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Emergency Telephone Numbers

Ambulance	6-425-4300
Sheriff	6-563-422-3234
Police – Non-Emergency	6-425-3500
Police – Emergency	6-911
Fire Department	6-425-4300
Rape Hotline	6-1-800-383-2988
AIDS Hotline	6-1-800-342-2437

For additional assistance, dial "0" for the University switchboard.

Academic Calendar

Fall Semester – Term 1

New students arrive	August 26
New Student Days	August 26-27
Classes begin	August 28
Last day to add courses	August 30
Labor Day – no classes	September 4
Last day to drop courses	September 29
Homecoming	October 7
Final exams	October 19-20
Fall break	October 21-24

Fall Semester – Term 2

Classes begin	October 25
Last day to add courses	October 27
Family Weekend	November 3-5
Thanksgiving break	November 23-26
Last day to drop courses	December 1
Final exams	December 20-21

Spring Semester – Term 1

Classes begin	January 15
Last day to add courses	January 17
Last day to drop courses	February 16
Final exams	March 8-9
Spring break	March 10-18

Spring Semester – Term 2

Classes begin	March 19
Last day to add courses	March 21
Easter break	April 6-8
Last day to drop courses	April 23
Final exams	May 10-11
Graduation	May 12

Interim

Classes begin	May 15
Last day to add courses	May 16
Last day to drop courses	May 24
Memorial Day – No Classes	May 28
Last day of classes	June 1

Let Us Help You!

The Office of Student Services' mission is to provide services that meet our students' current needs and to create an environment that empowers students to develop the skills necessary to succeed in today's diverse world. We welcome you to Upper Iowa University.

Located in **Garbee Hall Complex** are the following offices:

- Dean of Student Services
- Associate Dean/Director of Residence Life
- Assistant Dean/Director of Counseling Services
- Director of Career Services
- Director of Student Activities
- Director of Recreation & Wellness
- Residence Area Coordinator
- Campus Security Officers
- Administrative Assistant for Career Services
- Administrative Assistant to the Office of Student Services
- Office Assistant to the Office of Student Services

The primary concern of these staff members is to help you as you develop intellectually, socially, physically, professionally, emotionally, and morally. You are welcome to visit with any of these people.

UIU SERVICES

Academic Support Center (ASC)

The goal of the ASC is to assist students in obtaining a degree from Upper Iowa University. The ASC provides a variety of programs and services to aid in the achievement of this objective. Two of the services provided are the Tutor Center and the Supplemental Instruction program.

The Tutor Center, located on the second floor of the Henderson-Wilder Library, has peer tutors who are trained and supervised by professional staff. Peer tutors and staff offer course-specific support in most subject areas. The Center's hours, along with schedules of individual tutors, are posted in all buildings on campus each term. Students with scheduling conflicts may also schedule individual appointments.

Supplemental Instruction Leaders (SI's) are also provided through the ASC. SI's are upper-class students who have successfully completed a certain course and are chosen by professors to sit in on class sessions again to help students with the course. Throughout the term, the SI's will offer study sessions for students who are taking the class for the first time.

The tutors and SI's place a strong emphasis on personalized or small group assistance. With the help of peer tutors, SI's and other forms of assistance, the

ASC is confident that students will have the resources necessary for a successful academic career at Upper Iowa University.

Alumni Center

The Alumni Center is located directly across the street from the Student Recreation Center. If you need a place for quiet study groups, the basement is available for your use Monday through Friday, 8 a.m. to 5 p.m. The alumni office maintains records and on-going communication with alumni. From the time of graduation, information from newspaper articles, emails and surveys is added to alumni files so we can follow their personal and career accomplishments and keep them informed about Upper Iowa news for many years to come. There are opportunities for alumni to stay involved with Upper Iowa through the Alumni Association chapters around the country.

The Alumni Center offers employment opportunities in the fall and spring. The Alumni Center hires students to contact alumni for scholarships, equipment and building needs.

Career Services

The Office of Career Services, located in the lower level of Garbee Hall Complex, is available to you as a student and later on as a graduate. You are strongly encouraged to take advantage of the services offered, beginning early in your freshman year. Career Services can offer you information on a variety of potential careers and will work with your academic advisor to assist you in exploring academic majors that prepare you for your life's work.

Our emphasis is on helping you plan a career based on your own interests, values and abilities, and on the realities of current employment trends. The one-on-one assistance you receive at Career Services makes the processes to career exploration and searching for a job or internship more personable and effective. Staff members assist students to write resumes and cover letters, complete job and graduate school applications and offer strategies that point students in the direction of their personal and vocational goals. Our mission is to prepare for a lifetime of career development by teaching students how to search for jobs, so they may do so at anytime during their working career.

UIU is an active member of the Iowa Private College Career Consortium that sponsors job/internship interview days for students and alumni.

A special feature of Career Services is the **Career Resource Library**. This area has information about careers and current job opportunities, graduate school information and internships. In the Career Resource Library you will find an easy-to-use computerized career guidance system, resume/cover letter writing center and access to a wide variety of other resources.

Computer & E-Mail Accounts

Your computer and e-mail accounts have been set up personally for you with a username and password. **You will need your username and password in order to access Upper Iowa University's computers.** You will receive your username, password and personal network folder location at the beginning of the academic year (or initial term of enrollment). Each student also has his/her own personal network folder for storage of personal files.

Internet Access in Residence Hall Rooms. Residence hall rooms are equipped for internet access. Students must complete a Computer User Agreement form in order to utilize this service. The form is available in the Office of Student Services. Students are responsible for the installation, configuration, and updates of an anti-virus program with security patches.

Computer Labs

There are eight computer labs available on campus for student use. There are three PC labs in Henderson-Wilder Library, two PC labs in the Andres Center, a PC lab for commuter students in the Roadrunner's Lounge of Colgrove-Walker, a PC lab in Garbee Hall Complex and a PC lab in the basement of Baker-Hebron Science Hall. All computers offer a wide range of software, as well as Internet and E-mail access.

To report problems with computers or internet access, call the Computer Services Team at extension 5768, send an E-mail to compserv@uiu.edu, or visit the office on the 2nd floor of Alexander-Dickman Hall.

Counseling Office

If you need someone to talk to, contact the Director of Counseling Services, the Director of Residence Life, Residence Area Coordinator or the Dean of Student Services. Professional counseling is available with the Director of Counseling Services on a limited basis. This service is free and confidential. Should you need ongoing treatment or medication, the Director of Counseling Services will provide information on the nearest available agencies for you. Because your mental health is important, the initial visit following a referral will be paid by the Counseling Office. The Counseling Office is located in the lower level of Garbee Hall in the Office of Student Services. The hours of the Counseling Office are 9 a.m. to 4 p.m., Monday through Friday. Evening appointments can be scheduled on an individual basis by calling extension 5786. There are other counseling agencies that exist in the NE Iowa area. Contact the Director of Counseling Services for information.

Dining Services

Sodexo Campus Services provides the dining service on campus. A resident dining meal plan is mandatory for all residential students during the academic school sessions. The resident dining program includes 19-, 14- & 7-meal plan options, with Munch Money available with each plan. The cafeteria is located in the upper level of Garbee Hall. Hours of operation will be posted outside of the cafeteria entrance.

If you have special dietary needs, contact the General Manager of Sodexo Campus Services. The office is located in the rear of the cafeteria area.

As a service for commuter students, the University offers its cafeteria service plus the Peacock Pizzazz Snack Bar. Meal plans are also available for the commuter student. They include the 19-,14- & 7-meal plan, Munch Money plan and the Block Meal plan. Contact Sodexo Campus Services about these convenient plans.

Disability Services

The University will make accommodations for only those students who report a learning and/or physical disability and provide appropriate documentation. It is the student's responsibility to arrange and pay for all disability assessments.

For appropriate accommodations to be made, current documentation of the relevant disability filed with federal or state agencies and/or from prior schools and colleges must be on file with the Director of Counseling Services. The procedure is as follows:

1. Student applies for accommodation services with either the Director of Academic Support or the Director of Counseling Services and provides written documentation of disability.
2. A meeting will be held with the student, Director of Academic Support, Director of Counseling Services and, if necessary, a faculty representative to assess student needs and recommend reasonable accommodations. An academic adjustment contract will be completed.
3. Student and the Director of Counseling Services work to implement accommodations with appropriate faculty.
4. The students need to contact the Director of Academic Support or the Director of Counseling Services with any concerns.
5. Refer to the Associate Vice President for Academic Affairs for final solution if required.
6. A new academic adjustment contract needs to be completed for each class, each term for requested accommodations to be implemented. The student is responsible for requesting accommodations for each term.

Services for disabled or handicapped students will be tailored to meet their individual needs and will comply with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

Escort Service

The Campus Security Department will provide a free escort service to those individuals who feel more comfortable having someone to walk with them at night. The escort service will be provided from 9 p.m. to 3 a.m. The escort service will also provide service beyond this time on a request basis only. Contact the Campus Security Officer at extension 5372 or 5816.

Health Services

Upper Iowa University has made arrangements with a local clinic to provide office call visits for illness evaluations. There is no charge to full-time undergraduate students for office call visits during regular office hours. Services provided include evaluation and management of student illnesses. Students are expected to pay for prescriptions and medications.

NOTE: Upper Iowa University reserves the right to obtain names and types of all services paid for by the University.

The following services are not covered by the University and the costs are borne by either the student or family insurance carrier.

1. Long-term illnesses
2. Treatment for accidents or injuries

3. Hospitalization
4. Routine physical examinations
5. Ancillary services
6. Counseling for emotional or personal problems
7. Other routine diagnostic tests

Procedures for Clinic Visits

1. Students are asked to contact the Administrative Assistant to the Office of Student Services (AA) to make an appointment at the Fayette clinic. Present your student ID card and insurance card, if applicable, at the clinic.
2. Every effort will be made to see the student on the same day they call.
3. After-hour emergencies should be directed to the emergency room of Palmer Lutheran Health Center, West Union, Iowa. Cost for emergency services is borne by the student or his/her family insurance carrier.

Special Health Needs

Absent Persons. If a student has not been seen on campus for three or more days and acquaintances do not know where the student may be, the Dean of Student Services should be notified.

