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# UPPER IOWA UNIVERSITY STUDENT HANDBOOK

2019-20 | [WWW.UIU.EDU](http://WWW.UIU.EDU) | 800-553-4150



Notice: This Upper Iowa University Student Handbook contains information regarding resources, services and related policies and procedures. Every effort has been made to make the student handbook accurate as of the date of publication. However, Upper Iowa University reserves the right to change policies or revise the information contained in this handbook. All such changes will be effective at the time deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

# ACADEMIC CALENDAR

## Fall Semester – Session 1

Peacock Experience (New Student Days)	August 22-25
Classes begin	August 26
Labor Day – no classes	September 2
Homecoming	October 5
Final exams	October 16 and 17
Fall break	October 18-27

## Fall Semester – Session 2

Classes begin	October 28
Thanksgiving break	November 28-December 1
Final exams	December 18 and 19

## Spring Semester – Session 1

Classes begin	January 13
Final exams	March 4-5
Spring break	March 6-15

## Spring Semester – Session 2

Classes begin	March 16
Easter break	April 10-12
Final exams	May 6 and 7
Commencement	May 9

## Summer Semester—Session 1

Classes begin	May 18
Last day of classes	July 9
Fourth of July	July 4

## Summer Semester—Session 2

Classes begin	July 13
Last day of classes	August 20

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563-425-5372

# EMERGENCY INFORMATION

## UPPER IOWA EMERGENCY PREPAREDNESS

<http://www.uiu.edu/support/emergency-preparedness/index.html>

## FAYETTE CAMPUS

Ambulance	563-425-4300
Campus Police	563-425-5372
	<a href="mailto:campuspolice@uiu.edu">campuspolice@uiu.edu</a>
Sheriff	563-422-3234
Police – Non-Emergency	562-425-3500
Police – Emergency	911
Fire Department	563-425-4300
Rape Hotline	1-800-383-2988
AIDS Hotline	1-800-342-2437
Suicide Hotline	

**In the event of a power outage, fire, failure of physical facilities or weather conditions that could potentially endanger a student's safety, the student should take the following steps (when they perceive a hazard):**

1. Contact a Residence Life staff member and warn any persons in the immediate vicinity who may be unaware of the hazards.
2. If personal safety is threatened, the student needs to move to the nearest safe location and wait for a University official.

**Fire Drills.** Fire drills will be conducted each semester according to state fire regulations. At the beginning of the year, residents will be briefed by their Resident Assistant (RA) about fire drills and the escape route in case of fire. It is expected that all residents cooperate fully with the staff conducting the fire drills.

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# EMERGENCY INFORMATION

**Fire Safety.** The University must insist upon total compliance with posted or normally accepted rules of safety in regard to fire. In order to assure the safety of all residents, absolute adherence to fire regulations is expected. Tampering with fire extinguishers, the sprinkler system, safety doors, smoke detectors or fire alarms is not only illegal but jeopardizes the safety of everyone.

## Instructions in Case of Fire

### *If a fire is observed:*

1. Activate the fire alarm to notify other residents.
2. Contact a Residence Life staff member.
3. Before leaving your room, put on shoes and take a towel. Leave the building by the closest secure exit.

### *If you hear a building alarm:*

1. Feel your door. If it is hot, do not open it. If it is cool, open it enough to get your foot into the hall to check for heat, and look into the hall. If it is safe, proceed to the nearest exit.
2. If smoke or flames force you to stay in your room, put towels or sheets around the cracks of the door.
3. Signal for help by going to the window and waving a towel or sheet.
4. If able to exit, leave by the nearest marked exit that is clear of fire or smoke. Alert others to do the same.
5. Once outside, proceed to a clear area at least 50 feet from the affected building.
6. Know your area assembly points.
7. Do not return to an evacuated building unless told to do so by law enforcement or fire officials.
8. Assist individuals with disabilities in leaving the building.

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until an accurate headcount is taken. A designated department head or staff member will take attendance and assist in accounting of all building occupants under their supervision. **Campus Police personnel along with the local emergency personnel shall conduct a sweep of the building to make certain occupants have evacuated the facility.**

**Severe Thunderstorm or Tornado.** National Weather Service uses a two-stage system to alert people to tornado danger. A **Tornado Watch** tells you that atmospheric conditions are ripe for a tornado, although none has been spotted, visually or on radar. A **Tornado Warning** tells you that a tornado has been spotted in the area. When a constant loud whistle in the town of Fayette goes off, it means that a tornado has been sighted in the area. Staff members will inform residents if it is necessary to take cover. The safest place is on the lowest floors of buildings, away from windows, or in the basements. Staff will monitor weather bulletins and give directions. Listen to the radio for the “all clear” announcement indicating it is safe to leave the shelter. **NEVER USE THE FIRE ALARM FOR NOTIFICATION OF A TORNADO OR STORM.**

**UIU Alert.** Students are strongly encouraged, although not required, to review their information for the UIU Alert emergency notification system through myUIU. Students registered for UIU Alert will be notified if there is a late start/early out, or closing due to inclement weather as well as in the event of a campus emergency.

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# LET US HELP YOU

## Student Enrollment Center

The Student Enrollment Center (SEC) coordinates functions across the university to provide enrollment services to prospective and current student through graduation. The SEC includes seven different offices to support our students: Registrar, Document and Information Processing (Operations), Inbound Student Support, Admissions and Academic Advising for our distance education programs.

Location: first floor of Garbee Hall on the Fayette Campus

Telephone: 563-425-5200 or toll free at 1-800-553-4150

# UIU SERVICES

## Academic Success

The Office of Academic Success is committed to helping students reach their academic goals. We serve as a resource for students, faculty, staff, administrators, and other stakeholders of Upper Iowa University.

We offer the following services to the University community:

- Consult with students on their academic goals and provide resources to assist in achieving these goals
- Provide tutoring and writing services
- Work with students to improve academic performance
- Present workshops to students in the following areas: goal setting, time management, learning styles, reading textbooks, stress management, test anxiety, final examination prep, and general academic success tips
- Oversee Support Our Students (SOS), UIU's early alert system, to address student needs
- Academic advising assistance
- Serve as a resource to the University community

Location: second floor of the Student Center

Telephone: 563-425-5264

Webpage: <http://www.uiu.edu/support/academic-success/>

**The Tutor Center** offers free peer tutoring for UIU students in all subjects except for writing. Top areas tutored are math, business, and science but support can be offered in a variety of content areas. Peer Assisted Learning (PAL) leaders are also offered through the Tutor Center as supplemental support to lower-level math courses.

The Tutor Center also loans out scientific and graphic calculators for student use. Calculators may be checked out on a per-session basis and renewed when needed. This is a free service for students as long as the calculator is returned.

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## Tutor Center Hours:

Monday through Thursday	9:00 am to 5:00 pm and 7 pm to 9 pm
Friday	9:00 am to 3:00 pm
Sunday	7:00 pm to 9:00 pm

Location: second floor of the Henderson-Wilder Library  
Telephone: 563-425-5272

Webpage: <https://www.uiu.edu/support/academic-success/tutor-center>

Online and Center students should refer to the Tutor Center webpage for current tutoring options available.

**The Writing Center** offers free peer tutoring in all stages of the writing process. Peer writing consultants are trained to work with students to improve their writing on assignments across all disciplines. The Center's goal is for students to leave a stronger, more independent writer.

Writing Center Hours (subject to change due to writing consultant availability):

Monday through Thursday	9:00 am to 5:00 pm and 7 pm to 9 pm
Friday	10:00 am to 4:00 pm
Sunday	4:00 pm to 8:00 pm

Location: first floor of the Liberal Arts building, Room 127  
Telephone: 563-425-5854

Webpage: <https://uiu.edu/support/academic-success/writing-center/>  
E-mail: [writingcenter@uiu.edu](mailto:writingcenter@uiu.edu)

Online and Center students may utilize email tutoring for writing support. More information can be found on the Writing Center webpage.

## Institutional Advancement and Alumni Development

The Office of Institutional Advancement and Alumni Development exists to help alumni stay connected with their alma mater and to raise money in support of UIU. The office helps organize Homecoming, tailgaters, Team Peacock's ride in RAGBRAI and other alumni events around the world. Another responsibility is maintaining alumni records, and alumni are encouraged to contact the center when they have news to share (e.g., marriage, children, a new address, a job change, etc.).

In the area of institutional advancement, the office seeks gifts from alumni, friends and foundations/corporations to fund student scholarships, fund programs and remodel or build new buildings.

**Location: Advancement & Alumni House**

Telephone: 563-425-5388

Website: <http://www.uiu.edu/alumni/>

E-mail: [alumni@uiu.edu](mailto:alumni@uiu.edu)

## Ordering Textbooks Online

We know textbook affordability is an increasing concern across the country. That's why we're doing all that we can to save you the most money. Through our partnership with MBS Direct, we offer you several cost-savings options that significantly reduce the cost of course materials. Take a look:

- **Marketplace:** Saves up to 95% by connecting you with private vendors selling a specific

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# UIU SERVICES

title. Plus, each vendor is vetted for quality of service to ensure a safe and seamless experience.

- **Guaranteed Buyback:** At the time of purchase, you will see the exact buyback amount you will receive later. When combined with used textbooks, you benefit from up to 70% savings!
- **Rental:** Our program provides up-front savings of up to 60% with no hidden fees or penalties!
- **Digital:** Save up to 80% off the list price and receive extra ancillary content to further enhance the learning experience.
- **Used:** Still the most popular purchase option, used books save you up to 25% off the new book list price.

Free Shipping: Orders filled by MBS totaling over \$49 will be eligible for free shipping.

Textbook Ordering Instructions:

Visit <http://bookstore.mbsdirect.net/uiu.htm> (opens in new window)

- Click "Let's Get Started"
- Select your courses
- Select your books

Contact Info:

Phone: 1-800-325-3252

Email: [customerservice@mbsdirect.net](mailto:customerservice@mbsdirect.net)

Website: <http://bookstore.mbsdirect.net/uiu.htm>

## Office of Career Development

The goal of the Office of Career Development is to help students keep moving in the right direction toward a successful career and future. The Office of Career Development assists students with choosing a major, resume/cover letter reviews, internship leads, interview skills, graduate school information, job search skill development as well as general career coaching and other career related topics.

Location: second floor of the Student Center

Telephone: 563-425-5229

Website: [www.uiu.edu/careers](http://www.uiu.edu/careers)

Email [careers@uiu.edu](mailto:careers@uiu.edu)

## Computer and E-Mail Accounts

Your computer and e-mail accounts have been set up personally for you with a username and password. You will need your username and password in order to access UIU computers. You will receive your username and password at the beginning of the academic year (or initial term of enrollment).

## Disability Services

UIU Disability Services (UIUDS) is committed to ensuring equal access to and full participation in educational and co-curricular activities to students with disabilities.

The University will make accommodations for only those students who report a disability and provide appropriate documentation. For appropriate accommodations to be made, current documentation must be on file with the Director of Disability Services (DDS). Documentation is required to establish both the presence of a disability and the need for accommodations.

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Current IEP's or Section 504 Plans may or may not be sufficient. If not sufficient, further documentation from external sources, such as an evaluation by a licensed psychologist or doctor may be required. Documentation must support the requested accommodations. It is the student's responsibility to arrange and pay for all needed disability assessments.

Services for students with disabilities are tailored to meet individual needs in order to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008.

Location: second floor of the Student Center

Telephone: 563-425-5949

Webpage: <https://www.uiu.edu/support/disability-services.html>

Email: [disabilityservices@uiu.edu](mailto:disabilityservices@uiu.edu)

**The procedure to receive services through UIUDS is as follows:**

- Any student enrolled in Upper Iowa University with a documented disability requesting services should complete the following forms:
  - [Voluntary Disclosure - Request for Services Form](#)
  - [Release and exchange of Information Certifying Disability Form](#)
  - [Student Acknowledgement of Responsibility Form](#)
- Students must provide appropriate documentation to the Director of Disability Services (DDS), Kellie A Blanchard M.Ed., in the Office of Disability Services in order to apply for accommodations (see [Guidelines for Acceptable Documentation](#) on the UIU Disability page).
- Once all of the above forms have been received, students will schedule an appointment with the DDS for an intake interview. During the interview, the DDS will get a personal narrative from the student as to what his/her needs are and what accommodations can be provided for him/her at UIU.
- Following the interview, the DDS will evaluate all documentation and information collected to determine the reasonable accommodation needs.
- The accommodation letters will be created and dispersed to the professors of the student's semester courses.
- At the beginning of each semester thereafter, the student must contact the Director of Disability Services to request accommodation letters for the upcoming semester.
- For further explanations on policies and procedures, please refer to the [UIU Disability Services Handbook](#)

## Education Abroad

**All UIU students have the opportunity to study, intern, volunteer, work, or teach abroad!** Students that have an experience abroad are approximately twice as likely to find a job within a year of graduation as compared to students who do not, according to PRWeb. Moreover, according to UC Merced, study abroad alumni have higher starting salaries

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and are more likely to get into their top choice for graduate school.

- Choose from over 50 countries
- Choose from over 130 different fields of study
- Pay UIU tuition, fees, room, and board
- Use student financial aid and scholarships
- Go abroad for a week, May term, summer, semester, or year

Location: second floor of the Student Center

Telephone: 563-425-5831

Webpage: [international.uiu.edu](http://international.uiu.edu)

Email: [educationabroad@uiu.edu](mailto:educationabroad@uiu.edu)

## Information Technology (IT) Help Center

The UIU Information Technology (IT) Help Center is the central point of contact for the UIU Community for technology related incidents, problems, and requests.

Telephone: 563-425-5876

Webpage and Live Chat: [www.uiu.edu/helpcenter](http://www.uiu.edu/helpcenter)

Email: [helpdesk@uiu.edu](mailto:helpdesk@uiu.edu)

Internet access is available in the residence halls and is provided by Apogee. Please contact Apogee at 855-813-7009, 24 hours a day, 7 days a week for support.

**Student Accounts.** You will receive a [@peacocks.uiu.edu](mailto:@peacocks.uiu.edu) email address and myUIU login information upon enrolling at UIU. If you have any questions or need assistance accessing your email account or myUIU, please contact the IT Help Center.

## Library Services

Henderson-Wilder Library, located on the Fayette campus, supports UIU undergraduate and graduate academic programs by providing a full range of information resources and services that encourage learning, study, research, and collaboration. The library provides access to collections, both in print and online, that meet the curricular, research, and collaborative needs of the total university. Access to electronic resources is available 24/7 through the library's website at [www.uiu.edu/library](http://www.uiu.edu/library); all subscription based databases may be accessed with the student's authorization credentials (**myUIU**) at anytime and anywhere; thus providing library resources for UIU's global community.

The library is open 84 hours per week and provides a positive, pleasant and quiet study environment. As a learning resource center, the library houses two computer labs, a tutor center and an education curriculum resource library. Also, it serves as an "additional" federal depository of United States government documents, and is an access point for the Iowa Workforce Development program providing a local access point to the state of Iowa website for those Iowa students, veterans and unemployed who are searching for employment information. The library houses a collection of over 70,000 volumes of processed print and multimedia materials with additional electronic access to e-book collections and thousands of full-text journals, references, newspapers, maps, etc. via the library website at [www.uiu.edu/library](http://www.uiu.edu/library).

Henderson-Wilder Library participates in many interlibrary loan networks and resource-sharing consortiums, enabling library staff to obtain most published and circulating material that is not owned by UIU. Interlibrary loan services are available to all UIU students.

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# UIU SERVICES

Telephone: 563-425-5261  
Website: [www.uiu.edu/library](http://www.uiu.edu/library)  
E-mail: [library@uiu.edu](mailto:library@uiu.edu)  
Like the library on Facebook @peacocklibrary

## Pavo Blue

A great place for students to enjoy specialty beverages, pastries, or shop for unique gifts or UIU apparel is Pavo Blue. It is also a great environment for students to do homework, study, or relax. Free Wi-Fi is available.

Store hours are: Monday through Friday, 7:00 am to 7:00 pm  
Saturday: 9:00 am to 5:00pm  
Sunday: 10 am to 2 pm

Location: Downtown Fayette at 128 S. Main Street  
Telephone: 563-425-4180

## Fayette Campus Only

### Computer Labs

All registered students have access to the Internet from the computer labs on campus and their residence hall room. There are computer labs available on campus for student use. There are two Personal Computer (PC) labs in Henderson-Wilder Library, two PC labs in the Liberal Arts building, two PC labs in the Andres Center, a 24-hour PC lab in Garbee Hall Complex, three PC labs in the basement of Baker-Hebron Science Hall, and two labs in Edgar Fine Arts Hall. The Student Center has 3 computers in the Quiet Study Lounge, 10 PC workstations on the 2nd level and 4 computer kiosk stations in the commons area. All computers offer a wide range of software, as well as internet, e-mail access and most have printing capabilities.

**Internet Access in Residence Hall Rooms.** Internet access in the residence halls is free and provided by Apogee ([www.myresnet.com](http://www.myresnet.com)). Residence hall Internet problems or questions should be directed to Apogee at (855) 813-7009, or e-mail [support@myresnet.com](mailto:support@myresnet.com). Higher speed and gaming packages are also available through Apogee for an additional cost. Students are responsible for the installation, configuration, and updates of an anti-virus program with security patches. Anyone with any questions regarding e-mail or the Internet at UIU can contact the IT Help Center at (563) 425-5876 or e-mail [helpdesk@uiu.edu](mailto:helpdesk@uiu.edu).

### Counseling Office

The Counseling Office mission is to promote the personal development and psychological well-being of all students, and to provide an environment that is conducive to growth and learning. Free and confidential short-term counseling is available for Fayette campus students seeking help with personal, social, or emotional issues. Students may make an appointment between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. Consultation and referral services are available for staff, faculty and students on or off of the residential Fayette Campus.

**Referral Services.** 2-1-1 provides free and confidential information and referral. Call 2-1-1 for help with food, housing, employment, health care, counseling and more. Learn more about local 2-1-1 by looking it up at <http://www.211.org/>

**Wellness Programming.** The Wellness Office mission is to promote health and wellness among students, faculty, and staff. Educating students about all areas of wellness is the main goal of the student office. This education is done through empowering students with the

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knowledge and information they need to continue to lead a healthy and active lifestyle for the rest of their lives. Programs include wellness events, blood drives and monthly programs on every subject from eating disorders, alcohol and drugs, nutrition to sexual health awareness.

The Wellness Office welcomes ideas or suggestions for speakers to bring to campus.

Location: second floor of the Student Center

Telephone: 563-425-5786

Website: <http://www.uiu.edu/support/counseling/>

## Dining Services

ARAMARK Higher Education provides the dining services on campus. A resident dining meal plan is mandatory for all residential students during the academic school sessions. The resident dining program includes the following options:

Peacock Platinum: All Access to Servery, 10 guest meals and \$300 Dining Dollars per semester

Peacock Blue: All Access to Servery, 10 guest meals and \$150 Dining Dollars per semester

Peacock Basic: 130 Servery meals, 10 guest meals and \$300 Dining Dollars per semester

Dining Services offer a wide variety of food choices including wellness and vegetarian items, holiday buffets, brick oven pizza and exhibition cooking through the Servery. The Café offers an assortment of grab-n-go items, Java City beverages, grill items and pizza.

### Typical Hours of Operation:

	Servery	Café
Monday-Thursday	7:15 a.m.- 7:00 p.m.	7:30 a.m.– 10:30 p.m.
Friday	7:15 a.m.- 6:30 p.m.	7:30 a.m.– 10:30 p.m.
Saturday	11:00 a.m.- 6:00 p.m.	7:00 p.m.-10:00 p.m.
Sunday	11:00 a.m.- 6:30 p.m.	7:00 p.m.-10:30 p.m.

**Commuter Students** can use their student ID to establish a Dining Dollar account or purchase a commuter meal plan by visiting Student Life, the Servery staff or online at: <https://uiu.campusdish.com/>. Commuter students may purchase a 40 or 80 meal plan. These pre-paid plans allow students to purchase meals in the Servery during the academic year. Each meal plan also comes with \$50 Dining Dollars to use in the Café, concession stands or Pavo Blue (food/beverages only).

**Students with special dietary needs or any other questions regarding University dining can be directed to ARAMARK Campus Dining Services at (563) 425-5767 or (563) 425-5494.**

Location: first floor of the Student Center (office is located in the rear of the Servery area)

Telephone: 563-425-5767 or 563-425-5494

Webpage: <http://uiu.campusdish.com/>

E-mail: [catering@uiu.edu](mailto:catering@uiu.edu)

## Health Services

Although not housed on campus, students seeking medical treatment for illness or injury have local options. Gundersen Palmer Lutheran Hospital and Clinics has a medical clinic in town as well as in surrounding communities. Services provided include evaluation and management of student illnesses. Students are expected to pay fees or charges incurred at visits and any additional diagnostic testing.

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#### Procedures for Clinic Visits

1. Students are asked to contact the clinic directly by calling 1-800-822-1141 or 563-425-3381. Every effort will be made to see the student on the same day of the call.
2. Present student ID card and insurance card at the clinic.
3. After-hour emergencies should be directed to the emergency room of Gundersen Palmer Lutheran Hospital, West Union, Iowa.
4. Cost for clinic or emergency services is borne by the student or his/her family insurance carrier.

#### Student Accident and Health Insurance

At Upper Iowa, we want to ensure students are protected in the event of a medical emergency. Though not required for domestic students, UIU strongly encourages all students to carry health insurance. If you do not have health insurance through a parent or guardian and would like to discuss how to find coverage, please contact the Director of Counseling and Wellness, Crystal Cole at 563-425-5786 or [colec42@uiu.edu](mailto:colec42@uiu.edu).

All international students are required, and will be automatically enrolled, in the UIU Student Health Insurance Plan. International students cannot waive participation in the plan. Since the cost changes from year-to-year, please contact the Center for International Education for rates at 563-425-5884 or email [international@uiu.edu](mailto:international@uiu.edu).

#### Special Health Needs

**Accident/Death.** If a student should sustain a serious injury, notify Student Life (daytime) or Campus Police (day or night) immediately. A member of the staff will assist the injured student and assure that prompt medical care is received. In the event of the death of a student, the Dean of Students will notify appropriate family members. Residence hall staff will notify floor members and friends.

**Allergy Shots.** Allergy shots are available at the local medical clinic.

**Immunizations.** For students' protection, they are asked to submit their immunization records.

**Prescription Medications.** Students needing prescription medications may obtain them from Scott Pharmacy in Fayette. The costs of all medicines are the students' responsibility. The pharmacy honors all major health insurance and credit cards. If a student has a current prescription from home that needs filling, he/she has two options:

1. The student's personal physician can call or fax (563-425-4530 or 800-246-0024) the prescription in to Scott Pharmacy, OR
2. The student can bring the prescription bottle to Scott Pharmacy, and the pharmacist will have the prescription transferred. Scott Pharmacy's local number is (563) 425-4530.

**Specialists.** If a student is in need of a specialist (sports medicine, optometrist, dental, OB/GYN, internal medicine, etc.), they will be given a list of professionals from which to choose.

**Health and Injury Insurance for Student-Athletes.** If the student is a student-athlete participating in one of the 19 sponsored sports on campus, all injuries must be reported to the Athletic Training staff to ensure proper care and documentation. Each student-athlete is required to be covered by a primary insurance policy prior to the start of any athletics activity

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(practice, weights, meetings etc.). The student-athlete must also have a physical prior to the beginning of each academic year. According to the NCAA, this physical must be completed by one of the following providers: MD, DO, PA, or an NP. The physical form and all associated medical documentation asked for by the Athletic Training staff must be completed prior to any participation. Please contact the Athletic Training staff with any questions.

