UPPER IOWA UNIVERSITY

STUDENT HANDBOOK

2026-27 | 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.

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ACADEMIC CALENDAR

Fall Semester – Session 1	
Peacock Experience (New Student Days)	August 27 - 30
Classes begin	August 31
Labor Day – no classes	September 7
Final exams	October 21 – 22
Fall Semester – Session 2	
Classes begin	October 26
Thanksgiving break	November 26 - 27
Final exams	December 16 - 17
Spring Semester – Session 3	
Classes begin	January 11
MLK Jr Day of Service	January 18
Final exams	March 3 - 4
Spring Break	March 5 - 14
Spring Semester – Session 4	
Classes begin	March 15
Easter break	March 26 - 28
Final exams	May 5 - 6
Commencement	May 8
Summer Semester—Session 5	
Classes begin	May 17
Last day of classes	July 8
Summer Semester–Session 6	
Classes begin	July 12
Last day of classes	August 19

EMERGENCY INFORMATION

Upper Iowa Emergency Preparedness

https://uiu.edu/experience/safety-security/emergency-preparedness/

Fayette Campus

Ambulance	563-425-4300
Campus Police	563-425-3500
	campuspolice@uiu.edu
Sheriff	563-422-3234
Police – Non-Emergency	562-425-3500
Police – Emergency	911
Fire Department	563-425-4300
Domestic Abuse Hotline	1-800-383-2988
Sexual Assault Hotline	1-888-557-0310
National AIDS Hotline	1-800-342-2437
Suicide Prevention Lifeline	1-800-273-8255
	1-800-799-4889 for hearing and speech impaired

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.

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 the Rave Mobility Safety on their My Apps page. 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.

UIU Services

Student Success and Retention

The Office of Student Success and Retention 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
- Offer guidance on appeals
- Work with students to improve academic performance
- 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 Liberal Arts
Telephone: 563-425-5264
Webpage: https://uiu.edu/academics/academic-support-services/student-success-and-retention

Tutor and Writing Center

The Tutor and Writing Center offers free tutoring to all UIU students. In-person and virtual tutoring options are offered in nearly all subject areas.

Writing consultations are available at any stage of the writing process. Services include assistance with:

- Understanding assignments & criteria
- Brainstorming & exploring ideas
- Thesis & keywords
- Outlining & drafting
- Organization & structure
- Research strategies
- Avoiding plagiarism
- Formatting & citation styles
- Editing & revisions
- Recognizing patterns of grammatical error
- Writing across various fields of study

Face-to-Face: Walk-ins are welcome! You can also schedule a face-to-face appointment by using Accudemia (available in the My Apps page) or by emailing tutorcenter@uiu.edu

Virtual Tutoring and Writing Consultations: For a virtual tutoring session or writing consultation, schedule an appointment through Accudemia or email your request to tutorcenter@uiu.edu

Asynchronous Writing Consultations: Submit a copy of your draft, course information, and top writing concerns using the New Online Writing Submission form from Accudemia. Specific, tailored feedback will be provided.

Brainfuse Online Tutoring: Students can utilize Brainfuse Online Tutoring and its Writing Labs 24/7. This is available on the My Apps page or under "Student Resources" on uiuLearn.

Calculator Checkout: The Tutor and Writing Center also loans graphing and scientific calculators on a per-session basis, with an option for renewal.

Email Tutoring: To submit your work to our Email Tutoring Service, email a copy of your draft, course information, and top writing concerns to: tutorcenter@uiu.edu. Email tutoring is available during fall, spring, and summer semesters.

Location: online and on the second floor of the Student Center
Email: tutorcenter@uiu.edu
Telephone: 563-425-5272
Webpage: https://uiu.edu/academics/academic-support-services/tutoring-writing-services/

Online and Center students may utilize tutoring and writing support. More information can be found on the Tutoring and Writing Services 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 instill a culture of giving and service among all UIU stakeholders. Chief among the department's responsibilities is to conduct fundraising activities to support University priorities and initiatives. Fundraising events and activities include calling campaigns by the Homecoming Ball, UIU Giving Day (online fundraising event), Student Philanthropy Council, and Team Peacock's RAGBRAI ride. The department also conducts alumni engagement events around the country. Additionally, the department maintains all alumni records and helps to communicate the achievements and milestones of alumni in *The Bridge,* UIU's alumni magazine.

Location: Advancement & Alumni House

Telephone: 563-425-5388
Website: https://uiu.edu/alumni/
E-mail: alumni@uiu.edu

Bookstore/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 BNC/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 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 BNC/MBS Direct totaling over $49 will be eligible for free shipping.

Textbook Ordering Instructions:
Visit https://bncvirtual.com/uiu

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

Telephone: 1-800-325-3252
Email: customerservice@bncservices.com
Website: https://uiu.edu/experience/bookstore/

Office of Career Development

The goal of the Office of Career Development is to help students and alumni move in the right direction toward a successful career and future. The Office of Career Development assists students with major exploration, resume/cover letter reviews, internship and job opportunities, interview skills, graduate school information, general career coaching and other career related topics. Upon completion of your degree, this office is a continued resource for alumni as well.

Location: second floor of the Student Center
Telephone: 563-425-5229
Website: https://uiu.edu/careers/
Email: careers@uiu.edu

Counseling Services

It is the mission of UIU counseling services to promote the personal development and psychological well-being of all students, and to provide an environment that is conducive to growth and learning. Counseling is designed to help you identify behaviors or ways of thinking that are interfering with your happiness and/or ability to function, and to guide you in making the necessary changes to fulfill your personal goals. Free and confidential short-term counseling is available for Fayette campus students seeking help with personal, social, or emotional issues.

Virtual Counseling Services with TrulaCounseling™. Through our partnership with Trula Counseling, free virtual counseling is available to all degree-seeking students, including those in the center and online programs. Trula Counseling provides you with immediate and/or ongoing confidential, 24/7/365 support for any concern at NO COST. If you, or anyone you know, may be in need of compassionate and confidential assistance, reach out anytime.

Through Trula, you can speak to a licensed counselor now or schedule a FREE appointment when it aligns with your schedule. Call 1-833-998-4557 or visit www.trula.com/trulacounseling.

- When the TrulaCounseling call center counselor answers, let them know that you are an UPPER IOWA UNIVERSITY student and are seeking immediate support.
- The TrulaCounseling call center counselor will conduct a brief screening and either connect you with a licensed therapist for immediate support or schedule an appointment.
- Crisis & Real-time Counseling available 24/7/365 in English, Spanish, French, Mandarin, or Cantonese
- Scheduled Counseling is available in 150 languages

Location: second floor of the Student Center
Telephone: 563-425-5786 (on campus counselor) or 1-833-998-4557 (Trula Counseling)
Counseling Website: https://uiu.edu/experience/counseling/ & www.trula.com/trulacounseling.

Your Life Iowa: call 855-581-8111 or text 855-895-8398
988 Suicide & Crisis Lifeline: call or text 988
The Trevor Project (LGBTQ Support): call 1-866-488-7386 or text START to 678-678

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 UCMerced, study abroad alumni have higher starting salaries 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, summer, semester or year

Telephone: 563-425-5268
Email: 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: https://uiu.edu/experience/its/
Email: helpdesk@uiu.edu

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

Student Accounts. You will receive a *@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 building contains over 94,000 books, journals, and multimedia materials across three floors and is home to the University Archives. The UIU Archives preserve and promote the history of the University and our community. The library provides access to collections, both in print and online, that meet the curricular, research, and collaborative needs of the total university. Library databases, research guides by subject, and additional electronic access to e-book collections and thousands of full-text journals, references, newspapers, etc. are available via the library website at https://uiu.edu/academics/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.

Henderson-Wilder Library provides a positive, pleasant, and quiet study environment. Information Literacy Sessions are available upon request for classes and individuals to learn how to use library resources**.** As a learning resource center, the library houses the Learning Lab with computers and casting and projecting options, multiple study rooms, the Learning, Curiosity, and Acceptance Resource Room, the Kinney Room with an extensive collection of children's and young adult books, and an Education Curriculum Resource library. As a federal depository, United States government documents are freely available in print and online. The library is home to the Sensory Room, provided by Student Accessibility Services. There are three public access computers located on the first floor by the Information Desk that can be used by anyone. They have access to Iowa Workforce Development resource providing Iowa students, veterans and unemployed who are searching for employment information. Laminating services are available at .08 cents per running inch with a max width of 23 inches.

Henderson-Wilder Library participates with many several InterLibrary Loan (ILL) networks and resource-sharing consortiums, enabling library users to obtain most published and circulating material that is not owned by UIU at no cost to the UIU community. Interlibrary loan services are available to all UIU faculty, staff, and students at https://uiu.edu/academics/library/library-loan/ and libraryill@uiu.edu.

Front Desk Telephone: 563-425-5261
Website: https://uiu.edu/academics/library/
E-mail: library@uiu.edu

STUDENT ACCESSIBILITY SERVICES

The UIU Student Accessibility Services Office (UIUSAS) provides resources and support to students with disabilities, as well as the faculty and staff involved in their education, in compliance with applicable laws and best practices in higher education. We provide services so students can equally enjoy the academic and student life opportunities available at UIU.

The University will make accommodations for students who report a disability and provide appropriate documentation. For reasonable accommodations to be made, current documentation must be on file with the

UIUSAS office. Documentation is required to establish both the presence of a disability and the need for accommodations. 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.

The procedure to receive services through UIUSAS is as follows:

- New students enrolled in Upper Iowa University with a documented disability requesting services should complete the Accommodation Application Packet for New Students for services, which will include:
    - Voluntary Disclosure Form
    - Release and Exchange of Information Certifying Disability Form
    - Student Acknowledgment of Responsibilities Form
- Students must have their healthcare provider send documentation identifying their disability and the recommended academic accommodations directly to accessiblity@uiu.edu.
- The UIUSAS office will evaluate the application and all documentation collected to determine the reasonable accommodation needs.
- The accommodation letters will be created and dispersed to the faculty of the student's session courses.
- At the beginning of each semester thereafter, the student must contact the UIUSAS office to request accommodation letters for the upcoming semester.
- For further explanations on policies and procedures, please refer to the UIU Student Accessibility Services Handbook located at https://uiu.edu/experience/student-accessibility-services/.

Location: second floor of the Student Center
Telephone: 563-425-5884
Webpage: https://uiu.edu/experience/student-accessibility-services/
Email: accessibility@uiu.edu

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 six different offices to support our students: Registrar, Student Accounts, Financial Aid, Military and Veteran Services, Data Processing, and Student Services.

Location: first floor of Liberal Arts on the Fayette Campus
Telephone: 563-425-5200 or toll free at 1-800-553-4150
Email: info@uiu.edu

UIU Services - Fayette Campus

Computer Labs

All registered students have free access to computer labs and internet on campus. Computer labs are available in many buildings on campus including: Henderson-Wilder Library, Liberal Arts Building, Andres Center for Business

and Education, and Baker-Hebron Science Hall. Additionally, there is a 24-hour computer lab in Garbee Hall and South Villages 1, 2 and 3. The Student Center has computers available for students use on the second floor. Printing is available around campus and students get a printing credit each semester.

Internet Access in Residence Hall Rooms. Internet access in the residence halls is free and provided by Boldyn (www.uiu.hed.boldyn.com). Residence hall Internet problems or questions should be directed to Boldyn at (855) 813-7009, or e-mail support.hed@boldyn.com. Higher speed and gaming packages are also available through Boldyn 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.

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 $800 Dining Dollars per semester
- Peacock Blue: All Access to Servery, 10 guest meals and $200 Dining Dollars per semester
- Peacock Basic: 100 Servery meals, 10 guest meals and $500 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 and Java City beverages. Enjoy snacks from our concession stands at most home games. Dining dollars are available to use at almost all athletic events.

Dining Services Typical Hours of Operation:	**Servery**	**Café**
Monday-Thursday	7:15 a.m. to 7:00 p.m.	7:30 a.m. to 3:00 p.m.
Friday	7:15 a.m. to 6:30 p.m.	7:30 a.m. to 3:00 p.m.
Saturday	10:00 a.m. to 6:30 p.m.	Closed
Sunday	10:00 a.m. to 6:30 p.m.	Closed

Commuter Students can use their student ID to establish a Dining Dollar account or purchase the commuter meal plan. Meal plans can be purchased by visiting Student Life, located on the second level of the Student Center, or by emailing studentlife@uiu.edu. Dining Dollars can be added anytime online at https://uiu.mydininghub.com or by stopping into the Servery during business hours. The Commuter meal plan includes 80 Servery Meals, 10 guest meals, and $50 Dining Dollars per semester

Dining Dollars – can be added in increments of $50 – watch for specials throughout the school year!

Student with special dietary needs or any other questions regarding University dining can be directed to ARAMARK Campus Dining at 563-425-5767.

All students living in the residence halls are required to participate in the university board plan, no exceptions or appeals. Changes in board plan selection must be made by the Friday of the first week of Fall Semester (Session 1) and Spring Semester (Session 3) classes.

Food service for the Fall and Spring Semester begins with dinner on the Sunday prior to the start of classes and ends with the evening meal on the last day of the resident's final exams.

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

Telephone: 563-425-5767
Website: https://uiu.mydininghub.com

HEALTH AND HEALTH INSURANCE

At UIU, 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. Supplemental insurance plans can be purchased at uiu.studentbenefitplans.com or enroll via phone by calling 877-247-8817.

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 Coordinator for International Education for rates at 563-425-5884 or email 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 AVPSL 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. Student athletes should visit https://uiupeacocks.com for forms required. Non-student athletes are not required to provide immunizations, but are welcome to submit their records by emailing them to studentlife@uiu.edu.

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, they have two options:

1. The student's personal physician can call or fax (phone: 563-425-4530, fax: 563-425-3261) 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.

Health and Injury Insurance for Student-Athletes. If the student is a student-athlete participating in one of the 15 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 (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 at https://uiu.edu/experience/parking-on-campus/.

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 based on 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, and 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.
6. A change in vehicle will require a student to update their vehicle information in order to avoid fines. See the Student Life office to update this information.

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 $100 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 $120 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 online, or by cash or check at the Student Life office 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 appeal in writing any parking ticket that they feel may have extenuating circumstances that would preclude the violation. Appeals must be submitted within seven calendar days from the date the ticket is issued. Vehicle violation fines will be doubled for second-time violations. 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.

OTHER FAYETTE CAMPUS SERVICES

After-Hour Access. After regular business hours (8:00 a.m. to 5:00 p.m. Monday – Thursday, 8:00 a.m. to 3:00 p.m. Friday), all University academic buildings are closed and secured. For academic reasons, students may gain access to University buildings with 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 Northeast Security Bank in Fayette for a fee. Students may also choose to enroll in direct deposit.
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
- Northeast Security 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

students, it is their identification in the Servery, Rec Center, and Mail Room. *Students are to carry their ID at all times.* Students can receive their student ID at the front desk of Student Life on the second floor of the Student Center. 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.

Students: Let your friends and relatives know that your address will be: "(Your Name), Upper Iowa University, PO Box 1857, Fayette, Iowa 52142." To send packages via FedEx or UPS, please use "605 Washington Street" for the street address.

TRANSPORTATION

Free Shuttle Service. UIU provides a free shuttle service to UIU students to and from the Cedar Rapids Airport, Iowa City and Coralville bus stations on specific published dates. Shuttles are scheduled only at the beginning and end of the fall and spring semesters, and for the Thanksgiving break (November) and Spring Break (March). UIU does not offer shuttle service outside of the published dates and times.

Students may view scheduled shuttle trips and sign up for the free shuttle service by visiting www.uiu.edu/shuttle. For planning purposes, reservations are required via the registration form and are accepted up to one week prior to the first transportation date. UIU's shuttle transportation is available only on the published dates. Please arrive 10 minutes prior to the published time; the shuttle leaves promptly at the published time and must remain on schedule. Students who miss their scheduled shuttle may have the option to utilize the next scheduled shuttle, based on availability. In case of inclement weather, shuttles may be delayed until road conditions improve. Upper Iowa University is not responsible for any costs associated with travel delays or cancellations.

Students needing transportation outside of the published hours should make arrangements with external shuttle vendors. Please plan your travel to and from Fayette around the published times.

For complete shuttle information, please visit www.uiu.edu/shuttle. Additional transportation options are posted on this site for student convenience. Students with questions regarding the shuttle services can contact the Coordinator of Student Engagement at 563-425-5311 or studentlife@uiu.edu.

Handicap-Accessible Transportation. A handicap-accessible vehicle will be provided for any student needing transportation to participate in shuttle services and scheduled UIU trips. Students needing this form of transportation must notify the Coordinator of Student Engagement at 563-425-5311 within 72 hours of the shuttle service departure. All shuttle and trip fees will be the responsibility of the student.