Accident/Death. If a student should sustain a serious injury, notify the OSS (daytime) or Campus Security (day or night) immediately. A member of the staff will assist the injured student and assure that prompt medical care is received. In the event of the death of a student, the Dean of Student Services 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.

Health and Injury Insurance. Most students are covered by a health insurance program under their parents' insurance policy, and therefore Upper Iowa University does not provide additional health coverage. If you do not have a health insurance policy, contact an insurance agent in your hometown. If you are a student-athlete participating in the 14 approved sports on campus, any injuries must be reported to the Athletic Training staff prior to the student seeing a doctor to ensure proper documentation of the injury. Any claims are first submitted to the student's primary health carrier; any remaining costs are then submitted to UIU's supplemental insurance carrier for additional coverage once the student has paid the first \$500. If you do not have health insurance, you are responsible to pay the \$500 deductible for the University policy for each claim you have. The same process for UIU supplemental insurance is available for students participating in intramural events. If you participate in athletics, you will need to have a physical examination by a physician. According to National Collegiate Athletic Association (NCAA) regulations, the physical examination report form must be on file in the OSS before a student-athlete may participate in sports. All **international students** are required to have medical health insurance, which covers them for illness and injury while in the United States. Documentation of the medical health insurance must be on file in the International Student Advisor. Students entering the United States without medical health insurance should contact the International Student Advisor for assistance.

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

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

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

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

Library Services

The Henderson-Wilder Library is open 83.5 hours a week. The library's hours are:

Monday-Thursday	7:30 a.m. to 11:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	2:00 p.m. to 5:00 p.m.
Sunday	2:00 p.m. to 11:00 p.m.

When classes are NOT in session, the library hours will be 8 a.m. to 5 p.m., with no weekend hours. The library closes for official administrative holidays. Signs are posted to announce the change of hours.

Please use the book drop on the SE corner of the library if materials need to be returned when the library is not open.

The library houses the Academic Support Center (tutor center), ESL office, an education curriculum library, three computer labs, a large conference room equipped with sound/projection equipment, and three small seminar rooms. The library provides access to hardcopy references, periodicals, and indexes and other materials for curriculum support, and access to multiple electronic resources. A leased book collection (McNaughton Books) is available for leisure reading.

Library services are accessible 24 hours a day, 7 days a week through the UIU homepage at http://www.uiu.edu/tools/library/index_library.html

Cell Phone Policy. Cell phone conversations are prohibited in the library. Upon entering the library, we ask that you set your cell phone to "silent ring." Be considerate of those studying around you. In case of emergency, you may take a call in the entry area.

Food/Drink Policy. (1) No beverages in cans are allowed – resealable beverage containers only; (2) no food is allowed in the library except in

designated staff work areas; and (3) anyone wishing to hold official University sponsored functions that include food and drink must receive written permission from the Director of Library Services.

Interlibrary Loan. Upper Iowa participates in many interlibrary loan networks and consortiums in Iowa, the Midwest and the Southwest. This enables the library staff to obtain any published and circulating material you may need that is not owned by Upper Iowa. Contact Carol Orr, Ext. 5217, or e-mail orrc@uiu.edu for more information.

Open Access. Through participation in a statewide library resource-sharing program, your UIU Library Card will be honored to check materials out of participating public and college libraries in Iowa.

Voyager Online Card Catalog. The electronic card catalog can be searched from the library homepage for books, media, and journal holdings. Patrons can also renew materials and/or view what materials are checked out to them. To see patron information: Enter the UIU Online card catalog site; click on Patron Information – enter last name and barcode # (found on the back of your library card) and log in. A listing of charged items with dates due will be displayed. If you wish to renew, click the box before the item you want renewed, the new due date will be displayed. (Note - fines are assessed for overdue materials.)

Database Searching. The Henderson-Wilder Library provides access to periodical indexing through electronic databases such as INFOTRAC, EBSCOhost, ERIC, Lexis Nexis, Proquest's CJPI, etc. Specialized searches can be obtained through OCLC FirstSearch and DIALOG upon request.

- Remote Access to **INFOTRAC** is available – username: uiu password: peacocks
- **EBSCOhost** access available to Iowa residents – username: upperiowau password: campus
- **CJPI (Criminal Justice Periodical Index)** – username: 0044SXFBIW password: WELCOME
- **PsychINFO** – username: iowarc password: iowarc25
- **NetLibrary** (collection of 13,100 electronic books) – for remote access, the account **MUST** be created using one of UIU's networked computers. Once the account is created, log in under your account from any remote computer and connect to UIU's e-book collection.
- **LexisNexis** due to licensing restrictions is accessible only via UIU's networked computers.

Government Depository. The Upper Iowa University Library serves as an "additional" depository of government documents. GPO (Government Printing Office) access is available through the Internet, and linked on the library homepage. The address is: <http://www.gpoaccess.gov/>

Other Library Services Available. Laminating services are available every Thursday (cost is \$.08/inch; 25" wide limit); fax machine (563-425-5271) and telephone directories (major Midwest cities and most of Iowa). For information on library services, call extension 5261, or check out the library homepage through the Upper Iowa website.

Recreation Center

This state-of-the-art 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, jogging, running, stair stepping, biking, tennis, basketball, volleyball, and weight training – just to name a few! The 40,000 sq. ft. facility includes three courts, two running tracks, a fitness center, a multi-purpose turf room, and locker/shower facilities. The fitness center is equipped with 11 cardiovascular pieces, 18 weight-training machines, free weights and dumb bells. Personal fitness assessments for the Circuit Training Program 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 an intern or workstudy.

Recreation Center Rules, Regulations & Guidelines.

1. A valid UIU ID card is required for every visit.
2. Equipment check out for various recreational equipment with valid UIU ID card.
3. Spouse and children of University faculty/staff members may obtain passes from the Director when accompanied by a UIU enrolled student, faculty or staff member.
4. Children under 12 years of age must be under close, constant supervision by an adult.
5. Children under 12 years of age are not allowed in the Fitness Room.
6. Roller blades, roller skates, scooters, skateboards or bicycles are NOT allowed in the Recreation Center.
7. Proper shoes and clothing are required. Shirts are mandatory at all times.
8. Please remove soiled shoes prior to using the Recreation Center equipment or entering activity areas.
9. Please store personal items (coats, clothing, and backpacks) in the locker room.
10. Lockers are available on a daily use basis only – locks are provided by the University.
11. Absolutely no food, drink, or tobacco of any kind is permitted in the center. Water bottles are permitted.
12. Absolutely no horseplay of any kind will be permitted.
13. Absolutely no spitting or nose blowing on the walls, floors or equipment.
14. Place all trash, tape, and pre-wrap in trash receptacles.
15. Tracks run in a clockwise direction on even days of the month and counter-clockwise on odd days of the month.
16. When using the weight machines, lower the weight under control so the weights do not “bang” together.
17. Do not abuse the equipment in any manner.
18. Main floor area may be reserved for athletic practices, intramural activities, and other activities on a varied schedule. Please note posted hours of operation and reservation near the Service Desk.

Recreational Services

Recreational equipment and games are available on a checkout basis at the Front Desk, located in the Main Lobby of Garbee Hall Complex. In order to use this equipment, you must present your student ID card. Hours will be posted.

Additional equipment includes pool, foosball, darts and ping-pong tables in the lower level of Garbee Hall.

Other Services

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

Check Cashing. The Logo Store will cash personal checks up to \$20 with an appropriate identification card. Students who have University payroll checks may cash them at First State Bank in Fayette for a fee.

ID Cards. Your student ID card is your free entry to all University-sponsored functions and athletic events; and for residence hall students, it is your identification in the cafeteria. Carry your ID at all times. If your ID is misplaced, lost or stolen, report to the Office of Student Services. There is a charge for ID replacement.

Logo Store. The University Logo Store, located in the lower level of Garbee Hall, sells UIU apparel, school/residence hall supplies, and many more items. Special orders can often be made for items not carried in the store. The Logo Store accepts payments of cash, personal checks, MasterCard and Visa. Logo Store hours are 8:30 a.m. to 4:30 p.m. Monday through Friday as well as special weekends, such as Family Day and Homecoming.

Locked Vehicle. If you lock your keys in your vehicle while parked on University property, the Campus Security Officers will be able to unlock your vehicle. There is a charge for this service.

Motor Vehicle and Parking Regulations. All students who drive or bring a motor vehicle (car, motorcycle, etc.) on campus must have it registered with OSS. This is done for your safety. Following are some of the guidelines for motor vehicles on campus:

1. Park in the areas designated for student parking. Refer to the campus map for student parking areas. Permits will be issued for students for the following corresponding areas. Garbee Hall and Lee Tower residence hall students are to use parking lot A, which is located to the south of Garbee Hall Complex and west of Lee Tower. Commuter students are to park in lots C, D and F. Lot C is located east of Dorman Gymnasium, and D is located on the east side of the Northeast Iowa Professional Building on the north side of the campus. Lot F is located on the west side of Washington Street across from the Andres' Center for Business and Education. Lot E is designated for North Side residents of Garbee Hall Complex and is located on the west side of Washington Street across from Garbee Hall. Hofmaster Apartments have parking lots designated only for students that live there. Permits issued for students living in Hofmaster Apartments will only be able to park in these lots.
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. Don't park in front of any entryways to the residence halls, other buildings or in loading zones adjacent to residence hall buildings.
5. Don't bring motorcycles inside the residence halls or other campus buildings; they are to be parked in the designated parking areas.

Parking Registration. All automobiles and motorcycles that are at the disposal of students on campus, even for occasional use, must be registered in the Office of Student Services at the time of enrollment/validation or immediately upon bringing the vehicle on campus. There will be a \$25 charge for parking permits for all students. This permit enables the student to park on Upper Iowa University 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 \$25 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 in the Office of Student Services within seven days of the date indicated on the ticket. Any student, faculty or staff member who receives a parking ticket has the option to sign a waiver that will extend the fine date approximately one calendar month or appeal in writing any parking ticket that they feel may have extenuating circumstances that would preclude the violation. Waivers and appeals must be submitted within seven calendar days from the date the ticket is issued. Parking waivers will be discontinued on April 1 of each year. Fines that occur before April 1 will have up to 30 days to pay the fine. Fines that occur after April 1 will have 7 days to pay the fine. After seven calendar days from the issued date, the vehicle may be wheel-locked at any time that it is on University grounds. Wheel locks can be used on the vehicle for any overdue offense and will incur an additional charge of \$20. Vehicles that have been wheel-locked will be towed at the owner's expense after five calendar days.

