



Upper Iowa University
RN to BSN Student Handbook
2009-2010

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A Message from the Director of Nursing Education & the Dean of Student Development

Welcome to the Upper Iowa University RN-BSN program! I am so pleased that you have selected this program to further your nursing education. Learning in our program is cooperative and I can't wait to see what we learn together! This handbook is full of information for you about the policies here at Upper Iowa University. Please feel free to ask questions to clarify anything you read in the handbook. Make the most of your time here and enjoy your educational experience. Once a peacock; always a peacock!

Margaret Wimmer Johnson
Director of Nursing Education

The Office of Student Development welcomes you as a RN to BSN student to the University. We realize that your time is limited so we want to provide information that is important for you to know. We have included the specific services that are available to you, in addition to the University policies and procedures. This handbook is divided into Services (All Nursing Students, Cedar Rapids Campus Nursing Students, Des Moines Campus Nursing Students & Fayette Campus Nursing Students), Knowing Our Code and University Policies.

As it relates to the Office of Student Development, here are a few people you need to be aware of during tenure at Upper Iowa University. The following individuals are located in Garbee Hall Complex and can assist you with information presented in this handbook:

- Administrative Assistant to the Office of Student Development – Kari Solheim
- Office Assistant to the Office of Student Development – Jenn Biederman
- Associate Dean of Student Development – Jean Merkle
- Director of Career Development – Karla Gavin
- Administrative Assistant to the Office of Career Development – Kara Hanson

We hope you enjoy your at Upper Iowa University and we look forward to meeting you.

Sincerely,

Louise K. Stivers-Scott
Dean of Student Development

For Your Information

UPPER IOWA UNIVERSITY'S MISSION STATEMENT

“Upper Iowa University provides student-centered undergraduate and graduate educational programs through flexible, multiple delivery systems in an environment in which diversity is respected, encouraged and nurtured.”

UPPER IOWA UNIVERSITY'S VISION STATEMENT

“Upper Iowa University will be recognized and respected as an exceptional and ascending institution of higher learning, developing global citizens who become lifelong learners prepared for leadership within society.”

NURSING PROGRAM MISSION STATEMENT

“The mission of the Upper Iowa University Nursing Program is to provide a student-centered nursing education program promoting nursing leadership and clinical expertise in an environment in which diversity is respected, encouraged, and nurtured.”

2009 RN-BSN PROGRAM ADMISSION, PROGRESSION AND GRADUATION

Admission to the RN-BSN program requires the following:

1. Submit an application which includes the following:
 - a. Completed application form (interactive online or downloadable from www.uiu.edu/nursing).
 - b. Evidence of RN licensure or eligibility for RN licensure
 - c. Evidence of current CPR certification
 - d. Evidence of meeting current health requirements (form downloadable from www.uiu.edu/nursing) including:
 - i. Validation of satisfactory health status signed by health care provider within one year of application to Upper Iowa University.
 - ii. Documentation of immune status to communicable diseases is consistent with current national and/or state guidelines for health care workers.
 - iii. Permission granted to release health information to clinical agencies as needed for participation in clinical education experiences.
 - e. Complete the background check (form is downloadable from www.uiu.edu/nursing)
2. Have an overall college grade point average (GPA) of 2.5.

Approved November, 2006, Council for Residential Studies; Updated August 2009

The process for admission is as follows:

1. An application packet must be completed and can be submitted in the following ways:
 - a. Submitting your application online at: www.uiu.edu/nursing
 - b. By contacting the Upper Iowa University Office of Admission:

Upper Iowa University
Office of Admission
605 Washington Street
P.O. Box 1859
Fayette, Iowa 52142
800-553-4150 Option 2

2. You can begin your studies at the time that works best for you. Full-time study is possible with an August start in Fayette or Des Moines and a January start in Cedar Rapids. Part-time study is possible with an August, January, or May start at any of our 3 locations.
3. Admission decisions will be made by the Director of Nursing Education and the Director of Admissions upon receipt of the following information (all forms are downloadable from www.uiu.edu/nursing):
 - a. An RN license or verification of eligibility to obtain RN licensure (be sure you have completed this section on the application).
 - b. Evidence of CPR certification (send us a copy of your current certification card).
 - c. Evidence of meeting current health requirements (have the health form filled out and send it to us).
 - d. Official transcript(s) from all colleges attended AND
 - e. High school transcript.
 - f. Completed application form.
 - g. Completed background check form and fee.
4. Notification of admission decision will be sent in writing to all applicants no later than seven (7) days upon receipt of completed application.
5. A non-refundable advance tuition deposit is required prior to registering for courses. This deposit can be submitted to:

