

# STUDENT HANDBOOK



2025-  
2026

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## 2025-2026 COMMUNITY CALENDARS

### [Academic Calendar](#)

Find all important academic dates for Semester 1, Semester 2, Spring Term, and Summer. Dates include: classes begin, refund deadline, withdrawal deadline, campus holidays/closures, finals examinations, commencement etc.

### [Athletics Calendar](#)

Find time that you can cheer on your fellow Greyhounds by attending a UIndy Athletics event.

### [Campus Events Calendar](#)

Discover all the fun and exciting activities happening on our campus or in our community for Greyhounds like you.

### [LP Approved Calendar](#)

Identify new opportunities to attend a unique event, hear new ideas, and look at topics in a different light. You will also earn lecture/performance credit (LP Credit) as needed for certain classes.

### [Residence Life Calendar](#)

Find all important dates for Move-In, Move-Out, and Break Closures for our Residence Halls for Semester 1, Semester 2, Spring Term, and Summer.

*The University reserves the right to make calendar changes.*

# INTRODUCTION

All students, regardless of college, classification, or type (undergraduate, graduate, doctoral, full-time, part-time, etc.) are subject to the policies and procedures outlined in this Student Handbook. Policies and procedures contained in University Handbooks and Guidebooks supersede all prior practices, written representations, or statements on the same subject matter. The University of Indianapolis expressly revokes all previous policies and procedures 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 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 website](#). Many specific academic units may have an additional handbook for its students outlining professional standards or practices. While important, those outlined in all other handbooks for students do not supersede University-wide policies or policies outlined in this Student Handbook.

**Revised in August 2025**

## Student Handbook Overview

The University of Indianapolis is pleased to offer the 2025–2026 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 Vision, Mission, and Purpose

### Mission:

The University of Indianapolis champions lifelong learning through relevant and innovative education that fosters experiential learning, diverse perspectives, service for impact, and a global mindset.

### Vision:

The University of Indianapolis will be the institution of choice for a diverse group of learners who wish to engage with the world and enrich their lives through relevant and impactful education, and are empowered to transform the world with their knowledge and skills— Anywhere. Anytime. For life.

### Motto:

The motto for the University of Indianapolis is “Education for Service.”

### Identity:

The University of Indianapolis is a private, metropolitan institution of higher learning that provides a transformational educational experience through strong programs in the liberal arts and sciences, selective professional and doctoral programs, collaborative partnerships throughout the city and the world, and a Christian tradition that emphasizes character formation and embraces diversity.

## Values:

The University imparts much more to its students than knowledge or practical skills. As an institution of higher learning, the University values:

1. an emphasis on student learning in all aspects of University life;
2. faculty and student interaction that provides individual attention, engagement, and opportunities for mentoring;
3. international experiences for students, faculty, and staff;
4. engagement with religious traditions in an environment of hospitality, informed by the United Methodist Church and enriched by other traditions, religious and secular;
5. purposeful engagement with the city of Indianapolis and the State of Indiana;
6. ethical, responsible, and professional behavior with respect expressed among all members of the University community;
7. individual contributions of all members of the University community toward advancing our mission.
8. Pursuit of University-wide learning goals: social responsibility, critical thinking, creativity, and performance.

## Our Promise:

- We will be a modern University defined by relevance for diverse learners in all our academic programs to support applied skills and experiential learning through curricular, and co-curricular offerings
- We will be a gateway for social mobility for our learners and we will be a university that changes lives.
- We will be locally rooted, with a global commitment, reach, and impact.
- We will serve as partners to our learners—delivering relevant education in multiple modalities, formats, and modules that are congruent with the learning preferences of our audiences.
- We will be a community engine for growth, driving strong partnerships and engaging with important communities in Indianapolis and beyond.

## Behavioral Intervention Team (BIT)

The Behavioral Intervention Team (BIT) is a group of school officials who meet regularly to collect and review concerning information about at-risk community members and develop plans to assist them. The team addresses behavior that occurs on and off campus for current students, faculty, and staff. The team also attends to behaviors that have a connection to the campus for former students, visitors, parents, or others. The BIT consists of representatives from the Dean of Students' Office, Counseling, the Office of Student Conduct/Title IX, Housing and Residential Life, Legal Counsel, and the UIndy Police Department.

The BIT has authority from the University of Indianapolis to engage in behavioral intervention (gather data, assess risk, and deploy interventions). The BIT conducts its work in accordance with the Family Educational Rights and Privacy Act (FERPA), other applicable laws, and/or university policy.

## 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].

To promote and not 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 advisers 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 advisers 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 (EIP) before posting.
  - d. When exercising our freedom to question or dispute University of Indianapolis programs or policies, we will do so peacefully and professionally.
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 goodwill of UIndy religious life colleagues. 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 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 contact with a student under false pretenses and will abide by 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 whom come to the University of Indianapolis with religious convictions closely tied to their cultures.
  - 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 groups (i.e., 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—Catholic Mass at 4 p.m. on Sundays, and chapel worship at 9 p.m. on Thursdays—will be so designated as a protected time for the possibilities of 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 decide 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 goodwill 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 their 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 2025-2026 University of Indianapolis Student Handbook for guidance. (Adapted from the “Code of Ethics”, Butler Religious Life, Butler University, May 1990.)

## SECTION I: UNIVERSITY POLICIES

### Notice of Non-Discrimination Notice

The University of Indianapolis does not discriminate on the basis of race, religion, color, national origin, sex, disability, sexual orientation (or gender identity of expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act and strives to provide equal access to all aspects of university life. This policy applies to applicants and students, and to admissions, programs and all other aspects of student life.

The Director of Human Resources has been designated to handle inquiries regarding the non-discrimination policies. For questions, please contact 317-788- 2127 or [hr@uindy.edu](mailto:hr@uindy.edu).

For further information on notice of non-discrimination, contact:

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

### Alcoholic Beverage Policy

The University of Indianapolis is committed to maintaining a safe and inviting campus environment for its community members and visitors. This policy provides a consistent approach to alcohol usage at official University of Indianapolis Events and Guest Hosted Events on University of Indianapolis property, and adheres to federal, state, and local laws and ordinances.