Postal Service. You will be given a post office box key for your personal mailbox located in the lower level of Garbee Hall. Post office box keys are issued by the Office of Student Services. There is a charge of \$15 for all lost, stolen or damaged keys. Our post office service, nicknamed "Peacock Express," is provided by the University and includes all regular mail plus intra-campus mail such as memorandums and announcements. Let your friends and relatives know that your address will be "(Your Name), Upper Iowa University, 605 Washington Street, PO Box 1860, Fayette, Iowa 52142-1860."

Student Activity Trips. Several times each month, members of the Upper Iowa community may sign up in the Office of Student Services for free shuttle service to Eastern Iowa shopping malls and movies. Other destinations include museums, amusement parks, ball games and service learning trips.

Van Shuttle Service. The University will provide transportation to the airport and bus terminal in both Cedar Rapids and Waterloo. The student will be charged a flat fee of \$70 per one-way trip. This fee is due before the trip will be scheduled and is pro-rated based on the number of people needing transportation. Transportation is not available on holidays or any other day the University is

closed. Weekend transportation is subject to driver availability. To schedule transportation, the student is to contact the Physical Plant at Ext. 5796 or 5666 at least 7 days before transportation is needed. In addition to payment, the student is to provide information about his/her flight number, date and time of arrival. Besides the University, a shuttle service is available through the Cedar Rapids Airport (800-725-8460).

Get Involved!

One of the best ways to grow as a person and to explore future aspirations is to meet and interact with other people and become involved in worthwhile activities. At Upper Iowa University, you have unlimited opportunities to do just that.

What is your area of interest? Athletics, Student Government, social or service clubs, cultural activities in art, or a group associated with your major area of study? They are all here for you. To help you find out what is available, an "Organizations Fair" is held each fall. Or you can check with the Office of Student Activities, extension 5311, which is located in the lower level of Garbee Hall Complex or visit the web at www.uui.edu/getinvolved.

The Office of Student Activities offers many opportunities for leadership and avenues for creating effective change and growth within campus organizations. Among these are: Greek Council, membership in the Student Activities Board and representing clubs in Student Government.

Athletics

Upper Iowa University is a member of the NCAA Division II and the Northern Sun Intercollegiate Conference. The philosophy of Division II 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 class room as well. We adhere to the Division II Philosophy Statement.

Division II Philosophy Statement

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

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

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

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

The following sports are offered:

Fall For Men: Football, Soccer
For Women: Volleyball, Soccer, Spirit Squad

Winter For Men: Basketball, Wrestling
For Women: Basketball, Spirit Squad

Spring For Men: Baseball, Golf
For Women: Softball, Golf, Tennis

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.

Campus Ministry

The mission of Campus Ministry is to provide resources and opportunities for spiritual growth to the University community. Utilizing input from students and area ministers, planned programs are offered.

The surrounding community churches provide counseling, services and social and recreational programs for most religious affiliations. The following is a list of churches and times of services:

- Abundant Life Christian Fellowship, Washington Street, 10:15 a.m. Sunday
- Grace Lutheran Church, King & State Streets, 8 a.m. Sunday
- St. Francis of Assisi Catholic Church, Lovers Lane Road, 10:30 a.m. Sunday
- United Methodist Church, Clark Street, 10 a.m. Sunday
- Fayette Community Church, State & Mechanic, 10:15 a.m. Sunday
- Church of Latter Day Saints, West Water Street, 9 a.m. Sunday

Intramurals

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

Outdoor Pursuits

The Coordinator for Outdoor Pursuits plans trips and events that capitalize on Upper Iowa's location in the beautiful and adventurous Volga region of Northeast Iowa. Included are daily and overnight ski trips, horseback riding, kayaking, rafting, canoe trips and fishing. Equipment such as bikes, camping equipment, canoes, kayaks, snowshoes, sleds and skis is available for student checkout. Please note posted information or contact extension 5311 for more information.

Student Activities Board (SAB)

Recognizing that co-curricular activities and social life are important at Upper Iowa, the Student Activities Board (SAB) is the major planning organization for all student activities. The SAB's goal is to program a wide variety of cultural, social, recreational, and educational events for YOU—including comedians, singers, bands, motivational speakers, trips and special events. Please note posted information or contact the office at extension 5311 for more information.

Student Government

This student-run organization is elected by the student body. It is responsible for working and communicating with the administration concerning all student issues. Student Government representatives sit on standing University committees and assist in the policy-making process. All students are invited to attend meetings and bring their ideas, feedback, questions and concerns.

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, you're welcome to join the staff! The advisor for The Collegian is Dr. Doug McReynolds, extension 5212.

Student Organizations & Clubs

Active Minds – mental health awareness club
Alpha Chi – national honor society
Alpha Nu Omega – social service fraternity
Art Club – artistically-based activities
Bass Club – outdoor recreation club
Beta Phi Omega – social service fraternity
Beta Theta Omega – social service sorority
Drama Club – drama-based activities
E.Y.E. – social service sorority

F.T.F. – social service fraternity
Gamma Delta Phi – social service sorority
Kappa Zeta Tau – social service sorority
Phi Beta Delta – social service sorority
Phi Beta Lambda – professional business organization
Science and Environmental Club – environmental-based activities
Student Alumni Chapter – social service organization
Student Athletic Advisory Committee – professional service organization
Student Athletic Trainers' Society – professional service organization

Student Organizations Handbook. Clubs and organizations are to follow the policies, procedures and regulations printed in the Student Organizations Handbook, published by the Office of Recreation & Wellness. If there are any questions regarding this document, see the Director of Recreation & Wellness.

Starting a New Club or Organization. If you would like to form a new group on campus, first check with the Director of Recreation & Wellness. The Director will require a statement of your group's purpose, goals and objectives, as well as a draft of the constitution and bylaws. The Director will also assist the group in finding a faculty or staff advisor.

Scheduling Campus Activities and Equipment Check Out

If your group would like to schedule an activity or use University equipment, see the Director of Recreation & Wellness, who will help schedule your event or activity in the ideal location, or call the Special Events Coordinator at extension 5229 for availability of various locations.

Posting Information on Campus

All posters and signs must be approved and stamped through the Office of Student Services. All posters and signs may be posted on bulletin boards and **NOT** on windows, entryway glass panels or doors. Questions about the posting procedures can be addressed to the Director of Student Activities, extension 5311.

Know the Code

STUDENT CONDUCT & DISCIPLINE

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

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

guidelines, you should do so in a positive way. Present your proposals for constructive change to the appropriate University administrators, who will consider them carefully and thoroughly.

CODE OF STUDENT RESPONSIBILITY

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

UNIVERSITY COMMUNITY STANDARDS & 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 judicial 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 and hazing are in violation of student conduct regulations, state and/or federal laws. See policies on sexual harassment and sexual abuse on pages 49 through 54.
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. **Cheating and plagiarism.** These terms refer to the use of unauthorized books, notes or other sources in the giving or securing of help in an examination; and to the unauthorized copying of examinations, reports, assignments or papers; and to the presentation of another's published or unpublished work as one's own. Because cheating and plagiarism constitute a denial of the University's and the offender's own integrity, they will not be tolerated. Detected cheating or plagiarism will result in consequences that may, at the professor's discretion, include course failure. In addition, an offender can be reported to the Faculty Judicial Board for possible further disciplinary action.
10. **Alcoholic beverages and alcohol abuse.** The laws of Iowa forbid 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, 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. Violation sanctions are listed on pages 24 through 25.
11. **Drugs.** In consideration of federal and state laws, the possession, use or sale of marijuana or other illegal drugs is prohibited on University property. University property includes general campus buildings, residence halls, athletic fields and campus recreational areas. See page 46 for the complete policy.
12. **Fire.** Setting fire to combustible materials in or on University buildings or grounds is in violation of state law. Setting off a false alarm is a serious offense, as is tampering with fire equipment or the alarm system.
13. **Firearms, explosives, weapons or noxious substances.** For reasons of safety, firearms of any type, air rifles, firecrackers, explosives, illegal weapons and dangerous chemicals or noxious substances are prohibited in residence halls, buildings and on University property.
14. **Misuse of telephone.** Telephone calls made with the intent to defraud, alarm or annoy others are prohibited by law in Iowa. The offense may be prosecuted either at the place where the call was made or where it was received. A student may use only the telephone authorization code number

assigned to him or her. Residence hall students are responsible for all telephone calls made from their rooms.

15. **Misuse of keys.** Keys to University housing and buildings are not to be duplicated or used for unauthorized access. Students may not possess University keys unless issued by a University official. Keys that are found must be turned in immediately to the OSS.
16. **Improper entry into buildings.** Entering a building after its posted hours of operation or after it has been locked and secured is considered improper entry. Only those individuals or authorized groups who have been granted permission by the proper person in charge may enter buildings after regular closing hours.
17. **Misuse of computers.** Upper Iowa University's 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 Upper Iowa University's statement of "Use of University Computers" (see page 60).
18. **Hazing.** Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the University; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the University.
19. **Disruptive classroom behavior.** Disruptive classroom behavior is any conduct that substantially interferes with or obstructs the teaching or learning process in the context of a classroom or education setting. As determined by the instructor, it is an individual's conduct that distracts or intimidates others in a manner that interferes with instructional activities or fails to adhere to classroom rules or instructions.

DISCIPLINARY MATTERS

Discipline is a fundamental part of the living/learning process. Since Upper Iowa University expects its students to take responsibility for their own actions, the following guidelines provide a policy and structure to ensure that all our students are treated fairly.

1. The Upper Iowa University Administration reserves the right to discipline a student whose personal conduct on or off campus or academic standing is regarded as undesirable. Sanctions can range from a reprimand to expulsion. Examples of undesirable personal conduct are outlined above, and examples of undesirable academic standing are found in the University catalog.

