

# UPPER IOWA UNIVERSITY STUDENT HANDBOOK

2022-23 | [WWW.UIU.EDU](http://WWW.UIU.EDU) | 800-553-4150



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

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# ACADEMIC CALENDAR

## **Fall Semester – Session 1**

Peacock Experience (New Student Days)

Classes begin

Labor Day – no classes

Final exams

August 25-28

August 29

September 5

October 19-20

## **Fall Semester – Session 2**

Classes begin

Thanksgiving break

Final exams

October 24

November 24-27

December 14-15

## **Spring Semester – Session 3**

Classes begin

Final exams

January 9

March 1-2

## **Spring Semester – Session 4**

Classes begin

Easter break

Final exams

Commencement

March 13

April 7-9

May 3-4

May 6

## **Summer Semester—Session 5**

Classes begin

Last day of classes

May 15

July 6

## **Summer Semester—Session 6**

Classes begin

Last day of classes

July 10

August 17

# EMERGENCY INFORMATION

## Upper Iowa Emergency Preparedness

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

### Fayette Campus

|                             |  |
|-----------------------------|--|
| Ambulance                   | 563-425-4300   |
| Campus Police               | 563-425-5372<br><a href="mailto:campuspolice@uiu.edu">campuspolice@uiu.edu</a> |
| Sheriff                     | 563-422-3234   |
| Police – Non-Emergency      | 562-425-3500   |
| Police – Emergency          | 911  |
| Fire Department             | 563-425-4300   |
| 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<br>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.
3. Contact Campus Police at 563-425-5372

**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 myUIU. Students registered for UIU Alert will be notified if there is a late start/early out, or closing due to inclement weather as well as in the event of a campus emergency.

# UIU SERVICES

## ACADEMIC SUCCESS

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

We offer the following services to the University community:

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

Location: second floor of the Student Center

Telephone: 563-425-5264

Webpage: <https://uiu.edu/academics/academic-support-services/>

## Tutor Center

The Tutor Center offers free tutoring to all UIU students. The Tutor Center also loans out scientific and graphic calculators for student use. Calculators may be checked out on a per-session basis and renewed when needed. In-person and virtual tutoring options are offered in nearly all subject areas. Visit the Tutor Center website for more information on each tutoring option.

Tutor Center Hours:

|                         |   |
|-------------------------|---|
| Monday through Thursday | 9:00 a.m. to 5:00 p.m. & 7:00 p.m. to 9:00 p.m. |
| Friday                  | 9:00 a.m. to 3:00 p.m.                          |
| Sunday                  | 7:00 p.m. to 9:00 p.m.                          |

Location: second floor of the Student Center

Telephone: 563-425-5272

Webpage: <https://uiu.edu/academics/academic-support-services/tutoring/>

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

## Writing Center

At the Writing Center, located Online and on the second floor of the Student Center, Writing Consultants are trained to work with you 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
- English language learning

The Writing Center is open during the fall and spring semesters as follows:

|                 |  |
|-----------------|--|
| Monday-Thursday | 8:00 a.m. to 5:00 p.m.<br>7:00 p.m. to 9:00 p.m. |
| Friday          | 8:00 a.m. to 3:00 p.m.                           |

**Face-to-Face:** Walk-in's are welcome! You can also schedule a face-to-face appointment by using the Accudemia scheduling system available in your myUIU → Academics → Tutoring account.

**Virtual Consultations:** To make an appointment for a virtual writing consultation, email your request to: [writingcenter@uiu.edu](mailto:writingcenter@uiu.edu). Virtual consultations are available during fall, spring, and summer semesters.

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

Location: online and first floor of the Liberal Arts building, Room 127

Telephone: 563-425-5854

Webpage: <https://uii.edu/academics/academic-support-services/writing-center/>

E-mail: [writingcenter@uii.edu](mailto:writingcenter@uii.edu)

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

## INSTITUTIONAL ADVANCEMENT AND ALUMNI DEVELOPMENT

The Office of Institutional Advancement and Alumni Development exists to help alumni stay connected with their alma mater and to 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 Student Engagement Crew, Homecoming's President's 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://uii.edu/alumni/>

E-mail: [alumni@uii.edu](mailto:alumni@uii.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://uii.edu/experience/bookstore/> (opens in new window)

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



Telephone: 1-800-325-3252

Email: [customerservice@bncservices.com](mailto:customerservice@bncservices.com)

Website: <https://uii.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://uii.edu/careers/>

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

## EDUCATION ABROAD

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

Email: [educationabroad@uii.edu](mailto:educationabroad@uii.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://uii.edu/experience/its/>

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

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

**Student Accounts.** You will receive a [@uii.edu](mailto:@uii.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 is open 7 days a week during the school year, and until 11pm most nights, providing 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 a computer lab, study rooms, an Audio-Visual Room with a large whiteboard, computer, video player and projector in a classroom setting, 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. The Iowa Workforce Development resource provides 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 25 inches.

Henderson-Wilder Library participates in 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](mailto:libraryill@uiu.edu).

Front Desk Telephone: 563-425-5261

Website: <https://uiu.edu/academics/library/>

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

Like the library on Facebook @peacocklibrary

## STUDENT ACCESSIBILITY SERVICES

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

The University will make accommodations for students who report a disability and provide appropriate documentation. For reasonable accommodations to be made, current documentation must be on file with the Director of Student Accessibility Services (DSAS). 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:**

- Any student enrolled in Upper Iowa University with a documented disability requesting services should complete the [Accommodation Application Packet for New Students](https://uiu.edu/experience/student-accessibility-services/) for services which will include:
  - Voluntary Disclosure Form
  - Release and Exchange of Information Certifying Disability Form
  - Student Acknowledgement of Responsibilities Form
- Students must provide appropriate documentation to the DSAS in UIUSAS in order to apply for accommodations (see requirements for documentation on pages 4-5 in the SAS Handbook on this page: <https://uiu.edu/experience/student-accessibility-services/>).
- Once all of the above forms have been received, students will be contacted and an appointment will be scheduled (telephone, Zoom or face to face in UIUSAS) with the DSAS for an intake interview. During the interview, the DSAS will get a personal narrative from the student as to what their needs are and what accommodations can be provided for them at UIU.
- Following the interview, the DSAS will evaluate all documentation and information collected to determine the reasonable accommodation needs.
- The accommodation letters will be created and dispersed to the professors of the student's session courses.
- At the beginning of each semester thereafter, the student must contact the DSAS 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: 563-425-5949

Webpage: <https://uiu.edu/experience/student-accessibility-services/>

Email: [accessibility@uiu.edu](mailto: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 eight different offices to support our students: Registrar, Student Accounts, Financial Aid, Military and Veteran Services, Data Processing, Student Services, Admissions and Academic Advising for our distance education programs.

Location: second floor of Garbee Hall on the Fayette Campus

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

Email: [info@uiu.edu](mailto: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, Baker-Hebron Science Hall and Edgar Fine Arts Building. 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 Apogee ([www.myresnet.com](http://www.myresnet.com)). Residence hall Internet problems or questions should be directed to Apogee at (855) 813-7009, or e-mail [support@myresnet.com](mailto:support@myresnet.com). Higher speed and gaming packages are also available through Apogee for an additional cost. Students are responsible for the installation, configuration, and updates of an anti-virus program with security patches. Anyone with any questions regarding e-mail or the Internet at UIU can contact the IT Help Center at 563-425-5876 or e-mail [helpdesk@uiu.edu](mailto:helpdesk@uiu.edu).

## COUNSELING AND WELLNESS SERVICES

Counseling and Wellness Services' mission is to promote the personal development and psychological well-being of all students, and to provide an environment that is conducive to growth and learning. Free and confidential short-term counseling is available for Fayette campus students seeking help with personal, social, or emotional issues. Students may make an appointment between the hours of 8:00 a.m. and 5:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday. Consultation and referral services are available for staff, faculty and students on or off of the residential Fayette Campus.