## Parking on Campus

**Motor Vehicle and Parking Regulations.** Following are some of the guidelines for motor vehicles on campus. A complete list can be found on myUIU, under “Helpful Documents” or on webpage at <https://uiu.edu/resources/facilities/parking.html>.

1. Park in the areas designated for student parking. Refer to the Parking Rules and Regulations for student parking areas. Permits will be issued for students and Fayette campus employees for their corresponding status (resident, commuter and employee).
2. Observe state and local parking regulations.
3. Observe the no-parking zones and restricted areas, which include entryways to all buildings, loading zones, fire equipment lanes, handicapped and visitor parking.
4. Park away from the front of any entryways to the residence halls, other buildings or in loading zones adjacent to residence hall buildings.
5. Motorcycles or scooters are not permitted inside the residence halls or other campus buildings; they are to be parked in the designated parking areas.

**Parking Registration.** All automobiles and motorcycles that are at the disposal of students on campus, even for occasional use, must be registered with the University at the beginning of the academic year or immediately upon bringing the vehicle on campus. This is done for student safety. There will be a \$75 charge for parking permits for all students. This permit enables the student to park on UIU property from August 1 to July 31 of each year. When a vehicle is registered, the student is given a parking permit that must be displayed on the vehicle according to instructions given. Failure to register a vehicle or to display the parking permit correctly will result in a \$75 parking violation. Violators’ vehicles are subject to being towed at the owner’s expense.

**Payment of Parking Fines.** All parking fines are to be paid through myUIU, or by cash, check or credit card in Facilities Management and Services within seven days of the date indicated on the ticket. Any student, faculty or staff member who receives a parking ticket has the option to sign a waiver that will extend the fine date approximately one calendar month or appeal in writing any parking ticket that they feel may have extenuating circumstances that would preclude the violation. Waivers and appeals must be submitted within seven calendar days from the date the ticket is issued. Parking waivers will be discontinued on April 1 of each year. Fines that occur before April 1 will have up to 30 days to pay the fine with the parking waiver. Fines that occur after April 1 will have 7 days to pay the fine. After three consecutive vehicle violations, the vehicle may be wheel-locked at any time that it is on University grounds. Wheel locks incur an additional charge of \$20. Vehicles that have been wheel-locked will be towed at the owner’s expense after five calendar days.

## Personal Accompaniment Safety Service

The Campus Police will provide a free service to those individuals who feel more comfortable having someone to walk with them at night. The Personal Accompaniment Safety Service will be provided from 9 p.m. to 3 a.m. and will also provide service beyond this time on a request basis only. Contact Campus Police at (563) 425-5372.

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### Other Fayette Campus Services

**After-Hour Access.** After regular business hours (8 a.m.-5 p.m.), all University academic buildings are closed and secured. For academic reasons, students may gain access to University buildings by approval from a faculty member and Student Life. For this privilege, students must contact their instructor.

**Check Cashing and ATMs.** Students who have University payroll checks may cash them at First State Bank in Fayette for a fee.

There are ATM machines conveniently located in various places in Fayette; some are indicated below:

- UIU, First floor of Student Center: Shazam, Cirrus, Plus, Visa, MasterCard and American Express
- Farmers State Bank, Main Street: Shazam, Cirrus, MasterCard, American Express and Discover/Novus
- The Pumper, West Water Street: Shazam, Cirrus and MasterCard

**ID Cards.** Student ID card provides free entry to all University-sponsored functions and athletic events; and for residence hall students, it is their identification in the Servery. *Students are to carry their ID at all times.* If a student ID is misplaced, lost or stolen, report to Student Life. A fee is imposed for the reissuance of ID cards.

**Postal Service.** Residence hall students will be issued a post office box combination for their personal mailbox located in the lower level of the Student Center. Commuting students may request to have their own mailbox assignment. Post office box assignments are issued by the post office service. Our post office service, nicknamed "Peacock Express," is provided by the University and includes all regular mail plus intra-campus mail such as memorandums and announcements. ***Let your friends and relatives know that your address will be "(Your Name), Upper Iowa University, PO Box 1860, Fayette, Iowa 52142-1860." To send packages via FedEx or UPS, please use "605 Washington Street" for the street address.***

**U-Haul Car Share.** For students without a reliable vehicle, U-Haul Car Share has two vehicles available for rental. For a fee, students can register at [ucarshare.com](http://ucarshare.com) to rent a vehicle. Rates are as low as \$4.95/hour and \$.49 per mile. To learn more, visit: [ucarshare.com](http://ucarshare.com)

**Transportation.** Students are responsible for their day-to-day transportation needs. Students are encouraged to plan appropriately for personal matters related, but not limited to: airport pick up/return, medical appointments, driver's license needs, shopping, academic needs such as student teaching, etc.

**Free Shuttle Service.** Upper Iowa University offers a free shuttle service for current students. This service is limited to pre-set dates at the beginning and end of sessions, as well as breaks in the academic calendar. The shuttle dates will be released in August for the entire academic year. This FREE shuttle sign-up is on a first-come, first-serve basis so early registration is encouraged. Students must sign up individually at [www.uiu.edu/shuttle](http://www.uiu.edu/shuttle) and students may not substitute themselves for another person on the trip.

When signing up for shuttles times, students are responsible for providing complete and accurate travel information, including flight/bus number, date/time of trip and cell phone number. If the trip is canceled or changed, the student must notify the Event Manager at 563.425.5848. If notification of changes are not received and the student does not arrive at the scheduled time, the driver will proceed to the other scheduled stops.



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In case of inclement weather, shuttles will be delayed until road conditions improve. Upper Iowa University is not responsible for any costs associated with travel delays or cancellations.

For complete shuttle information, please visit [www.uiu.edu/shuttle](http://www.uiu.edu/shuttle). Additional transportation options are posted on this site for student convenience.

**Get Involved!** One of the best ways to grow as a person and to explore future aspirations is to meet and interact with other people and become involved in worthwhile activities. At UIU, students have unlimited opportunities to engage in their college experience!

*What is your area of interest?* Athletics, Student Government, leadership programming, intramurals, Outdoor Pursuits, social or service clubs, cultural activities in art, or a group associated with your major area of study? They are all here for you. To help you find out what is available, an "Organizations Fair" is held each fall or you can check with the Office of Student Activities, (563) 425-5311, which is located in the Student Center, or visit the web at <http://www.uiu.edu/studentlife/>, or by Snapchat/Facebook at [whatshappeninUIU](#).

The Office of Student Activities offers many opportunities for leadership and avenues for creating effective change and growth within campus organizations. Among these are: Greek Council, membership in the Peacock Entertainment Crew, Peacocks for Progress and representing clubs in Student Government. To get involved, talk to Student Activities and check out our social media.

## ENGAGE WITH UIU

### Athletics

UIU is an active member of the NCAA and Division II and the Northern Sun Intercollegiate Conference. The NSIC has 14 member institutions from Minnesota, North Dakota, South Dakota, Nebraska and Iowa. The Division II philosophy of a better balance between academics and athletics competition provides the university with the opportunity to attract quality student athletes who are concerned not only with their athletics performance but their performance in the classroom as well. We adhere to the Division II Philosophy Statement.

### Division II Philosophy Statement

Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational welfare of the participating student-athlete is of primary concern.

Members of Division II support the following principles in the belief that these objectives assist in defining the division and the possible differences between it and other divisions of the Association. This statement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. A member of Division II:

- Believes in promoting the **academic success** of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same level as the graduation rate for the institution's student body;
- Believes that participation in intercollegiate **athletics benefits the educational experience** of its student-athletes and the entire campus community;

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- Believes in **opportunities** for intercollegiate athletics participation consistent with the institution's mission and philosophy;
- Believes in **preparing student-athletes** to be good citizens, leaders and contributors in their communities;
- Believes in **striving** for equitable participation and **competitive excellence**, encouraging sportsmanship and ethical conduct, enhancing diversity, and developing positive societal attitudes in all of its athletics endeavors;
- Believes in **scheduling** the majority of its athletics competition with other members of Division II, insofar as **regional qualification**, geographical location and traditional or conference scheduling patterns permit;
- Recognizes the "**balance**" in the role of the athletics program to serve both the campus (participants, student body, faculty-staff) and the general public (community, area, state);
- Believes in offering opportunity for participation in intercollegiate athletics by awarding **athletically related financial aid** to its student-athletes;
- Believes that funds supporting athletics should be **controlled by the institution**, that the emphasis for an athletics department should be to operate within an institutionally approved budget, and that the institution will comply with and self-enforce NCAA regulations, and
- Believes that all members of Division II should **commit** themselves to this philosophy and to the regulations and programs of Division II.

The following sports are offered:

Fall	For Men: Football, Soccer, Cross Country For Women: Volleyball, Soccer, Cross Country
Winter	For Men: Basketball, Wrestling, Indoor Track and Field, Bowling For Women: Basketball, Indoor Track and Field, Bowling
Spring	For Men: Baseball, Golf, Outdoor Track and Field For Women: Softball, Golf, Tennis, Outdoor Track and Field, Lacrosse
Fall-Spring	Co-ed: Cheer and E-Sports

Students wanting to participate in a specific sport should contact the Head Coach of the sport and discuss the commitment necessary for participation at the Division II level.

## Student Government Association

The Student Government Association (SGA) is a student-run organization that is elected by the student body. SGA is responsible for working and communicating with UIU's administration concerning all student issues. These student leaders sit in on standing University committees, assist in the policy-making process, and serve as representatives for the entire student body at UIU. All UIU students are invited to attend SGA meetings and bring their ideas, feedback, questions, and concerns with them. SGA is dedicated to helping make UIU the best educational experience for all students.

Location: second floor of the Student Center

Telephone: 563-425-5937

Webpage: <https://www.uiu.edu/support/student-government.html>

E-mail: [studentgovernment@uiu.edu](mailto:studentgovernment@uiu.edu)

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# ENGAGE WITH UIU

## Student Newspaper

The Collegian is the student newspaper, carrying the most recent developments on campus. A variety of student talent is needed to produce The Collegian. Writers, photographers, copy editors and graphic designers are all in demand and may develop their skills. *Paid positions may be available through the University workstudy program.* If interested, students are welcome to join the staff! The advisor for The Collegian is Matt Foy, (563) 425-5979, foym38@uiu.edu.

## Fayette Campus Only

### Campus Ministry

The mission of Campus Ministry is to provide resources and opportunities for spiritual growth to the University community. Utilizing input from students and area ministers, planned programs are offered. The surrounding community churches provide counseling, services and social and recreational programs for most religious affiliations. The following is a list of local churches and times of services:

- Grace Lutheran Church, King and State Streets
- St. Francis of Assisi Catholic Church, Lovers Lane
- United Methodist Church, Clark Street
- Fayette Community Church, State and Mechanic
- Church of Latter Day Saints, West Water Street
- Zion Lutheran Church ELCA, 130 Washington Street, West Union
- First Baptist Church, 300 Main Street, Elgin
- Faith Evangelical Church, 1104 N Railroad Street, Sumner, Iowa

The following resources are available to students on campus:

- Chi Alpha—student organization with contemporary worship and Bible study
- Fellowship for Christian Athletes (FCA)

### Recreational Services

Recreational equipment and games are available on a checkout basis at the Front Desk, located in the Main Lobby of Garbee Hall Complex. In order to use this equipment, students must present their student ID card. Hours are posted. Additional equipment includes a ping pong and pool table in the lower level of Garbee Hall.

### Intramurals

A full program of intramural sports keeps students active throughout the academic year, should they choose to participate. Some of the sports included are flag football, volleyball, basketball, softball, badminton, kick ball, dodge ball, and whiffle ball. Leagues are offered each term with tournaments offered at various times throughout the year. Prizes are awarded to each member of the winning team. All policies and rules pertaining to the Intramural Program can be found in the Intramural Handbook that is published and distributed in the first week of school in the fall and spring semesters.

Location: second floor of the Student Center

Telephone: 563-425-5921

Webpage: <https://www.uiu.edu/support/recreation/intramurals.html>

### Outdoor Pursuits

Outdoor Pursuits staff plans trips and events that capitalize on UIU location in the beautiful and adventurous Volga region of Northeast Iowa. Included are day and overnight ski trips,

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kayaking, rafting, canoe trips and fishing. Equipment such as bikes, camping equipment, canoes, kayaks, snowshoes, sleds and skis is available for student checkout.

Location: across from the Recreation Center

Telephone: 563-425-5370

Webpage: <https://www.uiu.edu/support/recreation/outdoor-pursuits.htm>

## Recreation Center

This facility has a broad range of accommodating hours for students, faculty, staff and community members. The Recreation Center provides opportunities to get active by walking, running, biking, using a cardio machine, weight training, playing tennis, basketball, volleyball, and much more. The 40,000 sq. ft. facility includes three courts, two running tracks, a fitness center, and locker/shower facilities. The fitness center is equipped with 11 cardiovascular pieces, 18 weight-training machines, free weights, kettlebells, stability balls, medicine balls, and dumbbells. The Recreation center offers personal training and group fitness classes that can aid in member's fitness goals. Personal fitness assessments may be conducted in order to test and monitor body composition, flexibility, strength, and cardiovascular health. The center also provides students the opportunity for personal professional development through opportunities to work as a work-study, personal trainer, group fitness instructor, or intern.

All students, staff and faculty must enter the Recreation Center and pool via the main entrances with a valid UIU ID Card. All are required to scan their ID card each time they enter the facility.

Location: Recreation Center

Telephone: 563-425-5669

Webpage: <https://www.uiu.edu/support/recreation/rec-center.html>

**Swimming Pool:** the pool membership is included in the Recreation Center membership.

The pool provides opportunities to swim laps, water aerobics classes, swimming lessons, pool parties, and to have fun playing water games. The four lane pool ranges from 3.5 feet in depth to 7 feet in depth. The pool also provided students the opportunity for personal professional development through opportunities to work as a lifeguard.

Location: Fine Arts building

Telephone: 563.425.5669

Webpage: <https://www.uiu.edu/support/recreation/pool.html>

## Student Center Game Room

Located on the 2nd floor of the Student Center is the Game Room which offers billiards, foosball, air hockey, ping pong, shuffleboard, and an arcade game. There is space to study as well as televisions to catch up on the news or a favorite TV show. Connected to the TV is a Wii console to also play different games with friends as well.

## Equipment Check Out

If a student or a student group would like to use University equipment for a University-sponsored event, see the Coordinator of Student Activities on the 2nd floor of the Student Center.

## Student Activities

### Mall, Movie and Travel Trips

The Office of Student Activities provides students with opportunities to travel outside of Fayette on a regular basis. These traveling opportunities include movie, mall, and travel trips.

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**Movie Trips** allow students to travel to the \$0.99 movie theatre in Sumner every Wednesday evening. These special viewings are for UIU only and are already paid for by the Office of Student Activities. Please sign up in SC211 by 1 pm on Tuesdays to have a seat reserved. Minimum of six people need to be signed up for trip to go.

**Mall Trips** allow students to travel to some more heavily populated areas where they can do some shopping, go out to eat, and meet some of their own personal needs outside of Fayette. These trips occur every Sunday and some occasional Saturdays. Destinations rotate each week. Once a year, a charter bus will take students to the Mall of America in Minneapolis, MN and 54 spots will be allowed to go on this trip. Please sign up in SC211 by 1 pm on Fridays to have a seat reserved. Minimum of six people need to be signed up for trip to go.

**Travel Trips** allow students to get off campus to do some sightseeing and exploring. These trips may include Lost Island Water Park, Waterloo Blackhawks hockey games, professional sporting events (Chicago Bulls and/or Minnesota Vikings) and much more. These trips will also include a stop at Target, Wal-Mart, or the grocery store to allow individuals to do a minimal amount of shopping for their personal needs as well. The number of seats of available for these trips depends on costs and transportation availability. The Office of Student Activities is proud to offer these opportunities to students. In order to attend any of these trips, students must follow the proper procedures and policies:

**Sign-up in Student Life. This sign-up sheet is on a first come, first serve basis.** The individuals who have signed their name, provided contact information (e-mail or cell phone number) and paid the deposit/cost as necessary, will be eligible to attend (Please note, **students must sign-up individually for each trip.** Students may not sign their friend up for a trip. This is to ensure that the office receives all of the proper information. **Students may not substitute themselves for another person on the trip.** If someone signed up for a trip does not wish to go on the trip, they must contact STUDENT LIFE to remove their name from the list and retrieve their deposit during regular office hours). Students who sign up should check their e-mail at least a half an hour before departure on the day of the trip to make sure no cancellations have been made. Deposits will be returned to those who sign up when a trip has been cancelled.

- **Students are required to pay a fee or deposit when they sign up for the trip.** Students may not sign their name and bring their deposit in at a later time. On the day of the trip, if the student does not arrive on time and is left behind, they will lose their deposit. Students who do arrive on time and travel on the trip will receive their deposit once they reach their destination. Special circumstances regarding deposits can be discussed with the Coordinator of Student Activities.
- On the day of the trip, **students must bring their Student ID with them to board for the trip.** IDs will be matched with the names that are signed on the sign-up list. If the IDs do not match the individuals on the sign-up sheet, then the student will not be able to go on the trip.
- **More than the allotted amount of students may sign-up for a trip, but the expectation is that the students who sign-up first have top priority for attending the trip.** Individuals who sign-up after the allotted number are on a waiting list and are expected to show up at the departure spot on the day of the trip to see if someone does not show up. The waiting list is also on a first come, first serve basis and those who sign-up first will be allowed to go in absence of someone else.
- **The departure spot for all trips is in the circle drive near the south side of Garbee Hall and the northwest corner of the Student Center.** The only exception is the Mall of

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America trip, where students will depart from the west side of Garbee Hall.

- **For trips that require any admission fees (which mainly include shopping and travel trips), the admission fee secures the students seat on the trip (there is no deposit).** This means that students will have to pay the amount of the admission fee in order to sign-up for the trip. If a student does not show up for the trip, they will lose their admission fee.
- **Only as many students as there are seats in the vehicle can go on a trip.** Absolutely no more students will be allowed on the trip if all the seats are full.

## Peacock Entertainment Crew (PEC)

The Peacock Entertainment Crew is UIU student activities board. Recognizing that co-curricular activities and social life are important at UIU, PEC is the major planning organization for all student activities. Their mission states, “The PEC is a student led organization where members plan, promote, and produce quality programs and entertainment options for UIU. The organization stands for providing an opportunity for the members to enhance their leadership, teamwork, and communication skills in an effort to help them in their future endeavors.”

Students interested in joining PEC or just want to see what is being planned, please contact the Coordinator of Student Activities at (563) 425-5311.

## Student Organizations and Clubs

Chi Alpha—campus ministries  
Alpha Nu Omega – social service fraternity  
Art Club – artistically-based activities  
Beta Delta Phi – social service fraternity  
Beta Phi Omega – social service fraternity  
Beta Theta Omega – social service sorority  
C.R.E.A.T.E. - creative writing club  
Criminal Justice Club  
E.Y.E. – social service sorority  
F.T.F. – social service fraternity  
Fellowship for Christian Athletes (FCA) – faith-based activities  
Gamma Delta Phi – social service sorority  
International Student Association – international student organization  
Kappa Pi Upsilon - social service sorority  
Kappa Zeta Tau – social service sorority  
Pride Club - LGBTQIA related programs and events  
P.T.A.G. - Peacock Technology and Gaming Club  
Math Club  
Peacock Alumni for Student Traditions (PAST) - social service organization  
Peacock Entertainment Crew (PEC) - professional service organization  
Peacocks for Progress – community service organization  
Phi Beta Delta – social service sorority  
Phi Beta Lambda – professional business organization  
Science and Environmental Club – environmental-based activities  
Student Athletic Advisory Committee (SAAC) – professional service organization

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# ENGAGE WITH UIU

The Collegian - the University newspaper  
UIU Communication Club  
UIU Enactus  
UIU Global Marketing Club  
UIU Student Veterans Club

**Student Organizations Handbook.** Clubs and organizations are to follow the policies, procedures and regulations printed in the Student Organizations Handbook. This is published annually by the Office of Student Leadership and Activities and can be obtained at the All Club and/or All Greek Meeting at the beginning of the Fall Semester. It can also be found on the University's website: <http://uiu.edu/support/student-life.html>

**Starting a New Club or Organization.** If a student would like to form a new group on campus, contact the Coordinator of Student Activities, at (563) 425-5311. The Director will require a statement of their group's purpose, goals and objectives, as well as a draft of the constitution and bylaws. The Director will also assist the group in finding a faculty or staff advisor, and filling out the proper paperwork to become a recognized organization on campus.

**Scheduling Campus Activities.** If a student group would like to schedule an activity on campus, they can utilize the virtual portal at <http://events.uiu.edu/virtualems/> to request classrooms, lobby areas, outdoor spaces, and more. In order to reserve the Student Center Ballrooms, students may place their request with the Events Manager at [events@uiu.edu](mailto:events@uiu.edu) or by calling 563-425-5848.

**Leadership Center.** The Leadership Center is located next to the Game Room on the second floor of the Student Center. This space serves many purposes for UIU students, including: a meeting place for student groups, supply check-out, computer access, and board games. The space also houses a Wii system, television, an arcade game, and magazines for students to read.

**Meditation Room.** Located on the second floor of the Student Center on the west side of the building is a room dedicated to spiritual enrichment. Anyone of any faith is invited to utilize this space for meditation or religious study groups. Students can reserve this room through Student Life.

**Quiet Study Lounge.** This lounge is available for all students but offers commuting students a place to relax or study between classes. It has amenities for commuters that include: a refrigerator, lockers, computers, soft seating, tables with chairs, kitchen sink, microwave, toaster and pizza oven. The room is located on the second floor of the Student Center.

## KNOW THE CODE

### Student Conduct and Discipline

UIU expects all its students to conduct themselves in accepted standards of good taste, both on and off campus. As an adult college student, you are expected to demonstrate good citizenship and respect for the rights of others.

The University's policies and guidelines have been established to protect your rights as students. Similarly protected is your right to accept or disagree with the established policies and procedures. However, if you do disagree with these guidelines, you should do so in a

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positive way. Present your proposals for constructive change to the appropriate University administrators, who will consider them carefully and thoroughly.

## Respect for the University Environment

A university is a place where ideas are conceived, explored, discussed, debated, and transformed. In order for this to happen, it must be agreed that all members of the academic community participate in the exchange of ideas in a respectful and courteous manner. Disagreement is expected and valued. By entering the academic milieu with open minds, all members of the university community will experience the intellectual growth that is the essence of the university experience.

In order for the true university experience to benefit all members of the UIU community, whether they are participating in classrooms, online or through correspondence, the University enforces the following expectation: all academic discussion and University business will be conducted in a respectful and courteous manner.

Admission to the University implies acknowledgement and acceptance of the University's policies and conduct expectations.