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 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 apply for readmission until these obligations are first cleared.

Disciplinary Hearing Officers

The following individuals or groups are responsible for handling disciplinary incidents of students:

1. Dean of Student Services
2. Associate Dean of Student Services/Director of Residence Life
3. Residence Area Coordinator
4. Faculty Judicial Board
5. Director of Student Activities
6. Director of Recreation & Wellness
7. Other student conduct committees authorized by the Faculty Judicial Board and/or the President of the University

Faculty Judicial Board

The Faculty Judicial Board conducts hearings on cases referred to it by the Dean of Student Services. The judicial board reports its verdicts to the parties involved and to the Dean of Student Services. This board consists of the following: four faculty members elected by the Council of Residential Studies; the President of the Student Government; and two other students selected by the President of the Student Government and the Dean of Student Services. The four faculty members on the board select one of their members to serve as Chief Justice.

Disciplinary Hearing Procedures

The University Administration is responsible to the Upper Iowa Board of Trustees for campus order and discipline. To carry out this responsibility, the following administrative procedure has been established for hearing disciplinary cases.

Judicial proceedings begin when a student, staff, faculty, community member, law enforcement official or University Campus Security Officer witnesses or reports 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 the Residence Life, Campus Security or the Dean of Student Services' Office. 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, the incident will be heard by a hearing officer or the Faculty Judicial Board.

In **minor violations**, the student is entitled to the following:

Letter is issued to the student stating:

1. With what violation(s) he or she has been charged;
2. Date by which he or she needs to meet with the Hearing Officer to have the hearing;
3. That if the student does not meet with the Hearing Officer, a hearing will be held in his or her absence.

When a **major violation** occurs, the student is entitled to the following hearing procedures:

1. Written notification of the time and place of the hearing;
2. A written statement of the charges;
3. Written notification of the name(s) of witness(es) who initially reported the alleged violation to the disciplinary body.
4. Written notification of a hearing will be given to the student at least 24 hours in advance of the hearing.

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

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

1. To appear in person to present a defense to the hearing body or officer and to call witnesses. Witnesses must have observed the situation or have supporting evidence. All witnesses are required to submit written statements one day in advance of the hearing. If the respondent does not appear, this will be taken as indication of guilt and must be noted. A hearing can be held if the respondent does not appear.
2. To ask questions of the committee or hearing officer. To pose questions for witnesses in writing that may be asked at the discretion of the chief hearing officer.
3. To refuse to answer questions.
4. To receive an expeditious hearing of the case.
5. To be represented by another student, staff or faculty member as an advisor. A non-University person may not serve as an advisor, since this is not a legal hearing. The student is entitled to an explanation of the decision. He or she will receive written notification of that decision within 24 business hours.
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 the OSS.

Right of Appeal

Appeals must be filed in writing within 24 hours after receiving notice of the hearing decision. Appeals should be sent to the appropriate University official or hearing body. The initial decision of the hearing body will be stayed until an appellate body ruling is rendered. The decision of the appellate body or official is final and cannot be further appealed. The President of the University, or an official designated by him, is the final appeals judge.

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; 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 Dean of Student Services 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, Hofmaster Apartments 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 the Office of Student Services. Those individuals who are a part of the University community who have a need to know will be granted access as approved by the Dean of Student Services. Victims of sexual assault are entitled to know the outcome and sanction of the disciplinary hearing in which they are involved.

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. Upper Iowa University will exercise its ability to notify parents of students under the age of 21 when they are found in violation of University alcohol and drug policies. The complete policy is found in the “It’s Our Policy” section of this handbook.

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

<u>Violations</u>	<u>Minimum Consequences</u>
Alcohol	See alcohol sanctions, p. 24
Controlled Substance Use, Possession, Sharing, Pooling, or Distribution of Resources for Purchase	Disciplinary Probation, Sanction, Fine, & Random Drug Testing to Suspension
Cooking in Rooms	Reprimand
Damage to Property	Restitution & Disciplinary Probation
Dangerous Chemicals	Disciplinary Probation & Sanction
Disruptive Classroom Behavior	Reprimand
Drug Possession/Use (other than marijuana)	See alcohol/drug sanctions, p. 25
Drug Sale or Distribution (all types)	Suspension
Electrical Appliances	Reprimand
Endanger Personal Safety	Disciplinary Probation & Sanction
Explosives	Disciplinary Probation & Sanction
Failure to Comply	Disciplinary Probation & Sanction
False Information or Dishonesty	Disciplinary Probation & Sanction
Fire (Tampering of Equipment)	Disciplinary Probation to Expulsion
Forgery	Disciplinary Probation & Sanction
Gambling	Reprimand
Hazing	Reprimand
Highway Signs	Reprimand
Improper Entry	Disciplinary Probation & Sanction

Incense/Candles	Disciplinary Probation & Sanction
Intervisitation	Reprimand
Laser Lights	Reprimand
Lewd/Obscene Behavior or Language	Disciplinary Probation & Sanction
Mass Demonstrations	Disciplinary Probation & Sanction
Misuse of Keys	Disciplinary Probation & Sanction
Pets	Reprimand
Possession of University Furniture or Property	Disciplinary Probation & Sanction
Quiet Hours/Noise	Reprimand
Removal of Window Screen	Reprimand
Bikes, Skateboards, Skates or Scooters	Reprimand
Sexual Abuse	Disc. Probation to Suspension
Sexual Harassment	Disciplinary Probation & Sanction
Solicitation	Reprimand
Theft (any amount)	Disciplinary Probation to Expulsion
Tobacco in Non-Tobacco Area	Reprimand
Vandalism	Disciplinary Probation to Expulsion
Verbal Abuse	Disciplinary Probation & Sanction
Weapons (any type)	Disciplinary Probation to Expulsion

Minimum sanctions given for violating the Alcohol, Drug, Weapon & Chewing Tobacco in Classroom regulations:

Minor in possession of alcohol

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

Contributing alcohol to a minor

- 1st offense: \$100 fine and disciplinary probation
- 2nd offense: \$200 fine and appear before the Dean of Student Services or Faculty Judicial Board.
- 3rd offense: \$300 fine and possible suspension or expulsion.

Possessing greater than the allowed number of containers

(24 cans or 64 oz. of hard liquor)

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

Possessing a container in a public area

- 1st offense: \$50 fine and educational sanction, which may include an appointment with the Director of Counseling Services.
- 2nd offense: \$150 fine, disciplinary probation, substance abuse assessment, and educational sanction.

3rd offense: \$250 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff.

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

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

2nd offense: Referred to the Dean of Student Services or Faculty Judicial 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.

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

1st offense: \$50 fine and educational sanction, which may include substance abuse assessment.

2nd offense: \$100 fine, disciplinary probation, substance abuse assessment, and educational sanction.

3rd offense: \$150 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff.

Drug possession/use

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, appear before Dean of Student Services or Faculty Judicial Board

3rd offense: Expulsion from the University.

Drug sale/distribution

1st offense: Suspension

Firearms, Weapons and Destructive Devices

1st offense: \$100 fine, Disciplinary Probation and 3-day suspension

2nd offense: Referred to the Dean of Student Services; sanctions will be imposed in consultation with the Director of Counseling Services.

3rd offense: Suspension

Chewing Tobacco in Classroom

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 Faculty Judicial Board. All violations from any year will be taken into consideration in adjudicating individual cases.

The Residence Halls

RESIDENCE LIFE AND YOU

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

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

You will find your Residence Life Staff extremely valuable in defining the accepted limits of behavior in the residence halls. They are there to be examples and advisors and, when necessary, to monitor and enforce University housing policy. If you are experiencing problems, they are there to listen. And likewise, they deserve your listening to them.

Residence Life Staff

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

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

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

The Role of Residential Life in Your University Experience

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

- To be a friend.
- To be a resource—someone who will either have answers for you or will know where to get them.
- To be a helper—someone who can listen and ask questions to help clarify problems and move toward solutions.

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

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

- To patrol the halls at all times for Quiet Hours violations or uphold courtesy hours—if 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 Student Activities Board plan and implement activities of a social, educational and recreational nature. Residents are encouraged to suggest ideas and participate in planning.

A variety of programs and activities are offered that help residents meet others, discuss current issues and adjust to college life.

Breaks and Hall Closing

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

Check-In

Residents must initially check into a room with a Residence Life staff member. At this time, they will be given a room assignment and a key. Signing in at the front desk, accepting a room key or moving belongings into a room constitutes binding

acceptance of the housing contract and obligates the resident for the full amount of the semester's room fee. For a resident's protection from any possible mistaken damage charges, the resident must review and sign the room condition form which will be used in assessing any future damages occurring to the assigned room.

Checkout

Residents must check out of the residence hall with a Residence Life staff member within 24 hours after withdrawal from school or by 7 p.m. on the day of their last final examination. Extensions will be granted on a case-by-case basis. A resident must make an appointment to check out with an RA at least 24 hours in advance of departure. Failure to schedule a time will result in the resident waiting until the next available time. Residents must clean and remove all personal property from their room before checkout can occur. If the resident is a graduating senior or participating in graduation, he or she must register in the Office of Student Services in order to remain in the residence halls until the day of commencement.

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. Carpet is not provided in the student rooms (except for Hofmaster Apartments). All University furniture provided in a resident's room must remain in its original room.

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

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 the Office of Student Services.

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 the Office of Student Services for assistance.

If a resident loses his or her key, they must report it to the Office of Residence Life or their RA as soon as possible. In this case, a third key can be checked out from the Office of Residence 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 \$40 will be charged for a new lock and key.

Laundry. Upper Iowa University provides residents with free washers and dryers. For residents' convenience, machines are located on the lower level of Hofmaster Apartments and on each floor of Garbee Hall 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 — There is a kitchen on each tower of Garbee Hall. These kitchens are for all Garbee Hall residents' use. As a courtesy to others, it is expected that all residents clean up the area after they use it. The hours of availability for the kitchens will be determined by the care in which the residents take with the facilities. Housekeeping will do daily cleaning of these kitchens and will update the Residence Life Staff on the condition of the facilities.