Location: second floor of the Student Center

Telephone: 563-425-5786

Counseling Website: <https://uiu.edu/experience/counseling/>

Your Life Iowa: call 855-581-8111 or text 855-895-8398

The JED Foundation: call 1-800-273-8255 or text START to 741-741

The Trevor Project (LGBTQ Support): call 1-866-488-7386 or text START to 678-678

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

**Wellness Programming.** The Wellness Office mission is to promote health and wellness among students, faculty, and staff. Educating students about all areas of wellness is the main goal of the student office. This education is done through empowering students with the knowledge and information they need to continue to lead a healthy and active lifestyle for the rest of their lives. Programs include wellness events, blood drives and monthly programs on every subject from eating disorders, alcohol and drugs, nutrition to sexual health awareness.

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

Location: Recreation Center

Telephone: 563-425-5669

Wellness Website: <https://uiu.edu/experience/wellness/>

## DINING SERVICES

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

- Peacock Platinum: All Access to Servery, 10 guest meals and \$300 Dining Dollars per semester
- Peacock Blue: All Access to Servery, 10 guest meals and \$150 Dining Dollars per semester
- Peacock Basic: 130 Servery meals, 10 guest meals and \$300 Dining Dollars per semester

Dining Services offer a wide variety of food choices including wellness and vegetarian items, holiday buffets, brick oven pizza and exhibition cooking through the Servery. Use your dining dollars at The Café, which offers an assortment of grab-n-go items, Java City beverages, grill items and pizza. 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 10:30 p.m. |
| Friday                                      | 7:15 a.m. to 6:30 p.m.  | 7:30 a.m. to 10:30 p.m. |
| Saturday                                    | 10:00 a.m. to 6:30 p.m. | 7:00 p.m. to 10:30 p.m. |
| Sunday                                      | 10:00 a.m. to 6:30 p.m. | 7:00 p.m. to 10:30 p.m. |

**Commuter Students** can use their student ID to establish a Dining Dollar account or purchase a 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](mailto:studentlife@uiu.edu). Dining Dollars can be added anytime online at <https://uiu.campusdish.com> or by stopping into the Servery during business hours. Commuter meal plans include:

- 80 block – 80 Servery Meals and \$50 Dining Dollars per semester
- 40 block – 40 Servery 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.

Residence halls and food service will be available during Fall Break, Easter holiday and between the Spring Semester and Interim (two meals a day). Residence hall occupancy is available during Thanksgiving and Spring Break. Meal plans are not in effect during these periods. To be eligible to stay over these vacation periods, the Resident must register with Student Life prior to the vacation. Students may stay in the residence hall during Winter Break upon approval and at an additional charge.

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

Telephone: 563-425-5767

Website: <https://uiu.campusdish.com/>

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

## HEALTH AND HEALTH INSURANCE

Students are able to make medical appointments at the Winneshiek Medical Center – UIU Clinic located on the second floor of Garbee Hall. Students can schedule appointments by calling 563-425-5500.

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](http://uiu.studentbenefitplans.com) or enroll via phone by calling 877-247-8817. If you do not have health insurance through a parent or guardian and would like to discuss how to find coverage, please contact Student Life at [studentlife@uiu.edu](mailto:studentlife@uiu.edu).

All international students are required, and will be automatically enrolled, in the UIU Student Health Insurance Plan. International students cannot waive participation in the plan. Since the cost changes from year-to-year, please contact Student Life for rates at 563-425-5215 or email [international@uiu.edu](mailto:international@uiu.edu).

### Special Health Needs

**Accident/Death.** If a student should sustain a serious injury, notify Student Life (daytime) or Campus Police (day or night) immediately. A member of the staff will assist the injured student and assure that prompt medical care is received. In the event of the death of a student, the 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 or contact the Winneshiek Medical Center – UIU Clinic at 563-425-5500 to inquire on availability.

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

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

**Health and Injury Insurance for Student-Athletes.** If the student is a student-athlete participating in one of the 22 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/faculty-and-staff/facilities/>.

1. Park in the areas designated for student parking. Refer to the [Parking Rules and Regulations](#) for student parking areas. Permits will be issued for students and Fayette campus employees for their corresponding status (resident, commuter and employee).
2. Observe state and local parking regulations.
3. Observe the no-parking zones and restricted areas, which include entryways to all buildings, loading zones, fire equipment lanes, handicapped and visitor parking.
4. Park away from the front of any entryways to the residence halls, other buildings or in loading zones adjacent to residence hall buildings.
5. Motorcycles or scooters are not permitted inside the residence halls or other campus buildings; they are to be parked in the designated parking areas.
6. A change in vehicle will require a student to update their vehicle information in order to avoid fines. See [Facilities Management and Services \(FM&S\)](#) 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 \$75 charge for parking permits for all students. This permit enables the student to park on UIU property from August 1 to July 31 of each year. When a vehicle is registered, the student is given a parking permit that must be displayed on the vehicle according to instructions given. Failure to register a vehicle or to display the parking permit correctly will result in a \$75 parking violation. Violators' vehicles are subject to being towed at the owner's expense.

**Payment of Parking Fines.** All parking fines are to be paid through myUIU, or by cash, check or credit card in Student Life within seven days of the date indicated on the ticket. Any student, faculty or staff member who receives a parking ticket has the option to sign a waiver that will extend the fine date approximately one calendar month or appeal in writing any parking ticket that they feel may have extenuating circumstances that would preclude the violation. Waivers and appeals must be submitted within seven calendar days from the date the ticket is issued. Parking waivers will be discontinued on April 1 of each year. Fines that occur before April 1 will have up to 30 days to pay the fine with the parking waiver. Fines that occur after April 1 will have 7 days to pay the fine. Second-time violations will result in double the fine amount. 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 seven calendar days.

**Personal Accompaniment Safety Service.** The Campus Police will provide a free service to those individuals who feel more comfortable having someone to walk with them at night. The Personal Accompaniment Safety Service will be provided from 9:00 p.m. to 3:00 a.m. and will also provide service beyond this time on a request basis only. Contact Campus Police at 563-425-5372.

## OTHER FAYETTE CAMPUS SERVICES

**After-Hour Access.** After regular business hours (8:00 a.m. to 5:00 p.m.), all University academic buildings are closed and secured. For academic reasons, students may gain access to University buildings by approval from a faculty member and Student Life. For this privilege, students must contact their instructor.

**Check Cashing and ATMs.** Students who have University payroll checks may cash them at Northeast Security Bank in Fayette for a fee. Student 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 Servedy and Rec Center. *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

Students making flight or bus arrangements are asked to plan their arrival into the Cedar Rapids Airport or Iowa City or Coralville bus stations terminals. Students needing transportation must sign up for a shuttle via [www.uiu.edu/shuttle](http://www.uiu.edu/shuttle) or via the QR codes posted around campus. For planning purposes, reservations are required via the registration form and are accepted until one-week prior to the transportation date. UIU's shuttle transportation is available only on the published dates.

**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 more information on this service, contact the Coordinator of Student Life at 563-425-5215 or [studentlife@uiu.edu](mailto:studentlife@uiu.edu).

**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 signup for the free shuttle service by visiting [www.uiu.edu/shuttle](http://www.uiu.edu/shuttle) or via the QR codes posted around campus. For planning purposes, reservations are required via the registration form and are accepted until one-week prior to the 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.

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

**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 Student Life 563-425-5215 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](http://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 Northern Sun Intercollegiate Conference (NSIC). The NSIC has 16 member institutions from Minnesota, North Dakota, South Dakota, Nebraska and Iowa. The majority of UIU sports compete in then NSIC but lacrosse and men's soccer competes in the GLIAC (Great Lakes Intercollegiate Athletics Conference). Women's bowling competes in the GLVC (Great Lakes Valley Conference). 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

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

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

<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: second floor of the Student Center

Webpage: <https://uiu.edu/experience/student-activities/student-government/>

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

## STUDENT NEWSPAPER

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

# ENGAGE WITH UIU - FAYETTE CAMPUS

## SHARE YOUR FAITH

If you are interested in joining or starting a group, visit student life or email [studentlife@uiu.edu](mailto:studentlife@uiu.edu).