## Code of Student Responsibility

As a UIU student, your basic responsibilities are outlined below. As a member of the UIU community, you are expected to:

1. Become familiar with the policies and procedures explained in the University Catalogs, the Student Handbooks and other published policies.
2. Respect the right of freedom of expression of all students, faculty and staff members, following University guidelines for channels of expression.
3. Be willing to assume the consequences of your own actions, and avoid conduct that is detrimental in its effect upon other students and the University.
4. Recognize designated authority and comply with directives by staff members.
5. Practice the rules of good conduct—be truthful, respect the rights of others and respect and protect private and public property.
6. Take the responsibility to meet your financial obligations and University deadlines. This includes completing your work-study or departmental assistantship duties as assigned by the Workstudy Coordinator and the departmental supervisor.
7. Take the responsibility for class attendance, in accordance with the instructors' stated attendance policies.

## University Community Standards and Regulations

The following are specific offenses to the University community that will subject offenders to disciplinary action by the University, and in some cases to conduct action by public authorities.

1. **Endangering personal safety.** A student or group of students may take no action that disrupts or tends to disrupt the peace or endangers or tends to endanger the safety, health or life of any person.

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2. **Physical, sexual or verbal abuse.** Physical, sexual or verbal abuse of persons is prohibited, as is subjecting persons to painful or humiliating ordeals. Public posting or utterance of obscene language or the display of lewd or pornographic material or erotic art is not allowed on campus. Sexual harassment, sexual abuse, bullying and hazing are in violation of student conduct regulations, state and/or federal laws. For more specific information, please reference UIU policies on Discrimination and Harassment in the policies section of the Fayette and AE Student Handbooks.
3. **Destruction of property.** Vandalism is prohibited on campus; this includes misuse of, destruction of or damage to all property—University, public and private.
4. **Mass demonstrations and/or disorderly conduct.** Any assembly or individual act that interferes with the normal operation of the University or that could result in damage to public or private property or injury to persons is prohibited, and participants will be asked to disband by designated University officials. Drunken conduct, inciting mass disturbances, and riots are also considered disorderly.
5. **Failure to comply with directives.** While performing their University duties, staff or faculty members may give directives and instructions to students. Failure to comply with these directives will result in disciplinary action.
6. **Theft.** Any form of acquiring private or public property to one's own use and/or possession is considered as, and will be dealt with as, theft.
7. **False information or dishonesty.** Furnishing false information or misleading statements (oral or written) to University officials with intent to deceive is fraudulent.
8. **Forgery.** The alteration or misuse of University documents, records or identification cards is fraudulent, as is the deceptive alteration or use of personal checks.
9. **Alcoholic beverages and alcohol abuse.** Students are expected to abide by the federal, state, and local alcohol laws of the United States or the laws of country in which he/she resides. United States law forbids the use or possession of alcoholic beverages by any person under age 21. Possession of empty or full containers or use of alcoholic beverages such as liquor, beer or other forms of intoxicants by any student is not permitted on University property that is owned, leased, or occupied by UIU, general campus buildings, athletic fields, campus recreational areas and residence halls (except in the privacy of their rooms when the student is over the age of 21). Consumption of alcoholic beverages by any student to the point of losing control and/or not functioning mentally or physically in a normal manner will result in disciplinary action. See the Substance Abuse Policy for all University guidelines governing the use of alcohol both on and off-campus. Violation of this policy is subject to disciplinary action.
11. **Drugs.** In consideration of federal and state laws, the possession, use or sale of marijuana, other illegal drugs or drug paraphernalia is prohibited on University property that is owned, leased, or occupied by UIU. University property includes general campus buildings, residence halls, athletic fields and campus recreational areas.
12. **Fire.** Setting fire to combustible materials in or on University property that is owned, leased, or occupied by UIU is in violation of the law. Setting off a false alarm is a serious offense, as is tampering with fire equipment or the alarm system.
13. **Firearms, explosives, weapons or noxious substances.** For reasons of safety, the use or possession of firearms/weapons of any type, knives with a blade longer than 3 inches, firecrackers, explosives, dangerous chemicals or noxious substances is not allowed on

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University property that is owned, leased, or occupied by UIU or in University buildings. (See Weapons Policy for complete definitions and any exceptions.)

14. **Misuse of telephone.** Telephone calls made with the intent to defraud, alarm or annoy others are prohibited by law in the United States. The offense may be prosecuted either at the place where the call was made or where it was received. Residence hall students are responsible for all telephone calls made from their rooms.
15. **Misuse of keys.** Keys to University housing and buildings are not to be duplicated or used for unauthorized access. Students may not possess University keys unless issued to them by a University official. Keys that are found must be turned in immediately to Student Life (Fayette Campus) or the respective staff member at that UIU location, national or international.
16. **Improper entry into buildings.** Entering a building after its posted hours of operation or after it has been locked and secured is considered improper entry. Only those individuals or authorized groups who have been granted permission by the proper person in charge may enter buildings after regular closing hours.
17. **Misuse of computers.** UIU computer resources are shared by all members of the University community. Individuals must use these resources responsibly in pursuit of University-related functions, and in doing so, not infringe on the rights, integrity or privacy of others. Responsible use covers, but is not limited to, behavior in the computer labs, use of e-mail and use of the Internet. Students must obey all appropriate federal, state and local laws. Students must adhere to all guidelines as detailed in UIU statement of "Policy on Acceptable Use of Technology."
18. **Hazing.** Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing may include but is not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the University; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the University.
19. **Disruptive classroom behavior.** Disruptive classroom behavior is any conduct that substantially interferes with or obstructs the teaching or learning process in the context of a classroom or education setting. As determined by the instructor, it is an individual's conduct that distracts or intimidates others in a manner that interferes with instructional activities or fails to adhere to classroom rules or instructions.
20. **Stalking.** Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct." Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:
  - Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other

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communications that are undesired and place another person in fear.

- Use of online, electronic, or digital technologies, including:
- Posting of pictures or information in chat rooms or on web sites
- Sending unwanted/unsolicited e-mail or talk requests
- Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
- Installing spyware on a victim's computer
- Using Global Positioning Systems (GPS) to monitor a victim
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation including staring, "peeping"
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim

## Amnesty Protocol

### A. Purpose

UIU primary concern is the health and safety of its students. UIU is aware that students are sometimes reluctant to seek medical attention in substance use-related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol and/or drugs. Because these emergencies are potentially life-threatening, UIU wants to do what it can to reduce barriers that prevent students from seeking assistance.

We strongly encourage students to seek emergency medical treatment when an alcohol poisoning or a drug overdose is suspected. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has enacted the following amnesty policy.

### B. Applicability

1. Amnesty only applies when a student initiates the call for emergency medical attention and only when the emergency medical attention is needed to address alcohol or drug emergencies. It does not apply when the individual suffering from the alcohol or drug emergency is discovered by a University official (e.g., security, Resident Assistant, etc.).
2. Students who seek emergency medical attention for themselves or someone else related to the consumption of alcohol or drugs will be referred for substance abuse evaluation and/or treatment instead of receiving the University-imposed sanctions for substance-related policy violation. Also, the student must agree to complete any and all recommended educational programming or other treatment recommended by the Director of Counseling Services.
3. Additionally, this policy is intended as an opportunity for the student to learn about responsible decision making. The University reserves the right to review

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further incidents if the student has previously activated Amnesty during their time at UIU. The Dean of Student Life will determine the applicability of Amnesty in these cases

## C. Exceptions

Amnesty does not apply to other University violations that may have occurred including, but not limited to, property damage, sexual misconduct, weapons possession, possession of drugs that induce incapacitation (e.g. "date rape drugs"), and all drug offenses beyond mere possession.

## Disciplinary Matters

UIU expects its students to be accountable for their actions; the following guidelines provide a structure to ensure that all students are treated fairly in the disposition of disciplinary matters.

1. UIU Administration reserves the right to discipline a student whose personal conduct on or off campus is regarded as undesirable. Sanctions can range from a reprimand to expulsion. Examples of undesirable personal conduct are outlined herein.
2. If a student is removed from the residence hall, suspended, dismissed or expelled, the student is responsible for all financial obligations for that semester. No refunds are given to students in violation of University Community Standards and Regulations.
3. At the time of a student's suspension, dismissal or expulsion, all outstanding financial obligations to the University must be met. A student under suspension or dismissal may not be readmitted until these obligations are first cleared.

## Disciplinary Hearing Officers

The following individuals or groups are responsible for handling disciplinary incidents of students, depending on severity of the disciplinary matter:

1. Vice President for Student Life and International Education (including cases that may warrant suspension)
2. Dean of Student Life (including cases that may warrant suspension)
3. Residence Area Coordinator
4. Student Conduct Board (including cases that may warrant suspension, dismissal or expulsion)
5. Center Director/Assistant V.P. for U.S. Centers
6. Regional Executive Director/Vice President or Director of International Education
7. Other student conduct committees authorized by the Vice President for Student Life and International Education

## Student Conduct Board

The Student Conduct Board conducts hearings on cases referred to it by the Vice President for Student Life and International Education. Cases referred to the Student Conduct Board are those involving violations severe enough to warrant suspension, dismissal or expulsion. The Student Conduct Board reports its verdicts and sanction recommendations to the Dean of

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Student Life. Sanctions are determined by the Dean of Student Life. The Dean of Student Life will communicate with the parties involved. The Dean of Student Life will be the Hearing

Advisor. The Dean of Student Life will determine the size of the board based on the sensitivity of the case.

## Disciplinary Hearing Procedures

The following administrative procedures have been established for hearing disciplinary cases.

Hearing proceedings begin when a student, staff, faculty, community member, law enforcement official or University Police witness or report an incident, situation or questionable behavior which appears to violate the standards expected of University students. An individual wishing to report an incident should contact an official in Residence Life, Campus Police, Dean of Students' Office, or Center Director/Assistant V.P. for U.S. Centers. A report is prepared describing pertinent facts and the names of persons involved. If the incident is deemed sufficiently serious and a representative of the appropriate office considers the report to indicate probable violation of the Code of Student Responsibilities or the University Community Standards and Regulations, the incident will be heard by the designated disciplinary hearing officer.

**When a violation is alleged to have occurred, the accused student is entitled to receive written notification of the following:**

1. A statement of the violation(s) he or she is being charged with.
2. The date, time (no less than 24 hours advance notice) and place of the disciplinary hearing, and the officer(s) who will conduct the hearing.
3. The name(s) of witness(es) who initially reported the alleged violation.
4. That the hearing will occur in the absence of the student if he or she opts to not participate in it.

Testimony of individuals and the names of person(s) involved in the cases heard will be kept confidential. Hearings shall be conducted in private in order to protect the confidential nature of the proceedings.

**At the hearing, the respondent is entitled to the following:**

1. To appear in person to present a defense to the hearing body or officer and to call witnesses. Witnesses must have observed the situation or have supporting evidence. All witnesses are required to submit written statements one day in advance of the hearing. If the respondent does not appear, this will be taken as indication of guilt and must be noted. A hearing can be held if the respondent does not appear.
2. To ask questions of the committee or hearing officer. To pose questions for witnesses in writing that may be asked at the discretion of the chief hearing officer.
3. To refuse to answer questions.
4. To receive an expeditious hearing of the case.

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5. To be represented by another student, staff or faculty member as an advisor. A non-University person may not serve as an advisor, since this is not a legal hearing. The student is entitled to an explanation of the decision. He or she will receive written notification of that decision within 7 business days.
  6. The rudiments of fair play will be observed in all disciplinary proceedings.
- A record of the alleged violation, accompanying documents and recommended action will be maintained in the files of Student Life.

## Right of Appeal

An accused student may appeal a hearing decision. Appeal requests must be submitted in writing (including electronic means) by the accused student to the appropriate University appellate officer within 24 hours after receiving notice of the hearing decision:

- Appeal of disciplinary sanctions involving a reprimand, disciplinary probation, fine, or suspension of three (3) days or less shall be submitted to the Vice President for Student Life and International Education.
- Appeal of disciplinary sanctions involving the interruption or termination of an accused student's enrollment—including suspension of more than three (3) days, dismissal or expulsion—shall be submitted to the University Provost.

The decision of the disciplinary hearing officer will be stayed until the student appeal is decided by the University appellate officer. The University appellate officer has the authority to uphold, reverse, reduce or escalate the level of sanctions levied by the disciplinary hearing officer. The decision of the respective University appellate officer is final and cannot be further appealed.

## Types of Disciplinary Sanctions

The following types of disciplinary sanctions may be imposed by the University in handling disciplinary cases. Fines and restitution may be included in any disciplinary action. The types of action are listed as follows:

- A. **Reprimand** – a verbal or written warning.
- B. **Disciplinary Probation** – A strong official warning in writing to the student informing him or her that enrollment is made conditional for a stated period. The action constitutes notice that further violation of any kind will result in more serious penalties or suspension. Disciplinary probation may be carried into and/or through another semester. Disciplinary probation also may include:
  1. Loss of privileges, which include specific residence hall restrictions and/or obligations; removal from class for one class session (60 or 90 minutes), denial of use of University parking areas; ineligibility to represent the University in any capacity, including, but not limited to, athletic teams, RAs, etc.
  2. Cancellation of campus employment, effective immediately with repayment of awards, grants or assistantships, on a prorated basis.
- C. **Temporary Suspension** – Pending the adjudication of a disciplinary hearing and appeals, the Vice President for Student Life and International Education/Center Director/Assistant V.P. for U.S. Centers has the authority to impose a temporary

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suspension, which becomes effective immediately. The accused and the victim will be informed. Such action will be taken only in those cases presenting a clear and present danger of harm to the individual(s) charged, the victim(s), other members of the University community, the educational process, University property, or guests and/or visitors of the University and their property. The respondent or accused student under temporary suspension is denied permission to return to the University and its facilities, owned or leased grounds, University vehicles and any planned or sponsored University activity.

- D. **Suspension** – An interruption of the student’s enrollment at the University for a definite, stated time. This may be for a short, definitely prescribed period, as set by the imposing authority. Generally, the period of time is at least the balance of the current semester. The action may be made applicable for the following semester, with the student permitted to finish the current semester. The student is eligible for consideration for readmission upon petition to the appropriate authority upon the conclusion of the suspension period.
- E. **Dismissal** – The student’s enrollment is immediately terminated for an indefinite period, usually for a minimum of one calendar year, until the authority imposing the action sees fit to reinstate the student. The student must petition to the appropriate authority before such possible reinstatement is considered.
- F. **Expulsion** – The student is permanently excluded from the University and is not eligible for consideration for readmission.
- G. **Fines** - Fines are due as designated in the written notice or by the date agreed upon in the hearing. Failure to pay may result in:
1. Impoundment of student records (transcripts/credentials)
  2. Inability to receive diploma on graduation day
  3. Withholding registration of student
  4. Inability to apply for Lee Tower, Hofmaster Apartments, South Villages or other special interest housing options
  5. Inability to reserve current room for the following academic year
  6. Increase of fine amount
  7. 3-Day Suspension
  8. Banned from the residence halls
- H. Other sanctions as deemed appropriate by the University, which may include but are not limited to restitution, community service, counseling, substance abuse assessment or educational reports.

Categories D, E, F, G and H involve financial obligations to the University. No refunds of any type will be made by the University.

## Disciplinary Record and Reports

Confidential records of all misconduct reports, investigations and disciplinary actions are maintained by and kept in Student Life. Those individuals who are a part of the University community who have a need to know will be granted access as approved by the Vice President for Student Life and International Education. Victims of sexual assault are entitled to know the outcome and sanction of the disciplinary hearing in which they are involved.

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Upon written request, the alleged victim of a crime of violence or a non-forcible sex offense may be informed of the final determination/sanction of the University disciplinary hearing. This same right is granted to alleged victims' next of kin in the event of the victims' death.

Parent(s) or guardian(s) may be notified in writing of the decisions, when appropriate, in disciplinary cases if written permission is granted by the student charged for violating University regulations and/or local, state or federal laws. UIU will exercise its ability to notify parents of students under the age of 21 when they are found in violation of University alcohol and drug policies. The complete policy is found in the "It's Our Policy" section of this handbook.

The following are University violations and the minimum sanctions for each:

<b>Violations</b>	<b>Minimum Consequences</b>
Alcohol	See alcohol sanctions
Bikes, Skateboards, Skates or Scooters	Reprimand
Cheating and Plagiarism	Disciplinary Probation to Expulsion
Controlled Substance Use, Possession, Sharing, Pooling, or Distribution of Resources for Purchase	Disciplinary Probation, Sanction, Fine, and Random Drug Testing to Suspension
Cooking in Rooms	Reprimand
Damage to Property	Restitution and Disciplinary Probation
Dangerous Chemicals	Disciplinary Probation and Sanction
Disruptive Classroom Behavior	Reprimand
Drug Possession/Use/Paraphernalia	See alcohol/drug sanctions
Drug Sale or Intent to Deliver (all types)	Suspension
Electrical Appliances	Reprimand
Endanger Personal Safety	Disciplinary Probation and Sanction
Explosives	Disciplinary Probation and Sanction
Failure to Comply	Disciplinary Probation and Sanction
False Information or Dishonesty	Disciplinary Probation and Sanction
Fire (Tampering of Equipment)	Disciplinary Probation to Expulsion
Forgery	Disciplinary Probation and Sanction
Gambling	Reprimand
Hazing	Reprimand
Highway Signs	Reprimand
Improper Entry	Disciplinary Probation and Sanction
Incense/Candles	Disciplinary Probation and Sanction
Inter-Hall Visitation	Reprimand
Laser Lights	Reprimand
Lewd/Obscene Behavior or Language	Disciplinary Probation and Sanction
Mass Demonstrations	Disciplinary Probation and Sanction
Misuse of Keys	Disciplinary Probation and Sanction
Pets	Reprimand
Possession of University Property	Disciplinary Probation and Sanction
Quiet Hours/Noise	Reprimand
Removal of Window Screen	Reprimand
Sexual Abuse	Disciplinary Probation to Suspension
Sexual Harassment	Disciplinary Probation and Sanction

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Solicitation	Reprimand
Theft (any amount)	Disciplinary Probation to Expulsion
Tobacco in Non-Tobacco Area	Reprimand
Vandalism	Disciplinary Probation to Expulsion
Verbal Abuse	Disciplinary Probation and Sanction
Weapons (any type)	Disciplinary Probation to Expulsion

## Minimum sanctions given for violating the Alcohol, Drug, Weapon and Chewing Tobacco regulations:

### Minor in possession of alcohol

1st offense:	\$50 fine and educational sanction, which may include an appointment with the Director of Counseling Services.
2nd offense:	\$150 fine, disciplinary probation, substance abuse assessment and educational sanction.
3rd offense:	\$250 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff.

### Contributing alcohol to a minor/in room or common space with minors

1st offense:	\$100 fine and disciplinary probation
2nd offense:	\$200 fine and appear before the Vice President for Student Life and International Education or Student Conduct Board.
3rd offense:	\$300 fine and possible suspension or expulsion.

### Possessing greater than the allowed number of containers (24 cans or 64 oz. of hard liquor)

1st offense:	\$50 fine and educational sanction, which may include substance abuse assessment.
2nd offense:	\$150 fine, disciplinary probation, substance abuse assessment, and educational sanction.
3rd offense:	\$250 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff.

### Possessing a container in a public area

1st offense:	\$50 fine and educational sanction, which may include an appointment with the Director of Counseling Services.
2nd offense:	\$150 fine, disciplinary probation, substance abuse assessment, and educational sanction.
3rd offense:	\$250 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff.

### Possession of a keg, party ball or other "common source"\*

1st offense:	\$250 fine for room occupant(s), disciplinary probation and substance abuse assessment, which includes mandatory counseling to be determined by staff.
2nd offense:	Referred to the Vice President for Student Life and International Education or Student Conduct Board with possible suspension or expulsion.

\* Common source: any alcohol that is shared by multiple persons from a single source, i.e., tub, bucket, trash container, etc.

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## Students in room with keg, party ball or other common source of alcohol

- 1st offense: \$50 fine and educational sanction, which may include substance abuse assessment.
- 2nd offense: \$100 fine, disciplinary probation, substance abuse assessment, and educational sanction.
- 3rd offense: \$150 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff.

## Drug possession/Use/Paraphernalia

- 1st offense: \$250 fine, random drug testing, disciplinary probation for a minimum of one year, educational sanction, substance abuse assessment.

## Drug possession/Use/Paraphernalia (continued)

- 2nd offense: \$250 fine, restricted from the residence halls indefinitely, disciplinary probation until graduation, educational sanction, assessment with Director of Counseling, appear before Vice President for Student Life and International Education or Student Conduct Board
- 3rd offense: Expulsion from the University.

## Drug sale/distribution or Intent to sell/distribute

Pending due process; temporary suspension from housing

- 1st offense: One year dismissal

## Firearms, Weapons and Destructive Devices

- 1st offense: \$100 fine and Disciplinary Probation
- 2nd offense: Referred to the Vice President for Student Life and International Education; sanctions will be imposed in consultation with the Director of Counseling Services.
- 3rd offense: Suspension

## Tobacco

- 1st offense: \$25 fine and educational sanction, which may include an appointment with the Director of Counseling Services.
- 2nd offense: \$50 fine, disciplinary probation, substance abuse assessment, and educational sanction
- 3rd offense: \$100 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff

All offenses may include additional disciplinary sanctions as deemed appropriate by the hearing officer or the Student Conduct Board. All violations from any year will be taken into consideration in adjudicating individual cases.

In accordance with federal laws and regulations, and Board of Trustees mandates, UIU has established several policies and procedures to protect students' and employees' safety on University property. These are set forth below.

## SEXUAL MISCONDUCT PROCEDURE

# IT'S OUR POLICY

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# IT'S OUR POLICY

Upper Iowa University, (“UIU”), is committed to the principles of equal opportunity and seeks to establish and maintain a safe and healthy environment for all members of the UIU community, guests, and visitors. UIU provides programs, activities, and a campus environment that fosters courtesy and respect. UIU seeks to eliminate and, by this policy, prohibits all forms of sexual misconduct, including sexual harassment and sexual assault, and other forms of power-based personal violence, which includes dating violence, domestic violence, and stalking. Under Federal law, including Title IX of the Education Amendments of 1972 (“Title IX”), UIU has a duty to prevent and redress sexual misconduct and power-based personal violence. Such conduct is contrary to UIU’s values, represents socially irresponsible behavior, and will not be tolerated. This policy addresses UIU’s obligations under Title IX, the Violence Against Women Act, and the Violence Against Women Reauthorization Act of 2013.

This policy outlines the procedures that apply to allegations of sexual discrimination, sexual misconduct, sexual harassment, and power-based personal violence involving all members of the University community, guests, and visitors. The policy sets forth the specific types of conduct that are prohibited, as well as the resources and support services available to those in the UIU community who have been impacted by sexual misconduct and power-based personal violence. UIU encourages reporting of violations of this policy. UIU will take prompt and effective action to address allegations of sexual misconduct and power-based personal violence, and will resolve complaints in a timely and fair manner.

## Non-Discrimination

UIU adheres to all federal and state civil rights laws banning discrimination in institutions of higher education including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Iowa Code § 216.7. UIU will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, color, sex, pregnancy, ethnicity, national origin (including ancestry), citizenship status, disability, age, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process within UIU or with the Equal Employment Opportunity Commission or other human rights agencies.

This Statement covers non-discrimination in employment and in access to educational opportunities. Therefore, any member of the University community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of UIU policy on non-discrimination. When brought to the attention of UIU, any such discrimination will be appropriately remedied according to its procedures.

The Title IX Coordinator is available to students and employees as an immediate resource for non-discrimination issues.