Lee Tower & Hofmaster Apartments — 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.

Front Desk. The front desk is located in the main lobby of Garbee Hall and is for student assistance and service. Resident Assistant duty information is located at the desk. For assistance, you can call extension 5325. Nightly hours will be posted.

Vending. Vending machines are located in the main lounge areas of Garbee Hall. If there is a problem with the machines, or if you need a refund, notify food service (5491 or 5494).

Sick Trays. If a resident is ill and wants food, another resident can get him or her a sick tray by contacting a Resident Assistant, the food service (5494) or Student Services (5215).

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 the Physical Plant. If the RA is not available, contact any Residence Life

staff member. If it is an emergency, you can contact the Office of Student Services during the weekdays, 8 a.m. to 5 p.m. (extension 5215), or the RA on duty during the evening.

Medical Emergencies. If medical problems arise late at night, early in the morning, or on weekends, get in touch with the OSS (daytime) or Campus Security (day or night) or your Resident Assistant. They will contact a physician or hospital of your choice. Students requiring hospitalization (supervised by the local medical clinic) are taken to the Palmer Lutheran Health Center in West Union, only eight miles from campus. Emergency care is available 24 hours a day. The University reserves the right to call emergency services (i.e. ambulance); however, the University assumes no responsibility for the charges incurred for emergency services. Parents are notified of the hospitalization of a son or daughter if he or she is under 18, is unconscious or gives consent. If the student medical form has been signed and includes written consent, parents will be notified through OSS 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, the OSS will ask you to complete a Medical History Form. This form will be kept in the OSS for quick reference if medical help is needed.

Microwaves

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

Personal Property Insurance

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

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

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 Physical Plant staff on a rotation system. Students are not authorized to paint their rooms unless authorized in writing by the Director of Residence Life. If the painted walls in your room are in need of repair, please report the situation to the Residence Area Coordinator.

Private Rooms

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

Refrigerators, Electrical Appliances & Multi-Plugs

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

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

Residency Policy

All students are required to live in the Upper Iowa University residence halls. Residence hall facilities are equipped to comfortably accommodate the majority of students needing housing.

Students may be exempt if they meet any of the following qualifications. All requests to live off-campus are reviewed on a case-by-case basis.

1. Commuting from parent's home
2. Married
3. Enrolled for the 5th semester of college
4. A veteran of the Armed Services
5. Twenty-two (22) years of age or older before September 1
6. Student living in a residence located in Fayette and owned by the parents, legal guardian or student

The student must submit a signed, written statement verifying any of the above conditions to the Office of Student Services no later than thirty (30) days prior to the start of the semester. Students who turn twenty-two (22) during the academic year may apply for off-campus status at the end of the semester following their birthday.

Room Assignments

Preferences for a specific hall, room and/or roommate are preferences only and are not guaranteed. The resident may be assured that the Office of Residence 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. The Office of Residence Life reserves the right to assign or reassign any student that has not fulfilled his or her obligations.

Room Changes

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

Room Consolidation

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

Room Dimensions and Furnishings

Garbee Hall

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

Lee Tower

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

Hofmaster Apartments

Hofmaster Apartments are made up of six apartments with two apartments per floor and houses 36 residents. Each apartment has three bedrooms (two students per bedroom), a bathroom and kitchen. Air conditioning is provided. Each kitchen contains a stove, refrigerator and microwave. Laundry facilities are available on the bottom floor. Bedrooms in Hofmaster are equipped with two bunkable beds, two dressers, two movable desks with desk light and bookshelf, two desk chairs and two built-in closets. Hofmaster Apartments 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.

Room Entry

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

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

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 & 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 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.

Security Deposit

All students will be charged a security deposit of \$100 for the academic year. This deposit is refundable, provided that students have no outstanding University debts. Deposits will be carried forward to the next academic year for returning

students. Students residing in Lee Towers or Hofmaster Apartments are to maintain an additional \$50 deposit.

Telephones

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

COMMUNITY LIVING POLICIES

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

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

Alcohol

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

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

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

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

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

Bicycles

No bicycles are allowed in the halls at any time except during the break periods. Bicycles can be stored in the racks on the lower level of Garbee Hall Complex. Upper Iowa University 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 the University. Please contact the Director of Residence Life. No lofts will be allowed in Lee Tower or Hofmaster Apartments. 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 \$25 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

Upper Iowa University 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.) or other addictive compounds are prohibited on the campus proper, in University buildings and in residence hall rooms or communities.

Fire

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

“Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder or smokeless powder and which is readily capable for use as a weapon. “Weapon” means any knife having a blade that projects or swings into position by force of a spring or by centrifugal force and is commonly known as a switchblade knife, dagger, slingshot, bow & arrow, BB/pellet gun, metal knuckles or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person. “Destructive device” means a projectile containing an explosive or incendiary

material or any other chemical substance; or a bomb, grenade, missile or similar device, or any launching device.

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 Coordinator 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 Hall:

Sunday through Thursday 8 a.m. to 1 a.m.

Friday and Saturday 8 a.m. to 3 a.m.

Lee Tower & Hofmaster Apartments:

Open Visitation

Residents are responsible for the conduct of their guests. Room occupants have the right to approve all guests and times they may remain in the room during the above hours. Guests must be escorted when the main floor access doors are locked, 10 p.m. to 8 a.m. 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, there is a log book at the Front Desk for your guests to sign. Guests must be 16 years of age and be accompanied by their host at all times. Family members are not exempt from the age limit. Residents are expected to make all guests aware of the University policies; hosts are responsible for their guests' actions.

Laser Lights

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

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 Upper Iowa University. 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.
Friday and Saturday, 1 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 the visually impaired are the only exception to this policy.

If you notice stray animals in or around the residence halls please do not abuse, feed or bring the animal into your building.

Room Occupancy

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

Skateboards, Skates & Scooters

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

Solicitors

For the residents' protection and privacy, soliciting is not permitted in the residence halls. If residents have problems with a solicitor, they need to report the incident immediately to any Campus Security 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 Upper Iowa University. 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 immediately so an Incident Report can be filled out. Please let your RA know if you want a police report for insurance purposes. The police will come out upon the request of the Residence Hall Director 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 will be replaced at a cost to the resident.

SAFETY

Campus Emergency Procedures

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

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

Fire Drills

Fire drills will be conducted each semester according to state fire regulations. At the beginning of the year, residents will be briefed by their 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. Stop what you are doing and listen for the alarm to go off a second time.
2. 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.
3. If smoke or flames force you to stay in your room, put towels or sheets around the cracks of the door.
4. Signal for help by going to the window and waving a towel or sheet.

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.**

It's Our Policy

In accordance with federal laws and regulations and Board of Trustees mandates, Upper Iowa University has established several basic policies to protect employee rights and ensure safety in the workplace. These are set forth below.

NONDISCRIMINATION POLICY

Article XV of the Upper Iowa University Bylaws states: "In administering its affairs, the University shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, sexual orientation, age or physical disability."

The University is committed to providing all of its students, faculty, staff, and visitors with equal access to its programs, events, and facilities. To this end, and in compliance with Section 504 of the Rehabilitation Act of 1973, Upper Iowa University has made some reasonable modifications to its buildings and grounds that allow students, faculty and staff, including those with limiting visual or hearing impairments, equal access to the regular programs and degree objectives offered by the University. These modifications include auxiliary aids, modification in classroom locations, and/or adjustment of classroom techniques and practices.

Persons wishing additional information about this policy, for assistance to accommodate individual needs, or for lodging of any complaints or grievances under it should contact the Residential University EO Officer, PO Box 1857, Fayette, IA 52142, (563) 425-5347; or the Extended University EO Officer, PO Box 1857, Fayette, IA 52142, (563) 425-5394.

AFFIRMATIVE ACTION/SECTION 504/TITLE IX HEARING COMMITTEE & GRIEVANCE PROCEDURE

Employees and students may use any of the University grievance procedures provided to refer their grievances, including the informal and formal Affirmative Action/Section 504/Title IX Hearing Committee and Grievance Procedures. Because an employee or student uses these procedures, his/her status with the University will in no way be adversely affected. When you have a problem or complaint, you should follow this procedure:

1. Discuss the matter with your individual supervisor. If the results are not satisfactory, or if you prefer not to discuss this problem with the supervisor, you may follow the next step.
2. Make an appointment to see the appropriate Affirmative Action/EO Officer and discuss the problem with him/her. Together you can decide to work informally with the Affirmative Action/EO Officer or use the following formal hearing procedure.

The University provides procedures to insure that all employee and student grievance and complaints will be given a fair hearing. The following procedures, for the selection of a three-person hearing committee and subsequent hearing procedures, have been established.

THESE PROCEDURES ARE SPECIFICALLY ESTABLISHED FOR APPEAL FROM AN ALLEGED ACT OF DISCRIMINATION BECAUSE OF ANY POLITICAL, RELIGIOUS, RACIAL, ETHNIC, SEX, SEXUAL ORIENTATION, AGE, HANDICAP, AND/OR NON-MERIT REASON.

1. When a hearing is requested in writing of the Affirmative Action/Section 504/Title IX Officer in a case in which discrimination is alleged, the party bringing the grievance will have the right to select one person of a three-member hearing committee from among University employees or the University student body.
2. The administrative head of the University division containing the unit where the discrimination is alleged to have occurred will be able to select one person from among University employees to be a member of the three-member committee.
3. The two persons who have been selected under (1) and (2) above will then select a third person, from among University employees or the University student body, who will serve as chairperson of the committee.
4. Should the two persons not be able to agree on a chairperson, the Affirmative Action/Section 504/Title IX Committee will be charged with the responsibility for recommending another procedure to select a chairperson or may assume authority to designate a chairperson.
5. A verbatim record will be kept of the hearing, and a copy of the record will be made available to both parties.
6. In case of disagreements concerning interpretations of procedures, the judgment of the chairperson of the hearing committee will prevail.
7. 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.
8. After a period of private deliberation, the Hearing Committee will make the decision by simple majority vote, with the chairperson as a voting member. The vote will be taken by secret ballot.
9. The chairperson of the hearing committee will submit in writing the committee recommendations to the president for final action.
10. The Affirmative Action/Section 504/Title IX Officer will make necessary hearing arrangements.