Worship Resources:

- Church of Latter Day Saints, Fayette
- Congregation Achdus Yisroel – Orthodox Synagogue, Postville
- Fayette Community Church, Fayette
- First Baptist Church, Elgin
- 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
- Faith Evangelical Church, Sumner, Iowa
- The following resources are available to students on campus:
- Chi Alpha—student organization with contemporary worship and Bible study
- Fellowship for Christian Athletes (FCA)

## RECREATIONAL SERVICES

**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.** Outdoor Pursuits staff plans trips and events that capitalize on UIU location in the beautiful and adventurous Volga region of Northeast Iowa. Included are day and overnight ski trips, 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 Recreation center offers personal training and group fitness classes that can aid in member's fitness goals. Personal fitness assessments may be conducted in order to test and monitor body composition, flexibility, strength, and cardiovascular health. The center also provides students the opportunity for personal professional development through opportunities to work as a work-study, personal trainer, group fitness instructor, or intern.

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

Location: Recreation Center

Telephone: 563-425-5669

Webpage: <https://uiu.edu/experience/wellness/recreation-center/>

**Student Center Game Room.** Located on the 2nd floor of the Student Center is the Game Room which offers billiards, foosball, air hockey, ping pong, shuffleboard, and an arcade game. There is space to study as well as televisions to catch up on the news or a favorite TV show. Connected to the TV is a Wii/Wii U, Original Nintendo and a PlayStation 4 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 Director of Student Engagement and Leadership (DSEL) on the 2nd floor of the Student 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.

**Movie Trips** allow students to travel to The Sunset Theater in Sumner every Wednesday evening at 7:00 p.m. If you ride the UIU bus or find your own transportation, show your UIU ID at the door for free admission.

**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 SC213 or at the Hub. 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 cancelled.
- **Students are required to pay a fee or deposit when they sign up for the trip.** Students may not sign their name and bring their deposit in at a later time. On the day of the trip, if the student does not arrive on time and is left behind, they will lose their deposit. Students who do arrive on time and travel on the trip will receive their deposit once they reach their destination. Special circumstances regarding deposits can be discussed with the DSEL.
- **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.

### **Peacock Entertainment Crew (PEC)**

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

Students interested in joining PEC or just want to see what is being planned, please contact the DSEL at 563-425-5311.

### **Student Organizations and Clubs**

Alpha Nu Omega – social service fraternity  
Alpha Zeta Phi - social service fraternity  
Art Club – artistically-based activities  
Beta Delta Pi – social service fraternity  
Beta Phi Omega – social service fraternity  
Beta Theta Omega – social service sorority  
Criminal Justice Club  
E-Sports  
E.Y.E. – social service sorority  
F.T.F. – social service fraternity  
Fellowship for Christian Athletes (FCA) – faith-based activities  
Gamma Delta Phi – social service sorority  
International Student Association – international student organization  
Kappa Pi Upsilon - social service sorority  
Kappa Zeta Tau – social service sorority  
Peacock Entertainment Crew (PEC) - professional service organization  
Peacocks for Progress – community service organization  
Phi Beta Delta – social service sorority  
Psychology Club  
Science and Environment Club – environment-based activities  
Student Athletic Advisory Committee (SAAC) – professional service organization  
Student Philanthropy Council  
The Collegian - the University newspaper  
Student Diversity Union  
Pride Club

**Student Organizations Handbook.** Clubs and organizations are to follow the policies, procedures and regulations printed in the Student Organizations Handbook. This is published annually by the Office of Student Leadership and Activities and can be obtained at the All Club and/or All Greek Meeting at the beginning of the Fall Semester. It can also be found on the University's website: <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 Director of Student Engagement and Leadership, at 563-425-5311. The Coordinator will require a statement of their group's purpose, goals and objectives, as well as a draft of the constitution and bylaws. The Coordinator 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 DSEL 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.

**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 ([Section 700: Student Life Policies](#)). 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 Workstudy Coordinator and the departmental supervisor.
7. Take the responsibility for class attendance, in accordance with the instructors' stated attendance policies.

## UNIVERSITY COMMUNITY STANDARDS AND REGULATIONS

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

1. **Endangering personal safety.** A student or group of students may take no action that disrupts or tends to disrupt the peace or endangers or tends to endanger the safety, health or life of any person.
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 country in which he/she resides. United States law forbids the use or possession of alcoholic beverages by any person under age 21. Possession of empty or full containers or use of alcoholic beverages such as liquor, beer or other forms of intoxicants by any student is not permitted on University property that is owned, leased, or occupied by UIU, general campus buildings, athletic fields, campus recreational areas and residence halls (except in the privacy of their



rooms when the student is over the age of 21). Consumption of alcoholic beverages by any student to the point of losing control and/or not functioning mentally or physically in a normal manner will result in disciplinary action (limited to 24 cans or 64 oz of liquor). See the [Substance Abuse Policy](#) for all University guidelines governing the use of alcohol both on and off-campus. Violation of this policy is subject to disciplinary action.

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.
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 [Weapons Policy](#) 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, national or international.
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 UIU statement of ["Policy on 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. Hazing Policy can be found within the Club and Organization Handbook located [here](#). Also see [Bullying Policy](#).

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. If a student is removed from the residence hall, suspended, dismissed or expelled, the student is responsible for all financial obligations for that semester. No refunds are given to students in violation of [University Community Standards and Regulations](#).
3. At the time of a student's suspension, dismissal or expulsion, all outstanding financial obligations to the University must be met. A student under suspension or dismissal may not be readmitted until these obligations are first cleared.
4. If a student is issued a fine for Discipline Sanctions or Residence Life Housing they have 30 days to appeal those sanctions once they have received electronic and/or written information about the matter. The appeal must be in electronic and/or written form and directed to the issuing department.

## **Disciplinary Hearing Officers**

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

1. Assistant Vice President for Student Life (AVPSL) [including cases that may warrant suspension]
2. Director of Residence Life and Chief Conduct Officer

3. Residence Area Coordinator
4. Student Conduct Board (including cases that may warrant suspension, dismissal or expulsion)
5. Center Director/Assistant V.P. for U.S. Centers

### **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/Assistant V.P. for U.S. Centers. A report is prepared describing pertinent facts and the names of persons involved. If the incident is deemed sufficiently serious and a representative of the appropriate office considers the report to indicate probable violation of the [Code of Student Responsibilities](#) or the [University Community Standards and Regulations](#), the incident will be heard by the designated disciplinary hearing officer.

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

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

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

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

1. To appear in person to present a defense to the hearing body or officer and to call witnesses. Witnesses must have observed the situation or have supporting evidence. All witnesses are required to submit written statements one day in advance of the hearing. If the respondent does not appear, this will be taken as indication of guilt and must be noted. A hearing can be held if the respondent does not appear.
2. To ask questions of the committee or hearing officer. To pose questions for witnesses in writing that may be asked at the discretion of the chief hearing officer.
3. To refuse to answer questions.
4. To receive an expeditious hearing of the case.
5. To be represented by another student, staff or faculty member as an advisor. A non-University person may not serve as an advisor, since this is not a legal hearing. The student is entitled to an explanation of the decision. He or she will receive written notification of that decision within 7 business days.
6. The rudiments of fair play will be observed in all disciplinary proceedings.

A record of the alleged violation, accompanying documents and recommended action will be maintained in the files of Student Life.