Non-UIU Transportation Options. Visit www.uiu.edu/shuttle to view non-UIU transportation options in the area. Please contact the specific company for current rates and travel details.

ENGAGE WITH UIU

ATHLETICS

UIU is an active member of the NCAA, Division II, and the Great Lakes Valley Conference (GLVC). The GLVC has 15 member institutions from Missouri, Illinois, Indiana, 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

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in the Constitution, 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 well-being and academic success of the participating student-athlete is of primary concern.

Higher education has lasting importance on an individual's future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate.

Division II members abide by the following principles that help define and distinguish the division:

- Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution's educational mission and assumes presidential involvement and oversight;
- Division II members fund their athletics programs in a manner that aligns with the institution's budget and educational mission. This method of funding features a "partial scholarship" model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well;
- Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This "Life in the Balance" emphasis facilitates learning through:
    - *Academics*. Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
    - *Athletics*. Division II supports athletics achievement through highly competitive programs that strive to participate in the division's 25 national championships, which offer the best access ratio among the NCAA's three divisions. Division II also supports a regionalization model in scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission;
    - *Community engagement*. Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and
    - *Post-graduation success*. Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation;

- Division II members support the utmost in sportsmanship by committing to a "game environment" initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and
- Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division's governance structure.

The following sports are offered:

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

For more information, visit: https://uiupeacocks.com/

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: first floor of the Student Center
Webpage: https://uiu.edu/experience/student-activities/student-government/
E-mail: studentlife@uiu.edu

Engage with UIU - Fayette Campus

Share Your Faith

Worship Resources:

- Church of Jesus Christ of Latter Day Saints, Fayette
- Congregation Achdus Yisroel – Orthodox Synagogue, Postville
- Fayette Community Church, Fayette
- First Baptist Church, Oelwein
- Grace Lutheran Church, Fayette
- Islamic Foundation of Iowa, Waterloo
- Masjid Alnoor Islamic Community, Waterloo
- The Mother Mosque of America (Islamic Cultural & Heritage Center), Cedar Rapids
- Sons of Jacob Synagogue, Waterloo

- St. Francis of Assisi Catholic Church, Fayette
- Temple Beth El Synagogue, Dubuque
- United Methodist Church, Fayette
- Zion Lutheran Church (ELCA), West Union

The following resources are available to students on campus:

- Fellowship for Christian Athletes (FCA)
- SALT

Recreational Services

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 semester 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.
Telephone: 563-425-5669
Webpage: https://uiu.edu/experience/wellness/intramurals/

Outdoor Pursuits. Student Activities 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, kayaking, rafting, canoe trips and fishing. Equipment such as bikes, camping equipment, canoes, kayaks, snowshoes, sleds and skis is available for student checkout. Equipment can be checked out at the front desk of the Recreation Center.
Telephone: 563-425-5669
Webpage: https://uiu.edu/experience/wellness/outdoor-pursuits/

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 center also provides students the opportunity for personal professional development through opportunities to work as a work-study or intern.

All students, staff, and faculty must enter the Recreation Center 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://uiu.edu/experience/wellness/recreation-center/

Student Activities

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.

Travel Trips allow students to get off campus to do some sightseeing and exploring. These trips may include Concerts, Professional Sporting Events, amusement parks 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 available for these trips depends on costs and transportation availability. The Office of Student Activities is proud to offer these opportunities to students. 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. To ensure Student Activities receives proper information, students may not sign up for other individuals. Students may not substitute themselves for another person on the trip. If someone signs up for a trip and decides not to go, they must contact Student Activities 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 canceled.
- **Students may be required to pay a fee or deposit when they sign up for a 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 Engagement (CSE).
- **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 number 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.**
- **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.

Campus Activities Board (CAB)

Recognizing that co-curricular activities and social life are important at UIU, CAB is the major planning organization for all student activities. Their mission states, "The CAB 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 CAB or just want to see what is being planned, please contact the Coordinator of Student Engagement (CSE) at 563-425-5311.

Student Organizations and Clubs

Best Buddies
Beta Theta Omega – social service sorority
Black Student Union
Campus Activities Board
Collegiate Outdoors Club
E.Y.E. – social service sorority
Fellowship for Christian Athletes (FCA)
Friends of the Henderson-Wilder Library
Line Dancing Club
Peacocks for Progress – community service organization
Peer Mentor Program
Pickleball Club
Psychology Club
SALT – faith-based organization
Science and Environment Club
Student Athletic Advisory Committee (SAAC)
Student Philanthropy Council
UIU Together
For more information on clubs and organizations, visit: https://uiu.edu/experience/student-activities/clubs-and-organizations/

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 Activities and can be obtained at the All Club and Org Meeting at the beginning of the Fall Semester. It can also be found on the University's website: https://uiu.edu/experience/student-activities/clubs-and-organizations/

Starting a New Club or Organization. If a student would like to form a new group on campus, contact the Coordinator of Student Engagement (CSE), at 563-425-5311. The CSE will require a statement of their group's purpose, goals and objectives, as well as a draft of the constitution and bylaws. The CSE 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 should contact the CSE for the most recent scheduling procedures for various locations around campus.

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.

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 arcade games. 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/Wii U, and Original Nintendo available for student use.

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

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 faith-based study groups. Students can reserve this room through Student Life during office hours.

Location: second floor of the Student Center
Telephone: 563-425-5311
Student Activities Website: https://uiu.edu/experience/student-activities/

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 (view the Policy Catalog). 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 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 Handbook and policies on our website.
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 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.

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 Student Handbook.

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 the country in which they reside. United States law forbids the use or possession of alcohol beverages by any person under the age of 21. Except in the privacy of

their room when the student is over the age of 21. If a student over 21 has a roommate/suitemate under 21, the alcohol must be on your side of the room, not in view. See policy SL 703 - Substance Abuse for all University guidelines governing the use of alcohol, both on and off-campus. Violation of this policy is subject to disciplinary action.

10. **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. Note that under federal law, the term drug paraphernalia means "any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance."

11. **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.

12. **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 University property that is owned, leased, or occupied by UIU or in University buildings. (See policy SL 709 - Weapons for complete definitions and any exceptions.)

13. **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.

14. **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 posted closing hours.

15. **Misuse of technology.** 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 policy IT 500 - Acceptable Use of Technology.

16. **Hazing/Bullying.** 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. For more information, see policies SL 716 - Hazing and SL 708 - Bullying.

17. **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.

18. **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, mails, text messages, written letters, gifts, or any other 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 procedure.

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 further incidents if the student has previously activated Amnesty during their time at UIU. The Assistant Vice President for 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. In cases involving student-athletes, the Athletic Director and Senior Woman Administrator will be notified of any disciplinary actions, as such outcomes may affect the student-athlete's team participation and/or athletic scholarship. Sanctions or disciplinary actions are otherwise only communicated to the individual found responsible, not to the reporting party, in accordance with privacy guidelines.
3. 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.
4. 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 the severity of the disciplinary matter:

1. The Assistant Dean of Students & Chief Conduct Officer handles all conduct violations on campus.
2. The Student Conduct Board and/or the Assistant Vice President of Student Life handles any cases that may warrant suspension, dismissal, or expulsion.
3. The Center Director and/or Vice President of Distance Education Enrollment are involved in conduct violations for center and online students.

Student Conduct Board

The Student Conduct Board conducts hearings on cases referred to it by the AVPSL. 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 AVPSL. Sanctions are determined by the AVPSL. The AVPSL will communicate with the parties involved. The AVPSL will be the Hearing Advisor. The AVPSL 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, Assistant Vice President for Student Life or Center Director/Vice President of Distance Education Enrollment. 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 (listed above), 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. 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.
2. That the hearing will occur in the absence of the student if they opt not to participate in it.
3. A statement that an individual was identified in a policy violation, which is discussed during the hearing.

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.
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. They 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 AVPSL.
- 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 Assistant Vice President for Student Life.

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 AVPSL/Center Director/Assistant V.P. for U.S. Centers has the authority to impose a temporary 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. **Dismissa**l – 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, 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 AVPSL. Victims of sexual assault are entitled to know the outcome and sanction of the disciplinary hearing in which they are involved.

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 "I" section of this handbook.

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

Violations	**Minimum Consequences**
Alcohol	See alcohol sanctions
Bullying	Sanction (Bullying Policy)
Indoor Bikes, Skateboards, Skates or Scooters	Reprimand or Sanction
Cheating and Plagiarism	Disciplinary Probation to Expulsion
Controlled Substance Use, Possession,	

Sharing, Pooling, or Distribution of Resources for Purchase	See Drug Sanctions
Cooking in Rooms	Reprimand or Sanction
Damage to Property	Restitution and Disciplinary Probation
Destructive Demonstration/Riot	Disciplinary Probation to Expulsion
Disruptive Classroom Behavior	Reprimand or Sanction
Drug Possession/Use/Paraphernalia	See Drug Sanctions
Electrical Appliances	Reprimand or Fine
Endanger Personal Safety	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 or Sanction
Hazing	Sanction (Hazing Policy)
Improper Entry	Disciplinary Probation and Sanction
Incense/Candles	Sanction or Fine
Lewd/Obscene Behavior or Language	Disciplinary Probation and Sanction
Misuse of Keys	Disciplinary Probation and Sanction
Unregistered pet	Reprimand and Sanction
Possession of University Property	Disciplinary Probation and Sanction
Quiet Hours/Noise	Reprimand or Sanction
Removal of Window Screen	Reprimand or Sanction
Sexual Harassment/Misconduct	See Title IX Sexual Misconduct Policy
Theft (any amount)	Disciplinary Probation to Expulsion
Vandalism	Disciplinary Probation to Expulsion
Verbal Abuse	Disciplinary Probation and Sanction
Weapons (any type)	Disciplinary Probation to Expulsion

Base sanctions given for violations:

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 AVPSL 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) **or possession of**

funnels or other binge consumption/paraphernalia

1st offense: $50 fine and educational sanction, 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 or other "common source" of mass consumption

1st offense: $250 fine for room occupant(s), disciplinary probation and substance abuse assessment, which includes mandatory counseling to be determined by staff. Students in room (guests) $100 fine, disciplinary probation, substance abuse assessment and educational sanction.

2nd offense: Referred to the AVPSL 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.

Drug possession/Use/Paraphernalia

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

2nd offense: $250 fine, restricted from the residence halls indefinitely, disciplinary probation until graduation, educational sanction, assessment with Director of Counseling Services, appear before AVPSL 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 AVPSL; sanctions will be imposed in consultation with the Director of Counseling Services.

3rd offense: Suspension

Tobacco or Nicotine Products

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.

IT'S OUR POLICY

Below is a sample of policies covering UIU students. The full list of Upper Iowa University Policies can be found here: uiu.edu/about/policies-reports/

POLICY 101.3: UNIVERSITY EXCUSED ABSENCES AND MAKE-UP WORK

Policy Statement

Students will not be penalized for any absences resulting from participation in University-sponsored activities.

Purpose

To provide students and faculty with standardized expectations and procedures to address situations in which participation in University-sponsored activities requires missing class.

UIU is committed to developing global citizens who become lifelong learners, prepared for leadership within society. Participation in extra and co-curricular activities such as intercollegiate athletics, student government, etc., are valuable ways 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.

UIU must support these activities and its investment by accommodating missed classes. Students understand their responsibility to balance the demands of participation in extra- and co-curricular activities with their academic obligations. At the same time, the University must acknowledge a similar responsibility in assuring these students are not unfairly penalized or disadvantaged academically through their participation in these University-sponsored or sanctioned events.

Definitions

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

- University-sponsored athletic competitions
- Academic presentations/field trips, performances, or conferences
- Off-campus requirements for student-government officers
- Co-curricular activities that necessitate travel

While UIU recognizes Mental Health is a growing concern, individuals must work with their instructor regarding the impact of missing class due to mental health concerns.

Policy Implementation

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. This policy applies to all students (undergraduate and graduate) and faculty.

- This policy applies to any learning experience with a synchronous component; it does not apply to online courses. Competition time includes the time required to travel to and from the competition.
- Practices and non-competition events during the non-championship segment of the season are *not* NCAA competitions and are *not* included in this policy.

Custodian

Chief Academic Officer (CAO)

History

- Feb. 6, 2015 – Approved by Board of Trustees, New template, formatting, basic editing
- June 22, 2022 – Policy in new template; deleted club sports as didn't apply.
- January 22, 2025 – Updated policy to remove discontinued programs, exclude mental health absences, and include all synchronous learning (i.e., UIULive and face-to-face courses).

POLICY 107.5: ACADEMIC MISCONDUCT

Policy Statement

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

Purpose

Levels of Academic Misconduct and Sanctions

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the University administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the University (Table 1). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or their cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in Table 1 should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

Definitions

Academic dishonesty includes, but is not limited to:

- Sharing academic materials, knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.

- Obtaining and using texts or other materials intended for instructor use only.

Cheating includes, but is not limited to:

- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other student's work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of the instructors involved.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own. Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using images, charts, graphs, statistics, or tables without proper citation.

Artificial Intelligence (AI)

Generative Artificial Intelligence (AI) may be considered Academic Misconduct depending upon the policy established by the individual instructor and/or course. Instructors are responsible for including a specific policy statement on the acceptability of AI in the syllabus for each of their courses, and students are responsible for reading and understanding this policy and how it applies to each of their classes. If the use of AI is prohibited or used inappropriately based on the statement outlined in the specific course syllabus, a student may be reported to the institution for Academic Misconduct.

Policy Implementation

Please refer to Table 1: Summary of Academic Misconduct Sanctions.
Note: Sanctions of Academic Suspension, Academic Dismissal, or Academic Expulsion will be posted as a transcript note on the student's academic transcript.

Custodian

Chief Academic Officer (CAO)

Related Policies, Documents, and Forms

POL AA 152 – Generative Artificial Intelligence (AI) Use
AA-107.5.A, Academic Misconduct Board Procedures Supplemental Document
AA-107.3.B, Academic Misconduct Flowchart Supplemental Document
AA-107.5.C, Academic Misconduct Student Appeal Supplemental Form

History

- June 22, 2022 – Policy in new template, formatting, basic editing
- May 29, 2024 – Add AI language, remove school structure, use gender-neutral terms.
- February 25, 2026 – Update titles within policy to reflect change from Dean to Chief Academic Officer (CAO).
- June 24, 2026 – Added transcript note and updated accordingly on Table 1

POLICY 110.3: DEPLOYMENT/ READMISSION POLICY

Policy Statement

Accommodations for students called to active military duty or deployed as a result of military orders or students who are spouses of military members that are called to active duty and/or deployed will be based upon the amount of time the student has been enrolled in the course.

Students who notify the university of their intent to return after withdrawing due to active military duty, deployment, or active duty/deployment of a spouse will be readmitted with the same academic status they had when last attending or when accepted for admission.

Purpose

Recognize and appreciates the sacrifices military students and families make to secure our freedoms. UIU understands military obligations may arise at any point during a student's enrollment and offer serval options to accommodate a student's individual situation and ensure a student is not adversely affected because of military status.

Policy Implementation

When a student is called to active military duty or deployed as a result of military orders, as verified by the appropriate documentation, UIU 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/enrollment coordinator, and other university administrators as necessary, for example, the Chief Academic Officer (CAO) or the Executive Director of Financial Services. 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 "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 in the University Catalog.
- 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 in the University Catalog.
- 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.

This Policy must be approved by National Council for State Authorization Reciprocity Agreements (NC-SARA) prior to becoming effective.

Custodian

Chief Academic Officer (CAO)

Related Policies, Documents, and Forms

POL BF 203 – Tuition Refund

AA-110.2.A, University Catalog

History

- September 12, 2018 – Approved by the President's Council
- March 27, 2019 – Revision approved by the President's Council
- May 17, 2023 – Policy put into new template; approved by PC
- January 21, 2026 – Three-year review completed; updated titles throughout the policy; approved by PC

POLICY 304: TITLE IX SEXUAL MISCONDUCT POLICY

Policy Statement

To provide an environment free of Sexual Misconduct and give guidance on Title IX procedures.

Purpose

The purpose of this policy is to fulfill UIU's obligations as a recipient of federal funding under Title IX of the Education Amendments Act of 1972 ("Title IX") and implement the policies, procedures, training, and record-keeping required by Title IX.

Definitions

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to the University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of UIU. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only UIU official with actual knowledge is the Respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. Notice as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

Advisor: A person selected to provide advice to a party for all, or a portion, of the grievance process. Complainants or Respondents may be accompanied by one Advisor, who is not a witness, to any Title IX related proceeding. Advisors are not mandatory, but only an Advisor may cross-examine other parties and witnesses during a live hearing. If a party does not have an Advisor for cross-examination, UIU will provide one for the purpose of conducting cross-examination during a live hearing. Cross-examination is the only time an Advisor may speak for a party or directly address another party.

