolis campus is smoke-free. Smoking and the use of 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.

Fire Safety

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

Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;

Failure to evacuate a University-controlled building during a fire alarm;

Improper use of University fire safety equipment; or

Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property.

Such action may result in a local fine in addition to University sanctions;

Animals

Animals, with the exception of animals that provide assistance (e.g., seeing-eye dogs), and pets as outlined in Residence life policy, are not permitted on campus except as permitted by law. Please see the [Animals on Campus Policy](#).

Wheeled Devices

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

Shared Mobility Devices

The University of Indianapolis allows student use of shared mobility devices on its campus as long as the use is in compliance with campus policy, which includes the following:

- Users must abide by the rental terms within the licensed Shared Mobility System User Agreement;
- Users must be at least (18) years of age;
- Users of Shared Mobility Devices should not carry passengers. This means one person per mobility device;
- Shared Mobility Devices are not permitted inside any campus buildings;
- Shared Mobility Devices must always be operated at a low speed, especially in the presence of pedestrians;
- Pedestrians have right of way and shared mobility devices are required to yield to pedestrian traffic;
- Charging Shared Mobility Devices on campus is not allowed except in authorized circumstances; and
- Shared Mobility Devices must be parked in an upright manner and should be parked in or around bike racks across campus so they do not block access or impede pedestrian traffic.

Social Justice

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

Discrimination

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

Harassment

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

Retaliation

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

Bystanding

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

Abuse of Conduct Process

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

- Falsification, distortion, or misrepresentation of information;
- Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- Failure to comply with the sanction(s) imposed by the campus conduct system;
- Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect

University of Indianapolis students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

Harm to Persons

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

Threatening or Intimidating Behaviors

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

Stalking

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

Bullying and Cyberbullying

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

Hazing

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

Public Exposure

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

Responsibility

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

- Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia in violation of the University's Alcohol Policy (see alcohol policy for further information);
- Drugs. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia in violation of the University's Drug Policy (see policy for further information);
- Prescription Medications. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

Failure to Comply

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

Financial Responsibilities

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

Health and Safety

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

Violations of Law

Violation of local, state or federal laws.

CLASSIFICATION OF OFFENSES

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

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

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

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

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

CATEGORY "A" OFFENSES

1. Visitation
2. Courtesy/Quiet Hours
3. Restricted areas (minor infraction)
4. Pets

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

CATEGORY “B” OFFENSES

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

CATEGORY “C” OFFENSES

1. Theft
2. Drugs/Controlled Substances
3. Possession of firearms, fireworks, ammunition, or explosives
4. Physical assault with bodily injury
5. Sexual misconduct
6. Accessory to violations
7. Repeat of Category “B” offenses
8. Any other offense defined as a felony or violent crime.

ALCOHOL RELATED OFFENSES

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

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

Response Level 1

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

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

DRUG RELATED OFFENSES

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

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

Response Level 1

The University of Indianapolis desires 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/ATTENDING 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. Depending on the situation addressed, students may receive a warning to suspension and notice of future sanctions for continued behavior from the Senior Associate Dean of Students (or designee) 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

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.

OTHER POLICIES

ANIMALS ON CAMPUS POLICY

The University of Indianapolis is committed to providing an attractive, clean and safe campus for its employees, students, and visitors. To assist in the achievement of these objectives, the University will regulate the presence of 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

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 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%. *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 PROGRESS

The Financial Aid Office monitors a student's progress for course completion at the end of each semester (and summer). If a student is not meeting the requirements, then that student will be notified that they are being put on warning for their next 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 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 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.

SOLICITATION/SELLING

Any kind of solicitation on the campus of the University of Indianapolis is prohibited. Areas of solicitation include residence halls, offices, classrooms, and all other University facilities. Individuals or groups who wish to promote their products or services on campus must be approved by the Business Office. Credit card solicitation is strictly prohibited. Residence hall solicitation/selling must be approved by the Dean of Students. The distribution of handbills or flyers on 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 OF 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 & 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	317-840-0564
Cory Bretz Hall (coed, housing)	317-781-5300
Cravens Hall (coed, housing)	317-781-5200
Crowe Hall (coed, housing)	317-781-5100
Greyhound Village Apartments	317-788-2405
East Hall (coed, housing)	317-791-4413
Roberts Hall (coed, housing)	317-791-4430
University Lofts Apartments	317-794-5822
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 & CANCELLATION

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 CANCELLATION

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). Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **BREAK HOUSING:** Students wanting to reside in the residence halls during holiday break periods 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. SEE FINES & SANCTIONS.
- **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. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **COURTESY & QUIET HOURS:** Courtesy hours are maintaining a level of respect for other people in the building and demonstrating this respect and are in place 24 hours 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.
 - 23-hour quiet hours are observed during finals week
 - Other quiet hours times may be designed by the Residence Director
 - Failure to comply with courtesy and/or quiet hours may result in fines and/or sanctions. SEE FINES & SANCTIONS.