## Right of Appeal

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

- Appeal of disciplinary sanctions involving a reprimand, disciplinary probation, fine, or suspension of three (3) days or less shall be submitted to the 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. **Dismissal** – The student’s enrollment is immediately terminated for an indefinite period, usually for a minimum of one calendar year, until the authority imposing the action sees fit to reinstate the student. The student must petition to the appropriate authority before such possible reinstatement is considered.
- F. **Expulsion** – The student is permanently excluded from the University and is not eligible for consideration for readmission.
- G. **Fines** - Fines are due as designated in the written notice or by the date agreed upon in the hearing. Failure to pay may result in:
  - 1. Impoundment of student records (transcripts/credentials)
  - 2. Inability to receive diploma on graduation day
  - 3. Withholding registration of student
  - 4. Inability to apply for Lee Tower, 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 ( <a href="#">Bullying Policy</a> ) |
| 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

Cooking in Rooms

**Violations**

Damage to Property

Destructive Demonstration/Riot

Disruptive Classroom Behavior

Drug Possession/Use/Paraphernalia

Electrical Appliances

Endanger Personal Safety

Failure to Comply

False Information or Dishonesty

Fire (Tampering of Equipment)

Forgery

Gambling

Hazing

Improper Entry

Incense/Candles

Lewd/Obscene Behavior or Language

Misuse of Keys

Pets

Possession of University Property

Quiet Hours/Noise

Removal of Window Screen

Sexual Harassment/Misconduct

Theft (any amount)

Vandalism

Verbal Abuse

Weapons (any type)

See Drug Sanctions

Reprimand or Sanction

**Minimum Consequences**

Restitution and Disciplinary Probation

Disciplinary Probation to Expulsion

Reprimand or Sanction

See Drug Sanctions

Reprimand or Fine

Disciplinary Probation and Sanction

Disciplinary Probation and Sanction

Disciplinary Probation and Sanction

Disciplinary Probation to Expulsion

Disciplinary Probation and Sanction

Reprimand or Sanction

Sanction ([Hazing Policy](#))

Disciplinary Probation and Sanction

Sanction or Fine

Disciplinary Probation and Sanction

Disciplinary Probation and Sanction

Reprimand and Sanction

Disciplinary Probation and Sanction

Reprimand or Sanction

Reprimand or Sanction

See [Title IX Sexual Misconduct Policy](#)

Disciplinary Probation to Expulsion

Disciplinary Probation to Expulsion

Disciplinary Probation and Sanction

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**

- 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

### POLICY 304: TITLE IX SEXUAL MISCONDUCT POLICY

#### 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.

#### Policy

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.

#### 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:

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| <p><b><u>Title IX Coordinator</u></b><br/> Beau Sudtelgte<br/> Vice President for Human Services<br/> Upper Iowa University<br/> 563-425-5959<br/> <a href="mailto:sudtelgteb24@uiu.edu">sudtelgteb24@uiu.edu</a></p>  | <p><b><u>Chicago Office [covers IL, IA, WI]</u></b><br/> Office for Civil Rights<br/> U.S. Department of Education<br/> John C. Kluczynski Federal Building<br/> 230 S. Dearborn Street, 37th Floor<br/> Chicago, Illinois 60604<br/> Telephone: 312-730-1560<br/> E-mail: <a href="mailto:OCR.Chicago@ed.gov">OCR.Chicago@ed.gov</a><br/> TDD: 800-877-8339</p> |
| <p><b><u>U.S. Department of Education</u></b><br/> Office for Civil Rights (OCR)<br/> 400 Maryland Avenue, SW<br/> Washington, DC 20202-1100<br/> Customer Service Hotline #: (800) 421-3481<br/> TTY#: (800) 877-8339<br/> E-mail: <a href="mailto:OCR@ed.gov">OCR@ed.gov</a><br/> Web: <a href="http://www.ed.gov/ocr">http://www.ed.gov/ocr</a></p> | <p><b><u>Denver Office [covers AZ]</u></b><br/> Office for Civil Rights<br/> U.S. Department of Education<br/> Cesar E. Chavez Memorial Bldg.<br/> 1244 Speer Blvd., Suite 310<br/> Denver, CO 80204-3582<br/> Telephone: 303-844-5695<br/> E-mail: <a href="mailto:OCR.Denver@ed.gov">OCR.Denver@ed.gov</a></p>   |

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| <a href="#"><u>Kansas City Office [covers KS, OK]</u></a><br>Office for Civil Rights<br>U.S. Department of Education<br>1010 Walnut Street, Suite 320<br>Kansas City, MO 64106<br>Telephone: 816-268-0550<br>E-mail: OCR.KansasCity@ed.gov | <a href="#"><u>Dallas Office [covers LA, TX]</u></a><br>Office for Civil Rights<br>U.S. Department of Education<br>1999 Bryan Street, Suite 1620<br>Dallas, TX 75201-6810<br>Telephone: 214-661-9600<br>E-mail: OCR.Dallas@ed.gov |
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## 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:

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| Mercy Hospital (SANE nurse available)<br>201 8th Ave SE<br>Oelwein, Iowa 50662<br>319-283-6000 | Gundersen Palmer Lutheran Hospital<br>112 Jefferson Street,<br>West Union, IA 52175<br>563-422-3811 |
| Community Memorial Hospital<br>909 West 1 <sup>st</sup> St.<br>Sumner, Iowa 50674              |   |

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

Arizona

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|---|---|
| Banner Desert Medical Center<br>1400 S. Dobson Road<br>Mesa, AZ 85202<br>480-412-3000 | OSF HealthCare<br>5666 E State St.<br>Rockford IL 61108<br>815-395-5261 |
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IllinoisIowa (Outside Fayette area)

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

Kansas

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

Louisiana

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| Rapides Regional Medical Center<br>211 4th St.<br>Alexandria, LA 71301<br>318-473-3111          | Our Lady of the Lake<br>5000 Hennessy Blvd.<br>Baton Rouge, LA 70808<br>225-765-6565 |
| Beauregard Memorial Hospital<br>600 S Pine St.<br>Deridder, LA 70634<br>337- 462-8611           | Byrd Regional Hospital<br>1020 Fertitta Blvd.<br>Leesville, LA 71446<br>337-239-9041 |
| St. Bernard Parish Hospital<br>8000 West Judge Perez Dr.<br>Chalmette, LA 70043<br>504-826-9500 |  |

Oklahoma

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

Texas

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| AdventHealth Central Texas<br>2201 S. Clear Creek Rd.<br>Killeen, TX 76549<br>254- 526-7523 |
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Wisconsin

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|--|--|
| Aurora Lakeland<br>W3985 County Rd NN<br>Elkhorn, WI<br>262-741-2000                   | SSM Health St. Mary's Hospital<br>700 S. Park St.<br>Madison, WI 53715<br>608-251-6100 |
| UW Health University Hospital<br>600 Highland Ave<br>Madison, WI 53792<br>608-263-6400 | UnityPoint - Meriter Hospital<br>202 S. Park St.<br>Madison, WI 53715<br>608-417-6000  |
| Aspirus Wausau Hospital<br>333 Pine Ridge Blvd.<br>Wausau WI 54401<br>715-847-2121     | Froedtert Hospital<br>900N 92nd Street<br>Milwaukee, WI<br>414-805-3000                |

|   |  |
|---|--|
| Children's Hospital<br>8915 W. Connell Ct.<br>Milwaukee, WI<br>414-266-2000               | Crossing Rivers Health<br>37868 US Hwy 18<br>Prairie du Chien WI 53821<br>608-357-2000 |
| SSM Health St Mary's Hospital<br>3400 E Racine St.<br>Janesville WI 53546<br>608-373-3000 | Ascension All Saints<br>3801 Spring St.<br>Racine, WI 53405<br>262-687-4011            |

## 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<br>Counselor  | 563-425-5786<br>563-425-5883   | <a href="mailto:heimerdingerc30@uii.edu">heimerdingerc30@uii.edu</a><br><a href="mailto:lenzb29@uii.edu">lenzb29@uii.edu</a>     |
| UIU Employee Assistance Program  | 1-800-854-1446: English<br>1-877-858-2147: Spanish<br>1-800-999-3004: TTY/TDD                | www.lifebalance.net;<br>User ID and password:<br>"lifebalance"   |
| Riverview Center:<br><br>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<br>1-888-557-0310 (24-hour hotline staffed by trained sexual assault advocates) | <a href="http://www.riverviewcenter.org">http://www.riverviewcenter.org</a><br><br>1111 S. Paine Street, Suite F,<br>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) | 563-425-5372                 |   |
| UIU Resident Advisors                                     | 563-379-1407<br>563-419-4250 |   |
| UIU VP Human Resources, Title IX Coordinator              | 563-425-5959                 | 1 <sup>st</sup> fl. A-D bldg., Fayette      |
| UIU Asst. VP Student Life                                 | 563-425-5765                 | 2 <sup>nd</sup> fl. Student Center, Fayette |

## 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](mailto: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.

## **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.

Anonymous reports may be made through the Lighthouse reporting system. Lighthouse may be reached on their website, which is [www.lighthouse-services.com/uiu](http://www.lighthouse-services.com/uiu), by phone at (833) 350-0022, or by email at [reports@lighthouse-services.com](mailto: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.