STUDENT RECORDS & RELEASE OF STUDENT INFORMATION POLICY

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

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

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

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

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly 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 extension 5340.

AIDS Guidelines

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

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

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

University Employees

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

University Students

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

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

SUBSTANCE ABUSE POLICY AND GUIDELINES

General Philosophy

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

Substance Abuse Program

Standards for the University Substance Abuse Program (SAP) are organized under four general areas that include Policy, Education, Enforcement and Assessment. The Health Educator is responsible for the Substance Abuse education program for the University. The Health Educator works with the Student Services staff and student body. The purpose of the Substance Abuse Committee is 1) to serve as the coordinating body for the Substance Abuse Program; 2) make recommendations for change or revision of the Substance Abuse Program guidelines or policies; and 3) oversee the education effort to inform the University community about the problems related to substance abuse. The chairperson of the SAP committee will make reports and submit recommendations to the Council of Residential Studies via the Student Services Committee.

A. Policy

1. The University is committed to maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community.
 - a. Alcohol – The University neither condones nor sanctions the use of alcohol. All individuals are expected to observe the alcoholic beverage laws of Iowa. Members of the University community who are legal age (21) 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.
 - b. Drugs – In consideration of federal, state and local laws, the possession, use or sale of illicit drugs is prohibited on the University campus. Also, drug paraphernalia is not permitted on campus. The campus includes residence halls, classroom buildings, common areas of residence halls, athletic fields (playing or practice), the gymnasium, parking areas and all other University property.

2. The possession, use or sale of alcoholic beverages is prohibited on the University campus unless otherwise stated in writing by the University. The University campus includes residence halls, classroom buildings, athletic playing areas and practice fields, the gymnasium, recreational areas, parking areas and all other University property.
 - a. A student or employee shall not make alcoholic beverages available to any student, employee or guest who is under legal drinking age.
 - b. Students of legal age (21) 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 his/her actions and will avoid conduct that is disruptive to the general area. Open containers of any kind containing alcoholic beverages are not permitted outside the student's room, including, but not limited to, all common areas of the residence hall. Students of legal age (21) are not permitted to give alcohol to any student not of legal age (under 21).
 - c. 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 trip, student activity for prospective students and recreational areas of the University.
 - d. Student campus organizations sponsoring activities off campus must follow the guidelines established by the Substance Abuse Committee and observe local, state and federal laws.
 - e. Food service is authorized to hold a liquor license. Food service is expected to conduct its business when serving food and alcoholic beverages in accordance with laws of the state and the policies and guidelines of the University.
 - i. The selling and serving of alcoholic beverages are limited to approved dinner or reception functions in areas designated for the serving of food. At no location or time will anyone under the age of 21 be served alcohol. The areas include, but are not limited to, the Fayette/Upper Iowa and Presidential dining rooms, main dining rooms and the Peacock Pizzazz Snack Bar. **The President or his/her assigned representative must approve the serving of alcohol at any additional University site. Requests are to be made in writing to the President or his/her representative.**
 - ii. Non-University sponsored events are scheduled through the University Advancement Office. A written agreement is required between the sponsor of the event and the University. The University contracts for its food and alcoholic beverage service with food service. All food and beverage agreements are made directly with food service.
 - f. Guidelines for Alcohol Beverage Marketing on Campus
Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the Code of Student Responsibility (page 17) and should avoid demeaning sexual or discriminatory portrayal of individuals. Beverage alcohol, such as kegs or cases of beer, is not to be provided as free awards to individual students or campus organizations. Local off-campus promotional activities that are primarily directed to students should be developed with the previous knowledge and approval of appropriate University officials. Posters, signs and apparel that are purchased in connection with any University group or function cannot reflect or portray the use of alcohol.
3. The University will make known its Substance Abuse Policy to students and employees by using such means as student and faculty/employee handbooks, residence hall meetings, faculty and employee meetings, orientation programs and other efforts as deemed appropriate.

- B. Education Program**
1. The Substance Abuse Committee 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 committee 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.
 4. The University supports and promotes drug-free campus activities.
- C. Enforcement**
- As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates substance abuse policies and related federal, state and local laws.
1. Substance abuse policies and guidelines are published in student and faculty/employee handbooks.
 2. The disciplinary body or administrator 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 under "Know the Code" in the Student Handbook.
 3. The University reserves the right to expel a student who is involved in the use, possession, sale or distribution of illegal drugs on the 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.
- D. Assessment**
1. The committee will assess the University environment for any underlying causes that may be related to substance abuse.
 2. The committee 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 committee, subcommittees or campus offices will be used as a guide to program development.

(Adopted by the University Board of Trustees, April 2002.)

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.

Upper Iowa University 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 Dean of Student Services 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 & 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 offense or subsequent offenses 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 "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 Dean of Student Services. The Dean of Student Services will contact the student's parents or legal guardians. If the Dean of Student Services is unavailable, the professional staff member on duty will contact the parents or legal guardians.

SEXUAL HARASSMENT POLICY

Statement of Policy

Upper Iowa University is committed to maintaining for employees and students a working and learning environment free from sexual harassment. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the University is in violation of both law and University policy and will not be tolerated in the University community. Matters involving sexual harassment will be dealt with promptly and confidentially by the appropriate University officials.

Definitions of Sexual Harassment

Harassment on the basis of sex is in violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, Title IX of Education Amendments of 1972 and the Iowa Civil Rights Act (Chapter 601A of the Iowa Code).

Employees. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as: "Unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other University activity; 2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive University environment."

Students. Sexual harassment of students is in violation of Title IX of the Education Amendments of 1972; which prohibits sex discrimination in education. Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or when creating an intimidating, hostile or offensive educational environment.

Sexual harassment can occur between 1) students, 2) faculty and students and 3) staff and students. In determining whether an alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and to the totality of the circumstances, including the nature of the alleged sexual advances and the context in which the alleged incident occurred. Retaliation against an employee or student for filing a sexual complaint is grounds for a subsequent harassment complaint.

Responsibilities and Grievance Procedures

General: While it is the responsibility of all employees and students of the University to conduct themselves in such a way as to contribute to an environment free of sexual harassment, the responsibility falls especially upon University administrators and supervisors. Should an administrator or supervisor have knowledge of conduct involving sexual harassment or receive a complaint of sexual harassment that involves a University student, employee or agent under his/her administrative jurisdiction, immediate steps must be taken to deal with the matter appropriately, whether or not invoked by a grievance procedure. Taking positive steps to sensitize employees and students with respect to this issue also is a responsibility of University administration.

Procedures. Individuals who believe they have been sexually harassed may obtain redress through the established procedures of the University. An employee or student may report sexual harassment to his/her immediate supervisor, the vice president who has administrative jurisdiction, Affirmative Action/EO Officer, or Dean of Student Services. Because of the sensitive nature of the situations involving sexual harassment, and to assure speedy and confidential resolution of grievances, the University has established informal and formal grievance procedures for handling complaints involving sexual harassment. Informal procedures may be used but are not required to precede the formal procedures.

1. **Informal Grievance Procedure.** An employee or student may discuss a sexual harassment grievance with the immediate supervisor, vice president who has administrative jurisdiction, Affirmative Action/EO Officer, and/or Dean of Student Services. After receiving the complaint, the supervisor, vice president, Affirmative Action/EO Officer, and/or Dean of Student Services may discuss the matter with all those involved, individually or collectively, in an effort to resolve the matter. If the

employee or student is not satisfied with the informal efforts, he/she may then use the formal procedures.

2. **Formal Grievance Procedure.** Formal procedures may be initiated by the aggrieved employee or student, or by an administrative official of the University subsequent to a failure to resolve the complaint at the informal level. A formal grievance relating to a complaint of sexual harassment may be initiated by an employee or student either in lieu of informal procedures or where informal efforts have failed.

A student may file a written and signed complaint with the Affirmative Action/EO Officer or Dean of Student Services. The complaint shall be submitted as soon after the sexual harassment has occurred as is possible, but not more than 60 days after the occurrence.

Retaliation Prohibited. This policy seeks to encourage students and employees to express freely, responsibly and in an orderly way their opinions and feelings about any problem or complaint of sexual harassment. Any act by a University employee or reprisal, interference, restraint, penalty, coercion or harassment—covertly or in covertly—against a student or an employee for responsibly using the policy and its procedures interferes with free expression and openness. Accordingly, such acts violate this policy and require appropriate and prompt disciplinary action.

Frivolous or False Charges. This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. Disciplinary action under the appropriate personnel policies concerning personal misconduct shall be taken against any person bringing a charge of sexual harassment in bad faith.

Advisory Committee and Education Programs. At the beginning of each academic year, the Vice President for Residential University and the Senior Vice President for Extended University shall submit recommendations to the President for a committee of six to eight members to advise and assist the Affirmative Action/EO Officer in maintaining a University environment that is free of sexual harassment. Final approval of the members shall come from the President. The Sexual Harassment Advisory Committee shall include not less than two faculty members, two staff/hourly employees, and two students, with the Affirmative Action/EO Officer. The committee shall meet at least once a year and shall submit an annual report to the President by the close of the academic year.

The purpose of the Sexual Harassment Advisory Committee is 1) to serve as the coordinating body for the program on sexual harassment; 2) make recommendations for change or revision of the sexual harassment policy or procedures; and 3) oversee the education effort to inform the University community about sexual harassment. The chairperson of the Sexual Harassment Advisory Committee will make reports and submit recommendations to the President.

The University makes known its sexual harassment policy to students, faculty and employees by using such means as student, faculty and employee handbooks, residence hall and general student meetings, faculty and employee meetings, orientation programs and other efforts as deemed appropriate.

(Adopted by the University Board of Trustees, November 1989.)

SEXUAL ABUSE POLICY AND PROCEDURES

Upper Iowa University is committed to creating an environment that promotes the intellectual, social, emotional, spiritual or ethical, and physical well-being of its members. The commitment includes encouraging and reinforcing healthy, responsible living and respect for campus standards and regulations and community laws. This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security on campus and in compliance with Sexual Abuse Bill,

House File 2028, which was passed into law by the Iowa General Assembly effective July 1, 1992.