- **DAMAGES: Any damages that occur to the common areas, room furniture, hall equipment etc. must be reported immediately to hall staff.** Students may be billed for damages throughout the academic year that are determined to be excessive. Individuals or entire floors may be billed for damages that occur on floors or within common areas where a responsible party cannot be identified. Damage charges are based on damages reported following the inspection of the room or common areas by the Resident Assistant and/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. SEE FINES & SANCTIONS.
- **EXTENSION/SURGE PROTECTOR CORDS:** Extension cords and multiple wall adapter units are not permitted unless used in conjunction with a multiple outlet surge protector. Failure to comply can result in sanctions and fines.
- **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. SEE FINE & SANCTIONS
- **GUEST/VISITATION HOURS:** The following hours have been approved for visitation between members of the opposite sex in the rooms of the residents:
 - Cravens Hall, Cory Bretz Hall, and Warren Hall
 - Monday–Thursday 9:00 a.m.– 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 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. SEE FINE & SANCTIONS.
- **HALL ACCESS/KEYS:** Each resident is issued a student ID that provides access to the residence hall main entrance doors and keys that unlock his/her residence hall room and interior hallway (Roberts Hall residents are 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 Affairs Office (Schwitzer 210). 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.* SEE FINE & SANCTIONS
- **HOUSEKEEPING:** The University provides a housekeeping crew to maintain the common areas of the residence halls. Residents are responsible for cleaning their own rooms and the hall kitchen areas. Residents with private bathrooms are responsible for the cleanliness of those bathrooms. Residents are also required to remove their own trash and take it to the dumpsters. The disposal of room trash in public and community spaces is prohibited.. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **ITEMS NOT PERMITTED (SEE ALSO ROOM PERSONALIZATION):** Air conditioners, illicit drugs, alcohol or related paraphernalia, hotplates, toasters, toaster ovens, grill units (George Foreman, etc.), 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, and

potpourri pots. Open flames of any kind are not permitted at any time. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.

- **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. Failure to comply can result in fines and/or sanctions for all involved. SEE FINES & SANCTIONS.
- **LOCKOUTS:** The exterior doors of each residence hall remain locked at all times to provide access to the facility only to residents (and their escorted guest) of the building. Residents must lock the doors to their room each time they leave. Residents are expected to carry their keys and student ID with them at all times in order to provide access to the building and to their individual room assignment. In the event a student is locked out of their room 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. SEE FINES & SANCTIONS.
- **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. SEE FINE & SANCTIONS.
- **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. SEE FINES & SANCTIONS.
- **ROOM INSPECTIONS:** The residence life staff conducts monthly health and safety inspections. Residents are responsible for maintaining rooms and bathrooms that adhere to health and safety standards. University Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is at risk, for maintenance repairs and/or in cases 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.* Failure to adhere to health and safety standards can result in fines and/or sanctions. SEE FINES & SANCTIONS.
- **ROOM PERSONALIZATION:** Decorating the room is permissible within the established guidelines. University furnishings may not be removed from the room and furnishings cannot be disassembled. Nails may not be used. Residents may use the “no nail” type of hanger or a tape (sticky tac, no-stick tape) for hanging pictures or posters in the room. Foam tape, duct tape, and anything that will leave a mark on the doors or walls is not permitted. Residents in East Hall may use painter’s tape only, no vinyl/wall decals are permitted on walls. Residents will be charged for any marks left on the walls or doors. No more than 10% of the walls may be

covered with flammable materials and there should be nothing either adhered to or hanging from the ceiling. Stringed lights are not permitted in the halls at any time. Carpeting may not be attached to the floor and must be removed upon vacating the room. The painting of rooms or permanent alterations to university property by anyone other than University personnel is prohibited. Failure to comply can result in fines and/or sanctions. SEE FINES & SANCTIONS.

- **SMOKING & TOBACCO:** The entire University of Indianapolis campus is smoke-free. Smoking and the use of 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. SEE FINES & SANCTIONS.
- **STORAGE:** The University does not provide storage for personal property. Items remaining in the room after vacating will be disposed of by maintenance and residents can be charged for the removal of items.