Upper Iowa University
Office of Admission
RN to BSN Program
605 Washington Street
P.O. Box 1859
Fayette, IA 52142

Approved Director of Admissions, August 2009

Progression in the RN-BSN program requires the following:

1. Meet the progression requirements stated in the Upper Iowa University Catalog for the current year including, but not limited to, those on GPA requirements.
2. Maintain current CPR certification records with the nursing program.
3. Meet current requirements for health care workers concerning communicable disease.
4. Purchase professional liability insurance through Upper Iowa University when enrolled in a course with clinical experiences. The fee for this insurance will be automatically billed for the applicable courses.
5. Have current Iowa RN licensure prior to any clinical course. The Administrative Rules (chapter 2) of the Iowa Board of Nursing states that nursing courses with a clinical component may not be taken by a person:
 - a. Who has been denied licensure by the board.
 - b. Whose license is currently suspended, surrendered or revoked in any United States jurisdiction.
 - c. Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

Approved November, 2006 Council for Residential Studies Updated August 2009

Graduation from the RN-BSN program requires the following:

1. Meet the graduation requirements stated in the Upper Iowa University Catalog for the applicable year.

2009 RN-BSN PROGRAM HEALTH AND WELFARE

The health requirements are as follows:

1. Students are required to produce documentation for all health requirements. This includes:
 - i. Validation of satisfactory health status signed by health care provider within one year of application to Upper Iowa University.
 - ii. Documentation of immune status to communicable diseases is consistent with current national and/or state guidelines for health care workers.
 - iii. Permission granted to release health information to clinical agencies as needed for participation in clinical education experiences.
2. Students are required to participate in an educational session on universal precautions that meets OSHA rules. Students may participate in training offered at Upper Iowa University or may document training (initial and/or yearly) obtained through a place of employment.
3. Students are required to participate in an educational session on HIPAA requirements prior to clinical experience or document training obtained through a place of employment.
4. Clinical agencies may require a drug screening test before a student participates in clinical experiences at that agency. The student may be disallowed from participation on the basis of the drug test.
5. Injuries sustained while on the Fayette campus of Upper Iowa University should be handled in the method specified in the Upper Iowa University Student Handbook.
6. Injuries sustained while participating in a clinical education experience should be handled according to the clinical facility protocol. In addition, the student will notify either the Upper Iowa University instructor responsible for the course or the Director of Nursing Education of the injury. Needle pricks and mucous membrane/non intact skin exposure to body fluids constitute an injury.

Approved, Director of Nursing Education, September 2006; Updated August 2009

FINANCIAL AID APPLICATION PROCESS

Follow the application steps at least ten weeks before the start of your first enrollment.

- 1) Complete and submit the Free Application for Federal Student Aid (FAFSA). <http://www.fafsa.ed.gov>. **Our school code is 001893.** You will receive a Student Aid Report (SAR) within approximately 4-6 weeks. The SAR summarizes the information you provided on your application.
- 2) The Department of Education or Upper Iowa's Financial Aid Office may select you for "verification." If selected, you will be sent a verification worksheet, which must be completed and submitted to your center with a copy of your signed previous year's U.S. income tax return and W2s. If married and spouse filed separately, your spouse's return and W2s must also be included. If you filed as a dependent student, a copy of your parent's signed tax return must also be included. **PLEASE NOTE: If we have not received your admission application, academic transcripts, and/or high school transcript from all previously attended schools, your financial aid will be delayed. You must be officially accepted for admission to the University to be eligible for financial aid.**
- 3) Once the Financial Aid Office has all required correct information in your file, you will receive a Financial Aid Award Letter (approximately two to four weeks).
- 4) If you have been awarded a Federal Stafford Loan and wish to borrow these funds, you must complete the loan request form that will be enclosed with your award letter or may be obtained from your center office. As a new borrower, you will also need to file a Master Promissory Note (MPN). The MPN alleviates you from having to complete a new promissory note for loans each year. By completing the MPN, you are authorizing Upper Iowa University to certify Federal Stafford Loans requested by you on the loan request form.
- 5) **You must be a degree-seeking student to be eligible for financial aid.**

TUITION PAYMENT (NOT USING FINANCIAL AID)

The full tuition amount due for the term is required to be paid by the first day of class. We will accept the following forms of payment:

Check

Money order

MasterCard or Visa (please be sure to include number and expiration date)

NO CASH ACCEPTED.