Policies and procedures pertaining to personal conduct of students and employees are found in the current Student Handbook, Handbook for Faculty and Handbook for Administration and Staff. The standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action by the appropriate disciplinary board or administrator.

Guide for University Students and Employees

It is an unfortunate fact that many individuals in our society are victims of personal violence. There is assistance available for a victim of such personal violence. A person who has been sexually abused will need support and information that will help clarify the issues and facilitate recovery. Persons available to assist you: Director of Residence Life, extension 5765; Residence Area Coordinator, extension 5207; and Director of Counseling Services, extension 5786.

Victims may wish to consider the following actions:

If you are raped or sexually assaulted:

1. Get to a safe place as soon as you can.
2. Try to preserve all of the physical evidence. Do not wash, shower, bathe, douche, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
3. Get medical attention as soon as possible to assess and treat any injuries you may have sustained and to collect important evidence to assist police in legal action.
4. Contact the Fayette Police Department (425-3500) or the Fayette County Sheriff (1-563-422-3234).
5. Talk with a counselor who will maintain confidentiality, help explain your options, give you information and provide emotional support. On campus, call the Director of Counseling Services (5786) or Residence Life Office (5207 or 5765).
6. Contact someone you trust, a close friend, staff member or resident assistant (RA) to be with you and support you.

Male Victims. While most victims of sexual assault are women, men can also be victims. Male victims at Upper Iowa University can receive the same services as women. Emotional support, medical treatment, legal advocacy and counseling are available to assist any person recovering from sexual assault.

Medical Treatment. It is important to seek immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries you may have sustained; (2) to determine the risk of sexually transmitted diseases or pregnancy and take preventative measures; and (3) to gather evidence that could aid in criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. A student or employee can receive the examination at the emergency room of Palmer Lutheran Health Center, West Union (563-422-3811).

Transportation. The Counseling or Residence Life Office will arrange for the transportation of sexual assault victims to the clinic or hospital during working hours. The Director of Residence Life, Residence Area Coordinator, Campus Security Officer or student services staff member will arrange appropriate transportation during non-office hours.

Counseling and Emotional Support

The Counseling Office (extension 5786) is located in the lower level of Garbee Hall Complex. In addition, the Residential Life Staff is available to provide counseling and emotional support (extensions 5207 and 5765). The staff is able to intervene in a crisis situation and to provide you with information about your options, including medical

assistance, counseling, University disciplinary action and legal prosecution. Talking about your concerns with a staff member may help you sort through your feelings and decide what to do.

You do not need to disclose your name if you call the Counseling Office for information. Counselors will not reveal your identity to anyone without your permission.

Off-Campus Agencies. There are off-campus agencies and hospitals that provide services for mental health emergencies. Services for Abused Women maintain a 24-hour crisis line. The number 1-800-383-2988 will access a trained counselor or volunteer who will assist anyone in a crisis situation.

Area mental health services include the Northeast Iowa Mental Health Center (1-319-283-5774). Office hours are 8:30 a.m.-12 noon and 1-5 p.m. The Fayette County Sheriff's Department (1-563-422-3234) and the Fayette Police Department (425-3500) will offer transportation of a victim to the nearest medical facility.

Reporting to the University Authorities or Fayette Police Department

This can be done immediately following the incident by calling the Fayette Police Department (425-3500), Director of the Counseling Services (5786) or Director of Residence Life (5765). If you decide at a later date to report an incident that recently took place, you can contact the Director of Counseling Services (5786). The reasons for reporting to the University are: (1) to protect yourself and others from future victimization; (2) to apprehend the assailant; and (3) to in some way seek justice for the wrong that has been done to you. If you choose to report the incident to the Fayette Police Department, an officer(s) will take a statement from you regarding what happened. They will ask you to describe the assailant(s) (if you do not know them), or identify them if you do. They may ask questions about the scene of the crime, any witnesses and what happened before and after the incident. You may have a support person with you during the interview.

University Disciplinary Action

If you have been sexually assaulted by another student or group of students and are considering University action, you are encouraged to discuss the matter with the Director of Residence Life, Director of Counseling Services or Dean of Student Services. This will allow you a chance to review the procedures should you decide to file a formal complaint to be handled by the Faculty Judicial Board. This discussion does not obligate you to pursue official action.

Charges may either be filed directly by you or by the University on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the Code of Student Conduct in the Student Handbook.

Non-student employee. If you have been sexually assaulted or harassed by a non-student employee of the University, this is a violation of the law and University policy. Complaints should be filed with the administrator, dean or vice president responsible for that division of the University.

An employee (non-student) who has been sexually assaulted by another employee or student should report the matter to his/her supervisor and administrator, dean or vice president in charge of that division. If you want to press criminal charges, call the Fayette Police Department (425-3500).

Anonymous Reporting

If you are assaulted and at this time do not want to pursue action within the University system or the local police department, you may still want to consider making an anonymous report. With your permission, the Dean of Student Services or the Senior Vice President for Residential University can file a report of the incident without revealing your

identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure future safety for yourself and others. With such information, the University can keep accurate records about the number of incidents involving students or employees, determine whether there is a pattern of assaults with regard to a particular location, method or assailant, and alert the campus community to potential danger.

(Adopted by the University administration, effective September 1, 1992.)

CAMPUS SECURITY & SAFETY REPORT

September 1, 2006

This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security on campus and in compliance with the Federal Student Right-to-Know and Campus Security Act (1990), Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 120-26, and the Sexual Abuse Bill, House File 2026, which was passed into law by the Iowa General Assembly effective July 1, 1992.

Upper Iowa University is located in Fayette, a small rural community of 1,317 people. The community is situated in the Volga River Basin of Northeast Iowa. In addition to the main campus, the University has centers in Ankeny, Des Moines, and Waterloo, Iowa; Fort Riley and Fort Leavenworth, Kansas; Alexandria and Fort Polk, Louisiana; Brooks, Texas; and Blackhawk, Elkhorn, Madison, Milwaukee, Prairie du Chien and Wausau, Wisconsin. A total of 5,902 students were enrolled at the Fayette campus and off-campus centers in the fall of 2005.

General Philosophy

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

Reporting of Criminal Actions or Emergencies

The administrative office responsible for security of buildings and grounds is the Office of Campus Security in conjunction with the physical plant. A campus security officer locks and checks buildings. The Director of Physical Plant reports to the President. The administrative office responsible for the general security of residence halls is the Office of Residence Life. The Director of Residence Life reports to the Dean for Student Services.

The University has a cooperative relationship with all local law enforcement. Since the campus is located in a low-crime area, the University relies on the local law enforcement to handle criminal matters. Also, the University has policies and procedures to handle violations of conduct standards and the law by students or employees. The above information is contained in the Student Handbook and Handbook for Administration and Staff.

To report a crime, a student should call the campus security officer, residence hall staff, immediate supervisor or the local law enforcement. An employee should call his/her immediate supervisor or local law enforcement. The person making the call shall complete an Incident Report Form available at the campus security office, office of student services or front desk located in Garbee Hall Complex. In the event of a fire, the student or employee should call 911. The dispatchers will then dispatch the Fayette Fire Department. The Fayette Fire Department is a well-equipped and well-trained volunteer department.

All buildings on campus have fire alarm systems, accessible fire extinguishers, and some also have smoke detection systems. In addition, fire drills are conducted in residence halls once a semester.

The Fayette medical clinic and Fayette Advanced Care Ambulance Service provide professional medical emergency care to the University community. Emergency care is available 24 hours a day at Palmer Lutheran Health Care Center in West Union, only eight miles from campus.

The University contracts its health service for students with the Gundersen Clinic, Ltd. Students receive illness evaluations at no charge during regular office hours.

EMERGENCY TELEPHONE NUMBERS

Fire Department – Fayette	6-911
Ambulance – Fayette	6-911
Police – Fayette	Emergency 6-911
	Non-Emergency 6-425-3500
Sheriff – West Union	6-1-563-422-3234
Community Memorial – Sumner	
	Hospital 6-1-563-578-3275
	Clinic 6-1-563-578-5375
Gundersen Lutheran Clinic, Ltd.	
	Fayette 6-425-3381
	West Union 6-1-800-822-1141
Palmer Hospital – West Union	6-1-563-422-3811
Mercy Hospital – Oelwein	6-1-319-283-2314
NE Iowa Mental Health – Oelwein	6-1-319-283-5774
NE Iowa Mental Health – Decorah	6-1-563-382-3649

CAMPUS TELEPHONE NUMBERS

Campus Security Officers	5372 or 5816
Director of Residence Life	5765
Residence Area Coordinator	5207
Office of Student Services	5215
Counseling Office	5786
Physical Plant Department	5796
Front Desk Garbee Hall	5325
Main Switchboard	5200

Campus Facilities

University facilities are well maintained. Many cultural and athletic events held in University facilities are open to the public. Several facilities, such as the Logo Store, dining hall and Peacock Pizzazz Snack bar are open to the public on a regular basis. Access to academic and administrative facilities on campus is generally limited to students, employees and visitors for the purpose of study, work, teaching and conducting other University business.

Only those who have demonstrated a need are issued keys to a campus building. A record is kept of keys issued, thus identifying each person carrying keys to a particular building.

Administrative buildings are open from 8 a.m. to 5 p.m., Monday through Friday, and academic buildings generally are open from 7 a.m. until 5 p.m. In the residence halls, the hallway entrances are locked at 12 midnight and unlocked at 8 a.m. Evening hours for the library and certain laboratories are posted. Otherwise, buildings are closed after regular daytime working hours. Access to individual classrooms and laboratories are limited to those enrolled in courses meeting there. A faculty or staff member may request that a student receive a building access card by completing the proper authorization form. Forms may be obtained from the Office of Student Services. Upon receipt of the form, the Administrative Assistant will type an access card for each student. The card(s) is given to

the faculty/staff member for distribution to the student(s). Students are asked to return the access card to the faculty member when they no longer have a need to be in the building. The faculty/staff member will inform the student of his/her responsibilities and to report any unusual activity or concern. Likewise, access to most programs is limited to those enrolled in the program. Access to residence halls is restricted to include only residents and their invited guests, as explained in the Student Handbook, Residence Hall Room and Board Contract, and other directives.