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- Aaron Wedo (Title IX Coordinator)

Office: Human Resources, 1<sup>st</sup> floor south Alexander-Dickman Hall Phone: 563-425-5959 / E-mail: wedoa121@uiu.edu

## Scope of Policy

All University community members are responsible for their actions and behavior, and for adhering to University policies and local, state, and federal law. This policy, therefore, applies to all members of the UIU community who participate in any of UIU's program and activities, including students, employees, contractors, vendors, volunteers, or other third parties. This Policy applies to behaviors that take place on the campus, at University-sponsored events, and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- a) Any action that constitutes criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law.
- b) Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others.
- c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- d) Any situation that is detrimental to the educational interests of UIU.

This policy applies regardless of the sexual orientation or gender identity of any of the parties.

## Options for Assistance Following an Incident of Sexual Misconduct

If you have experienced an act of sexual misconduct and need immediate assistance, you have several on and off-campus resources available.

Many individuals do not know where to turn for help or what steps to take after sexual misconduct occurs. Although it is ultimately up to the survivor to choose what course of action to take, UIU encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative response.

UIU will do everything in its power to help support individuals who come forward regarding sexual misconduct, as well as provide for confidentiality. UIU may need to investigate an incident and take action once an allegation is known, whether or not the individual chooses to pursue a complaint.

If a sexual misconduct survivor goes to the hospital, local police and an advocacy service agency will be called but the individual is not obligated to talk to the police or to pursue prosecution. Survivors are entitled to a free and confidential advocate to help them navigate choices, resources and support.

In cases of Sexual Assault: Seeking assistance from a medical provider allows for the diagnosis and full treatment of any injuries or physical effect and to properly collect and preserve evidence. There is a limited window of time following an incident of sexual assault to preserve

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physical and other forms of evidence. Gathering such evidence does not commit an individual to pursuing legal action against the assailant, but does preserve that option.

Although it may be difficult following a sexual assault, individuals who are considering or may consider legal action should try not to shower, bathe, douche, urinate, rinse mouth, brush teeth, drink liquids, or change clothes to allow for maximum possible collection of evidence by a Sexual Assault Nurse Examiner (SANE) nurse or other health care provider. If clothing has been changed since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a paper bag or wrapped in a clean sheet (plastic containers do not breathe and may render evidence useless). If clothing has not been changed, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam if you want. Do not disturb the alleged crime scene—leave all sheets, towels, etc. that may bear evidence for law enforcement to collect.

A SANE nurse is a registered nurse who has been specially trained to provide comprehensive care to sexual assault survivors in a medical setting. SANE nurses are usually on call 24 hours a day, seven days a week (call the emergency room if you first want to speak to the nurse; ER will refer you). The SANE nurse or other hospital staff member will assist with the medical evaluation, collect evidence, check for injuries, address possible pregnancy concerns and address the possibility of exposure to sexually transmitted infections.

## On-Campus Support Options:

### Upper Iowa Counseling Services

Located in the Student Center in Student Life— Office 226  
(563) 425-5786

UIU Counseling Center is a confidential resource for students. Counseling Center staff cannot disclose any information without your permission and can provide emotional support as well as information about reporting options.

### Law Enforcement

(563) 425-5372

Law enforcement is available by telephone to students and employees 24 hours a day, 7 days a week to respond to any community concern. Law enforcement will notify the Title IX Coordinator after responding to a call related to sexual misconduct. Law enforcement can also assist a student in filing a legal complaint should the student desire to make a report to local law enforcement.

## Off-Campus Support Options:

### Fayette Police Department

911 (Emergency)

563-425-3500 (Non-emergency number)

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## **Unum: Work Life Balance Employee Assistance Program (for Employees only)**

Toll Free, 24-hour access

1-800-854-1446: English

1-877-858-2147: Spanish

1-800-999-3004: TTY/TDD

Online Access - [www.lifebalance.net](http://www.lifebalance.net); user ID and password: lifebalance

## **Sexual assault or violence support services:**

### **Riverview Center**

118 West Main Street

Manchester, IA

(563) 4927-1524

1-888-557-0310 (24-hour number)

Riverview Center provides 24-hour crisis intervention, counseling services and advocacy support for survivors of sexual assault and sexual abuse, and their significant others in Fayette and surrounding counties. Riverview Center also offers prevention education programming and professional training.

## **Helping Services for Youth and Families (Domestic Abuse Resource)**

Oelwein, IA

1-800-383-2988 (24-hour Domestic Abuse Resource Line)

Advocates work with survivors to help them get to safety, process a traumatic event, and live life knowing they are not to blame. The Domestic Abuse Resource Center team is knowledgeable about area resources and can explain how they can assist you. You can discuss your problem completely anonymously over the phone, or advocates can arrange to meet with you in person.

## **National Sexual Assault Hotline**

1-800-656-HOPE (4673)

## **Domestic Violence Hotline**

1-800-383-2988

## **Medical:**

### **Mercy Hospital - Wheaton Franciscan Healthcare**

(SANE nurse available)

201 8th Ave SE, Oelwein, Iowa 50662

(319) 283-6000

### **Gundersen Palmer Lutheran Hospital**

(No Certified SANE Nurse)

112 Jefferson Street, West Union, IA 52175

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(563) 422-3811

## Community Memorial Hospital

(No SANE nurse available on site)

909 West 1st St. Sumner, Iowa 50674

(563) 578-3275

## Title IX Coordinator and Deputy Coordinator Responsibilities

All educational institutions receiving federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendment of 1972, which prohibits sex discrimination in education programs and activities. These designated employees are generally referred to as Title IX coordinators and/or Title IX deputy coordinators.

The following people have been designated as the Title IX Coordinator and Title IX Deputy Coordinators:

### Title IX Coordinator:

- Aaron Wedo, Director of Human Resources (Title IX Coordinator)

Office: Human Resources, 1st floor Alexander-Dickman Hall, Office 117 Phone: 563-425-5959 /

E-mail: wedoa121@uiu.edu

### Deputy Title IX Coordinators:

- Emily Gibbs, Human Resource Generalist (Deputy Title IX Coordinator)

Office: Human Resources, 1st floor Alexander-Dickman Hall, Office 126 Phone: 563-425-5986 /

E-mail: gibbse46@uiu.edu

- Jean Merkle, Dean of Students (Deputy Title IX Coordinator)

Office: Student Life, 2nd floor Student Center, Office 234

Phone: 563-425-5765 / E-mail: merklej@uiu.edu

Specifically, the Title IX Coordinator is/will:

- responsible for the oversight of the investigation and resolution of all reports of sexual misconduct;
- knowledgeable and trained in relevant state and federal laws and University policy and procedure;
- available to advise an individual including a reporting party or responding party about the courses of action available at UIU, both informally and formally, and the courses of action available externally, including reports to law enforcement
- available to direct individuals including a reporting party or responding party to resources;

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- appoint Title IX Investigators to investigate all reports of sexual misconduct and to take Title IX incident reports;
- provide an efficient and effective institutional response to each Title IX report received;
- provide or facilitate ongoing training, consultation and technical assistance on Title IX for all students, faculty, and staff
- responsible for monitoring full compliance with all requirements and timelines specified in the complaint procedures;
- responsible for compiling, completing, filing and retaining required reports

A more detailed listing of Title IX Coordinator responsibilities can be found in Appendix A. Specifically, Deputy Title IX Coordinators are/will:

- knowledgeable and trained in relevant state and federal laws and University policy and procedures;
- available to advise an individual, including a reporting party or responding party, about the courses of action available at UIU, both informally and formally, and the courses of action available externally including reports to law enforcement;
- available to take Title IX incident reports;
- direct individuals, including a reporting party or a responding party, to resources;
- conduct Title IX investigations;
- provide leadership as it relates to training and education of students, employees, visitors and guests on Title IX;
- assist in providing an efficient and effective institutional response to each Title IX report received;
- handle other tasks and responsibilities as determined by Title IX Coordinator

Together, the Title IX Coordinator, Deputy Title IX Coordinators, and Title IX Investigators comprise the Title IX Team. The Title IX team works together to make UIU a campus that is free of sexual harassment and sexual misconduct. You can contact the Title IX Coordinator or Title IX Deputy Coordinators for information or assistance, or to report to UIU if you have experienced or learned about any instances of harassment or misconduct. You can also contact the team with any suggestions for improving policies, procedures or resources.

## Definitions

The following section defines the types of sexual misconduct prohibited under this policy, defines terms related to this policy including consent, force, incapacitation, and also defines terms used in the investigation and resolution process.

## Dating Violence

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Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person against whom the violent act is/ acts are committed. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Under the Clery Act and the Campus SaVE Act, UIU will record and report all relevant incidents of dating violence.

## Domestic Violence

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the person against whom the violence is committed;
- a person with whom the person against whom the violence is committed shares a child in common;
- a person who is cohabiting with, or has cohabited with, the person against whom the violence is committed as a spouse or intimate partner;
- a person similarly situated to a spouse of the person against whom the violence is committed under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Under the Clery Act and the Campus SaVE Act, UIU will record and report all relevant incidents of domestic violence.

## Intercourse

Intercourse includes:

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

## Non-Consensual Sexual Contact

Non-consensual sexual contact is:

- any intentional sexual contact,
- however slight,
- with any object
- by a person upon another person,

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- that is without consent and/or by force.

## Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person

## Retaliation

Federal laws protect individuals from retaliation. Retaliation includes, but is not limited to: any form of intimidation, reprisal, or harassment. UIU prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into an allegation/complaint. UIU will take appropriate actions against those who retaliate, up to and including termination if they are an employee, or dismissal if they are a student, or sanctions if they are a guest or visitor.

## Sexual Exploitation

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include but are not limited to:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual digital, video or audio recording of nudity or sexual activity
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity
- Engaging in voyeurism
- Going beyond the boundaries of consent (such as letting a friend hide in the closet to watch you having consensual sex)
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances or inducing another to expose his/her genitals
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

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Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

There are two kinds of sexual harassment:

1. Hostile environment harassment is:

A hostile environment created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from UIU's educational and/or employment, social and/or residential program.

2. Quid Pro Quo Harassment is:

- unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature
- by a person having power or authority over another constitutes sexual harassment when a submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development or performance.

o This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

- that is without consent and/or by force.
- coercion
- stealthing

## Sexual Contact

Sexual Contact includes:

- intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or

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- any other intentional bodily contact in a sexual manner.

## Stalking

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## Other Misconduct Offenses

Several other offenses of misconduct will fall under Title IX and may or may not be sex or gender-based. These include but are not limited to:

1. Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person
2. Discrimination, defined as actions that deprive other members of the University community of educational or employment access, benefits or opportunities on the basis of sex or gender.
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community when related to the admission, initiation, pledging, joining or any other group-affiliation activity
5. Bullying, defined as:
  - a) repeated and/or severe
  - b) aggressive behavior
  - c) likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
  - d) that is not speech or conduct otherwise protected by the 1st Amendment.
6. Violence between those in an intimate relationship to each other.
7. Any other University policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

## Terms

## Advisor

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An individual who provides guidance and assistance to either the reporting party or the responding party throughout the reporting, investigation, and any resulting disciplinary process. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them who is both eligible and available. Individuals who are witnesses may not serve as advisors. Further information regarding the role of advisors can be found in section Participation of Advisors in the Resolution Process.

## Consent

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent is active, not passive. Consent can be given by word or action, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions) of sexual activity. Consent to any one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts. Consent can be withdrawn once given as long as that withdrawal is clearly communicated.

## Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”). Coercion is unreasonable pressure for sexual activity.

When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

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

## Incapacitation

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the “who, what, when, where, why, or how” of their sexual interactions). Incapacitation can occur mentally, physically, from developmental disability, by alcohol or other drug use, or blackout. The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party. Sexual activity with someone you know to be or should know to be incapacitated is a violation of this policy. This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint or from the taking of rape drugs. Possession, use and/or distribution of any of these substances including but not limited to Rohypnol, Ketamine, GHB,

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Burundang, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy.

## Interim Measures

Services, accommodations, or other assistance UIU puts in place for reporting parties after receiving a report of alleged sexual misconduct but before any final outcomes (investigatory, disciplinary, etc.) have been determined. Interim measures are designed to eliminate the hostile environment. Interim measures may be imposed regardless of whether formal resolution is sought by the reporting party or UIU. Interim measures may include: the ability to change housing assignments; change work schedules; alter academic schedules; withdraw from/retake a class without penalty; and issue no contact orders. Additional information pertaining to interim measures can be found further in this policy—in the section Investigation – Interim Measures.

## Investigation Team

Individuals assigned by the Title IX Coordinator to conduct investigations following reports of alleged misconduct. The investigation team typically is comprised of members of the Title IX team, but the Title IX Coordinator may decide to use one or more appropriately trained University employees who are not members of the Title IX team or external investigators in addition to, or instead of members of the Title IX team when s/he considers it appropriate to do so. Upon receipt of a report, the Title IX Coordinator will assign the investigator(s) to begin the investigation.

## Preponderance of Evidence

The standard used to determine if a policy violation occurred. UIU uses a “preponderance of evidence” standard, which means that the information/evidence demonstrates that it is more likely than not the alleged conduct or policy violation has occurred.

## Reporting Party

The person alleging a violation of policy is referred to as the reporting party

## Responding Party

The person who is alleged to have violated University policy is referred to as the responding party.

## Responsible Employees

The U.S. Department of Education’s Office for Civil Rights defines Responsible Employees as employees who have the authority to take action to redress sexual violence, who have been given the duty of reporting incidents of sexual violence or any other misconduct by members of the University community (students, staff, faculty, guests, visitors) to the Title IX Coordinator or other appropriate University designee, or whom a reporting party could reasonably believe have this authority or duty. Responsible Employees who receive information or a report about any act that potentially constitutes sexual misconduct must

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further report that information to the Title IX Coordinator.

The following employees of UIU are Responsible Employees: faculty, staff (except Counseling Center staff), Resident Advisors and Graduate Assistants. In addition, Responsible Employees are expected to make every effort to explain their duty to report to anyone disclosing, or about to disclose, information to them.

## Stealth

Stealth is the nonconsensual, intentional removal or tampering with of a condom during sexual intercourse.

## Third-party

Any individual who works, visits, utilizes buildings or otherwise conducts business on the property of UIU.

## Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. UIU does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of UIU. For the personal protection of members of this University community, however, relationships in which power differentials are inherent (faculty- student, staff-student, administrator-student, supervisor-supervisee) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or shift an individual out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes Resident Advisors (RAs) and students over whom they have direct responsibility. While no relationships are prohibited by this Policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## Confidentiality

In making a decision about whom to contact for support and information, *it is important to*

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understand that most UIU employees are not confidential resources and are therefore obligated to report to UIU any information they receive about sex discrimination, sexual harassment, or sexual misconduct. Only a few employees are confidential resources, who in most cases are not obligated to disclose such information. Additional information pertaining to confidential resources and non-confidential resources is listed below. Persons who have experienced sex discrimination, sexual harassment, or sexual misconduct are encouraged to consider the below listed information in choosing whom to contact for support and information.

## Confidential Resources/Communications

Confidential communications are those communications which legally cannot be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances, such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. UIU recognizes that some individuals may wish to keep their concerns confidential. As a result, UIU has designated specific persons as confidential resources for individuals who prefer to talk with someone confidentially about their concerns.

These confidential resources include the following:

- Counseling and Wellness Office  
Professional Counselors
- Chi Alpha Ministries  
Ordained Ministerial Professionals  
Location: The Counseling office, Student Life Suite in the Student Center - Office 226  
Phone: 563-425-5786

Confidential employees are expected to report aggregate data quarterly to the Title IX Coordinator without any personally identifiable details unless the confidential employee determines on a case-by-case basis that reporting would not be in the best interest of the client/patient.

There are also off-campus confidential resources that persons who have experienced sex discrimination, sexual harassment, or sexual misconduct can contact. Off-campus resources include: licensed professional counselors, local rape crisis counselors, clergy/chaplains, and domestic violence resources. Information regarding on and off campus resources can be found in section On Campus Support Options and Off Campus Support Options.

## Non-confidential Resources/Communications

Non-confidential communications are those communications with any University employee who is not a confidential resource as identified above. Only confidential resources can promise confidentiality. All other University employees who become aware of incidents or allegations of sex discrimination, sexual harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, must report the matter to UIU, even if the complainant requests confidentiality.

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Examples of non-confidential communications include those with:

- All faculty members (including adjunct faculty)
- Admissions
- Student Life staff
- Residence Hall Directors and Resident Assistants
- Graduate Assistants
- Coaches and Assistant Coaches (including GA staff)
- Human Resources Office
- Library staff
- Alumni staff
- Marketing and Communications staff
- Law enforcement
- Facilities and Housekeeping staff
- All other University employees (full-time and part-time)

When reporting misconduct covered under Title IX (e.g. sexual harassment, sex or gender discrimination, sexual assault, dating violence, domestic violence, stalking, sexual orientation discrimination, gender identity discrimination, etc.), University employees must provide full details of the incident, if known, including all names and personally identifying information. If a victim wishes for no action to be taken, the Title IX Coordinator must evaluate the request.

Employees should not promise confidentiality unless their professional role is confidential, and they have received the report in that confidential capacity. If approached, it is appropriate to say, "I may be obligated to share what you tell me with administrative officials. If you would like, I can connect you with University resources that can maintain confidentiality or privacy of what you share." Where an incident involves off-campus conduct involving a member or members of the University community, the reporting expectations of this policy still apply. If an employee is unsure of whether to report, consult with the Title IX Coordinator or Title IX deputy coordinators as appropriate.

## Requesting Confidentiality

If a reporting party discloses an incident to a responsible employee but does not wish for their name to be shared, does not wish for an investigation to take place or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator or Deputy Coordinators who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases, indicating pattern, predation, threat, weapons and/or violence, UIU will likely be unable to honor a request for confidentiality. If UIU determines that it cannot maintain a reporting party's confidentiality,

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UIU will inform the reporting party prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling UIU's response. If UIU is able to honor the request for confidentiality, the reporting party must understand that UIU's ability to respond and pursue disciplinary action against the accused is limited.

In the event that UIU proceeds with an investigation and is unable to maintain confidentiality, UIU will take ongoing steps to protect the reporting party from retaliation or harm and work with him/her to create a safety plan. Retaliation against the reporting party, whether by students or University employees, will not be tolerated. UIU will also:

- Assist the reporting party in accessing other available advocacy support, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the responding party pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the reporting party of the right to report a crime to campus or local law enforcement – and provide her/him with assistance if the s/he wishes to do so.

## Reporting Options

Individuals who have experienced, witnessed or have heard of instances of sexual misconduct have several reporting options available to them, including reporting the incident just to UIU, reporting the incident just to local law enforcement, or reporting the incident to both UIU and local law enforcement. Individuals can also make anonymous reports of sexual misconduct, to include volunteers and minors.

### Option #1: Report to UIU

As indicated above, with the exception of confidential resources, all faculty and staff, and students in their roles as University employees (including Resident Assistants and Graduate Assistants), are obligated to report to UIU any information they may receive concerning sex discrimination, sexual harassment, or sexual misconduct. All other individuals are encouraged to report to UIU as well.

Any individual may provide a report to UIU by contacting any Title IX team member:

- Aaron Wedo, Director of Human Resources (Title IX Coordinator)  
Office: Human Resources, 1st floor Alexander-Dickman Hall, Office 117 Phone: 563-425-5959 / E-mail: wedoa121@uiu.edu
- Emily Gibbs, Human Resource Generalist (Deputy Title IX Coordinator)  
Office: Human Resources, 1st floor Alexander-Dickman Hall, Office 126 Phone: 563-425-

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5986 / E-mail: gibbse46@uiu.edu

- Jean Merkle, Dean of Students (Deputy Title IX Coordinator)  
Office: Student Life, 2nd floor Student Center, Office 234  
Phone: 563-425-5765 / E-mail: merklej@uiu.edu

Reports can be made in person, via e-mail, or by phone. Upon receipt of a report, UIU will initiate its response and investigation and resolution process.

## Option #2: Report to Police (Law Enforcement)

UIU encourages anyone who has experienced sexual misconduct to pursue criminal action for incidents that may also be crimes under applicable criminal statutes. Law enforcement officers are trained in handling sexual assault and other cases involving sexual misconduct. An officer can be dispatched to campus to meet with the reporting party, to assist the reporting party in obtaining medical attention and emotional counseling, and to write a formal report of the incident. Reporting to law enforcement does not require prosecution of the offense and the reporting party's wishes will be taken into account by law enforcement. The police report and any supporting evidence may be turned over to the Fayette County Attorney's Office, which decides whether there is sufficient evidence to prosecute. Information about the law enforcement process of reporting, the investigation, arrests, filing of charges, hearings, the trial and sentencing will be explained at the time of report. University employees can assist the reporting party in contacting local law enforcement.

## Option #3: Report to BOTH University and Police Department

Individuals can report incidents of sexual misconduct to both UIU and the Fayette Police Department.

UIU will comply with law enforcement request for cooperation and such cooperation may require UIU to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. During this time, UIU will continue to offer support to the reporting party, including discussing Title IX rights, procedural options, and needed interim measures to ensure safety and well-being. UIU will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, but will not generally wait for the conclusion of any criminal proceedings.

UIU's policy, definitions, and standard of proof differ from Iowa criminal law. Neither law enforcement's determination whether to prosecute a responding party nor the outcome of any criminal prosecution is determinative of whether sexual misconduct has occurred under this University policy. Proceedings under this policy may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus.

## Option #4: Anonymous Reporting

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Any individual may make an anonymous report concerning an allegation of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking. An individual may report the incident without disclosing his/her name, identifying the responding party, or requesting any action. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact UIU's ability to respond or pursue appropriate action. Making an initial anonymous report does not prevent an individual from choosing to follow-up with additional information or through a different reporting option.

Anonymous reports may be made online at <http://uiu.edu/support/emergency-preparedness/report-crime.html>. All reports will go to the Dean of Students/Deputy Title IX Coordinator for review.

## Third-Party Reporting

Third-parties are encouraged to report incidents of sexual misconduct. Third-parties may report incidents to any responsible employee or through the anonymous reporting resource <http://uiu.edu/support/emergency-preparedness/report-crime.html>. After providing a report, third parties are not entitled to information about UIU's investigation and response due to privacy concerns and applicable federal and state laws.

## Prohibition of Retaliation

UIU prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into an allegation/complaint. Retaliation includes, but is not limited to: any form of intimidation, reprisal or harassment. UIU will take appropriate action against those who retaliate, up to an including termination if they are an employee, or dismissal if they are a student, or sanctions if they are a guest or visitor.

## Amnesty for Alcohol and Other Drug Use

The welfare of students, staff, and faculty is of paramount importance. The UIU community encourages the reporting of alleged sexual misconduct. Sometimes, students are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. Similarly, students are sometimes hesitant to offer assistance to others for fear that they may get themselves in trouble. For example, an underage student who has been consuming alcohol might hesitate to bring the sexual misconduct victim to Campus Safety and Security for reporting and/or assistance.) It is in the best interest of the UIU community for individuals to report allegations of sexual misconduct to University officials. To encourage reporting, UIU pursues a policy of offering reporters of sexual misconduct and students who offer assistance to others in need a limited immunity from being charged with policy violations related to the sexual misconduct incident. While policy violations cannot be completely overlooked, UIU will provide referrals to counseling and may require educational options in such instances.