### Controlled Substances Policy

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

### Free Speech Policy

The University of Indianapolis champions lifelong learning through relevant and innovative education that fosters experiential learning, diverse perspectives, service for impact, and a global mindset. 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 of 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, any 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, students may appeal to the Office of Student Affairs if a policy has been misapplied.

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

For more information regarding free speech, please contact the Office of Student Affairs and/or the University's General Counsel.

## 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 its 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 is an expression 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 Protesters

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, the Office of General Counsel, and the UIndy Police Department will confer to determine whether a protest may continue.



Protesters 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.

## Committee on Expression and Speech

The Office of Student Affairs has the responsibility for administering guidelines related to free speech and expression. Only in extreme cases of violation of these guidelines can the Office of Student Affairs prohibit speech and expression before it occurs.

In administering these guidelines, the Office of Student Affairs 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, which is maintained by the Office of Student Affairs or their designee(s).

The Office of Student Affairs 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 Student Affairs. The committee, in consultation with the General Counsel, 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 who host events will be available from the Office 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 Office of Student Affairs at 317-788-3530.

## Violations of the Free Speech and Expression Policy

Violations of the Free Speech and Expression 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 fliers or other materials from individual students' 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
- 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.

## Title IX/Sexual Misconduct Policy

The University of Indianapolis is committed to providing an educational and employment environment that is free from Sex Discrimination, Harassment, and Misconduct. The Policy is intended to inform the University community of the legal obligations required of the institution to end, prohibit the reoccurrence of, and remedy the effects of sexual misconduct against students, faculty, and staff on or off campus.

UIndy values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness in all aspects of the education program or activity, UIndy has developed policies and procedures that provide a prompt, fair, and impartial resolution of allegations of Sex Discrimination, Harassment, or Misconduct.

Questions or concerns regarding the University's procedures and Title IX may be directed to one or more of the following resources:

- University Contact
  - Hannah Melton, Assistant Dean of Judicial Affairs & Title IX Coordinator
  - [meltonh@uindy.edu](mailto:meltonh@uindy.edu)
  - 317-788-2139
- External Contact
  - Office for Civil Rights (OCR), U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-1100
  - Customer Service: 800-421-3481
  - Fax: (202) 453-6012
  - TDD#: 877- 521-2172
  - OCR email: [OCR@ed.gov](mailto:OCR@ed.gov)
  - OCR website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

## Pregnancy and Related Conditions

The University of Indianapolis does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). UIndy prohibits members of the UIndy community from applying any rule or taking any action which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This policy and its pregnancy-related protections apply to all pregnant students.

## IT and Acceptable Use Policies

Students can find [all policies for University of Indianapolis IT Acceptable Use and Computing](#) online.

UIndy students have access to their account while actively enrolled in classes until one year after the last date of enrollment.

## UINDY Application Terms of Use

By registering with the UIndy app with your UIndy credentials, you agree to the Ready Education Privacy Policy, Terms of Service, and the terms and conditions mentioned below.

This app is an extension of the University, where we desire to create a positive virtual community reflective of UIndy's mission. While using the app, users are reminded to abide by all UIndy policies and rules, including but not limited to those in this Student Handbook.

While UIndy is committed to standards promoting speech and expression, it's worth noting that any expression that is indecent or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual orientation is inappropriate in a university community. The University will act as it deems appropriate to educate students violating this principle. Community posts or other uses of this app that are inconsistent with University standards, mission, the Handbook, and other policies may be removed and subject to the appropriate sanctions, including but not limited to removal of access to some or all of the mobile app features.

Please join us in making this mobile app an uplifting and inclusive resource for our community. We value your privacy and protect your personal information. By signing up you agree to our privacy policy and terms of service.

## Solicitation Policy

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 Office of Student Affairs. Credit card solicitation is strictly prohibited. The distribution of handbills or fliers on campus is prohibited without prior approval from the Office of Student Affairs.

## Student Parking Policy

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 our online [Parking Portal](#). The following structure will be used in regard 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 judgment (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 UIndy's Parking Portal and log in with their UIndy credentials.

## Revoking Parking Permits

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

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

## Residence Life Handbooks

The Office of Residence Life has separate handbooks for on-campus residents. Residents are encouraged to review and be familiar with the appropriate handbook and their policies. Handbooks can be accessed on the [UIndy Residence Life Webpage](#).

**Residence Hall Handbook** - for residents of Central Hall, Cravens Hall, Cory Bretz Hall, East Hall, Roberts Hall, and Warren Hall

**Apartment Handbook** - for residents of College Crossing, Greyhound Village, and University Lofts

## SECTION II: PRIVACY OF STUDENT RECORDS

The University of Indianapolis is committed to protecting the privacy rights of its students. The following information covers basic privacy issues related to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA). Questions concerning FERPA should be directed to the Office of the Registrar ([registrar@uindy.edu](mailto:registrar@uindy.edu)) at 317-788-3219.

Additional information about the Family Educational Rights and Privacy Act is available in the Office of the Registrar, on the [Registrar's website](#) and the [U.S. Department of Education FERPA website](#).

### 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 that can be easily linked to the identity of the student that directly relates to the student.

Records may be in any form and may include, but are 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 – records kept by a single 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

FERPA, also known as the Buckley Amendment, is a federal law designed to protect the privacy of educational records. Students will be notified of their FERPA rights via the University website and during their orientation sessions. Students can review their rights under FERPA on the [Registrar's Website](#).

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. Requests 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.

### Right to Refuse Access

The University reserves the right to deny transcripts or copies of records, unless required to be made available by FERPA.



## Directory Information

Directory information may be released without the prior written consent 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 [FERPA Directory Information Opt-Out Request & Authorization Form](#) available at the Office of the Registrar. The nondisclosure restriction will remain in effect until the Office of the Registrar is notified in writing by the student to remove the FERPA restriction. The University assumes no liability if honoring the nondisclosure request has a negative effect for the student.