## **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,<sup>1</sup> 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.
- 

<sup>1</sup> Students may initiate a request for accommodation with the Deputy 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.

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.

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.

#### **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.

### **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.

## **Rules, Procedures, Guidelines, Forms and other Related Resources**

[Expectations of Complainants and Respondents in Title IX Cases](#)

[FAQs Regarding UIU's Sexual Misconduct Policy](#)

[Title IX Coordinator Responsibilities](#)

[Consensual Relationships Policy](#)

[Discrimination, Harassment, and Retaliation Policy](#)

[Clery Act Compliance Policy](#)

## **Contacts**

The Title IX Coordinator is responsible for answering questions regarding the application of this policy.

## **Sanctions**

N/A

## **History**

- January 19, 2018 – Policy was recommended by the University Policy Committee (UPC).
- February 9, 2018 – Policy was approved by the President's Council (PC).
- February 23, 2018 – Policy was approved by the Board of Trustees.
- July 15, 2019 – Revised policy was recommended by the UPC.
- July 31, 2019 – Revised policy was approved by the PC.
- August 3, 2020 – New policy was recommended in principle by the UPC.
- August 12, 2020 – New policy was approved by the PC and the President.
- August 14, 2020—Effective date of policy revised to coincide with Title IX implementing regulations effective August 14, 2020.
- September 18, 2020 – New policy was approved by the Board of Trustees

## **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/>

To request a hard copy please contact Student Life at [studentlife@uiu.edu](mailto:studentlife@uiu.edu)

## **EXCUSED ABSENCE POLICY**

### **Purpose**

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

Upper Iowa University is committed to developing global citizens who become lifelong learners, prepared for leadership within society. Participation in co-curricular activities such as intercollegiate athletics, music, student government, etc. are all valuable ways in which students can enrich their academic experience. University support

of these endeavors is crucial to the overall development of students and supports the vision of developing leaders and global citizens. In many cases there is significant competition amongst universities to attract talented student leaders to individual campuses and often universities offer scholarships and other incentives such as participation in activities to further develop these talents. For example, 80% of student-athletes selected UIU based on the opportunity to compete in their respective co-curricular activity. The University recognizes the importance of athletics as well as other cocurricular activities through budgeting substantial financial resources for scholarships, coaching and other programming/operational costs. As a result, UIU must support these activities and its own investment by accommodating missed classes.

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

## **Definitions**

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

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

## **Policy**

Students often represent Upper Iowa University through participation in university sponsored or sanctioned activities, such as student government, intercollegiate athletics and other organizations. If the activity schedule conflicts with academic obligations, student participants will follow a standard protocol to provide their faculty members with prior, written notification of their absences from classes. Faculty members will determine, in consultation with student participants, how missed classes and assignments are made up in a manner that fulfills academic obligations and accommodates participatory obligations. Except for absences resulting from sponsored or sanctioned activities, student participants have the same responsibility with regard to class attendance and assignments as do all other students. Student participants will not be penalized (either by deduction of points or lowering of grades) for any absences resulting from participation in University sponsored activities (unless the student-participant does not meet obligations outlined in policy). This policy applies to all students (undergraduate and graduate) and faculty. This policy applies to face-to face courses only; it does not apply to online courses.

## **Rules, Procedures, Guidelines, Forms and other Related Resources**

### **Procedures:**

1. All faculty members will be made aware of the scheduled absences prior to the date(s) of absence. A term-long schedule will be prepared and distributed to faculty at the beginning of each term by the advisor of the student-participant group. Each department responsible for the participant group will

prepare a standard form for all students who will be requesting to miss class and make up work under this policy. Written notification for these missed classes will be provided by the students to faculty within the first three days of the term.

2. In instances where term-long schedules are not possible, a two week written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite.
3. If situations occur in which providing two weeks' notice is impossible, students and faculty shall work out a mutually agreeable plan to complete all missed work. If a mutually agreeable plan is not met, the respective School Dean will intervene. The faculty member will set up an appointment with the dean where both student and faculty member attend and present their cases for completing missed work. The dean will then make a final decision about how missed work will be made up.
4. No make-up work will be accepted after two weeks (or the last scheduled class day of the term prior to finals, which may be less than two weeks).
5. As long as the student completes the missed work within the agreed upon time frame, faculty shall not penalize a student for missing class(es) or exam(s).

## **Contacts**

Name: Willie McGowan

Title: Associate Athletic Director for Compliance and Business Services

Email: [mcgowanw97@uiu.edu](mailto:mcgowanw97@uiu.edu)

Phone: 563-425-5184

## **Sanctions**

N/A

## **History**

- June 2, 2014 – Recommended by University Policy Committee
- June 3, 2014 – Approved by Executive Leadership Team (ELT), precursor to President's Council
- June 3, 2014 – Approved by Legal Counsel
- Sept. 4, 2014 – Approved by Athletic Committee
- Sept. 12, 2014 – Approved by Academic Affairs Council
- Oct. 15, 2014 – Approved by Faculty
- Feb. 6, 2015 – Approved by Board of Trustees

# **POLICY 305: DISCRIMINATION, HARASSMENT AND RETALIATION POLICY**

## **Purpose**

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.

## **Defintion**

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**

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 he or she has 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](http://www.lighthouse-services.com/uiu), by phone at 833-350-0022, or by email at [reports@lighthouse-services.com](mailto: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 Dean of Students 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@uii.edu](mailto:studentlife@uii.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, he/she 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 appeals 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.

### **Rules, Procedures, Guidelines, Forms, and other Related Resources**

Link to Title IX Sexual Misconduct Policy:

[Title IX Sexual Misconduct Policy](#)

## CONTACTS

Acting as the policy owner, Human Resources is responsible for answering questions regarding the application of this policy.

## SANCTIONS

### ***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.

## History

- July 18, 2018 – Revision and renaming of policy approved by the President's Council
- November 25, 2019 – Further revision and reformatting of policy recommended by the University Policy Committee
- 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; none were substantive.

## PARENTAL NOTIFICATION FOR ALCOHOL/ DRUG VIOLATIONS

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

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

### Goals of the Notification Policy

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

## **Procedures**

### **Non-emergency Situations**

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

#### *Alcohol Violations*

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

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

#### *Drug Violations*

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

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

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

### **Emergency Situations**

Should a student be involved in an incident in which alcohol or drugs were consumed and the student is transported to a medical facility or jail, the staff member will notify the student that the University will be contacting his/her parents or legal guardians. The staff person will notify the professional staff member on duty. The professional staff member will notify the 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.

## **POLICY 503: WEB ACCESSIBILITY AND COMPLIANCE POLICY**

### **Purpose**

The federal government requires its agencies to comply with the Rehabilitation Act of 1973, 29 U.S.C. 794d, Section 508, subpart B 1194.22 "Web-based intranet and internet information and applications" ("Section 508"). Upper Iowa University aspires to make its Web pages as accessible as is practicable to all users. This policy sets Web accessibility standards for Web sites in the Upper Iowa University Web space. This policy is applicable to all domestic locations.

Currently, the two most widely accepted standards for Web accessibility are the aforementioned Section 508 and the Web Content Accessibility Guidelines (WCAG) of the World Wide Web Consortium (W3C). Upper Iowa University has chosen Section 508 and WCAG 2.0 AA standards because they represent Title III (applying to commercial entities and “public accommodation”) compliance.

## Definitions

N/A

## Policy

All Web pages within the Upper Iowa University's Web space (defined as any web space contracted with UIU), must be made accessible to the widest range of users, including those with visual, auditory, ambulatory and cognitive disabilities, by adopting as a minimum all requirements of Section 508 of the Rehabilitation Act of 1973 and Web Content Accessibility Guidelines version 2.0 level AA (WCAG) of the World Wide Web Consortium (W3C)

## Rules, Procedures, Guidelines, Forms and other Related Resources

N/A

## Contacts

Acting as the Policy Owner, the Director of Student Accessibility Services is responsible for answering questions regarding the application of this policy. Contact information: 563-425-5949.

## Sanctions

N/A

## History

- Policy was created as a new policy on December 1, 2016
- UPC approved the policy on May 17, 2017

# POLICY 500: ACCEPTABLE USE OF TECHNOLOGY POLICY

## 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

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

### ***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. System resources such as network servers, processor performance, and disk space are routinely monitored by Information Technology personnel to ensure system security and integrity. Anyone using shared computing facilities at the University implicitly consents to such monitoring by authorized personnel.