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UIU wants victims/survivors to have safe spaces for sharing. Events such as “Take Back the Night”, the Clothesline Project, candlelight vigils or other forms in which individuals disclose incidents of sexual violence, are not considered notice to UIU of Sexual Violence for purposes of triggering its obligation to investigate any particular incident(s).

However, UIU may offer resources or community remedies in such cases, as appropriate. Similarly, notice given during faculty-led research, climate surveys, and academic writing assignments will not be considered notice unless it is clearly indicated that the victim/survivor wishes for follow-up action to be taken.

## Federal Statistical Reporting Obligations

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Report, certain University officials have a duty to report statistical information regarding sexual misconduct, domestic violence, dating violence, and stalking occurring on campus or on non-campus property controlled or utilized by UIU. Personally identifiable information is not included, but information must be provided to Campus Safety and Security regarding the nature of the incident, the date it occurred, and its general location (e.g. on or off-campus, in residential housing, or in the surrounding area) for publication in the Annual Safety Report (ASR). This report helps to provide the community with a clear picture of the extent and nature of campus crime and security measures on campus, to ensure greater community safety.

## Federal Timely Warning Reporting Obligations

In some cases, University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the University community. UIU will ensure that a victim’s name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the danger.

## Investigation

UIU will strive to complete a thorough, fair, impartial and timely investigation. UIU’s goal is to complete the investigation and resolution process within 60 business days. Normally, the investigation process shall include the following elements:

- Appointment of investigators - Upon receipt of a report, the Title IX Coordinator will assign the investigator(s) to begin the investigation. The reporting party or responding party may request the removal of an investigator on the grounds of personal bias or other conflict of interest. Such requests should be made by submitting a written statement to the Title IX Coordinator setting forth the basis for the request. The Title IX Coordinator will review the written statement and make a determination if there is a conflict of interest. If a conflict of interest exists, another individual will be assigned to be the investigator. If a conflict of interest exists between the reporting party or responding party and the Title IX Coordinator, reports should be directed to UIU’s President.
- Interviewing the reporting party to obtain his/her account of the alleged misconduct or to

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verify information the reporting party has already provided in his/her report or complaint

- Interviewing the responding party to obtain his/her account of the alleged misconduct.

Both reporting party and responding party will be asked if there are witnesses the investigators should interview and/or other evidence the investigators should review that will provide information relevant to the alleged misconduct.

Interviewing any witnesses who may have information of relevance to the alleged misconduct. Investigators may exercise discretion in the selection of witnesses to be interviewed. Investigators may conduct additional interviews with witnesses whose names were provided by individuals other than the reporting party or the responding party.

Reviewing other evidence of relevance to the alleged sexual misconduct such as video recordings, text messages, photographs, etc.

Investigators will prepare a written summary of the investigation and compile all information into an investigative file. The investigation file may include: the written complaint, any written records of investigative interviews with the reporting party, the responding party, and any witnesses, any other evidence (text messages, video recordings, etc.), and a summary of the investigation.

## Interim Measures

Upon receipt of a report of alleged misconduct, UIU will impose reasonable and appropriate interim measures designed to eliminate the hostile environment. UIU will maintain consistent contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal resolution is sought by the reporting party or UIU.

The parties may request some form of interim measure or UIU may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader University community, and/or the integrity of the process.

Interim measures will be implemented at the discretion of UIU. Potential remedies and accommodations that may be applied to the reporting party and/or the responding party include:

- Changing class schedules, including the ability to transfer course sections or withdrawal from a course without penalty
- Imposition of campus no-contact order
- Changing work schedules or job assignments
- Changing a student's University owned housing
- Assistance from University staff in completing residence relocation
- Rescheduling of exams, papers, or other assignments
- Taking an incomplete in a class

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- Transferring class sections
- Temporary withdrawal or in the case of an employee temporary suspension or other removal from campus
- Alternative course completion options
- Access to counseling services on- and off-campus and assistance in setting up an initial appointment
- Limiting an individual's or organization's access to certain University facilities or activities pending resolution of the matter;
- Providing an escort to ensure safe movement between classes, work, and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

## Interim Suspension/Leave

Where the report of alleged sexual harassment, sexual violence, intimate partner violence, domestic violence dating violence, stalking poses an ongoing risk of harm to the safety or wellbeing of an individual or members of the campus community, UIU may place an individual student or organization on interim suspension pending the outcome of a conduct proceeding. This means pending resolution of the allegation, the individual or organization may be denied access to campus. During interim suspension, a student or group typically may not continue his/her coursework or activities unless otherwise noted in the interim suspension letter. Similarly, UIU may impose a leave for an employee. Such leaves will be structured (paid vs. unpaid) at UIU's discretion. When interim suspension or leave is imposed, UIU will make reasonable efforts to complete the investigation and resolution process (but not appeal), when such is required, within an expedited time frame.

## Conflict of Interest

All those involved in decision-making with respect to this policy and process have been vetted for role-based conflicts of interest and UIU has determined that no such conflicts exist. If a reporting party or a responding party has any concern that an individual acting for UIU has a personal bias or a conflict of interest, such concern should be reported to the Title IX Coordinator no later than two business days after receiving notice of the identity of the individuals investigating the report. A written statement is to be submitted to the Title IX Coordinator setting forth the basis for the request. The Title IX Coordinator will review the written statement and make a determination if there is a conflict of interest. Appropriate

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steps will be taken to ensure that no conflict of interest exist on the part of anyone investigating or resolving an allegation under this policy. If a conflict of interest exists between the reporting party or responding party and the Title IX Coordinator, reports should be directed to UIU's President. If UIU's President is a party to the allegation or has a conflict of interest with respect to an allegation, the Chair of the Board of Trustees for UIU shall ensure that UIU puts in place appropriate safeguards under the circumstances to ensure that UIU promptly and equitably responds to the allegation, including, but not limited to appointment of alternate individuals to oversee adherence to the policy.

## Rights of the Reporting Party and the Responding Party

Each party has the following rights:

- The right to investigation and appropriate resolution of all credible reports or notice of sexual misconduct or discrimination made in good faith to University officials.
- The right to be treated with respect by University officials.
- The right to have University policies and procedures followed without material deviation.
- The right to be informed in advance of any public release of information regarding the incident.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to discuss and share information relating to the allegation/complaint with others who will provide assistance and/or support during the investigation and/or resolution process.
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.
- The right to be informed of the names of all witnesses who will be called to give testimony at least 2 business days prior to the hearing, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party which will always be revealed).
- The right not to have irrelevant prior sexual history admitted as evidence in a University resolution process.
- The right to have reports heard by hearing and appeals officers who have received annual sexual misconduct training.
- The right to a panel comprised of representatives of both genders if a panel is to be used.
- The right to petition that any member of the investigation team and/or conduct body be recused on the basis of demonstrated bias or conflict of interest.
- The opportunity (if desired) to ask questions indirectly of all present witnesses including the

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responding party, and the right to challenge documentary evidence. (Parties may not personally question or cross-examine each other.)

- The right to make or provide an impact statement in person or in writing to the hearing officers following determination of responsibility but prior to sanctioning.
- The right to be informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties, and usually within one (1) business day of the end of the process.
- The right to be informed in writing of when a decision of UIU is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by UIU.

## Additional Rights of the Reporting Party

- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence
- The right to be informed by University officials of options to notify proper law enforcement authorities including local police, and the option to be assisted by University authorities in notifying such authorities if the student so chooses.
- The right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by University officials.
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance or other student services for victims of sexual assault, both on campus and in the community.
- The right to a University no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party of others.
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident if so requested by the reporting party and if such changes are reasonable available (no formal report or investigation, campus or criminal, need occur before this option is available).
- The right to have UIU maintain such accommodations for as long as is necessary, and for the protective measures to remain confidential, provided confidentiality does not impair UIU's ability to provide the accommodation or protective measures.
- The right to be fully informed of University policies and procedures as well as the nature and extent of all alleged policy violations contained within the report.

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- The right to ask the investigators to identify and question relevant witnesses including expert witnesses.
- The right not to be required to be present at resolution hearing as a pre-requisite to proceed.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding.
- The right to provide evidence by means other than being in the same room with the responding party (e.g. Skype, teleconference call, etc.).
- The right to be present for all testimony given and evidence presented during any resolution based hearing.

## Additional Rights of Responding Party

- The right to be informed of and have access to University resources for medical, health, counseling, and advisory services.
- The right to be fully informed of the nature, policies and procedures of UIU resolution process and to timely written notice of all alleged policy violations within the report including the nature of the violation and possible sanctions.
- The right to a hearing on the report including timely notice of hearing date and adequate time for preparation.
- The right to have an advisor of their choice to accompany and assist in UIU resolution process.
- The right to a fundamentally fair resolution as defined in these procedures.
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact and without prejudice.

## Resolution Process/Procedures

The procedures outlined in this section apply to any member of UIU community (faculty, student, staff, and administration) who engages in discrimination or harassment. Any person can report alleged harassment or discrimination, including faculty, students, staff, administration, guests, visitors, third-parties, etc. All allegations of misconduct not involving harassment or discrimination will be addressed through the procedures outlined in the respective student, faculty, and employee handbooks.

### Informal Resolution

Some complaints of discrimination or harassment can be resolved through the informal resolution process. Informal resolution procedures are optional and may be used with the agreement of the involved parties when UIU determines that it is appropriate. Informal procedures are not used in cases involving violence, when the Title IX Coordinator determines

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a situation is not eligible, or the parties are reluctant to participate in good faith.

Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior conflict or misconduct. The Title IX Coordinator and Deputies will facilitate such conversations, upon request, and monitor them for safety.

The informal resolution process can be discontinued by either party at any time. Each party can pursue formal resolution of the issue.

## Formal Resolution Process for Reports of Misconduct by Employees & Students

The formal resolution process can be initiated at any time.

## Formal Resolution Process for Reports of Misconduct by Employees

The Office of Human Resources is designated to formally investigate reports or notice of discrimination and/or harassment by employees and to address inquiries and coordinate UIU's compliance efforts regarding employee-related reports. Any member of the University community can provide notice of discrimination and/or harassment in person or orally to an appropriate official but UIU strongly encourages submission of written reports to Human Resources.

The following are recommended elements of a report:

- Clear and concise description of the alleged incident(s) (e.g.: when and where it occurred)
- Any supporting documentation and evidence
- Clear demonstration of all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor
- This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort.
- If contacting the person involved and/or the supervisor is impracticable, the reporting party should state the reasons why.
- The desired remedy sought
- Name and all contact information for the reporting party
- Signed by the reporting party

Upon receipt of a report or notice, Human Resources will open a formal case file and assign a case officer who will direct the investigation and confer with the Title IX Coordinator on interim action, accommodations for the reporting party or other necessary remedial short-term actions.

The case officer will then take the following steps (not necessarily in order):

Upon receipt of report:

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Within 24 hours:

- In coordination with campus partners (e.g.: UIU's Title IX Coordinator or Dean of Students), initiate any necessary remedial actions.
- Determine the identity and contact information of the reporting party.

Within 2 business days:

- Identify the exact policies allegedly violated.
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the responding party and what policy violations should be alleged as part of the charge.
- If there is insufficient evidence to support reasonable cause, the report should be closed with no further action.

Within 3 business days:

- Meet with the reporting party to finalize their statement.
- Prepare the notice of charges on the basis of the initial inquiry.

Within 10-14 business days

- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan including a witness list, evidence list, intended timeframe and order of interviews for all witnesses and the responding party who may be given notice prior to or at the time of the interview.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.

Upon Investigation:

Within 1-3 business days and throughout:

- Update the reporting party throughout the investigation

Upon conclusion of investigation:

Within two (2) business days, or as appropriate.

- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).
- Confer as necessary with the Title IX Coordinator and respective Executive President's Council members to finalize the determination.
- Share the findings and sanctions with the responding and reporting parties.

Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed. Where a violation is found, UIU will act to end the discrimination, prevent its recurrence and remedy its effects on the reporting party and the University community. All parties will receive written notification of the outcome, to the extent

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permitted by or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting responsive actions and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications.

## Procedures Involving Faculty

If it is determined, after following the procedures described above, to seek a penalty of dismissal or suspension against a member of UIU's faculty, the determination will proceed in accordance with UIU's "Policies and Procedures Concerning Appointment, Reappointment, Termination, Dismissal, Tenure, and Promotion," Faculty Handbook then in effect.

## Formal Resolution Process for Reports of Misconduct by Students

The Compliance and Title IX Coordinator Dean of Students is designated to formally investigate reports of discrimination and/or harassment by students, to address inquiries and to coordinate UIU's compliance efforts regarding reports of misconduct by students, regardless of UIU's role of the reporting party who may be another student, faculty, staff, guest or visitor.

Notice of a formal report can be made in person, by phone, via email or in writing to:

- Jean Merkle, Dean of Students and Deputy Title IX Coordinator  
Office: Office of Student Life, 2nd floor Student Center, Room 234  
Phone: 563-425-5765 / E-mail: [merklej@uiu.edu](mailto:merklej@uiu.edu)
- Aaron Wedo, Director of Human Resources and Title IX Coordinator  
Office: Human Resources, First floor Alexander-Dickman  
Phone: 563-425-5959/ E-Mail: [wedoa121@uiu.edu](mailto:wedoa121@uiu.edu)

Upon receipt of a report, the Compliance and Title IX Coordinator Dean of Students will open a formal inquiry and assign an investigation team who will direct the investigation and confer with the Title IX Team on interim action, accommodations for the reporting party or other necessary remedial short-term actions.

The investigators will then take the following steps (not necessarily in order) upon receipt of report:

Within 24 hours:

- In coordination with campus partners (e.g.: UIU's Title IX Coordinator), initiate any necessary remedial actions
- Determine the identity and contact information of the reporting party

Within 2 business days:

- Identify the exact policies allegedly violated
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the responding party and what policy violations should be alleged as part of the report

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

Within 3 business days:

- Meet with the reporting party to finalize their statement
- Prepare the notice of charges on the basis of the initial inquiry

Within 10-14 business days:

Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party who may be given notice prior to or at the time of the interview

- Complete the investigation promptly and without unreasonable deviation from the intended timeline

During Investigation:

Within 1-3 days of onset (and throughout investigation):

- Provide regular updates on the status of the investigation to the reporting party.

At conclusion of investigation:

Within 2 business days:

- Make a finding based on a preponderance of the evidence (whether a policy violation is more likely than not).
- Present the findings to the responding party who may accept the findings, accept the findings in part and reject them in part or may reject all findings.
- Share the findings and update the reporting party on the status of the investigation and the outcome.
- Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed.

The Dean of Students has final decision-making authority with regard to formal reports, subject to appeal. Where the responding party is found in violation as the result of a hearing, the Faculty and Dean of Students Student Conduct Board, Title IX Coordinator and/or Vice President for Student Life and International Education will impose appropriate sanctions for the violation, after consultation with the Title IX Team, when applicable. UIU will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and UIU community. Appeal proceedings as described below apply to all parties to the report. The parties will receive written notification of the outcome of the hearing, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is

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delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

## Participation of Advisors in the Resolution Process

All parties are entitled to an advisor of their choosing to guide and accompany them throughout UIU resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is both eligible and available. People who will be called as witnesses may not serve as advisors.

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

- Families Advocating for Campus Equality (FACE) (<http://www.facecampusequality.org>)
- Stop Abusive and Violent Environments (SAVE) (<http://www.saveservices.org>),

Reporting parties may wish to contact organizations such as:

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

All advisors are subject to the same University rules whether they are attorneys or not.

Advisors may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with University officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process.

For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given a timely opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have and allows UIU an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with UIU investigation and resolution. Any advisor who steps out of their role in any meeting under UIU resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present.

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Subsequently, the Title IX Coordinator or a deputy will determine whether the advisor may be reinstated, may be replaced by a different advisor or whether the party will forfeit the right to an advisor for the remainder of the process.

UIU expects that the parties will wish to share documentation related to the allegations with their advisors. UIU provides a consent form that authorizes such sharing. The parties must complete this form before UIU is able to share records with an advisor.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly or used for purposes not explicitly authorized by UIU. UIU may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by UIU's privacy expectations.

UIU expects an advisor to adjust their schedule to allow them to attend University meetings when scheduled. UIU does not typically change scheduled meetings to accommodate an advisor's inability to attend. UIU will, however, make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

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

The parties must advise the investigators of the identity of their advisor at least two (2) business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with University officials.

## Special Resolution Process Provisions

### A. Attempted violations

In most circumstances, UIU will treat attempts to commit any violations as if those attempts had been completed.

### B. University-initiated proceedings

As necessary, UIU reserves the right to initiate a report and to initiate resolution proceedings without a formal report or participation by the victim of misconduct.

### C. False Reports

University will not tolerate intentional false reporting of incidents. It is a violation to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### D. Parental Notification

UIU reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and

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other drug violations. UIU may also notify parents/guardians of non-dependent students under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, UIU will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. UIU also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to Family Educational Rights and Privacy Act (FERPA).

## E. Notification of Outcomes

The outcome of a University hearing is part of the education record of the responding party, and is protected from release under federal law, FERPA. However, UIU observes the legal exceptions as follows:

- Reporting parties in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking and intimate partner violence incidents have an absolute right to be informed of the outcome, essential findings and sanctions of the hearing, in writing, without condition or limitation.
- UIU may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a University policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, intimate partner violence, stalking and kidnapping/abduction.
- UIU will release this information to the reporting party in any of these offenses regardless of the outcome.

## F. Alternative Testimony Options

For sexual misconduct reports, and other reports of a sensitive nature, whether the alleged victim is serving as the reporting party or as a witness, alternative testimony options will be given such as placing a privacy screen in the hearing room or allowing the alleged victim to testify outside the physical presence of the responding party such as by Skype or phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.

## G. Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Title IX Coordinator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be reviewed in advance of the hearing by the Dean of Students. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the Dean of Students may supply previous reports of good faith allegations and/or findings to the investigators, the hearing officers and appeals committee to consider as evidence of pattern and/or predatory conduct.

## H. Witness participation in an investigation

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Witnesses are expected to cooperate with and participate in UIU's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person. Parties who elect not to participate in the investigation will have the opportunity to offer evidence during the hearing and/or appeal stages of the process, though failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence. Any witness scheduled to participate in a hearing must have been interviewed first by investigators (or have proffered a written statement), unless all parties consent to the participation of that witness in the hearing.

## Sanctioning for Sexual Misconduct

Any person found responsible for violating the Non-Consensual Sexual Contact section of this policy will likely receive a sanction ranging from probation to expulsion depending on the severity of the incident and taking into account any previous disciplinary violations.\*

Any person found responsible for violating the Non-Consensual Sexual Intercourse section of this policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).\*

Any person found responsible for violating the Sexual Exploitation or Sexual Harassment section of this policy will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*

\*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## Appeals

### When the Reporting Party is an Employee

The reporting party and the responding party each have the right to appeal the decision of the President's Council member to the President of UIU. The appeal must be in writing and submitted to the President within two (2) calendar weeks of the President's Council member's decision. The appeal must include all supporting materials. The President should normally complete his/her review of the appeal and issue his/her decision in writing within 45 days unless there are documented extenuating circumstances.

The President of UIU shall decide the appeal. The President's decision shall be in writing and shall be submitted to the reporting party and responding party with copies to the Executive President's Council members and the Title IX Coordinator. The President's written decision on the appeal shall be final.

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## When the Reporting Party is a Student

In the event that the responding party accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Dean of Students post-investigation can be appealed by any party according to the grounds below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described below.

## Sanctions

All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Dean of Students to delay implementation of the sanctions until the appeal is decided but the presumptive stance of the institution is that the sanctions will go into effect immediately. Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to UIU or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

The decision of the Dean of Students may be appealed by petitioning the designated appeals committee. Any party who files an appeal request must do so in writing to the Dean of Students within five (5) business days of receiving the written decision, for a review of the decision or the sanctions imposed. The written decision will be provided 1) in person and/or mailed to the local mailing address of the respective party as indicated in University records and 2) emailed to the parties' University-issued email accounts. If there is no local address on file, mail will be sent to the parties' permanent addresses. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The Dean of Students will share the appeal request with the other party (e.g., if the responding party files an appeal, the appeal is shared with the reporting party who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/ responses or on interviews as necessary, the appeals committee will send a letter of outcome for the appeal to all parties. The appeals committee can take one of three possible actions. The committee may dismiss an appeal request as untimely or ineligible, may grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or may modify a sanction.

The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear error as the original finding and/or a compelling justification to modify a sanction as both finding and sanction are presumed to have been decided reasonably and appropriately during the original hearing.

The ONLY grounds for appeal are as follows:

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1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

If remanded to re-open the investigation, the results of a revised investigation can be subsequently forwarded for reconsideration at the hearing level at the discretion of the Dean of Students. If the appeal remands to the hearing body for review, the reconsideration of the hearing body is not appealable.

In rare cases where a procedural error cannot be cured by the original hearing officers (as in cases of bias), the appeals committee may order a new hearing with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration and the results of the appeal decision.
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued.
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- Appeal decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.
- Sanctions imposed are implemented immediately unless the Dean of Students stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals committee will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals committee decision to deny an appeal request is final.

## Education and Prevention Programs

UIU is committed to educating and promoting community awareness about the prevention of sex discrimination and harassment, sexual harassment, sexual violence, stalking, domestic violence, dating violence, and sex- and gender-based harassment that does not involve

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conduct of a sexual nature. UIU will offer programs to promote awareness and prevention of such issues throughout the year, including an overview of UIU's policies and procedures, relevant definitions (including prohibited conduct, discussion of the impact of alcohol and illegal drug use, and effective consent), the severity of sanctions for violations (including suspension and expulsion) and information about bystander information and risk reduction.

Incoming first-year students and new employees will receive primary prevention and awareness programming as part of their orientation. All educational programs include a review of resources and reporting options.

Employees involved in decision-making with respect to this policy and process are annually trained on all aspects of the process, as well as sexual violence, dating violence, domestic violence, stalking and how to ensure a process that promotes accountability and assures safety.

## Contacting the Office of Civil Rights (OCR)

Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age may file a complaint. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

### Timeliness

A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.

### Institutional Grievance Procedures

Prior to filing a complaint with OCR against an institution, a potential reporting party may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a reporting party is not required by law to use the institutional grievance process before filing a complaint with OCR. If a reporting party uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process.

### Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481

FAX: (202) 453-6012

TTY#: (800) 877-8339

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

### Chicago Office

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Office for Civil Rights  
U.S. Department of Education

## Citigroup Center

500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: 312-730-1560

FAX: 312-730-1576

TDD: 800-877-8339

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## AIDS GUIDELINES

Current knowledge indicates that students or employees with AIDS, ARC (AIDS Related Complex) or a positive HTLV-III (Human T-Lymphotropic Virus Type III) antibody test do not pose a health risk to other students or employees. The best current medical information about the disease and its transmission clearly demonstrates that AIDS is not transmitted by any form of casual interpersonal contact. The virus that causes AIDS is fragile and does not survive and multiply in the air, on inanimate objects or on environmental surfaces.