More information on Directory Information can be found on the [Registrar's Website](#).

## 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 requires 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 the 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 acknowledgment 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 the 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 disclosure regardless of the outcome of the proceeding

11. Disclosure is in connection with financial aid for which the student has applied 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:
  - a. performs an institutional service or function for which the University would otherwise use employees
  - b. has been determined to meet the criteria set forth in the University's annual notification of FERPA rights for being
  - c. a school official with a legitimate educational interest in the education records
  - d. is under the direct control of the University with respect to the use and maintenance of education records
  - e. uses education records only for the authorized purposes and does 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.
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 student's 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 Educational Records

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

<b>Record Type</b>	<b>Office</b>	<b>Location</b>
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.e., tuition billing and payments)	Office of Student Billing and Payment	Esch Hall
Student Conduct Records	Student Affairs	Schwitzer Student Center
Student Employment Records	Human Resources	Esch Hall
Immunizations	Office of Student Affairs	Online
Veterans' Assistance Records	Office of the Registrar	Esch Hall

Questions concerning this policy should be addressed to the Office of Registrar ([registrar@uindy.edu](mailto:registrar@uindy.edu)) or 317-788-3219.

## SECTION III: ACADEMIC MISCONDUCT

### Philosophy

The students, faculty, and administrators 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.

### Types of Academic Misconduct

Academic Misconduct includes but is not limited to the following:

#### 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:

- 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.
- Use of another person as a substitute or surrogate in the taking of an examination or quiz.
- Theft of examinations or other course materials.
- 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 or artificial intelligence.
- Submission of a written report or project that is represented explicitly or implicitly as the student’s individual work when such work was produced in collaboration with one or more other persons.
- Use of any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
- Work on an examination other than during the time or at a location authorized by the examiner.
- 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.
- 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 or themselves without giving appropriate acknowledgment to the source. A student must give due credit to the originality of others and acknowledge indebtedness whenever they do any of the following:

- Quote another person's actual words, either oral or written
- Paraphrase another person's words, either oral or written
- Use another person's ideas, opinions, or theories
- Cite 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 their best work on any assignments or examinations. Examples of interference include, but are not limited to, the following:

- Theft, destruction, alteration, defacement, or mutilation of University or public resources so as to deprive others of information.
- 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 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.

## Categories of Academic Misconduct

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



## Authority

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

## Disciplinary Action

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
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 "Faculty Report of Academic Misconduct" form may be found in the "Faculty Resources" section of the "Faculty" tab on MyUindy and should be completed as a 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 shall advise the student of the alleged act of misconduct and the information upon which the allegation is based.
  - b. The student shall 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 shall 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, examination, or course, including a failing grade for the course.
    - ii. The student may be required to repeat or resubmit any assignment, coursework, examination, or paper involved in the act of misconduct.
    - iii. The student may be required to complete additional assignments, coursework, 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 their 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 shall consider the issue of academic misconduct not to have been resolved. The University Representative's accusation of academic misconduct shall stand unchallenged.
- b. Where an academic sanction results in the recording of a failing grade for the course, the University Registrar shall be notified that the grade was given for academic misconduct. The University Registrar shall record the grade of "F" on the student's permanent academic transcript without any notation concerning the reason for the grade. The University Registrar shall, 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 shall be calculated in the determination of the student's grade point average, but the grade alone shall not prevent the student from repeating the same course for credit.
- 3. After meeting with the student, imposing an academic sanction and completing the Faculty Report of Academic Misconduct form, the University Representative shall provide the student with a copy of the completed, signed form and retain a copy as well. The University representative shall provide the University Registrar with a copy of the completed, signed form, and the University Registrar shall distribute it to the appropriate offices (program/college/school Dean, Office of Student Affairs or designee, Provost or designee). The University representative shall also inform the immediate supervisor of the incident.
- 4. Upon notification by the University Representative, the Office of Student Affairs may commence procedures under the University's Student Conduct 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.
- 5. When the University Representative completes the "Faculty Report of Academic Misconduct" form to be distributed to individuals in paragraph C above, the following information will be included:
  - a. Student information (name, ID, email address, phone number)
  - b. Instructor name, course information (subject, number, section, semester, year)
  - 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 next level within five (5) business days after receiving notice of the University.
  - e. Representative's decision. (The next level is the faculty member's Chair/Director unless said faculty member is the Chair or Director, in which case, the next level is the Dean.)
  - f. A statement that the report is being distributed to the student, the Dean and/or Director of the student's school or program, the University Registrar, the Office of Student Affairs, and the Provost.
  - g. 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.

- h. A statement that the Office of Student Affairs may commence disciplinary proceedings under the University's Student Code of Conduct if the commencement of such proceedings is warranted when the student's academic misconduct is considered in light of the student's prior student conduct 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 academic sanction of the University Representative if:

- The student claims innocence of the act of which they are accused.
- The student claims extenuating circumstances.
- 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 Appeal of Academic Misconduct

A student's appeal with respect to an academic decision or sanction concerning an alleged act of academic misconduct shall 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 and subsequently referred to as the Supervisor), within five (5) business 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 Supervisor 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 Supervisor, 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 Supervisor will have the authority to sustain, amend, or reverse any decision concerning the student's act of academic misconduct.
  - a. If the Supervisor concludes that the student did not commit the alleged act of academic misconduct, they will set aside the academic sanction(s) imposed.
  - b. If the Supervisor concludes that the student committed the alleged act of academic misconduct, they may confirm the academic sanction(s) or impose a lesser or greater sanction than that imposed by the University Representative.
6. The Supervisor will act in a timely manner in deciding an appeal.
7. The Supervisor will notify the student, the faculty member, the Dean, and the University Registrar (when relevant), in writing of their decision with respect to the appeal.

8. If the Supervisor concludes that the student committed the alleged act of academic misconduct, the student may appeal to the next supervisory level (Dean or Provost and/or their designees).
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 Appeals 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 misconduct are addressed in the previous section.