***Unacceptable uses of technology resources***

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

Examples of such inappropriate activities include:

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

## Rules, Procedures, Guidelines, Forms, and other Related Resources

502 Email Use Policy

<https://uii.edu/wp-content/uploads/502-Email-Policy.pdf>

505 Website Privacy Policy

<https://uii.edu/wp-content/uploads/505-Website-Privacy-Policy-6-Mar-2019-1.pdf>

## Contacts

Acting as the Policy Owner, the Executive Director of Information Technology Services (ED of ITS) is responsible for answering questions regarding the application of this policy.

## Sanctions

Suspected violations of this policy are to be reported in writing to the ED of ITS. The ED, or designee, will be responsible for the investigation of the alleged violation. Based on the findings the ED, or designee, will have the right to temporarily suspend the computer privileges of the individuals involved in the violation until the completion of the University judicial process. As a part of the investigation it may become necessary for University authorities to examine electronic files, accounting information, printouts, backups, or any other materials on University equipment. For potential liability reasons, the University reserves the right to monitor all communications on the University's system.

The ED of ITS, or designee, will forward the findings of the investigation to the appropriate University official for further disciplinary action as follows:

- Student Non-Academic Violations – The process as outlined in the Student Handbook will be followed by the Student Conduct Board and the Assistant Vice President for Student Life.
- Student Academic Violations – The process as outlined in Policy 107 on Academic Misconduct will be followed by the Academic Misconduct Board as referred by the appropriate academic Dean.
- Faculty Violations – The process as outlined in the relevant Handbook will be followed by the appropriate academic Dean, academic administration, and, when appropriate, Human Resources.
- Staff Violations – The process as outlined in the relevant Handbook will be followed by the direct supervisor and Human Resources.

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

### ***Disclaimer***

UIU does not warrant that the functions or services performed by or that the information or software contained on the University's technology resources will be kept confidential, meet the user's requirements or that resources will be uninterrupted or error-free or that defects will be corrected. The University does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any technological products or services or any information or software contained therein.

## History

- Policy was established November 2009
- May 11, 2020 – Revised policy considered by University Policy Committee (UPC); vote put on hold until additional changes are made.
- May 14, 2020 – UPC electronic vote in favor of policy draft as amended; policy recommended to President's Council (PC).

- May 20, 2020 – PC makes some edits, recommends approval to President Duffy, the President approves policy.

## **POLICY 501: FILE SHARING POLICY**

### **Purpose**

All members of the Upper Iowa University (University or UIU) community are required to follow the University's Acceptable Use Policy for Information Technology (AUP). The AUP, among other things, requires that copyrighted material not be illegally shared over the University network, including through the use of email, web pages, and peer-to-peer file sharing software.

### **Definitions**

N/A

### **Policy**

This File Sharing Policy (FSP), applies to all users of information technology within the University. This applies to University owned computers as well as personally owned computers if they are accessing the University network. Users must have the rights to any material made available or shared on the University network.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in disciplinary action as well as civil and criminal liabilities. Students, staff, and faculty are subject to disciplinary actions for the unauthorized distribution of copyrighted material as set forth in their respective handbooks.

A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

1. Infringer pays the actual dollar amount of damages and profits; or
2. The law provides a range from \$750 to \$30,000 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
3. The court may award attorneys' fees and court costs.
4. The court can issue an injunction to stop the infringing acts.
5. The court can impound the illegal works.
6. The infringer can be incarcerated for up to 10 years.

### **Rules, Procedures, Guidelines, Forms, and other Related Resources**

Link to University Copyright Policy:

<https://uiu.edu/wp-content/uploads/103-Copyright-Policy-4.22.2020-1.pdf>

17 U.S. Code Chapter 5, "Copyright Infringement and Remedies"

<https://www.copyright.gov/title17/chapter5.pdf>

### **Contacts**

Acting as the Policy Owner, the Executive Director of Information Technology Services (ED of ITS) is responsible for answering questions regarding the application of this policy.

### **Sanctions**

Suspected violations of the AUP and FSP are to be reported in writing to the ED of ITS. The ED, or designee, will be responsible for the investigation of the alleged violation. Based on the findings the ED, or designee, will have the right to temporarily suspend the computer privileges of the individuals involved in the violation until the completion of the University judicial process. As a part of the investigation it may become necessary for University authorities to examine electronic files, accounting information, printouts, tapes, or any other materials on

University equipment. For potential liability reasons, the University reserves the right to monitor all communications on the University system. The ED of ITS, or designee, will forward the findings of the investigation to the appropriate University official for further disciplinary action as follows: for student violations, the Assistant Vice President for Student Life or the Center Director, Program or Regional Director; for faculty violations, the relevant academic Dean; or for staff violations, the direct supervisor. The appropriate University official will follow the disciplinary hearing procedures as outlined in the applicable Handbook. Sanctions for violations of the AUP and FSP may include but are not limited to loss of computer privileges, reprimand, suspension or expulsion for students and discharge from employment to possible prosecution by state and federal authorities for employees.

## **History**

- Policy created February 2010
- May 11, 2020 – Revised policy considered by University Policy Committee (UPC); vote put on hold until additional changes are made
- May 14, 2020 – UPC electronic vote in favor of policy draft as amended; policy recommended to President's Council (PC)
- May 20, 2020 – PC recommends approval to President Duffy; the President approves the 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.

### **Definitions**

N/A

### **Policy**

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.

## **Rules, Procedures, Guidelines, Forms, and other Related Resources**

Link to University's Acceptable Use of Technology Policy:

<https://uii.edu/wp-content/uploads/AcceptableUsePolicy-1.pdf>

Link to University's Discrimination, Harassment, and Retaliation Policy:

<https://uii.edu/wp-content/uploads/305-Discrimination-Harassment-and-Retaliation-Policy8.21.20.pdf>

Link to University's Title IX Sexual Misconduct Policy:

<https://uii.edu/wp-content/uploads/304-Title-IX-Policy-8.14.2020.pdf>

Link to University Email Distribution Lists SOP

[https://uii.edu/wp-content/uploads/SOP-IT\\_112-University-Email-Distribution-Lists.pdf](https://uii.edu/wp-content/uploads/SOP-IT_112-University-Email-Distribution-Lists.pdf)

## **Contacts**

Acting as the Policy Owner, the Executive Director of Information Technology Services is responsible for answering questions regarding the application of this policy.

## **Sanctions**

N/A

## **History**

- 09/23/2014 -- Previous policy name University Email Address Usage policy
- 02/05/2016 -- Updated policy approved
- May 11, 2020 – Revised policy considered by University Policy Committee (UPC); vote put on hold until additional changes are made
- May 14, 2020 – UPC electronic vote in favor of policy draft as amended; policy recommended to President's Council (PC)
- May 20, 2020 – PC recommends approval to President Duffy; the President approves the policy

## **POLICY 110: DEPLOYMENT/ READMISSION POLICY**

### **Purpose**

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

### **Definitions**

N/A

### **Policy**

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 below.
- Be permitted to take an "I" (Incomplete) for the course. Follow the University Incomplete Process with course instructor to complete assignments and requirements within the agreed upon timeframe. There would be no tuition refund under this option. Title IV funds would be handled as outlined in the University Catalog.

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

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

### **Rules, Procedures, Guidelines, Forms and other Related Resources**

N/A

### **Contacts**

Acting as the Policy Owner, the Assistant Vice President for Enrollment Management is responsible for answering questions regarding the application of this policy.

## Sanctions

N/A

## History

- September 11, 2018 – Recommended by the University Policy Committee
- September 12, 2018 – Approved by the President's Council
- February 13, 2019 – Revision recommended by the Faculty Senate
- March 18, 2019 – Revision recommended by the University Policy Committee
- March 27, 2019 – Revision approved by the President's Council

## 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, he/she may file a formal complaint utilizing the Formal Complaint Form.
- For all those complaints that are resolved, the supervisor will complete the Informal Complaint Form to notify the 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 on the UIU website: <https://uiu.edu/experience/safety-security/report-an-incident-or-crime/>.
- When the form is submitted the student will receive the following message: "Chief Conduct Officer (CCO) has been forwarded your complaint. Our goal is to assist you as soon as possible. If you have not heard from someone within five business days, please contact the CCO at [lynchd57@uiu.edu](mailto:lynchd57@uiu.edu)."