In order to promote an educational program directed at the prevention of AIDS and the reduction of fear surrounding the disease, and to protect the rights of students and employees with AIDS, the following University guidelines and recommendations have been developed:

1. The AIDS committee will be composed of appointed members from the faculty, administration staff, student body and Student Life division. A member of the local community will be asked to serve in a resource capacity. The purpose of the AIDS committee will be to a) serve as the coordinating body for the University AIDS program; b) make recommendations for change of the AIDS policy and guidelines; and c) oversee the education efforts to inform the University community about AIDS. The AIDS committee chairperson will make reports and submit recommendations to the Council of Residential Studies via the Student Life Committee.
2. The guidelines will be individually applied, taking into account the psychological, physical and behavioral characteristics of the individuals involved. Members of the University community who know or suspect they are infected with the AIDS virus are encouraged to seek assistance from the University and community support group for medical treatment and counseling.
3. Screening for AIDS virus infection shall not be a requirement for employment eligibility or the University entrance by a student.
4. A student's or employee's medical diagnosis is personal information, and such information, if known, shall not be released without the written permission of the student or employee, except as otherwise provided by law.
5. The University will provide education and information about AIDS and its transmission to concerned employees or students. The education program will have two main objectives:
  - a) to give students and employees the facts they need about AIDS—how it is and how it is not spread, and how individuals through their own choices about personal behavior can avoid acquiring or spreading the AIDS virus;

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- b) to encourage employees and students to show understanding and compassion for those who already have been infected.

## University Employees

The University shall provide reasonable accommodations to employees with AIDS as with any other disability or handicap. The determination of whether an AIDS virus infected employee should be permitted to remain engaged in normal work activity shall be made on a case-by-case basis by a team composed of the employee and/or his/her representative, the employee's physician and the appropriate University personnel.

## University Students

The determination of whether an infected student should not be able to attend classes or participate in University activities shall be made on a case-by-case basis by a team composed of the student and/or his/her representative, attending physician and appropriate University personnel.

Adopted by the University Board of Trustees, October 14, 1988.

## CAMPUS SAFETY AND SECURITY REPORT

Campus Safety and Security Reports for UIU locations can be found at:  
<https://uiu.edu/support/emergency-preparedness/security-reports-location.html>

## EXCUSED ABSENCE POLICY

Students often represent UIU through participation in university sponsored or sanctioned activities, such as student government, intercollegiate athletics and other organizations. If the activity schedule conflicts with academic obligations, student participants will follow a standard protocol to provide their faculty members with prior, written notification of their absences from classes.

Faculty members will determine, in consultation with student participants, how missed classes and assignments are made up in a manner that fulfills academic obligations and accommodates participatory obligations. Except for absences resulting from sponsored or sanctioned activities, student participants have the same responsibility with regard to class attendance and assignments as do all other students.

Student participants will not be penalized (either by deduction of points or lowering of grades) for any absences resulting from participation in University sponsored activities (unless the student-participant does not meet obligations outlined in policy).

University sponsored or sanctioned activities are defined as those activities that involve UIU students serving as representatives of the university in:

- NCAA intercollegiate athletic competitions
  - \* Competition time includes time required to travel to and from the competition.
  - \* Practices and events during the non-championship segment of the season are not NCAA competitions and are not included in this policy.
- Any academic presentations/field trips, performances or conferences.
- Any off campus requirements for student-government officers.
- Any University-sponsored club sport events.

### Purpose:

This policy is meant to provide students and faculty with standardized procedures to address situations in which participation in University sponsored activities requires missing class.

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UIU is committed to developing global citizens who become lifelong learners, prepared for leadership within society. Participation in co-curricular activities such as intercollegiate athletics, music, student government, etc. are all valuable ways in which students can enrich their academic experience. University support of these endeavors is crucial to the overall development of students and supports the vision of developing leaders and global citizens. In many cases there is significant competition among universities to attract talented student leaders to individual campuses; often universities offer scholarships and other incentives such as participation in activities to further develop these talents.

For example, 80% of student-athletes selected UIU based on the opportunity to compete in their respective co-curricular activity. The University recognizes the importance of athletics as well as other co-curricular activities through budgeting substantial financial resources for scholarships, coaching and other programming/operational costs. As a result, UIU must support these activities and its own investment by accommodating missed class(es).

These students understand their responsibility to balance the demands of participation in co-curricular activities with their academic obligations. At the same time, the university must acknowledge a similar responsibility in assuring that these students are not unfairly penalized or disadvantaged academically through their participation in these co-curricular, university sponsored or sanctioned events.

**Scope:** All students (undergraduate and graduate) and faculty. This policy applies to face-to-face courses only; this policy does not apply to online courses.

## Procedures:

1. All faculty members will be made aware of the scheduled absences prior to the date(s) of absence. A term-long schedule will be prepared and distributed to faculty at the beginning of each term by the advisor of the student-participant group. Each department responsible for the participant group will prepare a standard form for all students who will be requesting to miss class and make up work under this policy.
2. Written notification for these missed classes will be provided by the students to faculty within the first three days of the term. In instances where term-long schedules are not possible, a two week written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite.
3. If situations occur in which providing two weeks' notice is impossible, students and faculty shall work out a mutually agreeable plan to complete all missed work. If a mutually agreeable plan is not met, the respective School Dean will intervene. The faculty member will set up an appointment with the dean where both student and faculty member attend and present their cases for completing missed work. The Dean will then make a final decision about how missed work will be made up.
4. No make-up work will be accepted after two weeks (or the last scheduled class day of the term prior to finals, which may be less than two weeks).
5. As long as the student completes the missed work within the agreed upon timeframe, faculty shall not penalize a student for missing a classes or exams.

## NONDISCRIMINATION POLICY

UIU is committed to creating and maintaining an atmosphere where all members of the community—students, faculty, staff, and visitors—are treated with respect and dignity.

It is the policy of UIU provide equal opportunities and equal access to facilities for all qualified persons. Discrimination on the basis of race, ethnicity, sex, color, religion, creed, national origin, disability, age, marital status, sexual orientation, gender identity, military status,

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veteran status, or any status protected by federal, state, or local law will not be tolerated at UIU. This policy applies to all employees and students throughout UIU and to all individuals who may have contact with any employee of this organization. Furthermore, UIU will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, health, or safety concern.

If an employee or student feels he/she has been subjected to any form of discrimination or retaliation, the person should report that conduct to the Director Human Resources immediately. A complaint must state specific and credible allegations to warrant an investigation. There is no time limit for bringing a complaint; however, it may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. Therefore, prompt reporting of complaints is strongly encouraged.

UIU will respond promptly to all complaints of discrimination, including retaliation and harassment. Violation of this policy may result in disciplinary action, up to and including expulsion for students or termination for employees.

UIU prohibits retaliation of any kind against employees and students, who, in good faith, report discrimination or assist in investigating complaints of discrimination. If an employee or student feels he/she has been subjected to any form of retaliation, they should report that conduct to the Director Human Resources within three calendar days of the offense.

Persons wishing additional information about this policy, for assistance to accommodate individual needs, or for lodging of any complaints or grievances under it should contact: **Director Human Resources, PO Box 1857, Fayette, IA 52142, (563) 425-5959.**

## PARENTAL NOTIFICATION FOR ALCOHOL/DRUG VIOLATIONS

The Higher Education Amendment of 1998 (Public Law 105-244) allows institutions of higher education to disclose information to parents or legal guardians of students who have violated Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The student must be under the age of 21 and the institution must determine that the student has committed a disciplinary violation with respect to such use or possession. The amendment limits the information that an institution may give out. The information that may be given out is the name of the offending student, the violation committed and any sanction imposed.

UIU will exercise its ability to notify parents of students under the age of 21 when they are found in violation of University alcohol and drug policies. That notification will be conducted under the following protocol. If a student is over 21 years of age, the Vice President for Student Life and International Education reserves the right at his/her discretion to notify parents or legal guardians.

### Goals of the Notification Policy

- To partner with parents or legal guardians to assist students in making responsible choices about drugs and alcohol.
- To assist parents or legal guardians and students in getting the best possible treatment for any alcohol or drug problem(s).

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## PROCEDURES

### Non-Emergency Situations

When an alcohol or drug violation occurs the student will be notified of the violation in writing that a hearing will follow. The hearing officer will research the student's disciplinary record for prior alcohol or drug violations. At the hearing the student will be notified that their parents or legal guardians may be informed of hearing results. The hearing officer will review all the information. If the student is found in violation, the hearing officer will do the following:

#### **Alcohol Violations**

1st and 2nd Violation: Violation with no indicator of an alcohol problem – no letter sent to parents or legal guardians. If behaviors\* are present at the time of the incident, hearing officer will notify the parents or legal guardians in writing. This protocol may be adjusted if the student on the first violation or subsequent violations demonstrates behaviors that indicate a serious alcohol problem.

3rd Violation: Letter will be sent to parents or legal guardians.

#### **Drug Violations**

1st and subsequent violations: Letter will be sent to parents or legal guardians.

All disciplinary letters to students will state that parents or legal guardians will be notified of this or future violations depending on the violation.

\*Behaviors which might indicate an alcohol problem are fighting, vomiting, vandalism, inability to control bodily functions, verbal abuse or a blackout or a "passed-out" state. This is not an inclusive list. The hearing officer will have to use his/her judgment based on the incident.

### Emergency Situations

Should a student be involved in an incident in which alcohol or drugs were consumed and the student is transported to a medical facility or jail, the staff member will notify the student that the University will be contacting his/her parents or legal guardians. The staff person will notify the professional staff member on duty. The professional staff member will notify the Vice President for Student Life and International Education. The Vice President for Student Life and International Education will contact the student's parents or legal guardians. If the Vice President for Student Life and International Education is unavailable, the professional staff member on duty will contact the parents or legal guardians.

## POLICY ON ACCEPTABLE USE OF TECHNOLOGY

Rev. 09/2006

**Purpose:** It is the intent of UIU to provide a quality technological environment for the University community in which certain standards are observed. Computers, computer systems and other electronic equipment are the property of UIU. Use of University technology resources is a privilege and not a right. Therefore, use of such resources is contingent upon compliance with University policies and standards and all governing federal, state and local laws and regulations. All UIU faculty, staff, and guest users permitted to use UIU computing facilities and services are responsible for reading, understanding and complying with this policy.

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The purpose of UIU informational technology resources is to support education, research and communication. The following are acceptable uses of UIU information technology resources (environment):

- Class assignments
- Academic research and investigation
- Computing for personal and professional advancement
- Administrative and instructional support
- Staff and faculty consulting (subject to provisions contained in relevant personnel policy).

Personal use by permitted users that does not disrupt, interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or University policy.

Use of UIU computing facilities is restricted to current employees and students, to ensure compliance with acceptable use policies of the Internet and to maintain the security of administrative computing systems. All users are required to obtain permission to access the University's administrative system through their own personal or laptop computer. All users who are given access must have an anti-virus and anti-spyware package installed with the current updates applied on the computer. Corporate users are required to provide a written statement to the University of how they implement antivirus packages, spyware packages and software firewalls on their computer equipment. On a case-by-case basis, the Director of Computer Services may grant access to individuals employed by non-profit agencies or to family members of UIU employees. System resources such as network servers, processor performance, and disk space are routinely monitored by Computer Services personnel to ensure system security and integrity. Anyone using shared computing facilities at UIU implicitly consents to such monitoring by authorized personnel.

UIU campus network includes campus-based computer systems, wide-area networks (WANs), local-area networks (LANs), telecommunications equipment, and the high-speed network linking the campus to the Iowa Communications Network and the worldwide Internet. UIU computer users must not engage in unauthorized or inappropriate conduct on the Internet or UIU WAN/LAN networks or facilities. Examples of such activities include:

- Using or sharing another person's log-in ID to access computing facilities at UIU or another Internet facility. This includes permitting others to use your own log-in ID.
- Using UIU facilities to crack or access systems, whether on campus or off, in an unauthorized or inappropriate manner.
- Using UIU networking facilities to engage in illegal or criminal activities.
- Using UIU networking facilities to threaten or harass another person.
- Prohibited from downloading or installing software on a University computer unless Computer Services specifically designates and authorizes them to do so.
- Attempting to read or access another person's electronic mail or other protected files.
- Copying or distributing software that violates copyright laws, license agreements, and intellectual property, as outlined in the Copyright Law of the United States of America, revised March 1, 1989, in Title 17 of the United States Code, Section 117.
- Knowingly distributing or actively developing a computer virus, worm, or Trojan horse.

Repeated use of UIU networked facilities in a discourteous manner, including: using excessive amounts of system resources (e.g., CPU time bandwidth or disk space), thereby preventing access by other users; consuming excessive volumes of printing resources; sending unwelcome electronic mail messages and posting information to public folders that is

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inappropriate; disturbing others while using public-access computing laboratories; participation in chat groups that are not specifically required by job; refusing to yield workstations in public labs to users for activities of higher priority. Computer resources have been allocated for World Wide Web activities that support research, education, administrative processes, and other legitimate pursuits. All activities must be consistent with this purpose. Violations include, but are not limited to:

Commercial activities that are not posted through University channels

- Creating, displaying, or transmitting threatening, racist, sexist, obscene, or harassing language and/or materials
- Copyright and licensing violations
- Violation of personal privacy
- Vandalism and mischief that incapacitates, compromises, or destroys University resources and/or violates federal and/or state laws.

Examples of such violations include commercial advertising; displaying pornography or racist jokes; providing copies of software that is not in the public domain; posting private personal information without permission such as grades, medical records, or any other information that is protected by the Public Records Law; and providing information or instructions to compromise University security measures.

## E-mail Policy

System administrators are expected to treat the contents of electronic files as private and confidential. Inspection of electronic files and electronic mail, and any action based upon such inspection, will be governed by all applicable federal and Iowa laws. UIU community is advised that all files stored on main systems, including electronic mail, are backed up regularly and may be subject to subpoena.

## ICN Acceptable Use Policy

UIU uses the Iowa Communications Network (ICN) as its Internet service provider, and as a condition of that use, all members of the UIU community must abide by the following rules when using the Internet:

*Prohibited Activities.* The following activities are prohibited:

- Users will not restrict or inhibit any other user from using or enjoying the Service and/or Internet in conformance with Iowa Code Chapter 8D, the Constitution of the State of Iowa and the Constitution of the United States;
- Users will not post or transmit any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law;
- Users will not post or transmit any information or software which contains a virus, worm, Trojan horses or other harmful components;
- Users will not upload, post, publish, transmit, reproduce, distribute, or participate in the transfer or sale, or in any way exploit any information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright holder.
- Users will not abuse or fraudulently use the Service in any way not specifically set forth above.

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Should UIU discover that any of its authorized users or any other person who has access to its network, whether authorized or not, have committed any of the above, UIU will take reasonable steps to enforce the terms of our ICN Agreement. Failure to terminate any of the practices or activities outlined above may result in termination of our ICN service.

Access to the Service under this Agreement is intended for the use of UIU as defined by Iowa Code Chapter 8D. UIU may not resell the Service to any unauthorized user, nor for any unauthorized use of the Service. This does not preclude cooperative arrangements between authorized users.

## Use of Personal Web Pages

Personal Web pages are permitted for University faculty, staff and student organizations (student organizations must be in good standing with the University). Personal Web pages for individual students are permitted only when assigned as a class project.

Personal Web pages must adhere to all sections of this Acceptable Use of Technology policy. Authorization to post personal Web pages must be obtained through the Director of Web Services or the Director of Computer Services.

Because these pages are personal and not part of the University's official Web site, Web Services or the Computer Services Team will not provide any Web page creation or design services.

## Enforcement Procedures

Suspected violations of the Computer Use Policy are to be **reported** in writing to the Director of Computer Services. The Director will be responsible for the investigation of the alleged violation. Based on the findings the Director will have the right to temporarily suspend the computer privileges of the individuals involved in the violation until the completion of the University conduct process. As a part of the investigation it may become necessary for college authorities to examine electronic files, accounting information, printouts, tapes, or any other materials on University equipment. For potential liability reasons, the University reserves the right to monitor all communications on the college system.

The Director of Computer Services will forward the findings of the investigation to the appropriate University official for further disciplinary action as follows: for student violations, the Vice President for Student Life and International Education or the Center Coordinator, Program or Regional Director; for faculty violations, the Senior Vice President for the Residential University or the Dean of the Extended University; or for staff violations, the direct supervisor. The appropriate University official will follow the disciplinary hearing procedures as outlined in the Student Handbook.

Sanctions for the violations of the Computer Use Policy may include but are not limited to loss of computer privileges, reprimand, suspension or expulsion for students and discharge from employment to possible prosecution by state and federal authorities for employees.

## Disclaimer

UIU does not warrant that the functions or services performed by or that the information or software contained on the University's technology resources will be kept confidential, meet the user's requirements or that resources will be uninterrupted or error-free or that defects

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will be corrected. The University does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any technological products or services or any information or software contained therein.

## **POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY DUTY AND/OR ALERTED FOR DEPLOYMENT**

When a student is called to active military duty or deployed as a result of military orders, as verified by the appropriate documentation, Upper Iowa University will take one or more of the actions listed below vis-à-vis the student's academic standing and financial circumstances. The university's course of action for individuals will be determined on a case-by-case basis as decided by the student, the student's respective faculty members/academic advisor and other university administrators as necessary, for example, the vice president or the director of financial aid. This policy also applies to students who are spouses of military members that are called to active duty and/or deployed.

If the academic session is two-thirds complete, the student will be afforded the following options:

- Be permitted to take final exams earlier than scheduled or have the final exams proctored at the student's place of deployment. The student would be awarded the letter grade earned for all completed work. There would be no tuition refund under this option.
- ~~Elect to take a "P" (Passing) grade for the course if at the time of deployment the student is passing the course. This would give the student academic credit for the course, but the grade would not be figured into the student's GPA. There would be no tuition refund under this option.~~
- Elect to take a "W" (Withdrawal) for the course with the student's transcript annotated by the Registrar that the student was called to active duty or deployed under military orders. There would be a full refund of tuition and mandatory fees under this option. Title IV funds would be handled as outlined below.
- Be permitted to take an "I" (Incomplete) for the course. Follow the University Incomplete Process with course instructor to complete assignments and requirements within the agreed upon timeframe. There would be no tuition refund under this option. Title IV funds would be handled as outlined in the University Catalog.

If the deployment is during the normal withdrawal period during the session, the student will be afforded the following options:

- Elect to take a "W" (Withdrawal) for the course with the student's transcript annotated by the Registrar that the student was called to active duty or deployed under military orders. There would be a full refund of tuition and mandatory fees under this option. Title IV funds would be handled as outlined below.
- Be permitted to take an "I" (Incomplete) for the course. Follow the University Incomplete Process with course instructor to complete assignments and requirements within the agreed upon timeframe. There would be no tuition refund under this option. Title IV funds would be handled as outlined in the University Catalog.

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If a student is called to active duty or deployed prior to the start of the session, the registration will be voided.

Information regarding tuition refunds:

- When a "W" (Withdrawal) is requested, Title IV Federal Funds will be refunded according to the federal refund policy as outlined in the Financial Aid Handbook and tuition assistance will be returned to the tuition assistance provider. Cash payments will be refunded to the student.
- When a student's situation warrants the awarding of a letter grade, no adjustments will be made to the student's tuition funds.

Readmission following Call to Active Duty and/or Deployment

- Upon receipt of notice from students of their intent to return to Upper Iowa University, they will be promptly readmitted with the same academic status they had when last attending or when accepted for admission.
- Additionally, students will retain the catalog rights that were in place at the time of their deployment as long as readmission is within seven years of the initial admission. If after the seven year window, current catalog requirements will be followed.

## UIU STUDENT COMPLAINT PROCEDURES

The student complaint procedures are established to address concerns that arise within the University community. There are various procedures available to students depending upon the complaint. ***A complaint is a concern regarding a policy or procedure that has been inappropriately or unjustly applied or a charge against an individual's behavior.***

The following issues **are not subject** to the student complaint procedures but should follow established University policy governing each area as delineated in the Student Handbook and UIU Catalog(s):

- Non- Discrimination Policy Violations,
- Grade Appeals,
- Affirmative Action violations
- Academic Suspension Appeals
- Student Conduct Violations
- Sexual Abuse/Harassment

All other complaints may use the Informal and Formal Student Complaint procedures as spelled out below. All steps and timeframes must be followed for the complaint to be considered. Students must file a complaint within 30 days of the incident. The University will work to resolve the complaint within a reasonable amount of time depending upon the situation and the date of the complaint. Any complaint involving a hearing will be resolved a month from the date the complaint was filed.

### Informal Complaint Procedure

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Most complaints can be worked through informally by addressing the concern with the person involved and his/her immediate supervisor .

- The student will initiate the process by formulating the complaint.
- The student will discuss the concern with the employee and his/her immediate supervisor.
- The supervisor will be allowed to discuss and investigate the concern with all those involved and develop options for resolution within 5 business days of the formulation of the complaint.
- The supervisor will discuss the options with the students. If the student is not satisfied with any of the options, he/she may file a formal complaint utilizing the Formal Complaint Form.
- For all those complaints that are resolved, the supervisor will complete the Informal Complaint Form to notify the Vice President for Student Life and International Education of the informal student complaint and the final resolution.

## Formal Complaint Procedure

The University provides procedures to insure that all student grievance and complaints are given a fair hearing. The following procedure has been established as the formal grievance or complaint procedure.

- To initiate the formal process the student will complete the Student Complaint Form on the UIU website: <http://www.uiu.edu/support/student-complaint-procedure.html>.
- When the form is submitted the student will receive the following message: "The Vice President for Student Life and International Education has been forwarded your complaint. Our goal is to assist you as soon as possible. If you have not heard from someone within five business days, please contact the Vice President for Student Life and International Education at [deanofstudents@uiu.edu](mailto:deanofstudents@uiu.edu)."

## Hearing Committee Selection and Procedures

- When a hearing is requested in writing to the University, the Vice President for Student Life and International Education will select a 3-person hearing committee. One individual must be from the division/department where the complaint is alleged to have occurred. This individual can have no direct supervision of the person involved. If it is a policy question, the individual can be from the department/division, but not directly involved. The second and third person must be a student or employee that is not within the division/department where the complaint occurred and has no bias regarding any individuals involved in the incident. The Vice President for Student Life and International Education will select the chairperson from the three individuals.
- A verbatim record will be kept of the hearing and a copy of the record will be made

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available to both parties.

- In case of disagreements concerning interpretations of procedures, the judgment of the chairperson of the hearing committee will prevail.
- Each party to the dispute will be entitled to have one or two representatives, plus not more than five observers, present at the hearing, unless the aggrieved party requests a private hearing, in which case no observers may attend.

After a period of private deliberation, the hearing committee will make the decision by simple majority vote or consensus, with the chairperson as a voting member.

- The chairperson of the hearing committee will submit in writing the committee recommendations to the Vice President for Student Life and International Education for final action.

The Vice President for Student Life and International Education will utilize the informal and formal complaint process to document the numbers and kinds of complaints the University is receiving to determine if there are specific issues or concerns that need to be addressed. Any significant number of common complaints will be forwarded on to the appropriate administrator for resolution.

## External Complaint Process

Students who are not satisfied with their efforts to resolve their complaint with UIU have the option to file a complaint online with any of the following regulatory authorities:

- Higher Learning Commission ([www.hlcommission.org/Student-Resources/complaints.html](http://www.hlcommission.org/Student-Resources/complaints.html))
- Iowa College Student Aid Commission ([www.iowacollegeaid.gov/sdrf-start](http://www.iowacollegeaid.gov/sdrf-start) or 877-272-4456)

Information on filing a complaint at another state can be found on our website at:

<http://www.uiu.edu/support/student-complaint-procedure.html>

## STUDENT RECORDS AND RELEASE OF STUDENT INFORMATION POLICY

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 24 days of the day the University receives a request for access.