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 shall 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 (6) 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 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 being appealed will remain in effect until the appeal procedure is completed or the problem resolved. If a University of Indianapolis Graduate Program has specific published policies on grade and appeals processes, the graduate program handbook published policies takes precedence over the general student handbook policies outlined in the Academic Misconduct section only. Notwithstanding anything to the contrary in any Graduate Program Handbook, the final appeal level for Academic Misconduct is always with the Provost. The decisions of the Provost (or designee) will be final.

## Grade Appeal Process

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 or by phone or email. If a grade has been assigned in error, the instructor can quickly correct the error by submitting a Change of Grade Form to the University 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 communicating with the instructor (whereas no resolution was met) to the faculty member's immediate supervisor. This will typically be a Department Chair, Director, or in some instances, the Dean of the instructor's school or college. The written statement must clearly state the basis of the appeal. The instructor's immediate supervisor will attempt to achieve a mutually satisfactory resolution. The Dean of the college in which the student is enrolled (if not the same as the immediate supervisor) shall be notified of the appeal. If the immediate supervisor determines that the grounds for the appeal are appropriate, they shall conduct a thorough investigation before making a decision. If the decision is in favor of the grade change, the appropriate grade change form will be initiated by the direct supervisor. If the

appeal is denied, the student may continue the appeal process to the next supervisory level (Dean or Provost/designee as appropriate) using the same processes outlined herein, except that any further appeal must be initiated within 10 calendar days of the last decision.

3. The final appeal level is with the Provost. The decisions of the Provost (or designee) will be final.



## SECTION IV: STUDENT CODE OF CONDUCT

The University of Indianapolis reserves the right to adjust or change the Student Code of Conduct at any time for any reason. These policies and procedures will be reviewed and updated annually by the Office of Student Affairs. A new and updated version of this Student Code of Conduct will be sent to the campus community and will be made available online in the event changes are made. If government regulations change in a way that impacts this document, this document will be constructed to comply with government regulations in its 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.

If there are questions or concerns regarding the Student Code of Conduct, please reach out to the Office of Student Affairs at 317-788-3530 or [studentaffairs@uindy.edu](mailto:studentaffairs@uindy.edu).

### Values and Principles

The University of Indianapolis champions lifelong learning through relevant and innovative education that fosters experiential learning, diverse perspectives, service for impact, and a global mindset.

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, others, and the community.

### 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, [Title IX/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 reading 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. Students are encouraged to regularly check [My UIndy](#) 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. This policy is applicable when the alleged is a member of the University community, regardless of the status of the victim, 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 Office of Student Affairs 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 disrupts the community wherever it occurs. 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, 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.

## Authority for the Administration of this Code

The Office of Student Affairs is responsible to the President of the University of Indianapolis for the administration of this code. The Office of Student Affairs retains authority to appoint or dismiss hearing officers, advisers, board, or panel members as needed.

## Standards of Behavior

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

Violations of this standard include:

- 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 harassment and sexual harassment), coercion, verbal abuse, domestic violence, dating violence or any other conduct that has a direct and substantial disruptive influence on the life or educational endeavors of any person.
- C. Violation of the Title IX/Sexual Misconduct policy.
- D. Conduct that 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. Alcohol is not permitted in any university residence hall regardless of the student's age.
- H. The possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, and pellet guns, or facsimile weapons), other weapons or dangerous objects (including but not limited to arrows, axes, machetes, nunchucks, throwing stars, or knives), or devices classified as weapons by state statute.

- I. The use of instruments that simulate such items in a threatening or alarming way. This includes the storage of any item classified as a weapon in a vehicle parked on University property.
- J. [Hazing](#)
- K. Violation of local, state, federal laws, or campus fire policies. Intentionally or recklessly causing a fire that damages University or personal property and/or causes injury. Failure to evacuate a University-controlled building during a fire alarm. The intentional false reports of a bomb, fire, or other emergency, or the unauthorized alteration or misuse of any fire alarm, firefighting equipment, or other emergency device.
- L. 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 (e.g., Shelby Street or Hanna Avenue). Visitors are also expected to abide by this policy.
- M. Complicity with others in violation of this standard.

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

Violations of this standard include:

- 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 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](#).
- F. Skateboards, roller blades, roller skates, bicycles, scooters, 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. Individuals may be liable for damage to University property caused by these activities.
- G. 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 include:

- A. Conduct, which by itself or in conjunction with the conduct of others, disrupts or impairs normal University operations.
- 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's [On Campus Use of Alcohol Policy](#).
- 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/or campus policy.
- M. Posting on University property without permission or in unauthorized locations.
- N. Violating study abroad or domestic study travel program standards or policies.
- O. Providing false information during a disciplinary hearing or disregarding disciplinary procedures.
- P. Animals on campus — with the exception of service animals or Emotional Support Animals (ESA) approved by the Office of Disability Resources in on-campus housing.
- Q. 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 include:

- 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 that 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 that 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 another basis of discrimination precluded by federal and state statutes.

## Student Code of Conduct Definitions

### Animals on Campus

Only aquatic life (that can remain underwater 24-hours per day) maintained in aquariums (maximum 10-gallon tanks) is permitted on campus. No other animals are permitted.

Service dogs for persons with disabilities as well as certified police dogs are exempt from this policy. Emotional Support Animals (ESA) approved by the Disability Resources Office are permitted upon approval by Residence Life in residence halls and apartments. For more information on ESAs please see the [Emotional Support Animal Policy](#).

## Bullying

Overt, unwanted and repeated acts or gestures, including verbal or written communications or images transmitted in any manner, physical acts, aggression, or any other behaviors, that are committed by a student or group of students toward an individual, that are likely to or that do harass, ridicule, humiliate, intimidate, or harm the targeted individual, and which:

- Places the targeted individual in reasonable fear of harm to the targeted individual's person or property;
- Has a substantially detrimental effect on the targeted individual's physical or mental health, employment, or academic performance; or
- Substantially interferes with a member of the university community's ability to participate in or receive benefits, services, or opportunities from a university-sponsored program or activity.

## Complicity

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.