Residence Halls

Residence halls are supervised by the Director of Residence Life, Residence Area Coordinator, and Assistant to the Residence Area Coordinator. The Residence Area Coordinator and Assistant to the Residence Area Coordinator live in the residence hall. In addition, residence halls are staffed by trained, undergraduate student Resident Assistants (R.A.s). One Resident Assistant lives on each floor of the residence hall. Campus Security provides the housing staff with appropriate information about safety and security at staff training sessions.

The housing staff discusses policies and procedures, including safety and security, with students living in residence halls at the beginning of the fall semester. Each student receives a Student Handbook and other printed material at the beginning of each year, which includes information on safety and security. In addition, programs offered by the professional staff throughout the year include: "Crime Prevention," "Date Rape," "OWI & The Law," "Alcohol Awareness," "Self Defense," and "Abusive Relationships."

All students are required to live in residence halls unless exempted under categories listed in the University housing policy. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident's responsibility to inform his or her guest of the University and residence hall policies.

The Law and University Policies – Alcohol, Drugs and Sex Offenses

To provide for the safety of members of the University community and its property, Upper Iowa University has set standards of conduct for members of the community and for those seeking admission to the University. These University standards are included in the Handbook for Faculty, Handbook for Administration and Staff, Student Handbook, University Catalog, and Residence Hall Room & Board Contract.

The standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action.

A variety of educational alcohol, drug and sexual assault programs are planned each year by the student services division. Speakers, brochures, campus newspaper, videos and orientation meetings are used to inform and educate students about crime and substance abuse. Many programs are open to all employees of the University.

The policies relating to alcoholic beverages, drugs and sexual assaults are found in the Student Handbook and Handbook for Administration and Staff. As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates alcohol, drug and sexual assault policies and related laws. In consideration of federal, state and local laws, the possession, use or sale of illicit drugs is prohibited on the University campus. The possession, use or sale of alcoholic beverages is prohibited on the University campus unless otherwise stated in writing by the University. Students of legal age (21) living in residence halls may consume alcoholic beverages inside their room on a personal basis. The possession or consumption of alcoholic beverages is not permitted at any campus social activity, athletic event, intramural activity, student campus organizational activity, student activity for prospective students and recreational areas of the University. Sexual harassment or assault is not

tolerated on campus. Specific programs and procedures are in place to deal with those concerns.

The University reserves the right to expel a student or terminate an employee who is involved in the use, possession, sale or distribution of illegal drugs on University property or at University functions.

Crime Information and Statistics

After December 21, 1999, crime statistics will be maintained on a calendar year basis by this University and all universities across the country. These statistics are published and distributed to current faculty, staff, students and prospective students. This is in compliance with the Campus Security Act. The Campus Security Act covers the following areas, which are based upon the Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions.

Crime Definitions

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide – Manslaughter by Negligence – The killing of another person through gross negligence.

Criminal Homicide – Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Robbery – The taking or attempting to take anything of value from the care custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempt to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

Weapon Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkennes and driving under the influence are not included in this definition.)

Sex Offenses Definitions

Sex Offenses-Forcible – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – The use of an object or instrument to unlawfully penetrate; however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible – Unlawful, non-forcible sexual intercourse.

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: Colleges and universities are now required to inform students and employees of where they can learn of individuals who have been convicted of sex crimes. If you are interested in this information, you can visit the Fayette County Sheriff's Department on Highway 150 just south of West Union. You must appear in person and make a request in writing. There is also an online registry (<http://www.iowasexoffenders.com>) of those convicted of sex crimes. It only contains those individuals labeled "at-risk to re-offend," not everyone convicted of a sex crime.

In addition to the above mentioned and defined criminal acts, the Campus Security Act covers various hate crimes, the hate crimes that are covered are based on race, gender, religion, sexual orientation, ethnicity and disability.

Campus

Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or retail vendor).

Residential Facilities

Residential facilities consist of dormitories or other facilities that students reside in while living on campus.

Non-Campus Building or Property

Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property

The term “public property” means all property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Crime Statistics

Category	1/1-12/31 2003				1/1-12/31 2004				1/1-12/31 2005			
	O	R	N	P	O	R	N	P	O	R	N	P
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	1	1	0	0	0	0	0	0
Robbery	4	4	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	1	4	4	0	0	0	0	0	0
Arson	0	0	1	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law	16	16	0	0	57	57	0	0	0	20	20	0
Burglary	1	1	0	0	2	2	0	0	0	3	3	0
Drug Related	9	9	0	0	0	0	0	0	0	0	0	0
Weapons Possession	3	3	0	0	2	2	0	0	0	0	0	0
Hate Crimes												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

O = On campus – includes incidents in/on residential facilities, buildings and property.
R = Residential Facilities – includes incidents in residential facilities only.
N = In or on non-campus building or property
P = On public property

After December 31, 1991, crime statistics will be maintained on a calendar year basis in compliance with the Campus Security Act. The statistics for the 2005 calendar year are reported in September of 2006.

Campus Security Committee

The Campus Security Committee serves as the coordinating body for campus security. The committee is composed of administrators, faculty, staff and students. The purpose of the committee is: (1) to make recommendations for change or revision of campus security policies and procedures; and (2) to oversee the education effort to inform the University community about problems related to crime and campus security. Reports and recommendations will be made to the Council of Residential Studies and the Senior Vice President for Residential University.

Anyone having questions about the Campus Security and Safety Report may contact the Senior Vice President for Residential University at 425-5284 or the Dean for Student Services at 425-5214.

TOBACCO FREE

The Upper Iowa University Board of Trustees unanimously adopts a policy of no tobacco use in all University buildings. This policy is adopted for the health and safety of the University community. Revised and effective July 1, 2005.

USE OF UNIVERSITY COMPUTERS

Computer use among faculty, staff and students at Upper Iowa University is restricted to purposes consistent with the stated mission of the University. The University's computer resources are to be used in an ethical, courteous, and fair manner for the following purposes:

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

Use of Upper Iowa 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. On a case-by-case basis, the Director of Computer Services may grant access to individuals employed by non-profit agencies or to family members of Upper Iowa employees. System resources such as network servers, processor performance, and disk space are routinely monitored by Computer Services personnel to ensure system security and integrity. Anyone using shared computing facilities at Upper Iowa University implicitly consents to such monitoring by authorized personnel.

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

- Using or sharing another person's username and password to access computing facilities at Upper Iowa University. (this includes permitting others to use your own login ID)
- Using Upper Iowa University facilities to crack or access systems, whether on campus or off, in an unauthorized or inappropriate manner.
- Using Upper Iowa University networking facilities to engage in illegal or criminal activities.

- Using Upper Iowa University networking facilities to threaten or harass another person.
- Attempting to read or access another person's electronic mail or other personal files.
- Copying or distributing software that violates copyright laws, license agreements, and intellectual property, as outlined in the Copyright Law of the United States of America, revised March 1, 1989, in Title 17 of the United States Code, Section 117.
- Establishing personal web pages for off-campus access without authorization.
- Knowingly distributing or actively developing a computer virus, worm, or Trojan Horse.
- Repeated use of Upper Iowa 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 electronic mail messages and posting information to public folders that is inappropriate or irrelevant to the intended subject area; disturbing others while using public-access computing labs; refusing to yield workstations in campus labs to users for institutional activities; and engagement in activities such as forwarding chain mail.

Computer resources have been allocated for Internet activities that support research, education, administrative processes, and other legitimate pursuits. All activities must be consistent with this purpose. Violations include, but are not limited to:

- Commercial activities
- Creating, displaying, or transmitting threatening, racist, sexist, obscene, or harassing language and/or materials.
- Games not related to Upper Iowa University programs and/or mission
- Copyright and licensing violations
- Violation of personal privacy
- Vandalism and mischief that incapacitates, compromises, or destroys University resources and/or violates federal and/or state laws.

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

Electronic Mail. System administrators are expected to treat the contents of electronic files as private and confidential. Inspection of electronic files and electronic mail, and any action based upon such inspection, will be governed by all applicable federal and Iowa laws.

The Upper Iowa University community is advised that all files stored on main systems, including electronic mail, are backed up regularly and may be subject to subpoena.

Enforcement of Policies. Upper Iowa University supports activities that adhere to high academic standards and respect for personal and public resources. You are the first line of enforcement. Think before you act and understand the consequences of your actions. If you have questions, please contact the Computer Services Team at (563) 425-5308. Violators of these rules are subject to disciplinary action in accordance with relevant Upper Iowa University policies and procedures.

University Responsibilities. The Director of Computer Services has a responsibility to enforce, within reasonable limits, Upper Iowa University policies regulating computer use. In order to determine whether violations of regulations are occurring, the Computer Services Team may monitor user activity on the Upper Iowa University network, either

randomly or systematically. An account may be systematically monitored only when there is documented reason (such as the results of random monitoring or the written complaint of a user) to believe activity in the account is in violation of Upper Iowa University policy. The content of files stored on networked devices may be inspected only with the express consent of the Director of Computer Services and only for the purpose of determining whether violations of policy have occurred.

Sanctions for Violation of Regulations. Decisions to temporarily or permanently limit, suspend, or revoke computer privileges of users found to be in violation of Upper Iowa University computer policies will be made only with the concurrence of the Senior Vice President for Residential University, Senior Vice President for Extended University, or Senior Vice President for Business Services (as appropriate to the status of the person whose account is being restricted). Additionally, these administrators will be notified of violations of computer policy that may also constitute violations of other Upper Iowa University policies, such as harassment.

YOUNG VISITORS ON UNIVERSITY PROPERTY

When visiting the University grounds after dark or in University buildings at anytime, young visitors under the age of sixteen (16) must be accompanied by an adult. Visitors over the age of sixteen (16) who are not students at Upper Iowa must have a valid reason (i.e., attending an athletic event or other University sponsored event open to the general public) to be in the buildings or on University property and courteous to others at all times.