Students should submit to the senior vice president for residential university, registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly

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identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

At its discretion, the University may provide directory information in accordance with the provisions of the act to include: student name, local and home address, University e-mail address, local telephone number, date and place of birth, major field of study, name of advisor, academic classification, class schedule, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Students will be notified annually of their right to nondisclosure, but must notify the Registrar's Office within a specified amount of time if they intend to exercise their right. Students must file a nondisclosure form with the Registrar's Office.

Records other than directory information may be released under the following circumstances: 1) through the written consent of the student; 2) in compliance with a subpoena; 3) to the student's parents by submission of evidence by the parents that the student is declared as a dependent on the parents' most recent federal income tax form.

The institution is not required to disclose information from the student's educational records to the parents of a dependent student. The University may; however, exercise its discretion to do so.

At the University's discretion, violations of federal, state and local law, or of any policy of the University governing the use or possession of alcohol or a controlled substance may be reported to parents if the student is under the age of 21 and the University determines that the student has committed a disciplinary violation with respect to such use or possession.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Request for nondisclosure will be honored by the University for only one academic year; therefore, authorization to withhold directory information must be filed annually in the office of the Registrar. Refer to annual notification for specific guidelines.

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This statement is not the FERPA policy in its entirety. For specific details concerning FERPA, contact the Office of the Registrar at (563) 425-5340.

## STUDENT SELF-ENDANGERMENT POLICY

Students who, in the judgement of the Vice President for Student Life and International Education, have endangered their life or health and/or the life or health of others are subject to immediate suspension from UIU. An evaluation of the student's situation will be made by the Vice President, Vice President for Student Life and International Education and/or the Director of Counseling and Wellness, and a determination of the University's ability to provide appropriate services will be conducted. Should the student's situation warrant and adequate campus support services exist, certain probationary conditions may be offered to the student, which would permit them to remain enrolled.

## SUBSTANCE ABUSE POLICY AND PROCEDURES

### General Philosophy

UIU is committed to creating a drug free environment that promotes the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members. The commitment includes encouraging and reinforcing healthy, responsible living and respect for campus standards and regulations, and adherence to community laws.

### Alcohol and Other Drug (AOD) Program

Standards for the University Alcohol and Other Drug program (AOD) are organized under four general areas that include Policy, Education, Enforcement and Assessment. Counseling and Wellness services are responsible for substance abuse education and prevention program for the University under the guidance of the Director of Counseling. The Graduate Assistant for Wellness and the Director of Counseling works with the Student Life staff and the Substance Use, Education, and Prevention (SUEP) committee on development and implementation of programming. The purpose of the SUEP committee is 1) to serve as the advisory body for the AOD Program; 2) make recommendations for change or revision of the AOD Program guidelines or policies; and 3) oversee the education efforts to inform the University community about the problems related to substance abuse. The chairperson of the SUEP committee will make reports and submit recommendations to the Student Life Committee.

For the purpose of this policy the "campus" includes residence halls, classroom buildings, common areas of residence halls, athletic fields (playing or practice), the gymnasium, parking areas and all other University property including Academic Extension centers located in all states and international locations.

### Policy

1. The University is committed to maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community.
  - a. Alcohol – The University neither condones nor sanctions the use of alcohol. UIU encourages students to hold substance free events and programs. All individuals are expected to observe the alcoholic beverage laws of the state or province and country in which the campus is located. Members of the University community who are legal age as defined by local law are expected to make responsible decisions about the use

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of alcohol and to assume full responsibility for their personal conduct and actions. This includes respecting the rights of those individuals who choose not to use alcohol. In consideration of state and local laws, the possession and use of alcohol by underage persons is prohibited on University property.

- b. Drugs – In consideration of federal, state and local laws, the possession, use or sale of illicit drugs or possession of drug paraphernalia is prohibited on any University campus.
2. The possession, use or sale of alcoholic beverages is prohibited on the University campus unless otherwise permitted by this policy.
  - a. A student or employee shall not make alcoholic beverages available to any student, employee or guest who is under legal drinking age.
  - b. Students of legal age living in the residence halls can possess and may consume alcoholic beverages inside their rooms on a personal basis. The ultimate definition of personal basis is left to the discretion of the residence life staff. The student choosing to consume alcoholic beverages shall do so with care and in a responsible manner. When consuming alcoholic beverages, the student is responsible for his or her actions and will avoid conduct that is disruptive to the general area. Open containers of any kind containing alcoholic beverages are not permitted outside the student's room, including, but not limited to, all common areas of the residence hall.
  - c. Full-time employees who reside on University property or in University owned housing are exempt from the University's alcohol policy related to the serving and /or the consumption of alcoholic beverages in University owned personal residences. They are required to obey all federal, state and local laws related to alcohol. Employees are expected to behave responsibly when consuming or possessing alcoholic beverages.
  - d. The possession or consumption of alcoholic beverages is not permitted at any campus social activity, athletic event, intramural activity, student campus organization activity, University sponsored student trip, student activity for prospective students and recreational areas of the University unless the event has been approved by the following: Residential Campus - Vice President for Student Life and International Education, Provost and the President; Academic Extension - Center Director, Vice President of Academic Extension and Integrated Enrollment Center and the President; and Center for International Education, Director, Vice President for Student Life and International Education and the President. A department requesting such an event shall complete the Alcohol Availability Request Form which can be obtained from Student Life. Departments requesting permission to serve alcohol must meet the following requirements:
    - 1) Responsibility for obtaining proof of age before serving an alcoholic beverage lies with the licensed vendor. Departments, organizations, individuals or groups hosting or sponsoring the event must provide adequate supervision and implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
    - 2) All individuals or registered groups must comply with local, state, and federal laws applicable to the location of the campus/center in which student is enrolled or to which the group is affiliated, and the policies of UIU. It is the duty and responsibility of the sponsoring organization(s) or individual(s) to provide adequate supervision and to comply with all applicable laws and university

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regulations including the activity authorization process.

- 3) Alcohol must be served through a licensed vendor. The University's contracted food service must be the vendor if the event is at any location on the Fayette campus.
  - 4) Outside security must be provided if deemed necessary by the Dean of Students Life, Center for International Education Director/Regional Director or his/her representative.
  - 5) The quantity of alcohol available at an activity is to be based upon the number of people of legal drinking age expected to attend and the duration of the activity.
  - 6) Nonalcoholic beverages and food are to be provided whenever alcohol is served. They must be displayed as prominently as the alcohol. They must also be available in appropriate quantities depending upon the number of people in attendance.
  - 7) Advertising for events that specify or emphasize the quantity of alcohol to be served is prohibited.
  - 8) Consumption of alcohol on trips or sanctioned by UIU shall be consistent with relevant, local laws. Trips include but are not limited to athletic trips, interim trips, conventions and field trips. The determining factor of legal aged students drinking on these trips is the choice of the chaperone and still needs approval from the Dean of Student Life, Center for International Education Director/ Regional Director or his/her representative.
  - 9) No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.
  - 10) The service of alcoholic beverages is to be a secondary position in respect to programmed activities. Alcoholic beverages are regarded as a social amenity related to educational, cultural and recreational programs, and the sale of such beverages will be confined to this purpose.
- e. Student campus organizations sponsoring activities off campus must follow the above guidelines.
- f. University departments may host events on or off campus for alumni, University employees or guests that include the serving of alcoholic beverages. Those events must meet University standards and be approved by the Provost or VP of Academic Extension and Integrated Enrollment Center respectively and the President or his/her representative when he/she is not available. Requests are to be made in writing using the Alcohol Availability Form and submitted to the Provost or The VP of AE and IEC. He/She will review and send to the President's Office (Get this form posted on the AE web page). Only the President can approve funds that will provide free alcohol at approved events. All vendors must provide the University with a certificate of insurance. Food Service is authorized to hold a valid liquor license. The University has contracted with Food Service to provide food and beverages for all Fayette Campus events in accordance with federal and state laws and the policies and standards established by the University.

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- g. Non-University sponsored events\* are scheduled through the special Events Coordinator in Fayette or the Center Coordinator at the Academic Extension. A written agreement is required between the sponsor and the University. Individuals renting University space on the Fayette Campus must contract with the campus Food Service for any food and beverage needs. All food and beverage agreements are made directly with the Food Service. \*Non-University sponsored event is any event that is not affiliated with or funded by the University.
  - h. Alcoholic beverage marketing programs specifically targeted for UIU students and/or held on campus should conform to the Academic Extension and Residential Student Handbook's rules and regulations. Programs should avoid demeaning sexual or discriminatory portrayal of individuals. Alcoholic beverages, such as kegs or cases of beer, are not to be provided as free rewards to individual students or campus organizations. Off-campus promotional activities that are primarily directed to UIU students regardless of campus location should be developed with the previous knowledge and approval of the Vice President for Student Life and International Education/Center for International Education/Regional Directors or his/her representative. Posters, signs or apparel that are purchased in connection with any University group or function cannot reflect or portray alcohol.
  - i. The University will make known its Substance Abuse Policy to students and employees by using such means as student and faculty/employee handbooks, residence hall meetings, faculty and employee meetings, orientation programs and other efforts as deemed appropriate.
3. Education Program
- a. Counseling and Wellness services provides accurate, current information about the health risks and symptoms of alcohol and other drug use for students, faculty and staff. (insert web page when finalized)
  - b. Counseling and Wellness Services along with SUEP committee makes efforts to establish collaborative relationships between community groups and agencies and the University for alcohol and drug-related education, treatment and referral.
  - c. The University promotes the development of a coordinated effort across campus for substance abuse education, treatment and referral.
  - d. The University supports and promotes drug-free campus activities.
4. Enforcement
- As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates substance abuse policies and related federal, state and local laws.
- a. Substance abuse policies and guidelines are published in student and faculty/employee handbooks and available at [www.uiu.edu](http://www.uiu.edu).
  - b. The disciplinary body or administrator as outlined in the Student Catalog and Handbooks exercises the appropriate disciplinary action for alcohol and/or drug violations. This may include expulsion of a student or termination of an employee for the distribution of alcohol to any person under the legal age as defined by local law. The sanctions are listed under in the Student Handbooks or Catalogs.
  - c. The University reserves the right to expel a student who is involved in the use,

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possession, sale or distribution of illegal drugs on the University property and/or at University functions.

- d. The University reserves the right to terminate an employee who is involved in the use, possession, sale or distribution of illegal drugs on University property or at University functions.
5. Assessment
- a. The director of counseling along with the SUEP committee will assess the University environment for any underlying causes that may be related to substance abuse.
  - b. The director along with the SUEP committee will periodically survey the University community members about their awareness, attitudes and behaviors regarding substance abuse. The results will be used in program development.
  - c. Any other data collected by the director of counseling or campus personnel will be used as a guide to program development.

Revised and approved by the Board of Trustees, 2018

## TOBACCO AND VAPE FREE

"Pursuant to the law of the State of Iowa, UIU is designated as a smoke free environment. As such, smoking shall be prohibited and a person shall not smoke in University buildings or on University grounds." UIU Board of Trustees unanimously adopts a policy of no tobacco and vape use in all University buildings. This policy is adopted for the health and safety of the University community.

## WEAPONS POLICY

UIU is committed to providing a safe environment in all of its facilities. In support of this commitment, UIU regulates the possession and use of weapons on all University facilities and grounds and, for the purpose of safety, prohibits the possession of weapons in owned, leased or occupied buildings, in areas where outdoor classroom activities are held, and in locations where college sanctioned events are held unless specifically approved as part of an educational event or student activity.

Any weapons used for the purposes of training or competition may only be stored in a personal vehicle, designated on-campus club storage space, or at a specific Recreation Center designated location. Transport of such weapons may only take place to and from an organized training session and permitted only during approved University clubs or other activities.

For purposes of this policy, a weapon is defined as: Any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Weapons may include, but are not limited to: any offensive weapon, firearms of any kind such as pistols, revolvers, or other guns, BB or pellet guns, bows and arrows, crossbows, knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding three inches in length, tasers, stun guns, or other portable devices directing an electric current that are designed to immobilize a person, explosives or incendiaries such as bombs, grenades, or fireworks, poison gas, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.). A weapon may also include an object of any sort whatsoever that is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or that is threatened to be used

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in such a manner, and which, when so used, is capable of inflicting death upon a human being. A weapon may also include any part or combination of parts either designed or intended to be used to convert any item into a weapon or to assemble into a weapon.

Because these weapons may pose a clear risk to persons and property at UIU, violation of the regulations may result in administrative action from the University and/or prosecution under the appropriate local, state, federal or national laws. UIU will fully support and abide by the weapons policies in place at host institutions (technical colleges, military installations, etc.) provided those institutions provide a level of safety at least equal to those contained in UIU's policy.

UIU prohibits all persons\* from carrying firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the University, without the advance, express written permission of the Dean of Students or his/her designee. In Wisconsin only, firearms or other weapons may be brought onto UIU properties so long as the firearms or other weapons are encased in a vehicle,, and out of plain site with the unoccupied vehicle fully secured (e.g. windows up, vehicle locked, etc). In all other locations in which UIU has a physical presence firearms or other weapons are absolutely prohibited except as described in this policy.

\* Certified law enforcement officers and others required to carry an issued weapon as part of their duties are exempt from this prohibition.

Please note that violators of UIU Weapons Policy are subject to conduct affairs proceeding or employee discipline as appropriate, and may be prosecuted under local, state and national laws.

If a person has or is suspected of having a weapon, or it is brought to your attention that there may be a weapon on campus, or a weapon is discovered on campus, the established critical incident reporting procedures must be followed.

## YOUNG VISITORS ON UNIVERSITY PROPERTY

When visiting the University grounds after dark or in University buildings at any time, **young visitors under the age of sixteen (16) must be accompanied by an adult when not participating in a university-sanctioned program. Young visitors of the Recreation Center are an exception; visitors under the age of fourteen (14) must be accompanied by an adult.**

Visitors who are not students at UIU must have a valid reason (i.e., attending an athletic event or other University sponsored event open to the general public) to be in the buildings or on University property and courteous to others at all times.

# LIVING IN COMMUNITY

When considering what residence life at UIU can be for you, remember one thing: much of what living on campus really offers are what you and some 350 students like yourself bring to it.

Your attitude toward and your enthusiasm for your new living situation, and particularly for the living group and university you have chosen, is the real key in determining what your new life will be like. We do promise one thing: given the opportunity, we will do all we can to make you feel welcome and at home!

You will find your Residence Life Staff extremely valuable in defining the accepted limits of

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# LIVING IN COMMUNITY

behavior in the residence halls. They are there to be examples and advisors and, when necessary, to monitor and enforce University housing policy. If you are experiencing problems, they are there to listen. And likewise, they deserve your listening to them.

## Residence Life Staff

The staff of the Residence Life Program performs a variety of functions in order to operate the residence halls and provide service to you. The people filling the positions are available to assist you during your stay in the residence hall facilities.

Working to create a safe, educational and comfortable environment for the residents are both professional and paraprofessional staff. These include the Dean of Student Life, the Residence Area Coordinators and Resident Assistants (RA's).

The Residence Area Coordinator is a full-time employee of Student Life who lives in the hall, and his/her duties range from personal counseling to facility management. Each has their own focus, Educational Initiatives and Service Programs. The Resident Assistants are undergraduate students who live on the floors and serve as a resource to residents. All staff members are considered University officials and have the responsibility to carry out duties in the residence halls. As such, any request made by them should be followed. If any of these members are misusing their authority, a report should be filed with the Dean of Student Life.

## The Role of Residential Life in Your University Experience

### What you can expect from your Resident Assistant (RA):

- To be a friend.
- To be a resource—someone who will either have answers for you or will know where to get them.
- To be a helper—someone who can listen and ask questions to help clarify problems and move toward solutions.
- To be accepting of others and appreciate the differences in their beliefs, culture and lifestyles.
- To be good-natured and consistent.
- To hold students responsible for their actions and behavior—to confront floor members who are infringing on the rights of others.
- To keep you informed of campus happenings and programs.
- To be someone who will help you meet people.
- To set up floor meetings where you will get to know the members of your community and develop an agreement of how you will all live together.
- To support and assist community members who wish to get involved in hall activities.
- To get valuable information posted and available to students.
- To provide opportunities to discuss current issues, programs and events.
- To help resolve conflicts between roommates or community members.

### What you cannot expect from your Resident Assistant (RA):

- To patrol the halls at all times for Quiet Hours violations or uphold courtesy hours—if

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things are too loud, you are responsible for asking your community members to please quiet down, and if you still have problems, then contact your RA or the RA on duty.

- To always be on your floor—they have studies, classes and other activities.
- To solve your problems for you—although assistance will be offered.
- To turn their backs on violations—you are responsible for your own decisions.
- To never make mistakes.

## COMMUNITY INFORMATION

### Activities and Programs

The Residence Life staff and student groups such as the Peacock Entertainment Crew (PEC) plan and implement activities of a social, educational and recreational nature. Residents are encouraged to suggest ideas and participate in planning. A variety of programs and activities are offered that help residents meet others, discuss current issues and adjust to college life.

### Breaks and Hall Closing

The residence halls will close during the semester break in December. During this time all residents must be out of the building by 7 p.m. on the last day of finals. Extensions will be granted on a case-by-case basis. If a resident needs to return early, the resident must contact Student Life. Between all other term breaks, spring break, Thanksgiving, Easter and any other University holidays, the halls will remain open for residents who have reason to stay. During these times there will be no food service, and a resident must register in Student Life in order to remain in the residence.

### Check-In

Residents must initially check into a room with a Residence Life staff member. At this time, they will be given a room assignment and a key. Signing in at the front desk, accepting a room key or moving belongings into a room constitutes binding acceptance of the housing contract and obligates the resident for the full amount of the semester's room fee. For a resident's protection from any possible mistaken damage charges, the resident must review and sign the room condition form which will be used in assessing any future damages occurring to the assigned room.

### Checkout

Residents must check out of the residence hall with a Residence Life staff member within 24 hours after withdrawal from school or by 7 p.m. on the day of their last final examination. Extensions will be granted on a case-by-case basis. A resident must make an appointment to check out with an RA at least 24 hours in advance of departure. Failure to schedule a time will result in the resident waiting until the next available time. Residents must clean and remove all personal property from their room before checkout can occur. If the resident is a graduating senior or participating in graduation, he or she must register in Student Life in order to remain in the residence halls until the day of commencement. If property is left in the room and is not claimed within 48 hours of check out, it will be considered abandoned property and the University reserves the right to dispose of it.

ANY DAMAGE TO THE ROOM NOT CLAIMED BY ONE OCCUPANT OF THE ROOM WILL BE DIVIDED BETWEEN BOTH ROOMMATES.

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The furniture in the student rooms and in other areas of the residence hall is provided for residents to use and deserves care. Each resident is provided with a single bed, dresser, desk, desk chair, and a wardrobe/closet to share with his or her roommate. All University furniture provided in a resident's room must remain in its original room.

**Cable Television.** Each room is wired for cable, and the University provides basic cable free of charge. If a resident would like additional pay channels, they must contact Mediacom at 1-800-332-0245. If a resident needs a cable and/or adapters, they may be purchased at the local hardware store.

**Garbage.** Students are responsible for keeping their rooms clean and taking their garbage to the nearest dumpster. Housekeeping is responsible for the upkeep of common areas; hallways, bathrooms, et al.

**Keys.** Keys to University buildings are not to be duplicated. Students may not possess University keys unless issued by a University official. Keys that are found must be turned in immediately to Student Life.

Each resident will be given a room key when they check into the residence hall. To ensure the safety of the residents' possessions, we ask them to LOCK THEIR ROOM DOOR WHEN THEY ARE AWAY, EVEN IF IT IS JUST FOR A MINUTE, OR WHILE THEY ARE VISITING WITH ANOTHER RESIDENT DOWN THE HALL. When checking out of the residence hall, residents must return their key to their RA or Residence Life staff member. If a resident is locked out of his or her room, they may contact a residence life staff member or Student Life for assistance.

If a resident of Garbee Hall, Hofmaster or Lee Tower loses his or her key, they must report it to Student Life or their RA as soon as possible. In this case, a third key can be checked out from Student Life for a period of 24 hours. If the key is not found, the lock will be changed to ensure the resident's safety. A fee of \$50 will be charged to Garbee Hall residents for a new lock and key. A fee of \$200 will be charged to Lee Tower or Hofmaster residents for a new lock and key for their suite/apartment.

Residents of South Village use their student ID card for room entry. If a student's ID card is lost, stolen or damaged, a new one may be obtained in Student Life for a \$15 fee.

**Laundry.** UIU provides residents with free washers and dryers. For residents' convenience, machines are located on each floor of Garbee Hall, South Villages and Lee Tower. If there is a problem with a machine, a resident should report it to a Residence Life staff member immediately.

**Kitchens.** Garbee Hall and South Village — There is a common kitchen in Garbee Hall and in each South Village building. These kitchens are for all residents' use. As a courtesy to others, it is expected that all residents clean up the area after they use it. The hours of availability for the kitchens will be determined by the care in which the residents take with the facilities. Housekeeping will do daily cleaning of these kitchens and will update the Residence Life Staff on the condition of the facilities.

Lee Tower and Hofmaster — Each community living area is furnished with a full kitchen. As a courtesy to the community members, it is expected that the residents clean up the area after they use it. These kitchens and their care are the sole responsibility of the community living group.

**Vending.** Vending machines are located in the residence halls. If there is a problem with the machines, or if you need a refund, notify food service at (563) 425-5491 or 5494.

**Sick Trays.** If a resident is ill and wants food, another resident can get him/her a sick tray by

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contacting a Resident Assistant or [reslife@uiu.edu](mailto:reslife@uiu.edu), the food service at (563) 425-5494 or Student Life at (563) 425-5215 or [studentdevelopment@uiu.edu](mailto:studentdevelopment@uiu.edu).

## Housekeeping Services

The residence halls have a fine staff of housekeepers assigned to do general cleaning of public and common areas, bathrooms, lounges, kitchens and hallways. The housekeeping staff members are people that we hope you will come to know, respect and appreciate.

Housekeepers work cooperatively with the students to make each residence hall a clean and safe place to live. Other specific tasks are done in order to maintain good housekeeping throughout the halls. They have a heavy workload and are not expected to clean up after parties, practical jokes or any other unusual or excessive messes. **Residents will be charged a fee for common area clean up.** Individual room cleaning is the responsibility of each resident.

## Maintenance Services

Although every effort is made to maintain physical facilities in as good condition as possible, fixtures and furnishings will occasionally need repair. The maintenance staff is available for repairs in halls or in your room. If you need a repair in your room or want to report a leaking faucet, the maintenance staff is happy to assist. In either case, **contact the RA** so he or she can submit a work order to Facilities Management and Services. If the RA is not available, contact any Residence Life staff member. If it is an emergency, you can contact Student Life during the weekdays, **8 a.m. to 5 p.m. at (563) 425-5215, or the RA on duty during the evenings and weekends at (563) 379-1407.**

## Medical Emergencies

If medical problems arise late at night, early in the morning, or on weekends, get in touch with Student Life (daytime) or Campus Police (day or night) or your Resident Assistant. They will contact a physician or hospital of your choice. Students requiring hospitalization (supervised by the local medical clinic) are taken to the Palmer Lutheran Health Center in West Union, only eight miles from campus. Emergency care is available 24 hours a day. The University reserves the right to call emergency services (i.e. ambulance); however, the University assumes no responsibility for the charges incurred for emergency services.