## Controlled substances

Controlled substances include, but are not limited to, cannabis, cocaine, ecstasy, heroin, LSD, methamphetamines, prescription medications (for which there is no prescription or prescribed medications that are being abused), other natural or synthetic intoxicants, and any substances prohibited by state statute, federal statute or regulation.

## Discriminatory harassment

Discriminatory harassment is a form of harassment based on protected characteristics as noted in the Notice of Non-Discrimination. Behaviors may include, but are not limited to:

- Any verbal or physical behavior that is directed at a particular person or group and which creates an offensive or hostile environment, or creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.
- Behavior by any student that materially disrupts another's educational pursuits or educational process, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.
- Behavior of any kind that interferes with or involves an expressed or implied threat to interfere with an individual's personal safety, personal possessions, residence, academic efforts, employment, or participation in University-sponsored activities and causes that person to have a reasonable apprehension that such harm is about to occur.

NOTE: 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.

## 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. Dangerous behavior is that which places the person or others at risk of harming themselves directly and without delay.

## Disruptive Behavior

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 that has an adverse impact on the smooth and efficient operation of University offices, classroom activity, residence hall life, or academic progress.

## 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 university policy.

## [Hazing](#)

Hazing is defined as any intentional, knowing, or reckless act committed by one or more individuals against another person or persons, regardless of the willingness of the victim(s) to participate, is committed in connection with an initiation into, affiliation with, or the maintenance of membership in a student organization; and causes or creates a risk, beyond what is considered reasonable in the context of the organization's activities, of physical or psychological harm.

Examples of hazing include, but are not limited to:

- Physical abuse such as whipping, beating, striking, or electronic shocking.
- Forcing or coercing individuals to consume food, alcohol, drugs, or other substances.
- Sleep deprivation, exposure to extreme elements, or confinement in small spaces.
- Engaging in or simulating sexual acts.
- Any activity that violates local, state, or federal laws.

Consent to participate in such activities does not absolve individuals or organizations from responsibility.

## Intimidation/Threat

Intimidation is an act or course of conduct that is intended to, or that recklessly, frightens or coerces; and that places another person or persons in reasonable fear of imminent harm. Threat is an expression of intent to commit an act or acts of violence to a particular individual or group of individuals or to cause damage to their property; or to engage in an act or acts which endangers the health and safety of another person.

## Retaliation

Retaliation for 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.

Retaliation against an individual for reporting an alleged policy violation, supporting a party bringing an allegation, or for assisting in providing information relevant to an investigation of an allegation is a serious violation of University policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the appropriate hearing officer or coordinator (dependent upon the type of case) and will be promptly investigated. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Examples of retaliation:

- A student-athlete files an allegation against a coach for sexual harassment. The coach subsequently cuts the student-athlete's playing time in half without a legitimate justification.
- A student leader from a RSO participates in a hazing hearing against an individual who is also a member of that RSO. The student was subsequently removed as a member of the RSO because he participated in the hearing.

## Student

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 occurring during a student's enrollment that may arise subsequent to a student's leaving or graduation from the University.

## University Conduct Standards and Violation 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 Office of Student Affairs, until after civil or criminal proceedings have been completed, reduced, or dismissed. In addition, students who are being investigated for potential policy violations may also be going through other accountability processes, both internally at the university or externally, and those processes may happen in conjunction with one another or concurrently at times.

## Student Organization Offenses

A Registered Student Organization (RSO) may have a complaint brought against it for a violation of the Student Conduct Code. A student organization and its officers may be held collectively and/or

individually responsible for violation(s) of the code. The alleged violation may take place either during an event sponsored by the organization or by an individual representing that organization.

Student organizations are responsible for compliance with the Code and with University policies. Upon determination using the preponderance of evidence that a member who has violated the code had the knowledge and/or consent of his student organization officers or that the member acted in concert with at least four other members of the student organization, both the student organization and the individual members involved may be subject to University sanctions.

The following rights will be afforded to student organizations:

1. The student organization president or designee must be given reasonable notice of the complaint in accordance with the Code. The president or designee is then required to represent the student organization in any proceedings. Failure of the president or designee to appear on behalf of the student organization will not prevent the disposition of the case.
2. The student organization's president or designee shall be afforded all procedural rights of the code.

## The Student Conduct Process—General Application

### 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 Office of Student Affairs. 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. Exceptions to the time limit for submitting a complaint may occur in the event those making the complaint are active employees or staff members in addition to their student status.

### Initial Assessment

Following receipt of notice or a report of misconduct, the Office of Student Affairs conducts an initial assessment to determine if there is reasonable cause to believe the policy has been violated. This is always the first step that is conducted to address any type of behavioral concern.

### Due Process

Substantive due process requires that all University regulations, rules, and policies governing student conduct and student accountability matters are fair and reasonable. The treatment of students accused of a violation shall be based on the general principle of fair and equal treatment, regardless of race, religion, color, national origin, sex, disability, sexual orientation (or gender identity or expression), or age. Procedural due process requires that adequate notice and an opportunity to be heard be provided when required by law. Students and student organizations have the right to be presumed “not responsible” and will not be found “responsible” for violating the code of conduct until or unless they admit responsibility or at the conclusion of an Administrative Hearing or Formal Hearing in which they are found responsible based upon the university’s standard of evidence, preponderance of evidence.



Students have the right to request reasonable accommodation due to a disability to allow participation in the process. The Assistant Dean of Judicial Affairs or designee must be notified of the request in advance and documentation may be required.

Conduct Records generated by the Office of Student Affairs become part of a student's educational record. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please refer here for additional information.