Complainant*:* An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Consensual Relationships: Consensual Relationships between faculty, students, coaches, and staff can create a conflict of interest when there is an actual or perceived power disparity between the consenting parties. All UIU

employees and students are required to adhere to the University's Consensual Relationships Policy, which can be found on the University's Policies and Reports web page.

Consent: Consent is sexual permission. Consent is active, not passive. Consent can be given by word or action, as long as those words or actions are clear, knowing, and voluntary, and create mutually understandable and 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, through word or action. Consent may be withdrawn by any word or action that a reasonable person, sober and exercising good judgment, would understand to withdraw consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Under the Clery Act and the Campus SaVE Act, UIU will record and report all relevant incidents of Dating Violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the Complainant;
- a person with whom the Complainant shares a child in common;
- a person who is cohabiting with, or has cohabited with, the Complainant as a spouse or intimate partner;
- a person similarly situated to a spouse of the Complainant 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 applicable domestic or family violence laws.

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

Education Program or Activity: All programs and activities operated by UIU, including locations, events, or circumstances over which UIU exercises substantial control over both the Respondent and the context in which the alleged conduct occurs, including buildings owned or controlled by student organizations officially recognized by UIU.

Formal Complaint: A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in a UIU Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person during business hours at the Human Resources Office on the 1st Floor of Alexander-Dickman Hall; by mail to Beau Sudtelgte, Title IX Coordinator, 605 Washington Street, P.O. Box 1857, Upper Iowa University, Fayette, IA 52142; or at any time by e-mail to sudtelgteb24@uiu.edu. A Formal Complaint must contain the Complainant's physical or digital signature or otherwise indicate that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party.

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 Respondent should have known is objectively based on what a reasonable person in the place of the Respondent, sober and exercising good judgment, would have known about the condition of the Complainant. Sexual activity with someone you know to be or should know to be incapacitated is without consent. 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 rape drugs including, but not limited to, Rohypnol, Ketamine, GHB, and Burundanga are prohibited.

***Investigators**:* Individuals assigned to conduct investigations of alleged misconduct. Investigators may be UIU staff or faculty or appropriately trained individuals external to UIU.

Preponderance of the Evidence: The standard used by UIU to determine if a policy violation occurred. Preponderance of the evidence means that the information/evidence demonstrates that it is more likely than not that the alleged conduct or policy violation has occurred.

Remedies: Measures to restore or preserve the Complainant's equal access to UIU's Education Programs and Activities.

***Respondent**:* Person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

***Responsible Employees**:* Responsible Employees are University officials who have the authority to institute corrective measures on behalf of the University. Along with the Title IX Coordinator and the Deputy Title IX Coordinators, the following employees of UIU are Responsible Employees: Members of President's Council, Deans, Assistant Vice Presidents, Assistant Deans, Executive Directors, Directors (except Counseling Center staff), Associate Athletic Directors, full-time Student Life staff, Department Chairs, and Graduate Program Directors. A Responsible Employee's knowledge of sexual harassment or allegations of sexual harassment constitutes Actual Knowledge by the University. When the Title IX Coordinator and/or any Responsible Employee has notice of sexual harassment or allegations of sexual harassment, UIU is obligated to respond promptly, including by offering Supportive Measures.

Retaliation: Intimidating, threatening, coercive, or discriminatory conduct directed to an individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing.

Sexual Assault: Any nonconsensual sexual act or any sexual act with a Complainant lacking capacity to consent including, without limitation:

- Rape, sexual battery, sexual abuse, fondling, incest, statutory rape, and sexual coercion;
- Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force;
- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch a person or themselves with or on any of these body parts, that is without consent and/or by force;
- Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force. 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.

Sexual Harassment: Sexual Harassment includes:

- ***Quid Pro Quo Sexual Harassment:*** Occurs when a UIU employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
- ***Unwelcome Conduct Sexual Harassment:*** Conduct on the basis of sex that is unwelcome and is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an Education Program or Activity of UIU.
- Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

Sanctions: Disciplinary action imposed upon a Respondent after a determination of responsibility following a grievance process that complies with this policy and Title IX. Sanctions may include but are not limited to the following: verbal or written warnings, probation, no-contact directives, suspension, remedial training, restitution, probation, suspension, transcript notation, termination of employment, or expulsion from the University.

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.

Supportive Measures: Services offered to a Complainant or Respondent to restore or preserve equal access to UIU's Education Programs and Activities, protect the safety of any party or the UIU community, or deter sexual harassment. Supportive Measures are non-disciplinary, non-punitive, and confidential to the extent possible. Supportive Measures may be offered even if a Complainant does not submit a Formal Complaint. Supportive Measures may include ongoing steps to protect parties from retaliation or harm; providing an escort to ensure safe movement between classes, work, and activities; assistance in accessing advocacy services, academic support, counseling, disability services, health or mental health services, and legal assistance; issuing a no contact directive; helping arrange a change of living or working arrangements or course schedules; adjustments for assignments or tests; alternative course completion options; temporary withdrawal or leave from the University; and any other measure that can be tailored to the parties to achieve the goals of this policy. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Policy Implementation

Upper Iowa University (UIU or University), 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. UIU provides programs and activities in an educational environment that fosters courtesy and respect. In compliance with Title IX, this policy sets forth the procedures that apply when the University has actual knowledge of allegations of quid pro quo sexual harassment, unwelcome conduct sexual harassment, sexual assault, dating violence, domestic violence, and stalking within its education programs and activities within the United States. The policy sets forth the specific types of conduct that are prohibited by this policy, as well as the resources and support services available to those in the UIU community who are impacted by sexual misconduct.

This policy applies to students, employees, and applicants for employment and admission who participate or attempt to participate in UIU's education programs and activities, regardless of sexual orientation or gender identity.

This policy applies to conduct that takes place in UIU education programs and activities, including locations, events, or circumstances over which UIU exercises substantial control over both the Respondent and the context in which the alleged conduct occurs. This includes conduct within property owned or controlled by UIU, buildings

owned or controlled by student organizations officially recognized by UIU, and technology resources owned or provided by UIU.

Other policies, including but not limited to UIU's Discrimination, Harassment, and Retaliation Policy, may apply to sexual harassment, discrimination, and other misconduct that does not meet the Title IX jurisdictional requirements and/or the Title IX definitions for prohibited conduct.

I. Notice of Non-Discrimination

UIU is committed to maintaining a fair and respectful environment for work, study and participation in the life of the University. UIU expressly prohibits any member of the University community from harassing or discriminating against any employee or student of the University because of that person's race, color, national origin, ethnicity, creed, religion, age, disability, sex, gender, gender identity, sexual orientation, pregnancy, veteran status, genetic information and other characteristics protected by law ("protected class").

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, and its implementing regulations (34 C.F.R. Part 106, as amended by 85 FR 30026 (May 19, 2020)), a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Prohibited conduct under this policy is also prohibited under the Clery Act as amended by VAWA, Title VII of the Civil Rights Act of 1964, and other applicable statutes, regulations, and administrative code provisions. The requirement of non-discrimination in educational programs and activities extends to employment and admission.

Incidents of protected class harassment or discrimination will be met with appropriate disciplinary action, up to and including dismissal or termination of employment from the University. The University is committed to preventing or stopping discrimination or harassment whenever it may occur at the University or in its sponsored activities.

Questions regarding this statement may be directed to the Title IX Coordinator, AVPSL, Compliance Coordinator, or Vice President for Human Resources. Inquiries or complaints concerning the application of Title IX may be referred to UIU's Title IX Coordinator, the United States Department of Education, or the Office for Civil Rights that covers your campus or center:

Title IX Coordinator	**Chicago Office [covers IL, IA, WI]**
Tim Guyer Executive Director, Human Resources Upper Iowa University 563-425-5959 guyert95@uiu.edu	Office for Civil Rights U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, Illinois 60604 Telephone: 312-730-1560 E-mail: OCR.Chicago@ed.gov TDD: 800-877-8339

U.S. Department of Education Office for Civil Rights (OCR) 400 Maryland Avenue, SW Washington, DC 20202-1100 Customer Service Hotline #: (800) 421-3481 TTY#: (800) 877-8339 E-mail: OCR@ed.gov Web: http://www.ed.gov/ocr	Denver Office [covers AZ] Office for Civil Rights U.S. Department of Education Cesar E. Chavez Memorial Bldg. 1244 Speer Blvd., Suite 310 Denver, CO 80204-3582 Telephone: 303-844-5695 E-mail: OCR.Denver@ed.gov
Kansas City Office [covers KS, OK] Office for Civil Rights U.S. Department of Education 1010 Walnut Street, Suite 320 Kansas City, MO 64106 Telephone: 816-268-0550 E-mail: OCR.KansasCity@ed.gov	Dallas Office [covers LA, TX] Office for Civil Rights U.S. Department of Education 1999 Bryan Street, Suite 1620 Dallas, TX 75201-6810 Telephone: 214-661-9600 E-mail: OCR.Dallas@ed.gov

II. Resources

A. Medical Assistance

UIU encourages students and employees to seek medical assistance as soon as possible after a sexual assault to allow for diagnosis and treatment of any injuries or other physical effects and to properly collect and preserve evidence. There is a limited window of time after a sexual assault to preserve physical and other forms of evidence. Gathering such evidence does not commit an individual to pursuing legal action but does preserve that option.

Individuals 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 worn at the time of the assault 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 to the hospital, if possible, as they will likely need to keep the clothes worn at the time of the assault as evidence. A support person may accompany you to the hospital and may be with you throughout the exam if desired. Leave all sheets, towels, etc. undisturbed so law enforcement may collect evidence.

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; they 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. In Iowa, this exam in a hospital is paid for by the state. For students and employees at the Fayette campus, medical assistance following a sexual assault is available at:

Mercy Hospital (SANE nurse available) 201 8th Ave SE Oelwein, Iowa 50662 319-283-6000	Emplify Health 112 Jefferson Street, West Union, IA 52175 563-422-3811
Community Memorial Hospital 909 West 1st St. Sumner, Iowa 50674 563-578-3275	

For students and employees in locations other than the Fayette campus, medical assistance is available at the following hospitals:

Iowa (Outside Fayette area)

UnityPoint - St. Luke's Hospital 1026 A Ave NE, Cedar Rapids, IA 52402 319-369-7211	Mercy Medical Center 701 10th St SE, Cedar Rapids, IA 52403 319-398-6011
Mercy One West Des Moines Medical Center 1755 59th Pl West Des Moines, IA 50266 515-358-8000	Unity Point - Methodist West Hospital 1661 60th St. West Des Moines, IA 50266 515-343-1000
Genesis Medical Center - East campus 1227 East Rushome Street, Davenport, IA 52803 563-421-1000	Select Special Hospital 1111 West Kimberly Road Davenport, IA 52806 563-468-2000
MercyOne Waterloo Medical Center 3421 W 9th Street Waterloo, IA 50702 319-272-8000	UnityPoint - Allen Hospital 1825 Logan Ave Waterloo, IA 50703 319-235-3941
Unity Point - Trinity Bettendorf 4500 Utica Ridge Road Bettendorf, IA 52722 563-742-5000	

Kansas

Saint John Hospital 3500 S 4th Street Leavenworth KS 913-680-6000	Irwin Army Community Hospital 650 Huebner Rd. Fort Riley KS 66442 785-239-7000
Geary County Community Hospital 1102 St. Mary's Rd. Junction City, KS 66441 785-238-4131	Ascension Via Christi Hospital 1823 College Ave. Manhattan KS 66502 785-776-2800

Louisiana

Rapides Regional Medical Center 211 4th St. Alexandria, LA 71301	Our Lady of the Lake 5000 Hennessy Blvd. Baton Rouge, LA 70808

318-473-3111	225-765-6565
Beauregard Memorial Hospital 600 S Pine St. Deridder, LA 70634 337- 462-8611	Byrd Regional Hospital 1020 Fertitta Blvd. Leesville, LA 71446 337-239-9041
St. Bernard Parish Hospital 8000 West Judge Perez Dr. Chalmette, LA 70043 504-826-9500	

Oklahoma

Reynolds Army Health Clinic 4301 Wilson St. Ft. Sill, OK 73503 580 558-250	Comanche County Memorial Hospital 3401 W. Gore Blvd. Lawton, OK 73505 580 355-8620
Southwestern Medical Center 5602 SW Lee Blvd. Lawton, OK 73505 580 531-4700	

B. Confidential Resources

After experiencing an act of sexual misconduct, students and employees may prefer to seek assistance from Confidential Resources for confidential services and support. Confidential Resources are not permitted to share any information with law enforcement, the Title IX Coordinator, or other University employees.

Resource	Telephone	Other Contact Information
Director of Counseling	563-425-5786	counseling@uiu.edu
TrulaCounseling Services	833-998-4557	www.trula.com/trulacounseling
UIU Employee Assistance Program (MAP)	1-877-660-3806 TTY 711	www.liveandworkwell.com Enter anonymously using access code: FP3EAP
Riverview Center: A trained sexual assault advocate is available to talk by phone, meet in person, and/or accompany an individual to the emergency room	563-380-3332 1-888-557-0310 (24-hour hotline staffed by trained sexual assault advocates)	http://www.riverviewcenter.org; 1111 S. Paine Street, Suite F, Decorah, IA
National Sexual Assault Hotline	1-800-656- 4673	
Domestic Violence Hotline	1-800-383-2988	
Iowa Sexual Abuse Hotline	1-800-284-7821	

Iowa Domestic Abuse Hotline	1-800-942-0333	
Helping Services for Youth and Families (Domestic Abuse Resource)	1-800-383-2988 (24-hour Domestic Abuse Resource Line)	Oelwein, IA

C. Non-Confidential Resources

The following resources can provide assistance and support after a sexual misconduct incident. Information shared with these resources may result in UIU investigating the incident and taking further action under this, or another, UIU policy. UIU employees may not promise confidentiality unless their professional role is confidential, and they have received the report in that confidential capacity. Employees who become aware of incidents or allegations of sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, and have authority to institute corrective measures, must report the matter to the Title IX Coordinator even if the Complainant requests confidentiality.

Resource	Telephone	Other Information
Fayette Police Department	911 (Emergency)	563-425-3500 (non-emergency)
UIU Campus Police (provided by Fayette Police Department)	563-425-3500	
UIU Resident Assistants	563-419-4250	
UIU Exec Director Human Resources	563-425-5959	1st fl. A-D bldg., Fayette
UIU Asst. VP Student Life	563-425-5765	2nd fl. Student Center, Fayette
UIU Asst. Dir. Of Accessibility Services and International Education	563-425-5949	2nd fl. Student Center, Fayette
UIU Asst. Dean of Students	563-425-5209	2nd fl. Student Center, Fayette

III. The Grievance Process

A. Reporting

1. Individuals who have experienced or who have knowledge of activities that may constitute sexual misconduct under this policy, or under the Discrimination, Harassment, and Retaliation Policy, are encouraged to report those allegations to the Title IX Coordinator. Employees designated as Responsible Employees are required to report such allegations to the Title IX Coordinator.

2. The Title IX Coordinator will contact the Complainant promptly (usually within 2 business days) after receiving a report of sexual misconduct. During the initial meeting with the Complainant, which may occur in person, telephonically, or via videoconference, the Title IX Coordinator will:

   - Receive from the Complainant the allegations of sexual misconduct;
   - Discuss the availability of Supportive Measures and offer Supportive Measures;

- Explain to the Complainant that Supportive Measures are available with or without the filing of a Formal Complaint;
- Inform the Complainant of options for notifying law enforcement and accessing counseling services;
- Explain to the Complainant the process for filing a Formal Complaint; and
- Provide the Complainant with a copy of, or a link to, this policy and the Discrimination, Harassment, and Retaliation Policy.

3. After the initial meeting with the Complainant, the Title IX Coordinator will implement any reasonable Supportive Measures considering the Complainant's wishes regarding Supportive Measures and ensuring that any Supportive Measures are not punitive or disciplinary with respect to any Complainant or Respondent.

4. Third Party and Anonymous Reporting: Any individual may make an anonymous report concerning an allegation of sexual misconduct. An individual may report the incident without disclosing his/her name, identifying individuals involved, 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.

5. Anonymous reports may be made through the Lighthouse reporting system. Lighthouse may be reached on their website, which is www.lighthouse-services.com/uiu, by phone at (833) 350-0022, or by email at reports@lighthouse-services.com (UIU must be identified in the email). All reports will go to the Title IX Coordinator for review. Incidents may also be reported through http://uiu.edu/experience/safety-security/report-an-incident-or-crime/. Third parties are not entitled to information about UIU's investigation and response due to privacy concerns and applicable federal and state laws.