DISCIPLINARY SANCTIONS

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

- **Counseling and/or Confrontation.** A member of the University community makes personal contact with the student, discusses the inappropriate behavior or attitude, and asks for compliance.
- **Referral.** A student is referred to another person for counsel or disciplinary action. In those cases, students must comply with the directions of the person or agency to whom they are referred and submit reasonable proof of such compliance (*i.e.*, attend alcohol assessment).
- **Letter of Warning and/or Reprimand.** A written statement documenting inappropriate behavior or attitude and that such conduct, if continued, may be in jeopardy of serious disciplinary action.
- **Social Conduct Probation.** A warning status into which a student is placed when he or she is in jeopardy of suspension or dismissal from the University. Elements of the probationary status are outlined in a written statement.
- **Community Service, and Restitution.** A student may be asked to complete certain hours of community service either on- or off-campus.
- **Suspension from Residence Halls or from Campus.** A student is suspended for a specified period of time from either the residence halls or from campus activities altogether. In the case of suspension from the residence halls, the student is to vacate the halls immediately and not to be present in any hall until the specified period has ended. Students who are suspended from the residence halls may still attend classes and use the services. Suspension from campus prohibits a student from any activity on campus or any other sponsored event off-campus. Students who are suspended from the campus may not attend classes or use services or be on campus for any reason.
- **Services withdrawn.** A student may be denied access to certain services or assistance based upon the student's conduct in those offices or related to the services. Terms and conditions for reinstating services are specified in the withdrawal notice.
- **Dismissal or expulsion.** A student is dismissed from school immediately and for a predetermined period of time. The student will not be able to take missed examinations or submit papers or projects. The student shall not receive any credit for classes in which he or she is enrolled that semester. The student is not eligible to apply for readmission for at least the balance of the semester. Expulsion means that the student's behavior was so egregious that it is highly unlikely the student would ever be readmitted to the University.
- **Fines/Sanctions.** The following is a list of fines/sanctions students may face for policy violations, general conduct, or non-compliance.
 - Alcohol
 - \$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 = \$20 (replaced at the Student Business Center, Schwitzer 105)
- 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 an informational meeting request from a Residence Life Professional Staff Member within 48 hours from the time the incident was documented.
 - a. Students are required to respond and attend the meeting request
 - b. This meeting is the student's opportunity to communicate any information he/she has regarding the incident

- c. During the meeting, the 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.
3. The Residence Life Professional Staff Member will send all parties a follow up letter (via campus mail and/or email) within 2-3 business days following the informational meeting stating:
 - a. An overview of the details of the incident
 - b. The details discussed in the informational meeting
 - c. The specific outcome of the incident, including the details of any warning, fines and/or sanctions assessed.
 - d. Instructions for students who may seek to appeal the documented outcomes

APPEAL REQUESTS

Any resident may request an appeal of a conduct decision by filing a written request to the appropriate administrator or personnel within 5 business days of receiving a notice of outcome/sanction letter. 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. A procedural or substantive error occurred that significantly impacted the outcome of the situation (e.g. substantiated bias, material deviation from established procedures, etc.)
2. To consider new information, unavailable during the original information meeting that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included
3. The sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.
4. 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

APPEAL PROCEDURES

Appeal requests are limited to the following grounds:

1. With your appeal letter, forward the exact email you received from the Residence Life Professional Staff Member.
2. In the subject line, include the judicial number (top corner of sanction letter) with your first and last name.
3. The appeal must clearly be based on and include one or more of the following reasons as mentioned above.

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 asc@uindy.edu; or by calling 317-788-6153. The Services for Students with Disabilities Office is located in Schwitzer 206.
1. Fax, deliver, or mail all documentation required by SSD certifying the disability and reasons for needing housing accommodations. See description below for details regarding documentation.
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 THE CONDITION

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

TIMING OF THE REQUEST

1. Was the request made with initial housing request?
2. Was the request made before the deadline for housing requests for the semester in question?
3. Was the request made as soon as possible after identifying the need? (Based on 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.