## 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](http://www.hlcommission.org/Student-Resources/complaints.html))

Iowa College Student Aid Commission (<https://iowacollegeaid.gov/StudentComplaintForm> or 877-272-4456)

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

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

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 \(ct.gov\)](http://StudentComplaints.ct.gov) or by emailing [Emily.Bjornberg@ct.gov](mailto:Emily.Bjornberg@ct.gov)

## STUDENT RECORDS AND RELEASE OF STUDENT INFORMATION PROCEDURE

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

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

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

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

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

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

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

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

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

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

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

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

## **POLICY 702: RESIDENCY REQUIREMENT POLICY**

### **Purpose**

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

### **Definitions**

*Primary Residence* – dwelling where a person usually lives; a person can have only one primary residence at any given time

*Transfer Students* – students with 24 or more semester hours of graded transferable college credit who have been admitted to the University based on their college credentials from all institutions

*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**

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:

- Live in primary residence within 45 miles of the Fayette campus for two years prior to enrollment, parents' or guardians' names must be included in the request
- Has completed at least 90 credits
- Is a transfer student to UIU and has completed at least 60 credits
- Married and/or has dependent children
- 22 years of age or older
- Military serving or (honorably discharged) Veteran

Waivers of the housing residency requirement are available via the Residency Requirement Waiver Form. 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.

### **Rules, Procedures, Guidelines, Forms, and other Related Resources**

Link to Residency Requirement Waiver Form

[Residency-Requirement-Waiver-Form-11.10.21.pdf \(uiu.edu\)](#)

### **Contacts**

Acting as the policy owner, the Assistant Vice President for Student Life is responsible for answering questions regarding the application of this policy.

### **Sanctions**

Students who fail to take up residency or move off campus without permission will be assessed a financial penalty of \$3,000.00 per year for the duration of the residency and an 80commuter meal plan per semester for the duration of the residency.

### **History**

- July 15, 2014 – The newly created policy was approved by the President’s Council
- February 6, 2015 – Policy was approved by the Board of Trustees
- November 10, 2016 – Annual review of policy and approval by President’s Council
- April 3, 2018 – Annual review of policy
- April 11, 2018 – Approved by President’s Council
- October 11, 2021 – Revised version recommended by University Policy Committee provided additional changes were made; they were
- November 10, 2021 – Revised version recommended to President Duffy for approval; President Duffy approves

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

### **POLICY**

#### **Purpose**

Upper Iowa University (University or UIU) is committed to maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community. 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.

#### **Definitions**

N/A

## Policy

**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. Students of legal age are not permitted to give alcohol to any student not of legal age.

**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** – Director of Student Engagement & Leadership, Assistant Vice President of Student Life (AVPSL), and the Events Coordinator; **University Centers** – Vice President for Finance & Enrollment Management (VPFEM). 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 VPFEM 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.

## **Contacts**

Responsible Administrator -- AVPSL

Policy Contact – the Director

## **Sanctions**

As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates substance abuse policies and related federal, state and local laws.

1. Substance abuse policies and guidelines are published in student and faculty/employee handbooks and available at <https://uii.edu/about/policies-reports/student-handbooks>.
2. The disciplinary body or administrator as outlined in the Student Catalog and Handbooks exercises the appropriate disciplinary action for alcohol and/or drug violations. This may include expulsion of a student or termination of an employee for the distribution of alcohol to any person under the age of 21. The sanctions are listed in the Student Handbooks or Catalog.
3. The University reserves the right to expel a student who is involved in the use, possession, sale or distribution of illegal drugs on University property and/or at University functions.
4. The University reserves the right to terminate an employee who is involved in the use, possession, sale, or distribution of illegal drugs on University property or at University functions.

## **History**

- September 1, 2014 – Policy was created
- February 6, 2015 – Policy was approved by the Board of Trustees
- November 10, 2016 – Annual review of policy, Approved by President’s Council
- November 29, 2017 – Annual review of policy, Recommended by University Policy Committee
- January 5, 2018 – Approved by President’s Council
- December 17, 2018 – Revisions recommended by University Policy Committee
- December 19, 2018 – Revisions approved by President’s Council
- January 17, 2022 – Revisions recommended by University Policy Committee
- March 16, 2022 – Revisions approved by President’s Council

## **POLICY 704: TOBACCO AND VAPE FREE**

### **Definition**

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

### **Policy**

Upper Iowa University prohibits the use of all forms of tobacco 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 and other unregulated nicotine products on or within UIU-managed property is

prohibited. Advertising smoking, tobacco, tobacco-related products and other unregulated nicotine products in University publications and within UIU-managed property is prohibited.

### **Sanctions**

N/A

### **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

## **POLICY 709: WEAPONS POLICY**

### **Purpose**

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

### **Definition**

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

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 Director of Residence Life 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.

## **Rules, Procedures, Guidelines, Forms, and other Related Resources**

<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 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 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.

## **Contacts**

Acting as the policy owner, the Assistant Vice President for Student Life is responsible for answering questions regarding the application of this policy on the Fayette campus. The Assistant Vice President for U.S. Centers will perform that function for Centers.

## **Sanctions**

Because weapons pose a clear risk to persons and property at UIU, violation of the UIU Weapons Policy may result in administrative action from the University including, but not limited to, conduct proceedings or employee discipline as appropriate, and/or prosecution under the appropriate local, state, or federal laws.

## **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

# **POLICY 712: MISSING STUDENT POLICY**

## **Purpose**

Upper Iowa University (UIU or University) is very concerned about the safety and well-being of all of its students. This policy will 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.

## **Definition**

UIU Modalities – Fayette Campus, the Centers, Online, Self-Paced

## **Policy**

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 of Student Life (AVPSL) will place the call. If the AVPSL is not available the 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 last contact with the student;
4. Background information as to routine, off-campus friends, job, recent changes in family life and/or 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 login order to determine the last login and/or access of the UIU network.

## **Contacts**

Responsible Administrator – Vice President for Academic and Student Affairs

Policy Contacts – Assistant Vice President for Student Life, Assistant Vice President for US Centers

## **History**

- March 16, 2022 – University policy developed

## **YOUNG VISITORS ON UNIVERSITY PROPERTY**

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

Young visitors of the Recreation Center are an exception; visitors under the age of fourteen (14) must be accompanied by an adult. Visitors who are not students at UIU must have a valid reason (i.e., attending an athletic event or other University sponsored event open to the general public) to be in the buildings or on University property and need to be courteous to others at all times.

## **LIVING IN COMMUNITY**

When considering what residence life at UIU can be for you, remember one thing: much of what living on campus really offers are what you and 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 Director of Residence Life and Chief Conduct Officer, the Residence Area Coordinators (RAC), 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 Director of Residence Life 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.
- 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 confront floor members who are infringing on the rights of others.
- To keep you informed of campus happenings and programs.
- To be someone who will help you meet people.
- To set up floor meetings where you will get to know the members of your community and develop an agreement of how you will all live together.
- To support and assist community members who wish to get involved in hall activities.
- To get valuable information posted and available to students.
- To provide opportunities to discuss current issues, programs and events.
- To help resolve conflicts between roommates or community members.

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

- To patrol the halls at all times for Quiet Hours violations or uphold courtesy hours—if things are too loud, you are responsible for asking your community members to please quiet down, and if you still have problems, then contact your RA or the RA on duty.
- To always be on your floor—they have studies, classes and other activities.
- To solve your problems for you—although assistance will be offered.
- To turn their backs on violations—you are responsible for your own decisions.
- To never make mistakes.

## **COMMUNITY INFORMATION**

### **Activities and Programs**

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

**Breaks and Hall Closing**

The residence halls will close during the winter break in December and January. During this time all residents must be out of the building 24 hours after their last final. Extensions will be granted on a case-by-case basis. If residents need to remain on campus during winter break, they must notify Student Life. A flat rate of \$100 will be charged to their account no matter the length of stay. There is no food service during winter break, but the Peacock Pantry is available to students in need. If a resident need 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, and a resident must register in Student Life in order to remain in the residence.