6. Students may also complete the Student Complaint Form via the Quick Links section in myUIU. The link to the Student Complaint Form can also be found on the UIU website: uiu.edu/consumer-information

B. Formal Complaint

1. The Title IX Coordinator is obligated to initiate the grievance process in this policy only when a Complainant files or the Title IX Coordinator signs a Formal Complaint. The Title IX Coordinator will consider the Complainant's wishes and will only sign a Formal Complaint to initiate the grievance process against the Complainant's wishes after consideration of all the known circumstances. Only the Title IX Coordinator can override a Complainant's decision not to pursue a Formal Complaint and only when justified by circumstances. Regardless of whether a Formal Complaint is filed, the Title IX Coordinator will continue Supportive Measures as indicated and encourage the Complainant to seek assistance as needed.

2. Upon receipt of a Formal Complaint, the Title IX Coordinator will promptly (usually within 5 business days) send to the parties notice of the allegations. The notice will provide the following information:
   - The identity of the parties;
   - Sufficient details concerning the alleged conduct to permit the parties to prepare for an initial interview, including the date and location of the alleged conduct and the specific facts about the alleged conduct;

- Respondents are presumed not responsible for the alleged conduct unless and until found responsible at the conclusion of the grievance process;
- Parties have the right to select an Advisor of their choice, who may be, but is not required to be, an attorney;
- An explanation of the application of the Preponderance of the Evidence standard to be used in the hearing;
- A list of Supportive Measures available to both parties, including accommodations,[1] if needed, to participate in any part of the grievance process.
- A list of potential Remedies and Sanctions UIU may impose; and
- A copy of, or a link to, this Title IX Sexual Misconduct Policy.

3. A Formal Complaint may be dismissed at any time during the grievance process for the following reasons:
   - The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
   - The Respondent is no longer a UIU student or employee; or
   - Circumstances prevent UIU from gathering enough evidence to reach a determination as to the Formal Complaint or allegations therein.
4. At any point after a Formal Complaint is filed, UIU will dismiss the Formal Complaint or allegations in the Formal Complaint if it determines the jurisdictional requirements or the definitions for prohibited conduct under Title IX have not been met. A party may appeal the decision to dismiss the Formal Complaint or specific allegations in accordance with the appeal process set forth in section IV.F of this policy. When a Formal Complaint is dismissed in whole or in part, UIU may take action to address the alleged conduct under another policy.

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[1] Students may initiate a request for accommodation with the Title IX Coordinator or by contacting Student Accessibility Services. Employees may initiate a request for accommodation with the Title IX Coordinator or Human Resources. Evidence from a healthcare professional to substantiate the need for accommodation will be required.

C. Informal Resolution Option

At any time after a Formal Complaint is filed and before a determination regarding responsibility, an informal resolution may be pursued if both parties consent to engage in the informal resolution process and the Title IX Coordinator agrees the case is appropriate for informal resolution. Informal resolution is not an option if the Title IX Coordinator determines it is inappropriate for any reason or if the Formal Complaint alleges: Sexual Harassment of a student by an employee; any form of sexual misconduct involving physical violence; and/or Sexual Assault.

Informal resolutions do not involve an investigation or hearing. If both parties agree to pursue informal resolution, the Title IX Coordinator will meet with each party separately to obtain voluntary and written consent to the informal resolution process and provide both parties a written notice disclosing the allegations and the requirements of the informal resolution process including:

- The parties will be precluded from resuming the formal grievance process once an informal resolution is agreed upon, in writing, by the parties.
- At any time before an informal resolution is agreed upon, in writing, by the parties, either party may withdraw from the informal resolution process, and the formal grievance process will resume.

The Title IX Coordinator is responsible for determining what method of informal resolution is appropriate for each specific case and may direct that the formal grievance process resume at any time for any reason, including if no resolution is reached informally after reasonable attempts over a reasonable amount of time (usually 30 days). When informal resolution is attempted, the Title IX Coordinator will designate an individual trained in dispute resolution to meet with the parties to attempt to reach an informal resolution.

D. Investigation

1. After the parties have received notice of the allegations, the Title IX Coordinator will appoint one or more trained individuals to investigate the allegations and prepare an investigative report. Investigators are trained to serve impartially and be free from conflicts of interest and bias.

2. Investigators are responsible for gathering evidence. Investigators have discretion to conduct the investigation and gather evidence in a manner suited to the allegations, the needs of the parties, and any unique circumstances within the requirements of Title IX. However, all investigations will include the following:
    - Written notice of the date, time, location, and purpose of any interview, meeting, or hearing when a party's participation is invited or expected, with enough time to prepare (usually 5 business days unless a party consents to shorter notice);
    - Equal opportunity for each party to select an Advisor of the party's choice to attend interviews, meetings, and hearings;
    - Interviews of each party conducted by the same investigator.
    - Equal opportunity for each party to provide the investigator with inculpatory and exculpatory evidence.
    - 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.
    - Equal opportunity for each party to provide the investigator with information regarding fact and expert witnesses.
    - Witness interviews if information provided by a party indicates there are witnesses with relevant information. Witnesses are expected to cooperate with and participate in UIU's investigation. Any witness scheduled to participate in a hearing must have been interviewed first by investigators unless all parties consent to the participation of that witness in the hearing.
    - A preliminary investigative report containing evidence gathered during the investigation. The report must be provided to all parties and Advisors simultaneously for their review and all parties must have an equal opportunity (at least ten days) to review and submit a written response to the evidence presented in the preliminary investigative report. The investigator must consider the responses submitted prior to completing the final investigative report.
    - A copy of the final investigative report fairly summarizing the relevant evidence must be provided to all parties and Advisors simultaneously at the conclusion of the investigation.
    - The investigator must maintain a complete investigative file including records of interviews, all evidence, the preliminary investigative report, any written responses provided by the parties to the investigative report, and the final investigative report. The investigative file must be maintained for 7 years following the resolution of the case.
    - Neither the investigation nor the hearing may include a party's medical or psychiatric records made by any medical professional or paraprofessional unless that party's voluntary, written consent to the use of such records is obtained.

- Neither the investigation nor the hearing may include the past sexual history or sexual character of a party except in the unusual situation that such information is determined to be relevant. All such information sought to be included will be presumed irrelevant, and any request to overcome this presumption by the parties must be reviewed by the Title IX Coordinator.

E. Hearing

1. After the investigation is concluded and the final investigative report is complete, the Title IX Coordinator will designate one or more individuals (usually 3 University employees but the Title IX Coordinator has discretion to designate non-employees) trained to serve impartially and free from conflicts of interest and bias to serve as decision-makers. The Title IX Coordinator will consult with the parties, their Advisors, and the decision-maker(s) and will determine a hearing date (usually between 5 and 20 business days after the final investigative report is provided to the parties).

2. Decision-makers are responsible for the orderly and civil conduct of the hearing. Decision-makers have discretion to determine the order of the hearing in a manner suited to the evidence presented, the needs of the parties, and any unique circumstances within the requirements of Title IX provided the parties are treated equally. However, all hearings will adhere to the following:

    - Parties will have equal opportunity to present witnesses and other inculpatory and exculpatory evidence.
    - Parties will have equal opportunity to have an Advisor present.
    - Each party's Advisor will be permitted to ask the other party and any witnesses relevant questions and follow-up questions, including to challenge credibility. If a party does not have an Advisor at the hearing to conduct cross-examination, UIU will provide an Advisor to question the other party and any witnesses.
    - The hearing may be held in-person or remotely using videoconferencing that allows the parties to simultaneously see and hear the party or the witness answering questions. At the request of either party, UIU will utilize technology that allows the parties to be in separate rooms for a live hearing.
    - Decision-makers may exclude questions as not relevant but must explain any decision to exclude a question as not relevant.
    - If a party or witness does not submit to cross-examination, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility.
    - UIU must create an audio, audiovisual, or transcription of any live hearing and make it available to parties for inspection and review.

3. Decision-makers have sole authority to set and enforce hearing rules. Prior to the hearing, decision-makers may require parties and/or Advisors to attend a prehearing meeting with one or more decision-makers to review the hearing order and procedures. Provided the parties are treated equally, decision-makers may:

    - Limit the time available for questioning each party and each witness;
    - Limit the number of witnesses if the information to be provided is duplicative;
    - Exclude character witnesses;
    - Allow breaks for any reason, including to allow parties to consult with Advisors;
    - Remove Advisors for questioning a party or witness in an abusive, intimidating, harassing or disrespectful manner. Advisors will be given one warning before removal unless the behavior, in the judgment of the decision-maker, is egregious enough to warrant immediate removal. If an

Advisor is removed, the hearing will be suspended to permit an alternative Advisor to be obtained or assigned.

4. After considering the evidence presented in the hearing, the decision-maker(s) will apply the Preponderance of the Evidence standard of proof to the evidence presented and determine whether the Respondent is responsible or not responsible for each allegation. The decision--maker(s) will consult with the Title IX Coordinator regarding available sanctions and remedies and provide to the Title IX Coordinator a written determination regarding responsibility including:

    - Identification of allegations that constitute conduct prohibited by Title IX;
    - Description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
    - Findings of fact supporting the determination;
    - Conclusions regarding the application of UIU's policy to the facts;
    - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any sanctions to be imposed on the Respondent, and whether Remedies designed to restore or preserve equal access to UIU's Education Program or Activity will be provided to the Complainant; and
    - UIU's procedures and permissible bases for the Complainant and Respondent to appeal.

5. After reviewing the written determination, the Title IX Coordinator will simultaneously provide the written determination to both parties. Sanctions when a Respondent is found responsible for sexual misconduct under this policy may include but are not limited to the following: verbal or written warnings, probation, no-contact directives, suspension, remedial training, restitution, probation, suspension, transcript notation, termination of employment, or expulsion from the University.

6. After a determination of responsibility, the Title IX Coordinator will consult with the investigator(s), the Complainant, and others as needed to determine appropriate remedies to restore or preserve the Complainant's equal access to UIU's Education Programs and Activities.

F. Appeals

1. Any Party may utilize the appeal process to appeal:

    - The determination, following a hearing, that a Respondent is responsible or not responsible for alleged misconduct.
    - UIU's decision to dismiss a Formal Complaint or any allegations within a Formal Complaint for not meeting the jurisdictional requirements or definitions of prohibited conduct under Title IX.

2. Appeals must be submitted within 5 business days after the written determination to be appealed is provided to both parties, and must be based on one or more of the following bases:

    - Procedural irregularity that affected the outcome of the matter;
    - New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
    - Evidence that the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

3. When an appeal is filed, the Title IX Coordinator will notify the other party and appoint one or more appeal decision-makers (usually a panel of 3) who were not previously involved in the case.

4. The appeal decision-maker(s) will determine whether the appeal is based on one or more of the three permissible bases for appeal. If the appeal is permitted, the parties will be notified that they may submit written statements in support of, or challenging, the determination regarding responsibility or the dismissal within 5 business days. If not, the parties will be notified that the original written determination stands and no appeal will be considered.

5. If the appeal is permitted and written statements are received, upon receipt of the written statements, the appeal decision-maker(s) will review and consider the statements, decide whether to uphold the original decision(s) or require additional proceedings to allow consideration of new evidence and/or remedy a procedural irregularity, conflict of interest, or bias that affected the original decision. The appeal decision-maker(s) will prepare a written decision describing the result of the appeal and the rationale for the result. The written decision will be provided to the Title IX Coordinator for review and the Title IX Coordinator will provide the written decision to the parties simultaneously and initiate any actions necessary to correct issues in the original decision. The decision made by the appeal decision-maker(s) is final.

6. If the appeal decision-maker(s) remands the case for additional proceedings, the results of a revised investigation can be subsequently forwarded for reconsideration at the hearing level at the discretion of the Title IX Coordinator. If the appeal decision-maker(s) remands to the original decision-maker(s) for review, the reconsideration of the original decision-maker(s) is not appealable.

7. In rare cases where a procedural error cannot be cured by the original decision-maker(s) (as in cases of bias), the appeal decision-maker(s) may order a new hearing with new decision-maker(s). 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.

IV. Additional Information

1. False Reports: The 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.
2. 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 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 the Family Educational Rights and Privacy Act (FERPA), as amended.
3. 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 assist another student to seek help from Campus Security.) To encourage reporting, UIU provides 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.

4. Law Enforcement Involvement and Cooperation: Complainants will be advised that they may choose whether to report sexual misconduct to local police and, if requested, the Title IX Coordinator will assist the individual in contacting law enforcement. UIU will cooperate fully with law enforcement authorities involving situations of criminal misconduct. Regardless of whether a report is made to law enforcement, the University will conduct an investigation of incidents of sexual misconduct consistent with its obligations under Title IX. UIU's grievance process will proceed regardless of whether civil authorities take any action and UIU may find a Respondent responsible for prohibited conduct under these policies even if a legal standard for a conviction by civil authorities cannot be met. Similarly, UIU will not wait for any criminal investigation to conclude before undertaking its investigation.
5. If a Complainant has obtained a restraining order or other no contact order against the Respondent from a criminal, civil, or tribal court, the Complainant should provide such information to the Title IX Coordinator. UIU will take all reasonable and legal action to honor the order.
6. Federal Statistical Reporting Obligations: Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), UIU has 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 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.
7. Federal Timely Warning Reporting Obligations: UIU is required to issue immediate timely warnings for incidents 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.
8. Conflicts 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 Complainant or Respondent has any concern that an individual acting for UIU has a personal bias or a conflict of interest, such concern should be promptly reported to the Title IX Coordinator along with the basis for the concern. The Title IX Coordinator will review the written statement and make a determination as to whether there is a conflict of interest. If a conflict of interest exists between the Complainant or Respondent 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 UIU Board of Trustees 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.
9. In compliance with Title IX, UIU maintains records of all Title IX proceedings for 7 years.

V. 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 conduct of a sexual nature. UIU offers programs to promote awareness and prevention 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 intervention 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.

UIU complies in all respects with Title IX requirements for training its Title IX Coordinator(s), investigators, decision-makers, and individuals who facilitate Informal Resolution. Training materials related to Title IX are publicly available on UIU's website.

Custodian

Executive Director, Human Resources (EDHR)

Related Policies, Documents, and Forms

POL HR 305 – Discrimination, Harassment, and Retaliation
POL HR 311 – Consensual Relationships
POL SL 706 – Clery Act Compliance
HR 304.A, Expectations of Complainants and Respondents Supplemental Document
HR 304.B, Title IX Coordinator Responsibilities Supplemental Document

History

- December 9, 2018 – Policy was approved by the President's Council (PC).
- February 23, 2018 – Policy was approved by the Board of Trustees.
- July 31, 2019 – Revised policy was approved by the PC.
- August 14, 2020—Effective date of policy revised to coincide with Title IX implementing regulations effective August 14, 2020.
- September 8, 2020 – Reviewed and put policy into new template; updated contact information.

POLICY 305: DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Policy Statement

To provide an educational and working environment free of unlawful discrimination, harassment, and associated retaliation for all members of the Upper Iowa University (University or UIU) community, to establish a complaint resolution procedure to help identify and eliminate such behavior, and to resolve such complaints in a fair and timely manner.

Definition

COMPLAINANT – The person alleging a violation of this policy.

DISCRIMINATION -- Defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected

veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

HARASSMENT -- A form of discrimination that is defined as oral, written, graphic, or physical conduct that is directed at an individual or group because of race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or that creates an academic or work environment that a reasonable person would find hostile, intimidating, or abusive. This conduct can include technology-based communications such as texting, online classroom chats, or social networking sites.

RESPONDENT -- The person who is alleged to have violated this policy.

RETALIATION – Any adverse action, treatment, or condition taken because of an individual's participation in a protected activity (reporting or opposing discrimination or harassment or participating in an investigation regarding discrimination or harassment) including an act intended to intimidate, threaten, or coerce, that is likely to dissuade a reasonable person from opposing discriminatory or harassing practices, filing a charge of discrimination or harassment, or participating in an investigation regarding discrimination or harassment.

Policy Implementation

It is the intent of the University to review and resolve complaints of discrimination, harassment, and retaliation brought by any member of the University community, including faculty, staff, students, and visitors. Each supervisor has a responsibility to maintain the workplace free of discrimination. This duty includes discussing this procedure with all employees and assuring them that they are not to endure discrimination, harassment, and retaliation and that false accusations will result in disciplinary action, up to and including termination. For employee-related complaints, the Vice President for Human Resources or designee will be responsible for maintaining records of all formal complaints and the results of such complaints. For student-related complaints, the AVPSL or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

Title VII of the Civil Rights Act of 1964 protects individuals against discrimination on the bases of race, color, national origin, sex, and religion. UIU, in accordance with applicable federal and state law (including Title VII) and institutional values, prohibits discrimination or harassment on the bases of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity. All personnel actions, including recruitment, employment, training, upgrade, promotion and demotion, termination, and salary administration are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

Complaints of discrimination based upon sex related to sexual harassment and/or sexual misconduct are generally governed by the University's Title IX Sexual Misconduct Policy.