UNIVERSITY OF INDIANAPOLIS ROOM AND BOARD ADDITIONAL TERMS AND CONDITIONS

The University of Indianapolis (the “University”) may terminate or temporarily suspend performance of any part of any housing and/or board contract (the “Contract”) between the University and any student, without notice, in the event the University’s obligations and/or duties under the Contract are prevented or delayed, either directly or indirectly, by consequence of a Force Majeure Event. A Force Majeure Event means a cause or event beyond the reasonable control of the University including, but not limited to, an act of God, natural disaster, act of war, act of terrorism, or act of the public enemy; national emergency, moratorium, riot, public protest, or demonstration; flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, tornado, hurricane, sinkhole, earthquake, or other casualty, disaster, or catastrophe; epidemic, pandemic or other infectious disease, or other similar causes; any existing or future laws or acts of the Federal or any state government (including specifically, but not exclusively, any orders, rules or regulations issued by any official or agency of any such government) resulting in a complete or partial shutdown; or any other cause or causes (whether or not similar in nature to any of those specified above) beyond the University’s reasonable control, irrespective of whether such contingency is specified herein or is presently occurring or anticipated.

The University assumes no responsibility or liability for failure to perform any terms or conditions of the Contract due to circumstances beyond its control. No refund, recompense, or compensation is provided for loss of student's time in dealing with a displacement (either temporary or permanent) nor retribution for discomfort. The University shall not be responsible for any failure to provide housing or food service in the event Force Majeure conditions exist. In such event, the University shall not be obligated to refund any amount the student already paid pursuant to the Contract. Nothing in any Contract shall be construed to relieve the student of his/her payment obligations under the Contract, or waive any right or claim of the University for payment under the terms of the Contract.

All housing and board contracts shall be interpreted, enforced, and governed under the laws of Indiana. Housing and board contracts shall in all respects be interpreted, enforced and governed by and under the laws of the State of Indiana, without regard to choice of law principles. Should any arbitrator or court of competent jurisdiction declare any provision of any housing and/or board contract unenforceable, all other provision of the contract shall not be affected and will remain enforceable.

COVID-19 POLICY UPDATES

These policies will be in effect until UIndy no longer needs to follow the COVID-19 procedures to maintain a safe environment.

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

COVID-19 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

COVID-19 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, Cory 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 visitors or overnight guests for on-campus residents.

BATHROOM POLICY

Due to COVID-19, 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.

HEALTH & SAFETY RELATED OFFENSES

The University of Indianapolis is committed to the wellbeing of all students. As such, students are required to adhere to all health and safety advisories and directives from the University of Indianapolis as well as Local, State, and Federal authorities. Students who fail to abide by advisories and/or directives may be referred to the student conduct process and may face judicial sanctions.

Due to the danger to persons and the community when health and safety related incidents are involved, the University of Indianapolis has developed an action plan for such incidents. Health & Safety incidents will be taken seriously and students found in violation of the advisories may face disciplinary action.

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, failure to abide by the advisories and directives of the University of Indianapolis as well as Local, State, and Federal authorities related to Health & Safety of persons or the community.

1. The student is given an official university warning;

2. The student may be directed to complete assigned education related to the violation of Health & Safety Advisories and/or Directives
3. The student may be fined up to \$25

Response Level 2

If a student continues in Health & Safety behaviors that are outside of the advisories and directives of the University of Indianapolis as well as Local, State, and Federal authorities, then sanctions are imposed that may include more punitive options:

1. The student is placed on social conduct probation with restrictions (restrictions to be determined by the staff, based on relevant circumstances).
2. The student may be directed to complete assigned education related to the violation of Health & Safety Advisories and/or Directives.
3. The student may be fined up to \$50.

The Senior Associate Dean of Students (or designee) may make the decision to remove the student from the residence halls, specific campus spaces, and/or the university 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

By this level, the University of Indianapolis, unless warranted by the severity of circumstances, has attempted the educational and punitive pathways. At this level, available sanctions include:

1. Probation with restrictions
2. Potential removal from the residence halls, specific campus spaces, and/or the university campus.
3. The student may be fined up to \$100.

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 strung lights

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

SEVERE WEATHER ALERT

Students are encouraged to read and study their individual hall's 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 will serve as the grievance officer. If the Provost (or designee) is the respondent, the Dean of Students will serve as the grievance officer.
2. The grievance officer, in his or her sole discretion, will determine the manner in which the investigation will be conducted. The grievance officer may, but need not, offer the reporting party and the respondent the right to submit written position statements or to be heard.
3. The grievance officer will communicate his or her decision with respect to the grievance to the respondent on the same day that he or she communicates such decision to the reporting party.

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

1. A reporting party or a respondent who desires to appeal a grievance officer’s decision will provide written notice of his or her intent to appeal and the grounds for the appeal to the appropriate appeal coordinator. The appeal coordinator will be:
 - a. the University Provost, if the reporting party or respondent is a member of the faculty;
 - b. the Vice President for Student & Campus Affairs & Dean of Students, 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.