## 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 advisers.

If the initial assessment shows that reasonable cause exists, the Office of Student Affairs 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 Office of Student Affairs 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 with the goal of reaching an effective resolution, if possible. Sanctions are not possible as the result of a mediation resolution process, although the parties may agree to appropriate remedies. The Office of Student Affairs will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions. In the event that a mediation yields information pertaining to alleged policy violations, a separate inquiry or investigation may occur to determine whether or not the student conduct process needs to be initiated.
- Informal Resolution
  - In lieu of a formal resolution process, the Office of Student Affairs may be authorized to:
    - Resolve informally alleged misconduct
    - Confer with the student to obtain their response to the alleged misconduct
    - Determine whether the allegations have merit
    - Determine if the issue 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.
- Administrative Hearing
  - Administrative hearings are conducted for policy violations that cannot be resolved via mediation and/or informal resolution. Administrative hearings are conducted between the alleged student and an Office of Student Affairs conduct representative. Upon conclusion of the hearing meeting the conduct representative makes a determination of responsibility and (if appropriate) assigns sanctions. An administrative hearing may be utilized as a method of resolution of conduct at the discretion of the Office of Student Affairs. Should the accused student choose not to appear, the hearing will be held in the

student's absence and the conduct representative will make a decision about the case based on the information available at the time

- Formal Hearing
  - Formal resolution is typically used for most serious violations. Once a formal resolution process is commenced, the Office of Student Affairs 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 60 business days; this time period can be extended as necessary for appropriate cause by the Office of Student Affairs 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 Office of Student Affairs. Should the accused student choose not to appear, the hearing will be held in the student's absence and a decision will be made based on the information available at the time of the hearing.
  - 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 a 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 Office of Student Affairs.

A written outcome letter, including the findings and sanction(s), if any, will be prepared and sent to the Respondent via email promptly following the conclusion of the above processes.

## Recording

A recording will be made of all formal live 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 Office of Student Affairs. Personal transcripts or recordings may not be made at any meeting covered by the Student Code of Conduct. It is the discretion of the Office of Student Affairs to release that recording as needed.

## Appeals

Any party may appeal the decision of a formal resolution by submitting [an online appeal form](#) to the Office of Student Affairs within five 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 and 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
4. The severity/leniency of the sanctions.

Based upon a review of documentation of the investigation and the appeal, the Office of Student Affairs may affirm or modify the decision and imposition of sanctions and will simultaneously advise the student who appealed the decision. The appeal decision by the Office of Student Affairs is final.

## 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/student organization'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 Office of Student Affairs (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.

### Sanction Definitions

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.

#### University Reprimand

A formal statement that the conduct was unacceptable and a warning that further violation of any UIndy policy, procedure, or directive will result in more severe sanctions/responsive actions

#### Restitution

Compensation for damage caused to the university or any person's property. The student is required to replace (at replacement cost) or restore damaged, stolen, or misappropriated University property. In cases involving damage, theft or misappropriated property of another individual, a student may be required to demonstrate proof of restitution.

#### Fines

While the university generally tries to avoid imposing fines for student conduct situations, repeated failure to abide by the student code of conduct may result in a monetary charge. Subsequent violations may result in a larger fine. The following is a list of fines/sanctions students may face for policy violations, general conduct, or non-compliance:

- Alcohol
  - Level 1 — University Reprimand, Sanction deemed appropriate by the hearing officer
  - Level 2 — \$100, Disciplinary Probation - six months with restrictions, Alcohol class/assessment
  - Level 3 — \$200, Removal from on-campus housing, Potential UIndy suspension/expulsion
- Drugs
  - Level 1 — University Reprimand, Sanction deemed appropriate by the hearing officer

- Level 2 — \$100, Disciplinary Probation - six months with restrictions, Drug class/assessment
- Level 3 — \$200, Removal from on-campus housing, Potential UIndy suspension/expulsion
- Tobacco Use
  - First offense — university reprimand, sanction deemed appropriate by the hearing officer
  - Second offense — Disciplinary probation - three months
  - Third offense — \$200, Removal from on-campus housing
- Other
  - Courtesy/quiet hour violations – \$25
  - Visitation violations – \$25 and/or Loss of visitation privileges
  - Disorderly conduct – \$50 minimum
  - Covered smoke detector
    - First offense – \$100
    - Second offense - Possible removal from on-campus housing
  - Pets/Animals on Campus
    - First offense – \$100
    - Second offense – \$200
    - Third offense – Possible removal from on-campus housing
  - Failure to evacuate during a fire alarm – \$100
  - Failure to follow all emergency-preparedness procedures – \$100

The above list is not comprehensive and may be added to or adjusted at the discretion of the Office of Student Affairs. Multiple residents and/or entire floors/buildings may be fined if the individual(s) responsible for common-area damages are not able to be identified.

Fines are assessed through the Office of Student Affairs and must be paid before the student may receive a copy of their diploma. Fines can be paid online or at the Student Affairs Office, Schwitzer Student Center 210.

### Community/University Service Requirements

A student must complete a specified hours of approved community service. Approval is at the discretion of the Office of Student Affairs.

### Loss of Privileges

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

### Confiscation of Prohibited Property

Items 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 Office of Student Affairs or Campus Police.

### Behavioral Requirement

A student will be required to seek academic counseling, a mental health assessment, substance abuse screening, or other activities assigned by the Office of Student Affairs.

### Educational Program

A student is required 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 was found responsible.

### Restriction of Visitation Privileges

These restrictions 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

Students may be assigned to another university housing facility. Residence life personnel will decide on the reassignment details.

### Interim Removal from University Housing

The student is temporarily removed from residing in University Housing and is not afforded University Housing visitation rights. A final determination on Housing privileges will be made during the accountability process.

### University Housing Suspension

A student will be removed from University housing for a specified period of time, after which the student is eligible to return. 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, although this deadline may be extended upon application to, and at the discretion of, the Office of Student Affairs (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 Office of Student Affairs (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.

### Disciplinary 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.

### Loss of Privileges

The student will incur the loss of one or more privileges, such as, but not limited to:

- On-campus employment
- Representing the University in any official function or leadership position (e.g., athletics, student leadership position, cheerleader, membership in any registered student organization or holding of an elected office in any registered student organization);
- Entering or being in specific locations (e.g. a residence hall or other facility);
- Engaging in specified activities on campus

#### Organization Loss of Privileges (limited):

The student organization loses all campus privileges and must completely cease all social and community activities for a specific period of time and/or until specific conditions are met. Business operations, such as regularly scheduled meetings may continue. If it is determined that the organization is operating in an underground fashion regarding social activities, the organization will be subject to full disciplinary suspension.