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

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

**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.

**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 on TV's 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. Housekeeping is responsible for the upkeep of common areas; hallways, bathrooms, et al. No personal trash is allowed. Please respect our housekeeping and facilities staff.

**Keys**

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

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

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

Residents of South Village use their student ID card for room entry. If a student's ID card is lost, stolen or damaged, a new one may be obtained in Student Life. 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. If there is a problem with a machine, a resident should report it to a Residence Life staff member immediately.

**Kitchens**

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

Lee Tower — 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](mailto:reslife@uiu.edu), dining services at 563-425-5767, Student Life at 563-425-5215 or [studentlife@uiu.edu](mailto: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 or want to report a leaking faucet, the maintenance staff is happy to assist. In either case, **contact the RA** so he or she can submit a work order to Facilities Management and Services (FM&S). If the RA is not available, contact any Residence Life staff member. If it is an emergency, you can contact Student Life during the weekdays, **8 a.m. to 5 p.m. at 563-425-5215, or the RA on duty during the evenings and weekends at 563-379-1407. 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 Student Life (daytime) or Campus Police (day or night) or your RA. They will contact a physician or hospital of your choice. Students requiring hospitalization (supervised by the local medical clinic) are taken to the Palmer Lutheran Health Center in West Union, only eight miles from campus. Emergency care is available 24 hours a day. The University reserves the right to call emergency services (i.e. ambulance); however, the University assumes no responsibility for the charges incurred for emergency services.

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

### **Microwaves**

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

### **Personal Property Insurance**

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

Personal property can be damaged by accidents and unexpected natural events, such as sudden weather changes. Property can also be stolen if not properly safeguarded. Students are strongly urged to take all necessary precautions to protect their own personal property. Students are urged to take valuable personal property home with them at breaks. DO NOT leave valuables unsecured in rooms. It is best to keep room doors locked at all times. The University does not carry insurance covering the personal property of residents or staff. If a resident does not have insurance through his or her parents' home-owner's policy, **it is recommended that personal property insurance or rental insurance be purchased.** Upper Iowa University works with National Student Services, Inc. to provide renter's insurance for students. Visit [nssi.com/portal/upperiowa](http://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.

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

### **Private Rooms**

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

### **Refrigerators, Electrical Appliances and Multi-Plugs**

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

### **Room Assignments**

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

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

### **Intensive English Program (IEP)**

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

### **Room Changes**

Adjusting to another person in close quarters requires patience and perseverance. If a resident has roommate difficulty, the residence hall staff will request that roommates discuss their differences and will help facilitate the

discussion if desired. Often that is all it takes to develop a peaceful coexistence. If the situation cannot be resolved, room changes are made when space is available. If the room change results in a room rate difference, the room change will occur at the following session. If a resident would like to change rooms, he or she must contact their Resident Assistant and the Residence Area Coordinator to review the situation.

### **Room Consolidation**

If vacancies occur in double rooms, Student Life reserves the right to work with the student in regards to room consolidation to maintain the contracted room rate. If the student elects to maintain a single room or if room consolidation results in a room type change, the student will be directed to complete a Room Change Request Form for the following semester. Payment is due at that time.

### **Room Dimensions and Furnishings**

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

Lee Tower – is comprised of six suites with two suites per floor and is capable of housing 48 residents. Each suite contains four bedrooms (two students per bedroom), two bathrooms, a kitchen and living room area. Each suite is equipped with a 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 varies from a super single room with a private bathroom to a 3, 4, 5 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 new suite-style building consists of 25 suites. The size and occupancy of these suites varies from a super single room with a private bathroom to a 3, 4, 5 or 6 person suite. The amenities of South Village 2 resemble South Village 1 with the exception that each suite has their own kitchenette (refrigerator, microwave and sink).

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

### **Room Entry**

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. A 24-hour notice is given for room inspections when possible.
3. When there is reasonable cause to believe that a student is in violation of University policy and/or constitutes a hazard to the University or to the other students.
4. When a staff member has reason to believe that a person, certain property and/or the building is in immediate danger.
5. During vacation times, when the hall staff secures the building by turning off lights, closing windows or disengaging electrical appliances. At these times, the staff member may remove, without permission, any object(s) or materials that constitute a violation of University regulations or a safety or sanitation hazard.

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

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

### **Roommate Rights**

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

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

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

### **Safety and Security**

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

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

Resident Assistants are on call every night for the residents of the buildings. Any time during the night the staff members are available by phone. Throughout the night, the RAs walk the floors to secure doors and check the well

being of the residents and the building. The Garbee Hall front desk (extension 5325) is staffed with a residence life staff member every night. All RA duty information and numbers are made available at the front desk. The residence life staff also presents a variety of safety and security-related programs each year to educate residents about these issues.

## **COMMUNITY LIVING POLICIES**

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

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

### **Alcohol**

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

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

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

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

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

### **Bicycles**

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

### **Bunk Beds, Lofts and Waterbeds**

All beds provided in the rooms are bunkable. If attachments to bunk the beds are needed, residents need to see their RA. Students interested in a loft must rent them through [www.bedloft.com](http://www.bedloft.com). No lofts will be allowed in Lee Tower or South Village. The University and Department of Residence Life accept no responsibility for improper



construction of lofts, poor maintenance of lofts or accidents that may occur while using lofts. Because of problems with filling, draining, weight and dismantling, waterbeds are not permitted in the University-owned residence halls.

### **Cooking in Rooms**

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

### **Damages**

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

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

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

### **Discriminatory Harassment**

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

### **Drugs**

In compliance with federal and state laws, the possession, use, or sale of marijuana or drugs such as barbiturates, amphetamines, narcotics, hallucinogens (LSD, STP, MDA, mescaline, etc.), other addictive compounds or drug paraphernalia are prohibited on the campus proper, in University buildings and in 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 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 Director of Residence Life and are subject to suspension, expulsion and/or civil prosecution.

### **Fire Alarms and Equipment**

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

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

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

#### **Firearms, Weapons and Destructive Devices**

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

#### **Fireworks, Explosives and Combustibles**

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

#### **Furniture and Equipment**

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

#### **Gambling**

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

#### **Halogen Lights**

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

#### **Inappropriate Behavior**

Students are expected to cooperate and be civil with one another, with Residence Life Staff and with any other University officials. A student shall not interfere with, annoy, disturb or obstruct any other student or staff member or the University by means of noise, abusive language or any other nuisance. Students who verbally abuse, or fail to cooperate with, University officials (including all members of the residence life staff) acting in the performance of their duties, will face severe disciplinary action. Any behavior that is determined to not be conducive to the overall mission of the University will be subject to disciplinary action.

#### **Incense**

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

### **Inter-Hall Visitation/Guest Policy**

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

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

Lee Tower Apartments: Open Visitation

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

### **Overnight Guests**

Guests of a resident may stay within the halls for a maximum of two days and nights unless special permission is granted by the Residence Area Coordinator or the Director of Residence Life. For safety reasons, students are to register their guests with a Residence Area Coordinator. Guests must be **16 years of age** and be accompanied by their host at all times. Family members are not exempt from the age limit. Residents are expected to make all guests aware of the University policies; hosts are responsible for their guests' actions. The University has the right to change the guest policy as needed (i.e. pandemic).

### **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 Director of Residence 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, he or she must comply. Failure to do so will result in disciplinary action.

### **Excessive Noise**

Excessive noise (loud stereos, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other students and is unacceptable at UIU. Those students with stereos are encouraged to use headphones. While it is the responsibility of all to control noise, it is also the responsibility of those being affected by the noise to

contact the offending party and request that the problem be eliminated. All residents must assume responsibility for monitoring their own behavior and asking others who infringe upon their right to sleep and study in their rooms free from undue interference to be more courteous.

### **Quiet Hours**

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

### **Pets or Animals**

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

### **Room Occupancy**

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

### **Skateboards, Skates, Hoverboards and Scooters**

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

### **Solicitors**

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

### **Telephones**

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

### **Theft**

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

### **Vandalism**

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

**Window Screens**

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