1. **Reporting**
   All suspected discrimination, harassment, or retaliation should be reported. The University cannot attempt to address the questioned behavior if it is not made aware of it. Consequently, it is important that any case of suspected discrimination, harassment, or retaliation, whether you simply observe it or are a victim of it, should be reported. A person who believes that they have been subjected to any type of discrimination, harassment, or retaliation should report the incident to the appropriate University official, administrator,

supervisor, or the Vice President for Human Resources. Students are encouraged to report such incidents to the AVPSL or designee. Employees and visitors are encouraged to report to the Vice President for Human Resources or designee. Incidents should be reported as soon as possible after the time of their occurrence.

Another reporting option is Lighthouse reporting, which may be anonymous. Lighthouse may be reached on their web site, which is www.lighthouse-services.com/uiu, by phone at 833-350-0022, or by email at reports@lighthouse-services.com (UIU must be identified in the email).

The Human Resources office is located on the first floor of the Alexander-Dickman building at 605 Washington St, Fayette, IA 52142. The main Human Resources phone number is 563-425-5959.

The Student Life office is located on the second floor of the Student Center at 605 Washington, Fayette, IA 52142. The main Student Life phone number is 563-425-5215.

2. Procedure for Resolving Complaints

The procedures outlined in this section apply to any member of the University community (faculty, student, staff, and administration) who engages in discrimination, harassment, or retaliation. Any person can report alleged harassment or discrimination, including faculty, students, staff, administration, guests, visitors and third-parties. UIU strives to resolve all reports within 60 days from receipt; however, the timeline to resolve any report may be extended per the discretion of Human Resources (with complaints involving employees) or Student Life (with complaints involving students).

Informal Resolution

Some complaints of discrimination, harassment, or retaliation 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 the University determines that it is appropriate.

- First, tell the person to stop. Confronting the person, in many instances, will stop the conduct. If you are able, clearly explain to the person that you are uncomfortable with his or her behavior and ask that it cease immediately.
- Second, you should also report the situation to either your immediate supervisor or the Vice President for Human Resources. Students are encouraged to report the situation to the AVPSL who will then handle the complaint, whether informal or formal.

Formal Resolution Process for Reports of Discrimination, Harassment, and Retaliation by Employees & Students

The formal resolution process can be initiated at any time.

Formal Resolution Process for Reports of Discrimination, Harassment, and Retaliation by Employees

Human Resources is designated to formally investigate reports or notice of discrimination, harassment, or retaliation by employees. Any member of the University community can provide notice of discrimination, harassment, or retaliation in person or orally to an appropriate official; however, UIU strongly encourages submission of written reports to Human Resources.

The following are recommended elements of a report:

- A clear and concise description of the alleged incident(s) (e.g., when and where it occurred).
- Any supporting documentation and evidence.
- A clear demonstration of all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor, including 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. Complainant is under no such obligation to take informal efforts to resolve the issue before reporting any discrimination, harassment, or retaliation.
- The reasons for failure or reluctance to contact the person involved and/or the supervisor.
- The name and all contact information for the Complainant.
- The signature of the Complainant.

Upon receipt of a report or notice, Human Resources will direct the investigation and decide on any interim action.

Human Resources will then take the following steps (not necessarily in order):

Upon receipt of report:
- Initiate any necessary interim measures.
- Determine the identity and contact information of the Complainant and Respondent.
- Identify the exact policies allegedly violated.
- Conduct an initial inquiry to determine if there is reasonable cause to charge the Respondent and what policy violations should be alleged as part of the charge.
- Meet with the Complainant to finalize their statement.
- Prepare the notice of charges on the basis of the initial inquiry.
- If there is insufficient evidence to support reasonable cause, the report should be closed with no further action.
- Conduct a thorough, reliable, and impartial investigation.

Investigation:
UIU will attempt to conduct a thorough, impartial, and timely investigation of all complaints of discrimination, harassment, or retaliation. All cases of reported discrimination, harassment, or retaliation are held in confidence to the extent possible in order to conduct the investigation. The investigation could include, but is not limited to, the following procedure:
- Interviewing the Complainant to obtain her/his account of the alleged discrimination, harassment, or retaliation, or to verify information the Complainant has already provided in her/his report or complaint.
- Interviewing the Respondent to obtain her/his account of the alleged discrimination, harassment, or retaliation.
- Both Complainant and Respondent will be asked if there are witnesses the investigators should interview and/or other evidence Human Resources should review that will provide information relevant to the alleged discrimination, harassment, or retaliation.
- Interviewing any witnesses who may have information of relevance to the alleged discrimination, harassment, or retaliation.
- Human Resources may exercise discretion in the selection of witnesses to be interviewed.
- Human Resources may conduct additional interviews with witnesses whose names were provided by individuals other than the Complainant or the Respondent.
- Reviewing other evidence of relevance to the alleged discrimination, harassment, or retaliation, such as video recordings, text messages, photographs, etc.
- Human Resources will prepare a written summary of the investigation and compile all information into an investigative file.

- The investigative file may include the written complaint; any written records of investigative interviews with the Complainant, the Respondent, and any witnesses; any other evidence (text messages, video recordings, etc.); and a summary of the investigation.

Upon conclusion of investigation:

- Make a finding as to responsibility of the alleged discrimination, harassment, or retaliation.
- Confer as necessary with the relevant President's Council members to finalize the determination.

Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed. Where a violation is found, the University will act to end the discrimination, harassment, or retaliation, prevent its recurrence, and remedy its effects on the reporting party and the University community. Any employee who is found to have discriminated, harassed, or retaliated against another person, employee or otherwise, shall be subject to discipline, up to and including termination of employment.

Formal Resolution Process for Reports of Discrimination, Harassment, and Retaliation by Students

Reports can be made in person, by phone, via email or in writing to:

Danielle Cushion, Assistant Vice President for Student Life (AVPSL)
Office: Student Life, 2nd floor Student Center, Office 234
Phone: 563-425-5765
E-mail: studentlife@uiu.edu

Upon receipt of a report, the AVPSL will open a formal inquiry and assign an investigation team who will direct the investigation and decide on interim action, accommodations for the reporting party, or other necessary remedial short-term actions.

The AVPSL or their designee will then take the following steps (not necessarily in this order)

Upon receipt of report:

- Initiate any necessary remedial actions.
- Determine the identity and contact information of the Complainant and Respondent.
- Identify the exact policies allegedly violated.
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the Respondent and what policy violations should be alleged as part of the report.
- Meet with the Complainant to finalize their statement.
- Prepare the notice of charges on the basis of the initial inquiry.

Investigation:

- Conduct a thorough, reliable, and impartial investigation including witness interviews, review of the evidence, and interviews of the Complainant and Respondent.
- Provide regular updates on the status of the investigation to the Complainant.
- Complete an investigation report, including but not limited to, the date and time of the incident(s), location of the incident(s), date the report was received, list of investigators, list of alleged policy violated, list of evidence provided by parties during the investigation, timeline of the events, facts of the investigation that are in dispute, facts that are not in dispute, and any other details pertinent to the investigation.

Right to Advisor:

The Complainant and the Respondent each have the right to bring an advisor to the investigation meeting and/or hearing. The advisor may not act as a participant in the meeting, but may render consultation to the advisee. If either party chooses to exercise this option, they shall submit the name of the advisor in writing to the AVPSL at least forty-eight (48) hours prior to the meeting and/or hearing.

Hearing:

- Following the investigation, the AVPSL will convene a Student Conduct Board to hear the case.
- The Student Conduct Board will make a finding of responsible or not responsible based on a preponderance of the evidence standard (whether a policy violation is more likely than not).
- The AVPSL will present the findings to the Complainant and Respondent, who may accept the findings, accept the findings in part and reject them in part, or reject all findings.
- Where the Respondent is found not responsible for the alleged violation(s), the incident will be closed pending any appeal by the Complainant.

The AVPSL has final decision-making authority with regard to sanctions, subject to appeal. Where the Respondent is found in violation as the result of a hearing, the AVPSL will impose appropriate sanctions for the violation. UIU will act to end the discrimination, harassment, or retaliation, prevent its recurrence, and remedy its effects on the Complainant and the University community. The parties will receive written notification of the outcome of the hearing, to the extent permitted or mandated by law. This written notification of the final decision is delivered to the parties at as close to the same time as possible, and explains appeal~~s~~ options and procedures and any changes to the results that could occur before the decision is finalized.

Appeals:
Either the Complainant or the Respondent can initiate an appeal. All requests to appeal the decision or sanction(s) to the AVPSL must be submitted to the AVPSL in writing within two (2) weeks of receipt of the decision and/or sanction(s) for a review of the decision or the sanctions imposed.

3. General Provisions

Retaliation Prohibited:
UIU encourages reporting of discrimination, harassment, or retaliation and will not discipline any individual (or group) who makes a good faith report of discrimination, harassment, or retaliation, or participates in an investigation of such a report, or otherwise attempts to protect or enforce his or her rights under applicable federal and/or state anti-discrimination laws. Anyone who believes that they have been retaliated against for their participation under this policy is encouraged to file a complaint, which will be processed under this policy as a separate matter from the originally filed discrimination, harassment, or retaliation complaint, if any. Anyone found responsible for retaliation will be subject to disciplinary action, up to and including termination of employment or expulsion for students.

Outcomes:
When the Responding Party is an Employee
Any employee found responsible for violating the Discrimination, Harassment, and Retaliation policy may be subject to disciplinary action, up to and including termination of employment for faculty or staff *.

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 the Faculty Handbook then in effect.

* The University reserves the right to broaden or lessen any range of sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

When the Responding Party is a Student

Any student found responsible for violating the Discrimination, Harassment, and Retaliation 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.

Related Policies, Documents, and Forms

POL HR 304 - Title IX Sexual Misconduct Policy

Custodian

Executive Director, Human Resources (EDHR)

History

- July 18, 2018 – Revision and renaming of policy approved by the President's Council
- December 11, 2019 – Revised and reformatted policy approved by the President's Council
- August 31, 2020 – Changes in position titles, party designations, and references to the Title IX policy were made and endorsed by the University Policy Committee

POLICY 500: ACCEPTABLE USE OF TECHNOLOGY POLICY

Policy Statement

Appropriate organizational use of information and information technology ("IT") resources and adequate security of those resources require the participation and support of the organization's users. Inappropriate use exposes the university to potential risks, including virus attacks, compromise of network systems and services, and legal issues.

Purpose

This policy is designed to establish the acceptable and appropriate use of all information technology resources that support the mission of Upper Iowa University (University or UIU). Use of such resources is contingent upon compliance with University policies and standards and all governing federal, state and local laws and regulations.

Definitions

Organization: Upper Iowa University (UIU).

University Technology: Desktop and laptop computer hardware and software; core technology such as data networks, storage, servers, and communication infrastructure systems; University/department-wide software and cloud services; and any contractual technology services.

Policy Implementation

Acceptable uses of technology resources

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

1. Class assignments
2. Academic research and investigation
3. Computing for personal and professional advancement
4. Administrative and instructional support

5. Staff and faculty consulting (subject to provisions contained in relevant handbook and/or policy)
6. 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 University 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. Periodic monitoring of system resources such as network servers, processor performance, disk space, and forms of electronic communication (including email, text messaging, instant messaging, and other electronic records), are conducted by the Information Technology Services departmental personnel to ensure system security and integrity. Anyone using shared computing facilities at the University implicitly consents to such monitoring by authorized personnel.

In addition to the notice provided in this policy, users may be notified with a warning banner text at system entry points where users initially sign on about being monitored and may be reminded that unauthorized use of the organization's IT resources is not permissible.

Unacceptable uses of technology resources

University users must not engage in unauthorized or inappropriate conduct when utilizing University technology resources.

Unacceptable use includes, but is not limited to, the following:

1. 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 one's own log-in ID.
2. Using University facilities to crack or access systems, whether on campus or off, in an unauthorized or inappropriate manner
3. Using University networking facilities to engage in illegal or criminal activities
4. Using University networking facilities to threaten or harass another person
5. Downloading or installing software on a University computer unless Information Technology specifically designates and authorizes it
6. Attempting to read or access another person's email or other protected files
7. Copying or distributing software that violates license agreements or copyright law, as stated in U.S. Copyright Law, in Title 17 of the U.S. Code, Section 117, including unauthorized peer-to-peer file sharing and illegal downloading of copyrighted material that includes but is not limited to music, video, software, and eBooks.
8. Knowingly distributing or actively developing a computer virus, worm, or Trojan horse.
9. Repeated use of University networked facilities in a discourteous manner, including: using excessive amounts of system resources (e.g., CPU time, band width or disk space), thereby preventing access by other users; consuming excessive volumes of printing resources; sending unwelcome email messages and posting information to public folders that is inappropriate; disturbing others while using public-access computing labs; participation in chat groups that are not specifically required by the job; refusing to yield workstations in public labs to users doing work of higher priority.

Technology resources have been allocated for 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:

1. Emailing commercial activities that are not approved by University administration
2. Creating, displaying, or transmitting threatening, racist, sexist, obscene, or harassing language and/or materials

3. Violations of personal privacy
4. Vandalism and mischief that incapacitates, compromises, or destroys University resources and/or violates federal and/or state laws
5. Commercial advertising; displaying pornography or racist jokes.
6. Posting private personal information without permissions such as grades, medical records, or any other information that is protected by public record laws
7. Providing information or instructions to compromise University security measures

Artificial Intelligence

You may not enter sensitive, restricted or otherwise protected data into any generative AI tool or service. This information includes, but is not limited to:

- FERPA-protected or regulated information, such as:
    - Organization Name IDs or photos
    - Organization Name Directory data
    - University non-directory data such as student ID numbers
    - Work produced by students to satisfy course requirements
    - Student names and grades
    - Disability-related information
- Health information protected by HIPAA
- Information related to employees and their performance
- Intellectual property not publicly available
- Material under confidential review, including research papers and funding proposals
    - For further academic information regarding AI reference: POL AA 152 – Generative Artificial Intelligence (AI) Use
- Information subject to export control

Protecting sensitive information and complying with applicable state and federal privacy and security laws and regulations and with institutional policies is imperative. Access to protected institutional data must be authorized and managed to protect individual privacy, maintain promised confidentiality, and ensure appropriate access and use. You may not upload any data that could be used to help create or carry out malware, spam, phishing, or other scams. System IT resources may not be used to disseminate unauthorized email messages. You may not direct AI tools or services to generate or enable content that facilitates sexual harassment, stalking, or sexual exploitation or that enables harassment, threats, defamation, hostile environments, stalking, or illegal discrimination, including, but not limited to:

- Sexual harassment, stalking, dating violence, and domestic violence
- Depicting a person's voice or likeness without their consent or other appropriate rights, including unauthorized impersonation and non-consensual sexual imagery
- Harming or abuse of a minor, including grooming and child sexual exploitation
- Harassing, harming, or encouraging the harm of individuals or specific groups, including discrimination or harassment based on protected class
- Discrimination based on disability or defects

You may not use AI tools or services to generate content that helps others break federal, state, or local laws, institutional policies, rules, guidelines, licensing agreements, or contracts. System IT resources may not be used to violate laws, policies, or contracts. You may not use AI tools or services to infringe copyright or other intellectual property rights. You may not use, facilitate, or allow others to use artificial intelligence for:

- Intentional disinformation or deception

- Violating the privacy rights of others, including unlawful tracking, monitoring, and identification
- Intentionally circumventing safety filters and functionality or prompting models to act in a manner that violates UIU's Policies
- Performing a lethal function in a weapon without human authorization or control

User Responsibility for IT Equipment

Users are routinely assigned or given access to IT equipment in connection with their official duties. This equipment belongs to the organization and must be immediately returned upon request or when an employee is separated. Users may be financially responsible for the value of equipment assigned to their care if it is not returned to the organization.

Should IT equipment be lost, stolen, or destroyed, users must provide a written report of the incident's circumstances. Users may be subject to disciplinary action, which may include repayment of the replacement value of the equipment. The organization will not issue or re-issue IT devices and equipment to users who repeatedly lose or damage IT equipment.

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

Related Policies, Documents, and Forms

POL AA 152 – Generative Artificial Intelligence (AI) Use
POL IT 502 – Email Use
POL IT 505 – Website Privacy

Custodian

Executive Director of Information Technology Services (EDITS)

History

- November 2009 – Policy established
- May 20, 2020 – Edits made to policy

POLICY 502: EMAIL USE POLICY

Purpose

The purpose of this policy is to describe the appropriate uses of Upper Iowa University (UIU or University) email accounts and the associated responsibilities of all users of UIU email accounts. Electronic mail or "email" is an official method for communication by employees and students of the University.

Policy Implementation

This policy applies to University faculty, staff, students, and partners who are provided with email services managed by the University.