Parents are notified of the hospitalization of a son or daughter if he or she is under 18, is unconscious or gives consent. If the student medical form has been signed and includes written consent, parents will be notified through Student Life before hospitalization occurs. The costs of hospitalization are the responsibility of the student. To assure you of prompt medical care in case of an emergency, Student Life will ask you to complete a Medical History Form. This form will be kept in Student Life for quick reference if medical help is needed.

## Microwaves

The electrical wiring and circuit capacity are only adequate for **one microwave per room** and inadequate for any other cooking appliances. All microwave units are limited to 1100 watts maximum. No microwaves are permitted in student rooms in Lee Tower, since each suite area is provided with a microwave in the kitchen area.

## Personal Property Insurance

While the campus has a relatively low crime rate, it is important to remember that no community can be totally risk-free from incidents that cause property loss and damage. Care and protection of both community and personal property is a shared responsibility of all its members.

Personal property can be damaged by accidents and unexpected natural events, such as sudden

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weather changes. Property can also be stolen if not properly safeguarded. Students are strongly urged to take all necessary precautions to protect their own personal property. Students are urged to take valuable personal property home with them at breaks. **DO NOT** leave valuables unsecured in rooms. It is best to keep room doors locked at all times. The University does not carry insurance covering the personal property of residents or staff. If a resident does not have insurance through his or her parents' home-owner's policy, **it is recommended that personal property insurance or rental insurance be purchased.** [www.nssinc.com](http://www.nssinc.com)

## Personalizing Your Space

Creating a "home" while living in University residence halls makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads and posters can personalize the room. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done in decorating the room (or removing decor at the end of the year) will result in a charge to the resident.

Room painting is done by the University Facilities Management and Services staff on a rotation system. Students are not authorized to paint their rooms unless authorized in writing by the Dean of Student Life. If the painted walls in your room are in need of repair, please report the situation to the Residence Area Coordinator.

## Private Rooms

When empty rooms become available, private rooms will be offered on a priority list based upon cumulative GPA and earned credit hours. Residents need to see the Residence Area Coordinator to apply. In paying for a private room, the resident will not have to accept another roommate for that semester.

## Refrigerators, Electrical Appliances and Multi-Plugs

Refrigerators are permitted in student rooms with no more than one per resident. The total refrigerator capacity allowed in one room cannot be any larger than 5.5 cubic feet.

Consideration should be given to the number of electrical appliances brought to campus. Because of limited electrical outlets, the use of multiple plugs is limited to multi-plug strips with a circuit breaker switch. Residents should bring a portable plug-in outlet unit with a 20-AMP load limit and a safety reset switch. No multi-end extension cords are allowed. If you are in doubt about any other type of appliance, please check with the Dean of Student Life or Residence Area Coordinator.

## Residency Policy

All students are required to live in University residence halls and maintain a meal plan during their first three years at UIU. All requests to live off-campus are reviewed on a case-by-case basis. Requests are rarely granted. Students who fail to take up residency or live/move off campus without permission will be charged a \$3,000 penalty fee per year for the duration of the residency. They will also be required to enroll, at a minimum, in the 80-Meal Commuter Meal Plan every year for the duration of the residency requirement.

Exceptions to the residence hall policy are very limited. If a student:

1. Lives in their primary residence within 30 miles of Fayette for 365 days prior to enrollment;
2. Is enrolled for the 5th term or more of his/her college education after having transferred to UIU from another accredited institution;

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3. Provides documentation supporting a need for accommodation that is satisfied by residing off campus;
4. Is married or has dependent children; or
5. Is 22 years of age or older (students who turn 22 during the academic year may apply for off-campus status at the end of the semester following their birthday).
6. Has completed their third year of residency in university/college.

**The student must submit an Off-Campus/Commuter Request Form on myUIU verifying any of the above conditions to Student Life no later than 30 days prior to the start of the semester.**

## Room Assignments

Preferences for a specific hall, room and/or roommate are preferences only and are not guaranteed. The resident may be assured that Student Life will give careful consideration to specific requests for hall/room/roommate assignments and will comply with requests if possible. The University reserves the right to make changes in hall/room assignments in the event of emergency situations.

Returning residents are given priority over new residents in their requested assignments. All returning residents are given tentative room assignments in the spring. Room assignments for new students are made in the summer. Priority exists as long as the resident's financial obligations, housing application and contract have been received in a timely manner. Student Life reserves the right to assign or reassign any student that has not fulfilled his or her obligations.

**Intensive English Program (IEP).** Students enrolled in the Intensive English Program (IEP) are required to live in a double room with a roommate whose only common language is English. IEP students must receive permission from Residence Hall professional staff and the Center for International Education before changing rooms.

## Room Changes

Adjusting to another person in close quarters requires patience and perseverance. If a resident has roommate difficulty, the residence hall staff will request that roommates discuss their differences and will help facilitate the discussion if desired. Often that is all it takes to develop a peaceful coexistence. If the situation cannot be resolved, room changes are made when space is available. If the room change results in a room rate difference, the room change will occur at the following term. If a resident would like to change rooms, he or she must contact their Resident Assistant and the Residence Area Coordinator to review the situation.

## Room Consolidation

If vacancies occur in double rooms (roommate doesn't move in, roommate moves to another room, roommate graduates, roommate withdraws from the University), it is the responsibility of the remaining student to work with Student Life in selecting a new roommate. Students who have contracted for a double room will be notified regarding consolidation. The student is to contact the residence life staff who will provide a list of possible roommates. It is the responsibility of the student to accept a roommate whether selected by the student or by the residence life staff in order to maintain the double room rate. If the student elects to maintain a single room or if the room change results in a change in room rate, the student will be directed to complete a Room Change Request Form for the following term, which overrides the original contract. Payment is due at that time.

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**Garbee Hall** is the primary living area for residence hall students. North Tower has two and one-half floors for women, and South Tower has four floors for men. Each floor contains 36 rooms, a laundry room and a community bathroom. On the second floor of each tower is a kitchen for all students to use. All rooms are designed for two students. Rooms measure 12' x 15' and contain two desks, two beds, two wardrobes, two dressers, two desk chairs, and two bookshelf units.

**Lee Tower** is comprised of six suites with two suites per floor and is capable of housing 48 residents. Each suite contains four bedrooms (two students per bedroom), two bathrooms, a kitchen and living room area. Each suite is equipped with a TV and a full kitchen including stove, refrigerator, microwave and dishwasher. Each floor shares a laundry facility. Air conditioning is provided. Each bedroom contains two beds, two dressers, two movable desks with desk light and bookshelf, two desk chairs, and two built-in closets. Lee Tower is designed for upper-class students who are ready for a more independent lifestyle. Students are able to apply in the spring for the following year.

**Hofmaster** is comprised of six apartments with two apartments per floor and is capable of housing 36 residents. Each apartment contains three bedrooms (two students per bedroom), one bathroom, a kitchen and living room area. Each apartment is equipped with a TV and a full kitchen including stove, refrigerator, and microwave. The building shares a laundry facility. Air conditioning is provided. Each bedroom contains two beds, two dressers, two movable desks with desk light and bookshelf, two desk chairs, and two built-in closets. Lee and Hofmaster are designed for upper-class students who are ready for a more independent lifestyle. Students are able to apply in the spring for the following year.

**South Village 1** is located just south of Lee Tower. The suite-style building consists of 24 suites. The size and occupancy of these suites varies from a super single room with a private bathroom to a 3, 4, 5 or 6 person suite. Each suite has a bathroom, living room with TV and air conditioning. Bedrooms are equipped with a bed, dresser, desk, desk chair and built-in closets for each resident. Students are able to apply in the Spring for the following year. Laundry facilities, lounge area and community kitchen are available on each floor.

**South Village 2** is located west of South Village 1. The new suite-style building consists of 25 suites. The size and occupancy of these suites varies from a super single room with a private bathroom to a 3, 4, 5 or 6 person suite. The amenities of South Village 2 resemble South Village 1 with the exception that each suite has their own kitchenette (refrigerator, microwave and sink).

**South Village 3** is located west of Lee Tower. The new suite-style building consists of 28 suites. The size and occupancy of these suites varies from a super single room with a private bathroom to a 3 and 4 person suite. The amenities of South Village 3 resemble South Village 1 with the exception that each suite has their own kitchenette (refrigerator, microwave and sink).

## Room Entry

UIU believes that a resident's room is a private domain and may not be entered arbitrarily. However, there are some cases where a student's personal safety and security are involved. In these cases the University reserves the rights to have authorized personnel enter and inspect rooms.

A staff member may not enter a resident's room without the student's permission, except under the following circumstances:

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1. Some condition exists that constitutes a threat to the safety and well being of the resident and/or fellow residents.
2. For the purpose of health and safety conditions, to check the physical condition of the room, to make repairs or to perform custodial operations. A 24-hour notice is given for room inspections when possible.
3. When there is reasonable cause to believe that a student is in violation of University policy and/or constitutes a hazard to the University or to the other students.
4. When a staff member has reason to believe that a person, certain property and/or the building is in immediate danger.
5. During vacation times, when the hall staff secures the building by turning off lights, closing windows or disengaging electrical appliances. At these times, the staff member may remove, without permission, any object(s) or materials that constitute a violation of University regulations or a safety or sanitation hazard.

If a staff member enters a room and sees a substance, object or material present that violates regulations, he or she will confiscate the item(s) without the permission of the owner. If items are confiscated, the staff member will document the incident and leave a confiscation receipt for the resident(s).

If you believe that a University staff member has misused or abused his or her authority to inspect a room, a complaint should be filed with the Director of Residence Life.

## Roommate Rights

Living with a roommate can be one of the most exciting parts of college. In roommate relationships each person has certain rights:

1. The right to read and study without undue interference in one's room.
2. The right to sleep without undue disturbance from noise, guests of a roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests with the expectations that guests are to respect the rights of the host's roommate and other hall residents.
8. The right to be free from fear of intimidation, physical and/or emotional harm.

If a resident feels any of these rights are being infringed upon, they should contact a residence life staff member so a roommate mediation session can be called. In most cases, a roommate contract is the result.

## Safety and Security

The resident agrees to take primary responsibility for their own safety and security and to support the safety and security of fellow residents and the residence halls. The University and the Department of Residence Life will work cooperatively with residents to promote a safe and secure environment, although absolute safety cannot be guaranteed. The residents agree to read and abide by security policies and precautions stated in the Student Handbook and other University publications that are made available to residents.

Garbee Hall rooms have deadbolt locks and door viewers for additional security. Each room has a smoke detector and the halls are equipped with a fire alarm system. Each floor has extinguishers and fire safety instructions posted. Fire drills are held at least once per semester.

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Resident Assistants are on call every night for the residents of the buildings. Any time during the night the staff members are available by phone. Throughout the night, the RAs walk the floors to secure doors and check the well being of the residents and the building. The Garbee Hall front desk (extension 5325) is staffed with a residence life staff member every night. All RA duty information and numbers are made available at the front desk. The residence life staff also presents a variety of safety and security-related programs each year to educate residents about these issues.

## Telephones

Each residence hall room in Garbee Hall and Lee Tower is wired for service with an assigned telephone number. Local service is provided as part of your residence hall charge, but you must provide your own telephone. Students must have their own calling card program or purchased phone card to make long-distance phone calls from campus.

## COMMUNITY LIVING POLICIES

In order for a large number of people to live together successfully, it is the responsibility of each member of the community to respect the needs and rights of the other members. The establishment and enforcement of rules that foster and encourage a proper campus living environment are necessary to the efficient and successful operation of every residence hall. Please remember that you are responsible for your own behavior and must abide by the community standards in order to protect your rights as well as those of others and to make residence living a positive aspect of your college experience.

Residents are responsible for their living area as well as their personal conduct. Residents giving permission for a violation to occur in their room or who are present while others commit a violation can be held accountable as a participant in the violation. Residents wishing not to violate a University policy should temporarily separate themselves from others who may be violating University policies.

## Alcohol

Students are expected to abide by statutes of the State of Iowa concerning the consumption, possession, distribution and sale of alcoholic beverages. Highlights of those statutes are as follows:

1. The minimum age for alcohol purchase and possession is 21 years in the state of Iowa.
2. It is unlawful to sell or give alcoholic beverages to underage people.
3. It is illegal to use fake identification (IDs) to obtain alcoholic beverages.

The University does not encourage the consumption of alcohol. However, students who are of legal age may drink alcoholic beverages in the privacy of their room. Hallways, lounges, or public areas are not considered private areas.

As alcohol is for personal consumption at a reasonable level, there is a limit to the amount of alcohol that may be stored by a student in his or her room. This limit is defined as 24 containers of less than 8 percent alcohol (one case of beer), a combined capacity of 288 ounces, or a total of 64 ounces of hard liquor, full or partially full. In addition, alcohol may never be served from a common source\* such as a keg, party ball, etc.

Any student who is in violation of the alcohol policy will be confronted. All alcohol, including cases, kegs and tappers, will be confiscated by the staff. Kegs will be emptied. Tappers and kegs will be held by the Dean of Student Life.

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## Bicycles

No bicycles are allowed in the halls at any time except during the break periods. Bicycles can be stored in the racks provided. UIU accepts no responsibility for bicycles or accessories stored in bike racks provided by the University. Purchasing a bike lock from a local hardware store or a discount store is recommended. Personal insurance is strongly recommended.

## Bunk Beds, Lofts and Waterbeds

All beds provided in the rooms are bunkable. If attachments to bunk the beds are needed, residents need to see their RA. Students interested in a loft must rent them through [www.bedloft.com](http://www.bedloft.com). No lofts will be allowed in Lee Tower or South Village. The University and Department of Residence Life accept no responsibility for improper construction of lofts, poor maintenance of lofts or accidents that may occur while using lofts. Because of problems with filling, draining, weight and dismantling, waterbeds are not permitted in the University-owned residence halls.

## Cooking in Rooms

Due to problems with pest control, waste disposal and lack of proper ventilation, cooking in the residence hall rooms is not permitted. The use of “open-element” and “resistance” appliances (e.g., hot plates, toasters, toaster ovens, blenders and popcorn poppers) is not allowed in student rooms. The use of cooking appliances would constitute a fire safety threat.

## Damages

Repairs to residential facilities must be performed by University personnel. The costs of these repairs include materials and labor; the latter can be as high as \$30 per hour. In all cases, trained University professional people must do the work in order to comply with building codes and construction standards. If your room is damaged, do not attempt the repairs yourself. Please contact a Residence Life staff member and report any maintenance needs.

If you lose or damage residential property, even accidentally, you will be billed for it. This includes any portion of the facility itself, and does not preclude prosecution for vandalism, destruction and/or theft of University property. Report any such damage to the Residence Life staff immediately.

Damages in common areas (lounges, hallways, bathrooms, etc.) are charged to the individuals responsible, if known. Unaccounted for damages will be charged to the residents of the floor, suite area or apartment in which the damage took place. The charges will be divided and charged proportionately to each individual in that living community. If you see others damaging your hall, ask them to stop. Then advise a staff member immediately.

## Discriminatory Harassment

UIU policy prohibits behavior based on another’s status that has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment. Status refers to race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status. This policy is not intended to, and will not be applied in a way that would violate rights to academic freedom and freedom of expression.

## Drugs

In compliance with federal and state laws, the possession, use, or sale of marijuana or drugs such as barbiturates, amphetamines, narcotics, hallucinogens (LSD, STP, MDA, mescaline, etc.), other addictive compounds or drug paraphernalia are prohibited on the campus proper, in University buildings and in residence hall rooms or communities.

## Fire

Fire is a serious threat to life, health and property. The burning of candles, use of open flames,

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storage of flammable materials or use of open-element cooking appliances in the residence halls is not permitted. Residents engaged in pranks using burning materials or suspected of other arson activities will be referred to the Dean of Student Life and are subject to suspension, expulsion and/or civil prosecution.

## Fire Alarms and Equipment

Fire alarm pull stations are located on each floor. If there is a fire, pull the alarm and evacuate the building immediately. Failure to leave a building when directed will result in disciplinary action. Fire extinguishers are located throughout the residence halls. They are to be used only in the event of a fire. Exit signs are located strategically throughout the buildings.

These signs are designed to clearly indicate exit routes. These signs are considered to be fire equipment, so please do not tamper with them.

Smoke detectors have been installed in all residence hall rooms and are considered to be an important link in the fire safety program of the University. Anyone found tampering with room smoke detection equipment will face disciplinary action. Any smoke detector needing maintenance should be reported immediately to a Residence Life staff member.

## Firearms, Weapons and Destructive Devices

To help ensure the safety of the residents, firearms, destructive devices and other weapon-like instruments are not allowed in the residence hall facilities or on the grounds of the residence hall facilities. Possession of ammunition, explosives, dangerous chemicals or noxious substances is prohibited. See the Weapons Policy for all University guidelines governing weapons.

## Fireworks, Explosives and Combustibles

Explosives and highly combustible materials cannot be used or stored in residence halls. This includes fireworks, any kind of explosive device (whether it uses combustible or noncombustible fuel), gasoline, laboratory chemicals, gun powder, paints and paint thinners.

## Furniture and Equipment

All students are expected to respect the University's property, whether it is in a resident's room or in a public area within a residence hall. Any University furniture in a student's room must remain in its original room. If unusual damage occurs in a resident's room, the residence life staff will conduct an inquiry. If a resident is found responsible for the damage, charges will be assessed. The Director of Maintenance will calculate charges for damages based on a uniform system. Charges incurred during the semester must be paid immediately at the time of billing. Furniture in the lounges and other public areas of residence halls is for use by all residents and their guests. Removal of furniture from public areas makes it unavailable to other residents. As a result, students moving furniture from any area of the building will be subject to conduct proceedings and may be adjudicated for theft.

## Gambling

All forms of gambling are prohibited on campus. The University also prohibits gambling at all student-sponsored activities and programs, regardless of location. Raffles are considered gambling and are also prohibited by University regulations.

## Halogen Lights

Lamps with halogen bulbs are not permitted. Halogen lamps are extremely hot and pose a fire and safety hazard.

## Inappropriate Behavior

Students are expected to cooperate and be civil with one another, with Residence Life Staff and

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with any other University officials. A student shall not interfere with, annoy, disturb or obstruct any other student or staff member or the University by means of noise, abusive language or any other nuisance. Students who verbally abuse, or fail to cooperate with, University officials (including all members of the residence life staff) acting in the performance of their duties, will face severe disciplinary action.

Any behavior that is determined to not be conducive to the overall mission of the University will be subject to disciplinary action.

## Incense

Incense smoke and odors may be unpleasant for many residents of your community and may cause significant health and allergy problems for others. In addition, incense may be used to cover the odor of illegal drugs as well as creating a fire hazard. Therefore, the burning of incense is prohibited in residence hall buildings (including students' rooms).

## Inter-Hall Visitation/Guest Policy

Visitation permits residents to host a guest of the opposite sex in their room during the following hours:

**Garbee and South Villages:** Sunday through Thursday - 8 a.m. to 1 a.m. and Friday and Saturday - 8 a.m. to 3 a.m.

**Lee Tower and Hofmaster Apartments:** Open Visitation

Residents are responsible for the conduct of their guests. Room occupants have the right to approve all guests and times they may remain in the room during the above hours. Guests must be escorted at all times. Each community may decide to discontinue or restrict the visitation hours for their floor, wing or suite.

**Overnight Guests.** Guests of a resident may stay within the halls for a maximum of two days and nights unless special permission is granted by the Residence Area Coordinator or the Dean of Student Life. For safety reasons, students are to register their guests with a Residence Area Coordinator. Guests must be **16 years of age** and be accompanied by their host at all times. Family members are not exempt from the age limit. Residents are expected to make all guests aware of the University policies; hosts are responsible for their guests' actions.

## Laser Lights

Laser lights can be harmful if used improperly. These types of lasers have been known to cause damage to the retina in the eye. Therefore, misuse of the laser light is the responsibility of the individual. Students who misuse a laser light are subject to disciplinary action.

## Lockdown Procedures

In the event the University initiates a campus lockdown, students are to go to the nearest safe location, lock the door, turn out the lights, turn off any noisy electronic devices, and remain there until given the "all clear." Residence Life staff are trained on how to respond during a campus lockdown. For further detailed information regarding these procedures, contact Campus Police, the Residence Area Coordinator or the Dean of Student Life.

## Motor Driven Vehicles

Equipment and vehicles that use combustible fuel are also prohibited in the buildings. For example, motor bikes, scooters, motorcycles and gasoline-powered equipment must be kept outside of all University residential buildings.

## Noise Policy

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The realities of community living dictate that individuals respect community needs for the moderation of noise (regardless of quiet hours). Noise is any sound, human or otherwise, which is disturbing to a resident. In an effort to reduce the amount of noise in the residence halls, specified quiet hours are in effect.

**Courtesy Hours.** Courtesy hours are in effect 24 hours a day. This means that noise should never exceed reasonable levels, and if a resident or staff member asks another resident to reduce the level of noise, he or she must comply. Failure to do so will result in disciplinary action.

**Excessive Noise.** Excessive noise (loud stereos, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other students and is unacceptable at UIU. Those students with stereos are encouraged to use headphones. While it is the responsibility of all to control noise, it is also the responsibility of those being affected by the noise to contact the offending party and request that the problem be eliminated. All residents must assume responsibility for monitoring their own behavior and asking others who infringe upon their right to sleep and study in their rooms free from undue interference to be more courteous.

**Quiet Hours.** Quiet hours are maintained in the halls from Sunday through Thursday, 10 p.m. to 10 a.m. and Friday and Saturday, 12 a.m. to 10 a.m.

## Pets or Animals

Because of the health risk involved (to humans and pets), no animal(s), with the exception of fish kept in an aquarium, are to be taken into or kept in any residential building. No fish tanks exceeding 25 gallons are permitted in the residence halls. Dogs that assist persons with disabilities are the only exception to this policy. If you notice stray animals in or around the residence halls please do not abuse, feed or bring the animal into your building.

## Room Occupancy

Residence hall rooms have a maximum occupancy of eight people. Violation of this may result in disciplinary action.

## Skateboards, Skates and Scooters

Because of the potential of injury to user and nonuser, the use of skateboards, skates (roller blades, roller skates or similar devices), and scooters is prohibited in all buildings.

## Solicitors

For the residents' protection and privacy, soliciting is not permitted in the residence halls. If residents have problems with a solicitor, they need to report the incident immediately to any Campus Police or Residence Life staff member.

## Telephones

Theft of services, tampering with equipment and making obscene or harassing telephone calls is not in keeping with the standards of community at UIU. Individuals are expected to act in accordance with the law and University policies. It is against University policy to establish an account through an 800 or international number that may be billed back to the University.

## Theft

Even though the campus has a relatively low crime rate, thefts have occurred. If a theft occurs, please contact your RA or Campus Police immediately so an Incident Report can be filled out. Please let your RA or Campus Police know if you want a police report for insurance purposes.

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The police will come out upon the request of the Director of Residence Life or Campus Police Officer for the student.

## Vandalism

Members of the University community are expected to respect University property as if it were their own. In those instances where University property is defaced, damaged, or destroyed by reckless or willful actions, the responsible person(s) will be required to pay for repair or restitution of the property. When the individual or individuals responsible for the damage cannot be determined, the community will be assessed the cost for repairs or replacements.

## Window Screens

Window screens must remain securely in place at all times. Any screen that is removed or damaged will be replaced at a cost to the resident.

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