#### University No-Contact Directive:

Prohibits named students from contacting, emailing, telephoning, or otherwise disturbing each other in situations where there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. A University No-Contact Directive can be issued to one/all parties involved.

#### Parental Notification:

If a registered student under the age of 21 is involved in a University policy violation and/or violation of Indiana state law for public intoxication, the possession, consumption, or distribution of alcohol or drugs, the student's parent(s) or guardian(s) may be notified in writing. If a registered student is transported to an emergency medical treatment facility for drug use or alcohol intoxication, the student's parents, guardians, or other appropriate parties may be notified by Student Affairs or other University administrators if necessary to protect the safety of the student or other individuals. (In accordance with FERPA's health or safety emergency provision --See 34 CFR §§ 99.31(a) (10) and 99.36.)

#### Organization Disciplinary Suspension:

The student organization loses all campus privileges, is no longer recognized by the University, and must completely cease all organizational activities for a specific period of time and/or until specific conditions are met. If it is determined that the organization is operating in an underground/unofficial fashion, the organization will be subject to an extension of the suspension term.

#### University Suspension

The student must separate 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, although this deadline may be extended upon application to, and at the discretion of, the Office of Student Affairs. During the suspension period, the student is banned from University property, functions, events, and activities without prior written approval from the Office of Student Affairs. This sanction may be enforced with a trespass action as necessary.

#### Interim Suspension:

A student may be temporarily and immediately suspended prior to a Formal Hearing when it is reasonable to determine that the student's behavior is disruptive to the good order of the University and/or cause has been found that danger or harm may result to others if the student is allowed to remain on campus pending a decision. If the final decision of the process is to suspend or expel the student, that sanction will take effect from the date of the interim suspension. If the decision is a reprimand or disciplinary probation, or if the student is found not to be in violation of the charges, for purposes of the record, the interim suspension will be deemed not to have occurred.

#### University Expulsion

Expulsion is 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.

#### Voluntary Withdrawal:

During a Formal Hearing, the hearing administrator in conjunction with the student might determine this to be the best course of action. This action shall result in assignment of W's for the student's courses. During the Formal Hearing, any findings and sanctions will become part of the student's educational record.

#### Withholding Diploma

UIndy may withhold a Student's diploma for a specified period of time and/or deny a Student participation in commencement activities as a sanction if the Student is found responsible for violating the Policy.

#### Revocation of Degree

While very rarely exercised, UIndy reserves the right to revoke a degree previously awarded by UIndy for fraud, misrepresentation, and/or other violation of UIndy policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a Student prior to graduation

#### Additional Sanction

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Office of Student Affairs.

#### Implementation of Sanctions

The sanctions will not take effect until after the appeal is finalized unless it is determined by university officials that the student's presence on campus poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the UIndy community. In the absence of an appeal, sanctions will be effective as expressed in the decision letter to the student.

Conferral of diploma will be withheld until sanctions have been concluded and any conditions imposed by the University have been fulfilled. The Office of Student Affairs may defer imposing suspension or expulsion pending satisfactory completion of the academic term or of a satisfactory period of disciplinary probation.

## Failure to Complete Sanctions and/or Comply with Interim and Long-Term Remedies or 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, or termination from the University. The failure to abide may be noted on a student's official record. A suspension will only be lifted when compliance is achieved to the satisfaction of the Office of Student Affairs.

## Amnesty from Student Discipline

The University community encourages the reporting of misconduct and crimes by victims and witnesses. At times, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may become a Respondent to policy violations such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of offering victims of misconduct and witnesses amnesty from most policy violations related to the incident.

Sometimes, students are hesitant to help others for fear that they may get themselves in trouble. For example, a student who has been drinking underage might be hesitant to call 911 or UIndy Police for help for someone in medical crisis due to their own illegal or overconsumption of alcohol. The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University may provide educational options to those who offer their assistance to others in need.

The amnesty provision aims to remove the barriers that may prevent any student from seeking emergency medical attention by providing an opportunity for the University to intervene in a caring and non-punitive manner. The goal is to reduce the potential risk of alcohol and/or drug related injuries or deaths and increase the likelihood that students will seek medical attention in crisis situations.

A student who seeks emergency medical attention (or who has emergency medical attention sought on their behalf) for drug or alcohol related consumption, will not be sanctioned for violating drug and alcohol policy violations found in the Student Conduct of Code related to that incident, as long as the student completes the following requirements:

1. Participates in an initial meeting with staff from the Office of Student Affairs, and
2. Completes all recommendations from the Office of Student Affairs staff, or designee, and
3. Submits proof of completion of all recommendations, within the period designated by the Office of Student Affairs at the initial meeting.

A bystander student who has engaged in drug or alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person's drug or alcohol related consumption will not be sanctioned for violating drug and alcohol consumption prohibitions found in the Student Code of Conduct related to their own consumption but may be required to meet with staff from the Office of Student Affairs.



- The University will not pursue any disciplinary action related to any drug or alcohol consumption against any student who has been sexually assaulted or sexually harassed for their use of drugs or alcohol at the time of the sexual assault or sexual harassment.
- The amnesty policy will only apply to a student who seeks emergency medical attention before police or University employees or agents take any official action or intervention related to the drug or alcohol consumption.
- The amnesty policy does not preclude action regarding other violations of the Student Conduct Code.
- The amnesty policy only applies to the University's student disciplinary system for violations of the Student Conduct Code. This policy does not apply to any criminal, civil or other legal consequence for violations under Federal, State or local law.

If a student is involved in repeat alcohol and/or drug abuse incidents, the following will occur:

1. The situation will be evaluated to determine if the student qualifies for amnesty.
2. The availability of amnesty for students with repetitive violations will be determined on a case-by-case basis.
3. Situations will be handled through the regular conduct process and will be considered for sanctioning purposes if a student does not demonstrate a commitment to the recommended steps and is involved in repetitive alcohol and/or drug abuse incidents.