Appropriate Use

Because the contents of such email are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via email. Common examples of confidential contents include: student grades, personnel records, individual donor gift records, and

data subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and the Gramm Leach Bliley Act (GLBA). Disclaimers of confidentiality included in email messages do not protect the sender if confidential information is shared or disclosed inappropriately.

Misuse

Any policy of the University that applies to communication also applies to email. Use of email in violation of other University policies is also a violation of this policy. The University specifically denies any responsibility for the accuracy or quality of information obtained through University email as a result of misuse.

Examples of improper uses of University email:

- Concealment or misrepresentation of names (e.g., misrepresenting oneself as another user)
- Use of email to send spam (unsolicited non-UIU commercial email)
- Intentional distribution of viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature
- Altering, disabling, interfering with, or circumventing any aspect of email services
- Use of email to violate the University's policies on Discrimination, Harassment, and Retaliation, Title IX: Sexual Misconduct, or any other University policy
- Use of email to violate the law

Email Auto-Forwarding

The University does not permit auto-forwarding to an external email address. Mailbox rules that are set up in any UIU email account will NOT auto-forward to an external email address. Please note that individual emails may be forwarded.

Disclaimer

The University makes no warranties of any kind, whether expressed or implied, with respect to the University email systems it provides. The University will not be responsible for damages resulting from the use of University email, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a University employee, or by the user's errors or omissions.

Related Policies, Documents, and Forms

POL HR 304 – Title IX Sexual Misconduct
POL HR 305 – Discrimination, Harassment, and Retaliation
POL IT 500 – Acceptable Use of Technology
IT 502.A – University Email Distribution Lists

Custodian

Executive Director of Information Technology Services (EDITS)

History

- November 23, 2014 – Previous policy name University Email Address Usage policy
- February 5, 2016 – Policy updated
- May 20, 2020 – Revised policy

POLICY 606: FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Policy Statement

We maintain the privacy of student education records in its possession except for those situations in which the law or consent of the student permits disclosure according to FERPA legislation.

Purpose

To educate the campus community on what information is protected by FERPA, how students may access or request to amend their existing education records, and designate Directory Information, which is information UIU may disclose unless the student has explicitly requested that it not do so.

Definitions

Attendance: in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom and during which an individual is working under a work-study program.

Directory Information: a subset of Education Record, Directory Information is information which may be released without a student's consent. This information includes student name, local and home address, University and other email addresses, local and cellular telephone numbers, photographs, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, date and place of birth, major field of study, academic classification, and academic advisor's name.

Disclosure: to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Educational agency or Institution: any public or private agency or institution that provides education services or instruction, or both to students.

Educational Record: any record directly related to a student and maintained by the University or a party acting for the University, including a student's admissions, disciplinary, academic, financial, cooperative education, and placement files. Education Records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of Campus Police that were created by Campus Police for the purposes of law enforcement; student health records; employment records; or alumni records containing only information about an individual after they are no longer a student at the University.

Family Rights and Privacy Act of 1974 (FERPA): also known as the Buckley Amendment; a federal law designated to help protect the privacy of Education Records.

Personally Identifiable Information: includes but is not limited to the student's name; the name of student's parents or other family members; the address of the student or family; a personal identifier (i.e., social security number or student i.d.); personal characteristics that would make the student's identification easily traceable; or other information that would make the student's identity easily traceable.

Record: any information recorded in any way (i.e., handwritten documents, print, computer media, video or audiotape; film, and/or microfiche.

School Official: a person employed by UIU in an administrative, supervisory, academic or research, support staff position; a person or company with whom UIU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School Official in performing his or her tasks.

Student: for purposes of this policy, an individual who is currently or was formerly enrolled at UIU. Individuals who merely audit classes are not Students for purposes of FERPA or this Policy.

Policy Implementation

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review most education records maintained about them by UIU and, in many cases, decide if a third person can obtain information from them. However, four categories of information are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations, and this policy.

1. Student Access to Records
   No one inside or outside the University shall have access to, nor will the contents of students' education records be disclosed without the written consent of the students except as provided by the Act and Regulations. Exceptions in the Act and Regulations include but are not limited to the following:
   - School officials with legitimate educational interest
   - Specified officials for audit or evaluation purposes
   - Appropriate parties in connection with financial aid to a student
   - Accrediting organizations
   - To comply with a judicial order or lawfully issued subpoena
   - Appropriate officials in cases of health and safety emergencies
   - Within a juvenile justice system, state and local authorities are pursuant to specific State law

2. Students' Right of Access to Review Their Records
   The right to inspect and review the student's education records within 45 days of the day the University receives a request to access. Students should submit to the University Registrar 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.
   A student has the right to inspect and review all education records about themselves except:
   - Parents' financial records
   - Confidential letters and statements of recommendation placed in the records before January 1, 1975
   - Confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in the records after January 1, 1975, which students have waived the right to inspect and review.

3. Records Excluded from the Definition of Education or Student Records
   The following categories of records are not included in the term "education records" or "student records" under the Act:
   - Records relating to an individual employed by the University that are made and maintained in the ordinary course of business relate exclusively to the individual's capacity as an employee and are not available for use for any other purpose. However, records relating to an individual in

attendance at the University who are employed because of his or her status as a student are education records.

- Records created or received by the University after the person is no longer a student in attendance and not directly related to the person's attendance as a student.
- Records kept in the sole possession of the maker of the records are used only as a personal memory aid and are not accessible or revealed to anyone else except a temporary substitute for the maker of the records.
- Records on a student who is 18 years of age or older, or attending a postsecondary institution that is: made or maintained by a physician or other recognized professional acting in that capacity; made, maintained, or used only in connection with the treatment of the student; and disclosed only to individuals providing the treatment.
- Records that are grades on peer-graded papers before they are collected and recorded by the teacher.

4. Release Policies and Procedures, University Employee and Agents

   Records may be released under the following circumstances: through the written consent of the student to the University Registrar; in compliance with a subpoena; by submission of evidence by the parent that the student is declared as a dependent on the parent's most recent Federal Income Tax Form. The Institution is not required to disclose information from the student's educational record to the parents of a dependent student. The University may, however, exercise its discretion to do so.

   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 to fulfill his or her professional responsibility.

5. Directory or Public Information Categories

   At its discretion, UIU may provide Directory Information in accordance with the provisions of the Act. Students may request to have Directory Information withheld by notifying the Registrar in writing using the "Request to Prevent Disclosure of Directory Information" form within one week after the first day of the session. Requests to withhold Directory Information are valid for one year. After one year, the nondisclosure request expires. The University will honor a request to opt-out of disclosing directory information even after the student is no longer enrolled unless the student rescinds the opt-out request.

   The University recognizes that parents have no inherent right to inspect a student's educational record. FERPA rights begin the first day of the first session in which a student validates a registration.

   The "Request to Prevent Disclosure of Directory Information" form can be accessed from the Registrar's Office. The form must be filed with the Registrar's Office to be valid.

6. The Solomon Amendment

   Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older who have not filed any FERPA restrictions. Institutions are required to release data in the list of "student recruiting information," which may not match the categories UIU has identified as "Directory Information" categories under FERPA.

Information will not be released under the Solomon Amendment on students who submitted a request through the Registrar's Office to opt out of Directory Information. Student recruitment information may include: name, address, telephone, age and date of birth, place of birth, level of education, major, degrees awarded, and the school where the student was most recently enrolled.

7. Disclosure of Educational Records
   University offices will maintain a record of disclosures and requests for disclosure of personally identifiable information from a student's record except when the request for disclosure is directory information, pursuant to the student's consent, or is to a school official described in this policy. It is the policy of the University to permit the student to inspect this record of disclosures and requests for disclosure pertaining to his or her records. All disclosures (except for disclosures to the student or disclosures of directory information) shall be made on the condition that the information shall not be further disclosed without the student's consent. Failure to comply with this policy is subject to disciplinary action in accordance with the applicable handbook.

8. Requests for Amendments to Educational Records
   The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate, misleading, or in violation of the student's rights of privacy. They should write the University Registrar, clearly identify the part of the record they want to be 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.

9. Waiver of Rights Not Required
   It is the policy of the University that students not be required to waive their rights under the Act before receiving University services or benefits.

10. Assistance with Problems or Questions about Compliance
    If a parent or student has questions about the provisions of the Act, he or she may contact the Office of the Registrar. If a student believes that the University has not complied with the Act, he or she should direct comments concerning this to the Office of the Registrar. If a student believes that the University has not complied with the Act, written complaints may be filed with the Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The address of the office is:

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington D.C. 20202-8520

    The Registrar shall either solve the issue or refer it to the appropriate University body for resolution.

Custodian

University Registrar

Related Policies, Documents, and Forms

- ER 606.A – Request to Prevent Disclosure of Directory Information
- More information regarding FERPA and related student rights is available at: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

History

- March 22, 2023 – New Policy

POLICY 702: RESIDENCY REQUIREMENT POLICY

Policy Statement

This policy establishes residency requirements for Upper Iowa University (University or UIU) students attending the Fayette campus.

Purpose

All students are required to live in University residence halls. Students who meet at least one of the criteria below may seek a waiver of the residency requirement, through which they can request to live off campus.

The following criteria are accepted when seeking a waiver of the residency requirement and requesting to live off campus:

- Lives in primary residence within 45 miles of the Fayette campus (verified via Google Maps) for two years prior to enrollment
- Has completed at least 90 credits
- Is a transfer student to UIU and has completed at least 48 (non-UIU) credits
- Married and/or has dependent children
- 22 years of age or older
- Military serving or (honorably discharged) Veteran

Students who fail to take up residency or move off campus without acceptance of the residency requirement waiver will be assessed a financial penalty of $5,000.00 per year, for the duration of the residency off-campus until they meet one of the criteria above.

Definitions

Primary Residence – dwelling where a person usually lives; a person can have only one primary residence at any given time
Transfer Students – student who enrolls in a university after having begun their course of study at a different university
Military Serving – includes active duty, active duty for training, inactive duty training, and fulltime National Guard duty
Residency – living on campus for a specified period of time while classes are in session

Policy Implementation

Waivers of the housing residency requirement are available via the Off-Campus Commuter Request Form located in myUIU. Those seeking a waiver must do so 30 days prior to the start of Session 1 or Session 3. All requests to

live off-campus are reviewed on a case-by-case basis. Requests in which at least one of the above criteria is not met are rarely granted.

Once a student is approved for a residency requirement waiver, it is for the remainder of their time at UIU, unless they decide to move back onto campus at some point after approval. If a student decides to live on campus, they will need to complete another waiver form for any future plans to live off campus.

Custodian

Assistant Vice President of Student Life and Assistant Dean of Students

Related Policies, Documents, and Forms

SL 702.1.A – Residency Requirement Waiver Off Campus Request Supplemental Document

History

- July 15, 2014 – The newly created policy was approved by the President's Council
- November 1, 2022 – Change the credit requirements for transfers from 60 to 48 credits. Include the penalty fee explanation in the policy implementation section. Put the policy in new template format.
- February 14, 2023 – Policy put into new template
- April 17, 2023 – Policy statement added. Information regarding must be a full-time Fayette campus student to live in residence halls.
- November 1, 2023 – Updated Penalty and charges
- June 11, 2025 – Name of waiver form updated

POLICY 703: DRUG-FREE SCHOOLS AND COMMUNITIES ACT SUBSTANCE ABUSE POLICY

Policy Statement

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. To that end, UIU does and will act in accordance with the Drug-Free Schools and Communities Act of 1989, as amended, and its implementing regulations at 34 C.F.R. Part 86, as amended. This Policy relates primarily to UIU students; for policy that pertains directly to UIU employees, go to Policy 308 – Drug Free Workplace Policy.

Purpose

To prevent the abuse or unlawful possession, use, or distribution of alcohol and illicit drugs by all students and to promote optimal learning on our campus. Additionally, to ensure the safety and wellbeing of our students.

Definitions

Use – to take or consume

Possession – the state of having something

Policy Implementation

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 or center is located. Members of the University community who are of legal age are expected to make responsible decisions about the use 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. The possession, use, or sale of alcoholic beverages is prohibited on University property unless otherwise permitted under the guidelines. Anyone of legal age is not permitted to give alcohol to any student, not of legal age.

Illicit 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 property.

Procedures

1. A student or employee shall not make alcoholic beverages available to any student, employee or guest who is under legal drinking age.
2. Students of legal age living in the residence halls can consume alcoholic beverages inside their rooms on a personal basis. 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 their 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. Students of legal age are not permitted to give alcohol to any student not of legal age.
3. Full-time employees of the University or another entity who reside on University property or in University owned housing, or who get temporary shelter due to severe weather conditions, 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, including not exiting their residences with alcohol or serving alcohol to any students of any age.
4. 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** – Coordinator of Student Engagement, Assistant Vice President of Student Life (AVPSL), and the Events Coordinator; **University Centers** – Vice President for Distance Education & Enrollment (VPDEE). A department requesting such an event shall complete the Alcohol Availability Request Form which can be obtained from Student Life or the Events Coordinator. Departments requesting permission to serve alcohol must meet the following requirements:
    a. 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.
    b. 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 the University. 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 regulations including the activity authorization process.
    c. Outside security must be provided if deemed necessary by the AVPSL.
    d. 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.
    e. 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.

f. Advertising for events that specify or emphasize the quantity of alcohol to be served is prohibited.
g. Consumption of alcohol on trips sanctioned by the University shall be consistent with relevant, local laws. The determining factor of legal aged students drinking on these trips is the choice of the chaperone and still needs approval from the AVPSL.
h. 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.
i. 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.

5. Student campus organizations sponsoring activities off campus must follow the guidelines established by the Substance Use, Education and Prevention (SUEP) Committee and observe local, state and federal laws.
6. 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 guidelines and be approved by the Vice President with authority over that department. Requests are to be made in writing using the Alcohol Availability Form and submitted to the respective Vice President. All vendors must provide the University with a certificate of insurance. Dining Services is authorized to hold a valid liquor license. The University has contracted with Dining Services 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.
7. "Tailgating" on University property may be permitted during athletic events. Tailgating involves University employees or guests consuming food and/or beverages – which may include alcoholic beverages – in advance of or after an athletic event on University property in area(s) so designated for tailgating by the University. The food and/or beverages are supplied by tailgating individuals and not by the University or any of its contracted vendors. Tailgating is a privilege and events must comply with the University's policy related to serving and consumption of alcohol in accordance with local, state, and federal law. Illicit drugs will not be tolerated and will violate policy. Tailgating events must be approved in advance by the Vice President for External Affairs, who may approve several or all planned tailgating events in advance each year.
8. Non-University sponsored events* are scheduled through the Events Coordinator in Fayette or the Center Director at each center. 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 Dining Services.

   *A non-University sponsored event is any event that is not affiliated with or funded by the University.
9. Alcoholic beverage marketing programs specifically targeted for UIU students and/or held on campus should conform to the 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 AVPSL and the VPDEE or their representatives. Posters, signs or apparel that are purchased in connection with any University group or function cannot reflect or portray alcohol. However, Athletics may provide promotional signage or

commercials for alcoholic beverages through paid sponsorships/partnerships.

10. The University will make known its Drug-Free Schools and Communities Act 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.

Specific Drug-Free Schools and Communities Act Responsibilities

1. Annual distribution to each student and employee of:
    a. Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol;
    b. A description of the applicable legal sanctions under local, state, or Federal law;
    c. A description of the associated health risks;
    d. A description of available counseling, treatment, or rehabilitation programs; and
    e. A statement about and description of sanctions that will be imposed for violations.
2. A biennial review by the institution of the institution's program to:
    a. Determine the program's effectiveness and implement needed changes;
    b. Determine the number of drug and alcohol-related violations and fatalities that:
        i. occur on campus or centers premises, or as part of the institution's activities; and
        ii. are reported to university officials;
    c. Determine the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities on campus or center premises or as part of any university activities; and
    d. Ensure that required sanctions are consistently enforced.

Education Program

1. The Assistant Athletic Director of Campus Recreation (hereinafter referred to as Director) has developed a system that provides accurate, current information about the health risks and symptoms of alcohol and other drug use for students, faculty, and staff.
2. The Director, working collaboratively with the Director of Counseling, makes efforts to establish collaborative relationships between community groups and agencies and the University for alcohol and drug-related education, treatment and referral.
3. The University promotes the development of a coordinated effort across campus for substance abuse education, treatment and referral through Counseling Services, Human Resources and the Employee Assistance Program.
4. The University supports and promotes drug-free campus activities.

Assessment

1. The Director, in conjunction with the Substance Use Education and Prevention Committee (SUEP), will assess the University environment for any underlying causes that may be related to substance abuse.
2. The Director will survey the University community members about their awareness, attitudes and behaviors regarding substance abuse. The results will be used in program development.
3. Any other data collected by the Director or campus personnel will be used as a guide to program development.

Custodian

Assistant Vice President for Student Life (AVPSL)

History

- February 6, 2016 – Policy was approved by the Board of Trustees
- November 10, 2016 – Annual review of policy, Approved by President's Council
- January 5, 2018 – Approved by President's Council
- December 19, 2018 – Revisions approved by President's Council
- March 16, 2022 – Revisions approved by President's Council
- June 11, 2025 – Revised titles and annual review of policy

POLICY 704: TOBACCO AND VAPE FREE

Policy Statement

In its concern for the health and well-being of all its constituents, Upper Iowa University has developed a tobacco & vape-free use policy based on the state smoke-free air acts of Iowa, Kansas, Louisiana, and Oklahoma.

Purpose

The purpose of this policy is to provide a safe and healthy working and learning environment for the students, faculty and staff at UIU, in addition to reduce cigarette litter and the risk of fire on campus.

Policy Implementation

Upper Iowa University prohibits the use and possession of all forms of tobacco and vape products and non-FDA-regulated nicotine products on property owned, leased, rented, or properties in the possession of the University. The sale or distribution of tobacco, tobacco-related products, vape products and other unregulated nicotine products on or within UIU-managed property is prohibited. Advertising smoking, vaping, tobacco, tobacco-related products, and other unregulated nicotine products in University publications and within UIU-managed property is prohibited.

Custodian

Assistant Vice President for Student Life

History

- February 6, 2015 – Policy was created and approved by Board of Trustees
- November 10, 2016 – Annual review of policy, approved by President's Council
- November 29, 2017 – Annual review of policy by University Policy Committee
- January 5, 2018 – Approved by President's Council
- February 14, 2023 – Policy put into new template
- March 27, 2023 – Vape and vaping added to the Policy. Purpose added.

POLICY 707: ANIMALS ON UNIVERSITY OR CONTROLLED PROPERTY

Policy Statement

To ensure that all individuals receive equal rights to services they may need. The University values the safety and well-being of all on campus. This policy ensures that all people and animals are complying with federal and local laws while on University property.

Purpose

To support the use of service and emotional support animals on campus and at centers in compliance with

applicable federal and state laws. At the same time, UIU recognizes the health and safety risks potentially created by unrestrained and/or untrained animals on campus. This policy sets procedures in regard to individuals bringing animals on campus.

Definitions

Service Animals: Service animals are defined as dogs (or miniature horses) that are individually trained to do work or perform tasks for people with disabilities. The tasks performed by the dog (MH) must be directly related to the person's disability. The dog must be trained to take a specific action when needed to assist the person with a disability such as guiding an individual with impaired vision, pulling a wheelchair or fetching dropped items, amongst others. Service animals, including those in the process of training through a credentialed training facility, may accompany an individual with a disability or a person training the animal in public facilities and accommodations or places to which the general public is invited (e.g. academic buildings, administrative offices, residence halls), as long as the animal is under control.

Support Animals (Emotional Support Animals or ESA): Support animals are animals that provide therapeutic benefit to individuals with a disability, and are prescribed by a physician or licensed mental health professional. Unlike service animals, support animals require no specific training and do not provide specific service with activities of daily living - as their mere presence with the individual mitigates the effects of the disability. Support animals are permitted in university residence hall rooms, apartments and houses. Unlike service animals, support animals are generally prohibited in indoor areas considered public, including, but not limited to, community bathrooms, lounges, dining centers, computer labs, classrooms, office workspaces, and nonresidential facilities on campus. Requests for permission to have support animals in residence or in public areas must be made to the Student Accessibility Services Office if the individual is a student or Human Resources if the individual is an employee of UIU. If the request for permission involves classrooms or other academic spaces, the relevant academic dean must also be consulted.

Working Animals: Working animals are animals used: a) in academic courses or for education and research purposes, in which case Policy 111, Animal Care and Use, will be followed; b) for law enforcement and rescue purposes; or c) under the direction of licensed mental health professionals employed by the university for therapeutic purposes on site at the Counseling Services or in public spaces. Working animals are permitted on campus by authorized individuals. The Assistant Vice President for Student Life (AVPSL) and/or the Vice President for Human Resources (VPHR) will determine if and when working animals are permitted on campus, with notice to and input from the relevant academic dean if the use is academic.

Companion Animals: Companion animals are animals living with individuals for purposes of pleasure, leisure time activity and companionship. Generally, companion animals are prohibited from entering campus facilities. Exceptions are provided for: a) the University President's residence; b) University-owned houses (excluding Hofmaster Apartments); and c) Residence Area Coordinator (RAC) apartments. For UIU-owned housing and the University President's residence, it is required that the Pet Policy-UIU Rental Houses form be completed and submitted to the Director of Facilities. For Residence Area Coordinators, it is required to complete the Pet Policy-UIU Rental Houses form and submit it to the Assistant Dean of Student Life. Residence Life permits residence students to keep non-dangerous fish in aquariums no larger than 25 gallons.

Policy Implementation

UIU allows individuals to bring animals on University property in accordance with federal laws and in other situations subject to the rules outlined in this policy. To protect public health and safety, the University regulates the kinds of animals allowed onto University owned or controlled property. Service animals (as defined by the

Americans with Disabilities Act (ADA)), support animals (as defined by the Fair Housing Act (FHA)) and working animals (as defined by this policy), are permitted by law and this policy. This practice follows Titles II and III of the ADA.

Companion animals with a valid license, current vaccinations, under proper restraint (e.g. leashed), and accompanied by their owners, are permitted on campus grounds – but prohibited from entering campus facilities (e.g. administrative and academic buildings, residential facilities) and from being on campus athletic and recreation fields.

Owner(s) and keepers of animals on campus are responsible for their animals at all times. This responsibility includes complying with all state laws and local animal ordinances, as well as all University policies and guidelines including the following requirements:

- Providing appropriate restraint, control, and supervision of animals at all times; one example is keeping the animal on leash or in a crate
- Providing animals with appropriate care, including food, water, shelter, health care, and humane treatement
- Cleaning up and disposing of all animal waste (both indoors and outdoors) in a timely and sanitary fashion
- Confining animals when leaving them alone in a University-owned residence, and not leaving animals alone for a time period in excess of six consecutive hours per 24 hours
- Not allowing odor, noise, damage, or other behavior of animals that disturbs the residential community or damages University grounds, facilities, or property.

There are exceptions and exclusions to this policy as follows:

- An animal may be prohibited from or required to leave a facility on campus if the animal's behavior or presence poses a direct threat to the health, safety or normal daily life of others. An example is an animal that displays aggressive/vicious behaviors toward people.
- Animals may be prohibited in areas where their presence fundamentally alters the nature of a program or activity or is disruptive. Examples include, but are not limited to, research labs, areas requiring protective clothing, and food preparation areas.
- Animals may be prohibited in areas where the safety of the animals cannot be guaranteed, such as in science labs or art studios where eye or other protection is required.
- An animal may be prohibited if the owner/keeper does not adhere to the Responsibilities of Individuals with Animals on Campus (see attached procedures), or if the animal substantially interferes with the reasonable use of housing or public accommodation by others.
- Animals that have been abandoned or found within University facilities that are not a part of a University-sponsored program may be impounded and/or placed with a third party, at the expense of the owner or individual who claims the animal.

UIU may ask an individual with a disability to remove a service animal from the premises if the animal's presence or behavior fundamentally alters the nature of the services that UIU provides, the animal is out of control and the animal's handler does not take effective action to control it, or the animal poses a direct threat to the health and safety of others that cannot be eliminated by reasonable accommodation. This policy applies to employees, students, University affiliates, visitors, contractors, and applicants for admission to or employment with the University.

This policy should not be read to grant an individual access to University property beyond that to which they would

normally be granted. This policy does not apply to animals involved in authorized research, K-9 animals (police dogs), fish contained in aquariums, and animals used for performance on premises or involved in a University sponsored activity, such as mascots, but only as approved by the University and the AVPSL.

Custodian

Assistant Vice President for Student Life, Director of Student Accessibility Services (regarding students)
HR (regarding employees)

Related Documents, Forms, and Policies

SL-707.A, Agreement for Emotional Support Animals (ESA)

Procedures regarding animals on University or Controlled Property

AA-111, Animal Care and Use Policy

HR-305, Discrimination, Harassment, and Retaliation Policy

Accommodations of Disabilities Policy (found in the Disabilities Handbook)

Student Accessibility Services (563-425-5949)

Human Resources (563-425-5959)

Americans with Disabilities Act, http://www.ada.gov/

Fair Housing Act, www.justice.gov/crt

History

- December 2, 2016 – Policy, Animals on Campus recommendation by University Policy Committee
- December 7, 2016 – Policy approved by President's Council
- April 27, 2020 – New policy recommended by University Policy Committee
- May 1, 2020 – New policy recommendation by electronic vote by University Policy Committee
- May 6, 2020 – Policy approved by President's Council
- October 21, 2021 – Nonsubstantive changes made by Director of Student Accessibility
- February 15, 2023 – Policy put into new template
- April 17, 2023 – Policy statement added and Director of Residence Life and Student Engagement added to consultations.

POLICY 708: BULLYING

Policy Statement

To be committed to creating a respectful, inclusive, and safe environment for students and employees and will take immediate and appropriate corrective action if bullying occurs.

Purpose

UIU, Louisiana secondary schools to which UIU is providing courses, as well as any other secondary schools to which the University is providing courses, are committed to providing a safe and healthy school/university environment for their students. The University and the secondary schools to which it provides classes have an

obligation to promote mutual respect, tolerance, and acceptance among students, staff, and faculty. UIU's staff will cooperate/collaborate with district and/or civil officials in any documentation, reporting, disciplinary action, etc. associated with alleged misconduct, including bullying and cyberbullying, by a student enrolled in a UIU course.

Definitions

Bullying: Conduct of any sort directed at another that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person substantial emotional distress. Such behavior includes, but is not limited to, direct physical contact, abusive expression directed at another person that is outside the range of commonly accepted expressions of disagreement or criticism, the use of electronic methods (cyberbullying) to do the same, sabotage of another person's work, abuse of authority, and social isolation and/or manipulation.

Policy Implementation

Bullying is prohibited and will not be tolerated. All suspected bullying should be reported. UIU students who believe they have been subjected to bullying behavior should contact the Assistant Vice President for Student Life or designee. Secondary school students enrolled in UIU classes in the same situation should report incidents of bullying to their school principal or designee. UIU employees who believe they have been bullied should report to the Executive Director for Human Resources or designee. All students and/or employees who witness bullying, harassment, or intimidation need to report such incidents to the same person/office as specified above.

Reports of bullying will be dealt with by following the rules applicable to the person to whom the bullying is reported to have occurred. UIU students' cases will be handled by Student Life under the Code of Student Conduct. Cases involving secondary students enrolled in UIU classes will be dealt with according to the rules of their secondary school and/or school district. Cases involving University employees will be handled by Human Resources according to the Staff and Administration Handbook or Employee Handbook. If it is alleged that the bullying involved discrimination, harassment, and/or retaliation, then the process for handling cases involving University students or employees should be handled under that University policy.

In terms of policy relating specifically to secondary school students involved in reports of bullying, if the complainant student or parent of the student feel that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student may contact the local superintendent or designee. Retaliatory behavior against any complainant or any participant in the complaint process is prohibited. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

Custodian

Assistant Vice President for Student Life (regarding University student)

School Principal (regarding secondary student)

HR (regarding University employee)

Related Documents, Forms, and Policies

HR-305, Discrimination, Harassment, and Retaliation Policy

Student Handbook

History

- February 8, 2021 – Policy recommended by University Policy Committee

- February 17, 2021 – Policy approved by President's Council
- February 15, 2023 – Policy put into new template
- April 17, 2023 – Policy Statement added, EDHR, BIT, and Director of RLSE added to the consultations.

POLICY 709: WEAPONS POLICY

Policy Statement

To create a safe environment for all students, faculty, and staff through the implementation of rules and regulations on weapons.

Purpose

To be committed to providing a safe environment in all 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 University sanctioned events are held unless specifically approved as part of an educational event or student activity.

Definitions

Weapon: 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 is 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 kill or seriously injure another person, or that is threatened to be used in such a manner, and which, when so used, is capable of killing 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.

Policy Implementation

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 Assistant Dean of Students or 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 sight with the unoccupied vehicle fully secured (e.g. windows up, vehicle locked, etc.). In all other Center locations, firearms or other weapons are absolutely prohibited except as described in this policy. When UIU is present at a host institution (technical colleges, military installations, etc.), UIU will fully support and abide by the weapons policies in place at host institutions provided those institutions provide a level of safety at least equal to that contained in UIU's policy.

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

Custodian

Assistant Vice President for Student Life (Fayette Campus)

Assistant Vice President for US Centers (Centers)

Related Documents, Forms, and Policies

Report an Incident, Complaint, or Crime: https://uiu.edu/experience/safety-security/report-an-incident-or-crime/

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 procedures linked above must be followed.

UIU Fayette residential campus students have the ability to check in on hunting firearms, competition firearms, hunting bows, and crossbows with the Fayette Police Department. These will be stored in an area separate from evidence, locked, and allowed for recreational use only, (i.e., hunting, tournaments, competitions, etc.). Students will be issued a receipt of storage to sustain the chain of custody at check-in and check-out. This information will be recorded and retained in accordance with evidence storage laws in the State of Iowa for chain of custody purposes. Personal defense weapons such as pistols or assault rifles will not be accepted and must be kept at the place of residence off campus.

History

- September, 2021 – University policy developed from existing policy in Student Handbook
- September 13, 2021 – the University Policy Committee recommended the policy to the President's Council for approval
- October 13, 2021 – the President's Council recommended the policy to the President for approval; President Duffy approved the policy
- February 15, 2023 – Policy put into new template
- April 17, 2023 – Policy statement added, BIT added to consultations, HLC criteria added

POLICY 712: MISSING STUDENT POLICY

Policy Statement

To assist in determining whether a student is missing, and if so, the appropriate response. This policy is in compliance with Section 488 of the Higher Education Opportunity Act of 2008.

Purpose

To established whether a student is missing or absent and if so, the action that should be taken. Administrative responsibilities are delegated to ensure that the response is appropriate and timely.

Definitions

UIU Modalities (defined as per the academic catalog):

- *Face-to-face courses*: Student is present in the classroom at the designated time
- *Face-to-face courses* with an online component: Student is present in the classroom at the designated interaction in uiuLearn with a discussion post, reply to a discussion post, quiz completion, or assignment submission.
- *Center courses*: students taking courses at any of the UIU Center locations, including center hybrid courses or center virtual courses.
- *Online asynchronous distance education* (*online courses*): Student has academic interaction in uiuLearn with a discussion post, reply to a discussion post, quiz completion, or assignment submission.
- *Online synchronous distance education* (*uiuLive courses*): Student has academic interaction in uiuLearn with a discussion post, reply to a discussion post, quiz completion, or assignment submission and/or is

present on a Zoom classroom meeting at the designated time.

- *Self-Paced*: Student must submit complete assignment/unit for grading.

Policy Implementation

Most missing person reports in the college environment are a result of a student changing their routine without informing friends or relatives of the change. Anyone in any UIU modality who believes a student to be missing should report their concern to Campus Police (563) 425-5372, Residence Life, or Student Life. All reports will be followed up with an immediate investigation. Depending on the circumstances presented to University officials, parents/guardians/emergency contact of a missing student will be notified. In the event such notification is necessary, the Assistant Vice President for Student Life (AVPSL) will place the call. If the AVPSL is not available, the Assistant Dean of Students/Chief Conduct Officer will place the call.

Procedures

The University official or office receiving the report from any UIU modality will document the following information:

1. The name and relationship of the person making the report;
2. The date, time, and location of the last sighting of the student;
3. The date, time, and method of the last contact with the student;
4. Background information as to routine, off-campus friends, job, recent changes in family life and/or changes in behavior;
5. The missing student's contact information;
6. The missing student's emergency contact/parent or guardian contact; and
7. Time and dates that people were informed, including when campus police or law enforcement were notified, when applicable.

The UIU official receiving the report will contact the AVPSL to give an update on the situation and to receive additional consultation. The AVPSL will ascertain if/when other UIU employees such as the Emergency Management Director and the Executive Director of the Office of Communication and Marketing need to be contacted.