## Indiana's 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:

- Reporting a medical emergency
- Individual suffering from alcohol-related health emergency
- Being the victim of a sex offense
- 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:

- Providing their full name and any other relevant information at the request of law enforcement officers
- Remaining on the scene until law enforcement and emergency medical assistance dismiss
- Cooperating with all authorities
- 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."

Find more information on [Indiana's Lifeline Law](#) online.

## 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 policies 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.

## Provision of Supportive Measures

Supportive measures are non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all parties or the University's educational environment, and/or deter further harassment, altercations, and/or retaliation.

A University No-Contact Directive may be implemented to allow parties involved to each feel safe from sources of conflict, potential or perceived conflict. A University No-Contact Directive prohibits named students from contacting, emailing, telephoning, or otherwise disturbing each other in situations where there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. The University No-Contact Directive can be issued to one/all parties involved. The University No-Contact Directive may not be construed as a finding of responsibility on the part of any student when issued during an investigation or as an interim action. This Directive can also be implemented as a sanction when there is a finding of responsibility for Code violations.

Other supportive measures include, but are not limited to,

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

## Interim Measures

The University has the right to take reasonable interim measures necessary to ensure the physical safety of members of the campus community during a timely investigation and resolution of a student conduct issue which include, but are not limited to, the ability to make adjustments in student housing arrangements, class schedules, campus employment assignments, interim suspension, interim removal from University Housing, or interim prohibition from attending classes on campus.

A student subject to interim measures shall be given prompt notice of the interim measures, the duration of the interim measures, and the opportunity for a prompt review of those measures.

A review of the interim measure(s) will be scheduled upon request of the student respondent. The interim measure review will determine whether there is substantial evidence that the respondent poses threat to the good order of the University or to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that specific risk.

At the review, both the respondent and the complainant/alleged victim will have the right to be represented by an advisor. If the respondent does not appear at and participate in the review hearing, the university will assume the student is waiving their right to a review and the interim suspension may remain in place. The respondent's waiver of the right to an interim suspension review shall not constitute an admission of responsibility or a waiver of any additional rights provided.

The university personnel conducting the interim measure review may consist of the Assistant Dean of Judicial Affairs and at least two other representatives from offices such as, but not limited to, Office of Student Affairs, Student Counseling Services, Office of Disability Resources, and members of the University Board of Review. The student may present any information to the board that he or she deems relevant, including name(s) of witnesses provided by both the respondent and complainant. After meeting with the respondent and complainant/victim, reviewing all pertinent information, and interviewing witnesses, the student and complainant/victim will be notified in writing of the decision on the interim measures within three (3) business days.

## Advisers

All parties will have the opportunity to be accompanied by an adviser of their choosing at all meetings. The adviser may be a friend, parent, spouse, mentor, attorney, or a selected member of the University's list of advisers. An adviser is not required but is recommended.

Advisers 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 administrative officials. The student is expected to ask and respond to questions on their own behalf, without representation by their adviser. Advisers 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 adviser should ask for breaks or step out of meetings to allow for private conversation.

Advisers can request an opportunity to meet, with the student present, in advance of any interview or meeting with the administrative officials conducting the interview or meeting. This pre-meeting will allow advisers to clarify any questions they may have and allows the University an opportunity to clarify the role that the adviser is expected to take. Advisers are expected to refrain from interference with the investigation and resolution. Any adviser who steps out of their role will be warned once and only once. If the adviser continues to disrupt or otherwise fails to respect the limits of the adviser role, the adviser will be asked to leave the meeting. When an adviser is removed from a meeting a new adviser can be chosen by the student. In cases involving Title IX, the student can request the university assign them a trained advisor. Subsequently, the Office of Student Affairs will determine whether an adviser may be reinstated or will be replaced by a different adviser.

Advisers should help their students prepare for each meeting/hearing and are expected to advise ethically with integrity and in good faith. The University is not obligated to provide an attorney as an adviser. Advisers 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 advisers. They may share the information directly with their adviser if they wish. Advisers are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the University. The

University may seek to restrict the role of any adviser who does not respect the sensitive nature of the process or who fails to abide by the University's privacy expectations.

## Records

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept by the Office of Student Affairs for at least seven years.

## Disabilities Accommodation in the Student Conduct 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 [Disability Resources Office](#) at 317-788-3536, who will review the request and, in consultation with the person requesting the accommodation, and the Office of Student Affairs will determine which accommodations are appropriate and necessary for full participation.

## Confidentiality and Reporting

All University employees including faculty, staff, administrators, and students employed at the university, are expected and required to report actual or suspected discrimination, harassment, and incidents of hazing to appropriate officials immediately, although there are some limited exceptions. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations, and these resources will take action when you report victimization to them. The following describes the reporting options at the University of Indianapolis.

### Confidential Reporting

Those designated by UIndy as Confidential Resources are not required to report actual or suspected Discrimination, Harassment, and incidents of Hazing in a way that identifies the Parties. They will, however, offer options and resources without any obligation to inform an outside agency or UIndy officials unless a Complainant has requested the information be shared.

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Counselors at the [Student Counseling Center](#)
- Service Providers at the [Health & Wellness Center](#)
- Pastoral counselors in the [Office of Ecumenical and Interfaith Programs](#)

These employees will submit anonymous statistical information for Title IX tracking and Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

## Formal Reporting Options

A formal report can be made to the Office of Student Affairs and/or Campus Police at any time. The reporting party has the right to proceed with a criminal investigation and a University complaint simultaneously.

Formal Reporting Forms:

- [Student Code of Conduct Violation](#)
- [Hazing Violation](#)
- [Title IX/Sexual Misconduct Violation](#)
- [Bias/Discrimination \(not based on sex\) Violation](#)

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

Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of those involved. Additionally, anonymous reports can be made by victims and/or third parties using the reporting forms listed above. Note that these anonymous reports may prompt a need for the institution to investigate.

## Federal Timely Warning Obligations

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

## SECTION V: STUDENTS' 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, ratified Friday the seventh of April, in the year two thousand and five.

### Students' 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 (dis)ability.
- 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.