Upon notification that a Fayette campus student may be missing, the University may use any or all of the following resources to assist in locating the student:

1. Go to the student's place of residence;
2. Talk to the student's RA, roommate, and/or housemates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen;
3. Secure a current student photo;
4. Call and text the student's cell phone and call any other numbers on record;
5. Send the student an email;
6. Call Campus Police;
7. Check all possible locations mentioned by the parties above including, but not limited to, the library, the recreation center, etc. Campus Safety and Security and Residence Life may be asked to assist;
8. Contact or call any other on-campus or off-campus friends or contacts. Check the student's social networking sites;
9. Ascertain the student's car make, model, and license plate number. A member of the Campus Police will also check the University's parking lots for the presence of the student's vehicle;

10. Contact the food service manager to ascertain when the student last used the meal plan;
11. Pending information, Campus Police can issue Attempts to Locate (ATL) through regional dispatch;

Upon notification that a non-Fayette campus student may be missing, the University may use any or all of the following resources to assist in locating the student:

1. Talk to the student's friends or classmates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen;
2. Secure a current student photo;
3. Call and text the student's cell phone and call any other numbers on record;
4. Send the student an email;
5. Contact or call any other on-campus or off-campus friends or contacts. Check the student's social networking sites;
6. Pending information, local PD can issue Attempts to Locate (ATL) through regional dispatch;
7. If a Center, online, or self-paced student is believed to be missing, the AVPSL will be contacted by the UIU staff or faculty member. The AVPSL will initiate the measures stated above to the extent possible. At a minimum, any known phone numbers should be called and texted, email addresses should be used, and social networking sites should be checked, if accessible. In addition, local law enforcement should be notified and given appropriate information

The University's Information Technology Services (ITS) department will be asked to obtain email logs in order to determine the last login and/or access of the UIU network.

Custodian

Assistant Vice President for Student Life
Assistant Vice President for US Centers

History

- March 16, 2022 – New Policy; approved by PC
- February 14, 2023 – Policy put into new template
- April 17, 2023 – Added purpose statement, BIT to consultations, definitions from course catalog.

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,
- Academic Suspension Appeals
- Student Conduct Violations
- Sexual Misconduct

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

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, they 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 Assistant Vice President for Student Life (AVPSL) of the informal student complaint and the final resolution.

Formal Complaint Procedure

The University provides procedures to ensure 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 via the Quick Links section in myUIU. The link to the Student Complaint Form can also be found here on the UIU website: https://uiu.edu/consumer-information/
- The online form is designed to provide a formal platform for students to address complaints that mee the following criteria:
    - Complaints must be submitted by the affected student and cannot be anonymous
    - Information resolution must have been attempted at the individual or departmental level before submitting a formal complaint
    - The form is not for requests to change or appeal decisions (e.g., grade changes, or waiver requirements)
    - The complaint must not fall under an existing grievance process
- When the form is submitted the student will receive the following message:
  "Thank you for submitting your Student Complaint. We have received your complaint and appreciate you taking the time to share your concerns with us. Your submission is important to us, and we will hand it with the utmost care. Our team is reviewing your complaint and will contact you directly should we require additional information. We appreciate your patience during this time and want to assure you that we are dedicated to resolving this matter as efficiently and fairly as possible."

Hearing Committee Selection and Procedures

- When a hearing is requested in writing to the University, the AD 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 AD 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 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 AD for final action.

The AD 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)

National Council for State Authorization Reciprocity Agreements (NC-SARA) https://nc-sara.org/sara-student-complaints-0

Bureau of Iowa College Aid within Iowa Department of Education (https://educate.iowa.gov/higher-ed/student-complaints)

Information on filing a complaint at another state can be found on our website at: http://www.uiu.edu/support/student-complaint-procedure.html.

Connecticut-Based Students: If you have exhausted the complaint process at Upper Iowa University and still have a complaint to file, please reach out directly to the Connecticut Office of Higher Education. Formal complaints can be lodged by going here: Student Complaints (ct.gov) or by emailing emily.bjornberg@ct.gov.

Parental Notification for Alcohol/ Drug Violations Protocol

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 AVPSL reserves the right at his/her discretion to notify parents or legal guardians.

Goals of the Notification Protocol

- 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).

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 may 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 may be sent to parents or legal guardians depending on the severity.

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 AVPSL. The AVPSL will contact the student's parents or legal guardians. If the AVPSL is unavailable, the professional staff member on duty will contact the parents or legal guardians.

STUDENT SELF-ENDANGERMENT PROCEDURE

Students who, in the judgment of the Assistant Vice President for Student Life (AVPSL), 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 for Academic and Student Affairs, the AVPSL, and the

Director of Counseling Services, 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.

Young Visitors on University Property Procedure

When visiting the University grounds after dark or in University buildings at any time, young visitors under the age of sixteen (16) for relatives of UIU students and eighteen (18) of non-relatives of UIU students must be accompanied by a UIU student or staff member 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 need to be courteous to others at all times. All visitors in Residence Halls must complete the check-in form with Student Life. A photo ID and picture will be needed at check-in. Check-in of visitors must be done four (4) business days in advance.

Campus Safety and Security Report

Campus Safety and Security Reports for UIU locations can be found at:
https://uiu.edu/experience/safety-security/annual-safety-and-security-report/

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 your fellow Peacocks 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 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

The staff of the Residence Life Department 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 Assistant Dean of Students and Chief Conduct Officer, the Residence Area Coordinator (RAC), the Graduate Assistant for Residence Life, and Resident Assistants (RA's).

The RAC is a full-time employee of Student Life who lives in residence, and their duties range from personal counseling to facility management. The RA's 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 Assistant Dean of Students and Chief Conduct Officer.

Residence Hall Contract Terms and Conditions

TERMS: The Residence Hall Room and Board Contract consists of room and board and is available only on a combined basis. This contract is the resident's official record of residence hall room and meal plan selection for the academic year. This contract is binding for the full academic year (Fall and Spring semester), except for the resident who has selected and been approved for a shortened enrollment period. The University's acceptance of this agreement guarantees a space in a residence hall, not in a specific building or room. Terms and conditions of the contract extend throughout your residency on campus.

CANCELLATION OF THE CONTRACT: Any resident student requesting off-campus status must apply to Student Life in writing 30 days prior to the subsequent enrollment period. Only approved requests will release the student from this contract.

RELEASE FROM THE CONTRACT: Once the contract becomes binding, the student will be released from this contract only for the following reasons: 1) Called to active duty for military service or 2) Participation in an academically sponsored study abroad, co-op, student teaching, or internship program out of the NE Iowa area. Students will be charged for room and board until the check-out is completed.

- Failure to check into a residence hall, reside in the assigned room, accept a student ID card, eat meals, or pay room and board charges does not release a student from the obligations of this contract. Except for those enrolled students released from this contract, students who fail to move into their assigned room will be billed for room and board charges for the current enrollment period.
- Students who have occupied a room and then move out without being officially released from this contract or unofficially withdraw from the University, will continue to be billed room and board charges for the current enrollment period. Students will receive a bill for improper check-out and any damages to the residence.
- Residents must be enrolled and in good standing with the business office in order to remain in housing.

REFUND POLICY: Students who withdraw from all classes with UIU will be subject to the university's policies regarding refunds to their room and board.

Fall Semester		Session 1	Session 2
Charge	Refund	Last Date of Residence	Last Date of Residence
25%	75%	Week 1	Week 1
50%	50%	Week 2	Week 2
100%	0%	Week 3 – Week 8	Week 3 – Week 8
Spring Semester		Session 3	Session 4
Charge	Refund	Last Date of Residence	Last Date of Residence
25%	75%	Week 1	Week 1
50%	50%	Week 2	Week 2
100%	0%	Week 3 – Week 8	Week 3 – Week 8

*Students may not make any changes to their meal plans after the first week of the semester.

If the university determines it is in the best interest of its students to close the residence halls due to epidemic, pandemic, riot, civil unrest, insurrection, sabotage, act of terrorism, act of war, rebellion, act of God, or other

reason of a like nature that is beyond the control of the university, then all students shall be required to move out of the residence halls pursuant to instructions provided by the university and the university shall not be required to refund any portion of a student's room and board fee, except as otherwise required by law.

The Role of Residential Life in Your University Experience

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

- To be a friend. Seek them out and they will do the same.
- 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 approach 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 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 plans and implements 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 winter break in December and January. If residents need to remain on campus during winter break, they must register with Student Life. There is no food service during winter break, but the Peacock Pantry is available to students in need. If a resident needs to return early, the resident must contact Student Life. Between all other session 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, but the Peacock Pantry is available to students in need.

Check-In
During a designated time established by the Residence Life Department, 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, 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, complete thoroughly, 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 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, they should notify their RA that they'll 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. Failure to complete the proper check-out procedure and paperwork will result in a fine. Additional checkout fines charged to student accounts can include but are not limited to not cleaning assigned spaces, damages, and leaving behind personal property.

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

Furniture and Facilities
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/suite. When checking out of the residence space, all furniture should be returned to its original locations during check-in.

Cable in Common Areas/Internet in Rooms
Internet hookups are available in every residence hall room. Students are to bring their own computer. Cable is available in all common areas only.

Garbage
Students are responsible for keeping their rooms clean and taking their garbage to the nearest dumpster, located outside of the residence buildings. Cardboard trash can be discarded in the trailer between SV1 and 2 or next to Garbee dumpster. Housekeeping is responsible for the upkeep of common areas, such as hallways, bathrooms, etc. No personal trash is allowed. Please respect our housekeeping and facilities staff. Electronic appliances such as fridges, mini fridges, etc should contact Student Life for proper disposal. Trash cans are only to be used by current residents of UIU. Fines or legal actions will be pursued for all others.

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 the RA on Call for assistance.

If a resident of Garbee Hall 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. Fines will be charged to student accounts for replacement keys and bolt changes.

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. A fee is imposed for the reissuance of ID cards.

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 and on the first floor in Hofmaster. If there is a problem with a machine, a resident should report it to a Residence Life staff member immediately. Washer and dryers are to be used properly with proper loads and detergent amounts.

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. Cleaning and responding fees for misuse are at the discretion of the RAC.

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 dining services at 563-425-5767.

Sick Trays

If a resident is ill and wants food, another resident can get him/her a sick tray by contacting a Resident Assistant or reslife@uiu.edu, dining services at 563-425-5767, Student Life at 563-425-5215 or studentlife@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, the maintenance staff is happy to assist. Contact your RA so they can request a work order be submitted to Facilities Management and Services (FM&S). If the RA is not available, contact any Residence Life staff member. **If it is an emergency, you can contact the RA on Call.** FM&S Director determines when repairs and cleaning will be completed.

Medical Emergencies

If medical problems arise late at night, early in the morning, or on weekends, get in touch with the RA on Call or Campus Police. 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. 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.

Emergency Contacts are notified of the hospitalization of their UIU student. 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 Peacock Intake Form. This form will be kept in an online database for quick reference if medical help is needed.

Microwaves

No microwaves are permitted in student bedrooms in Lee Tower, Hofmaster, South Village 2 or 3 since each suite area is provided with a microwave in the kitchen/kitchenette area. South Village 1 and Garbee residents are permitted to have a microwave in student rooms. The electrical wiring and circuit capacity are only adequate for **one microwave per room**. All microwave units are limited to 1100 watts maximum.

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 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. Upper Iowa University does not carry insurance on personal property of students and it is not responsible for loss of or damage to such property, including property stored in lockers, store rooms, student rooms, or any storage spaces. Students use these spaces at their own risk. The University will not be held responsible for any property of students in or delivered to the residence halls. It is recommended that personal property insurance or rental insurance be purchased. 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.** Upper Iowa University works with National Student Services, Inc. to provide renter's insurance for students. Visit nssi.com/portal/upperiowa.

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. Common causes of wall damage include, but are not limited to, LED lights, command strips, wall Velcro, and removable peel-and-stick wallpaper.

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

Refrigerators, Electrical Appliances and Multi-Plugs

South Village 1 and Garbee residents are permitted to have refrigerators 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. No refrigerators are permitted in student bedrooms in Lee Tower, Hofmaster, South Village 2 or 3 since each suite area is provided with a refrigerator in the kitchen/kitchenette area.

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 Residence Area Coordinator. Multiple power breaks may require you to remove larger appliances from your room.

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 the opportunity to select their individual residence spaces during the Room Selection Window. All returning students must submit a housing application prior to the start of the Room Selection Window to be eligible. Timeslots for room selection will be based on class standing, GPA, and the date on which they submit their housing application. Students who submit their housing application after the priority deadline will be assigned in the summer. Assignments for new students are made in the summer. Priority exists as long as the resident's financial obligations and housing application have been received in a timely manner. Student Life reserves the right to assign or reassign any student who has not fulfilled their obligations.

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 difference in room rates, the new room rate will be charged to the student's account. If a resident would like to change rooms, they must contact their Resident Assistant and the Residence Area Coordinator to review the situation.

Room Consolidation

If vacancies occur in double rooms, Student Life reserves the right to work with the student in regard to room consolidation to maintain the contracted room rate. Spaces under half capacity may be asked to condense.

Room Dimensions and Furnishings

Garbee Hall **–** is located just north of the Student Center. Each floor contains 36 rooms, a laundry room, and a community bathroom. On the second floor 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, and two desk

chairs.

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 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.

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 vary from a single plus room with a private bathroom to a 3, 4, or 6-person suite. Each suite has a bathroom and a living room with 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 suite-style building consists of 25 suites. The size and occupancy of these suites vary from a single plus room with a private bathroom to a 3, 4, or 6-person suite. The amenities of South Village 2 resemble South Village 1 with the exception that each suite has its own kitchenette (refrigerator, microwave, and sink).

South Village 3 – is located west of Lee Tower. The suite-style building consists of 28 suites. The size and occupancy of these suites vary from a single plus 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 its own kitchenette (refrigerator, microwave, and sink).

Room Entry

The University reserves the right of entry to any rooms for the purposes of ascertaining any breach of the terms of this contract. The purpose of such entry would include but not be limited to inspection, cleaning, repairs, assessment of damages, policy violations and security of persons and property.

It is a lawful request for a Student Life staff member to ask a student to open his or her room door. Failure to comply constitutes a policy violation and will result in disciplinary action.

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

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.
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, they will confiscate the item(s) without the permission of the owner. If items are confiscated, the staff member will

document the incident.

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 Assistant Dean of Students.

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.

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 HUB desk is staffed with a residence life staff member every night. The residence life staff also presents a variety of safety and security-related programs each year to educate residents about these issues.

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. If a student who is 21+ is living in the same suite or apartment as underage students, no alcohol may be in any shared common spaces. No displays of alcohol containers, cases, or items used to consume alcohol.

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 Assistant Dean of Students and Chief Conduct Officer.

Bicycles & Scooters

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.

Cooking in Rooms

The possession of “open-element” and “resistance” appliances (e.g., hot plates, toasters, toaster ovens, popcorn poppers, pizza pizzazz, and pressure cookers.) is not allowed in residence halls as the use of these cooking appliances would constitute a fire safety threat. Air fryers are acceptable but must be cleaned regularly and kept in proper cooking spaces.

Damages

Repairs to residential facilities must be performed by University personnel. The costs of these repairs include materials and labor. 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 your RA to 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 the residence hall rooms or communities.

Fire

Fire is a serious threat to life, health and property. The burning of candles, use of open flames, storage of flammable materials, lighters, 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 Assistant 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/suite. 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

Gambling is prohibited on campus unless proper procedures are followed with a concurrent gambling license.

Halogen Lights

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

Inappropriate Behavior

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

Guest Policy

All overnight guests must be registered with Student Life 2 days prior to arrival by completing the Residence Hall Registration Form. All guests must be checked in by a resident and be able to present valid picture identification when asked by a Residence Life staff member.

Minors must be registered a minimum of 24 hours prior to arrival. Minors requesting to be in the residence halls past 10 pm and/or overnight must submit registration 2 business days in advance of arrival to campus and receive approval from the Assistant Dean of Students. The Office of Residence Life may verify parent or guardian approval using the contact information provided in the Guest Registration Form.

Minor guests found to be disruptive to the UIU community will have their parent/legal guardians contacted for immediate pick up; if unable to reach parent/legal guardians for immediate pick up the Fayette Police Department may be contacted. Guests of legal age (18+) found to be disruptive to the UIU community will be escorted off UIU property immediately.

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.

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 Assistant 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
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, they 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 risks involved (to humans and pets), no animal(s), with the exception of fish kept in a clean aquarium, are to be taken into or kept in any residential building. No fish tanks exceeding 25 gallons are permitted in the residence halls. Registered Emotional Support and Service Animals are allowed with proper approvals from Accessibility Services and Residence Life. If you notice stray animals in or around the residence halls, please do not abuse, feed, or bring the animals into your building. Unapproved animal fines start at $500.

Skateboards, Skates, Hoverboards and Scooters
Because of the potential for injury to users and nonusers, the use of skateboards, skates (roller blades, roller skates, or similar devices), hoverboards, and scooters, including electric-powered devices, 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.

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.

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 of 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. Fallen window screens should be reported to a Resident Assistant. Windows in the South Villages are to remain closed at all times. Garbee, Hofmaster, and Lee Tower residents may open windows if the heat and AC are not on.