Upper Iowa University works in cooperation with programs such as:

Ch. 31 Veterans Vocational Rehabilitation benefits

Military Tuition Assistance

Department of Workforce Development

Various tuition reimbursement programs through employers. Check with your employer regarding your company's policy.

These benefits are very individualized and will require personal consultation with the Manager of Student Accounts. Please note that Financial Aid can also be used in conjunction with these programs.

EDUCATIONAL TAX CREDITS

Federal income tax credits are available to persons who pay higher education costs. The amount of credit is determined by the amount of qualified tuition and related expenses paid for a student and the amount of the tax filer's adjusted gross income. Education tax credits are subtracted from the tax amount owed. For more information concerning how to qualify for these credits, call the IRS Help Line at 1-800-829-1040 or call 1-800-829-3676 and ask for the IRS Publication 970, Tax Benefits for Higher Education. Details are also available on-line at <http://www.ed.gov/inits/hope/>.

UIU SERVICES AVAILABLE TO ALL UIU STUDENTS

Alumni Center

The Alumni Center is located directly across the street from the Student Recreation Center on the Fayette Campus. The Alumni Center maintains records and has 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 newly formed Alumni Association and Alumni Association Chapters around the country. These chapters have social function periodically through the year.

Campus Store

Students may purchase their textbooks, UIU apparel, school supplies, and materials for class in the campus store, The Peacock Connection, located in the lower level of Garbee Hall on the Fayette Campus. Additional services include movie rentals, sending/receiving faxes, copy services, and UPS shipping. All purchases are cash, check or credit card (MasterCard & Visa). The campus store hours are Mondays through Fridays from 8:30 a.m. to 4:30 p.m. Purchases may also be made through the University's website: www.shopupperiowa.com

Career Development

The Office of Career Development, located in the lower level of Garbee Hall Complex on the Fayette Campus, is available to you as a student and later on as a graduate. You are strongly encouraged to take advantage of the services offered.

Staff members assist students to write resumes and cover letters, complete job applications and offer strategies that point students in the direction of their personal and vocational goals. Our mission is to prepare individuals 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. The Career Development website is available at www.uiu.edu/current_students/services/career/index.html.

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). You have your own personal network folder for storage of personal files.

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 accommodations to be made, current (within 3 years) 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. Students receiving accommodations must fill out new paperwork for each term. The procedure is as follows:

1. Student applies for accommodation services with either the Coordinator of Academic Success or the Director of Counseling Services and provides written documentation of disability.
2. A meeting will be held with the student, 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 Counseling Services with any concerns.
5. Refer to the Senior V.P. for Residential University 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 students with disabilities 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.

ID Cards

Nursing students will have their UIU ID card made during orientation. This ID card also serves as your UIU name tag when in clinical facilities as a student. If your ID card is lost, misplaced, or stolen, please report to the Office of Student Development at (563) 425-5215. There is a charge for ID card replacement.

Library Resources

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus through the University's website. Go to: www.uiu.edu and click on "Library." Library staff members are available to assist you with questions, including how to access the online resources available to you as a UIU student.

There is a suite of databases available from our library homepage, EBSCOhost, which is made possible through a partnership between the State Library of Iowa and Iowa's Area Education Agencies. Access EBSCOhost via our UIU Library homepage: <http://www.uiu.edu/library>

Under the heading "Indexes, Abstracts, Databases" click on the pull down list and highlight EBSCOhost and then "go."

User ID: upperiowau

Password: campus

*Descriptions of each database can be found at:
http://www.silo.lib.ia.us/for_ia_libraries/databases/ebsco/database_list.pdf

InfoTrac is an information resource available through the Upper Iowa University website. You can access InfoTrac via our UIU Library homepage: <http://www.uiu.edu/library>
Click on the heading "InfoTrac Remote Access"
To receive a password to enter InfoTrac, please email library@uiu.edu and the staff will provide you with the information.

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.

Voyager Online 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.)

Textbooks

MBS Direct is the only bookstore affiliated with the Upper Iowa University RN-BSN Program. Although you may buy your textbooks elsewhere, MBS Direct is the **ONLY** bookstore that provides the current textbook list from UIU. To order, call MBS Direct at 800-325-3252 or access the Virtual Bookstore at www.uiu.edu or www.mbsdirect.net. Textbooks for NUR prefix courses (like NUR 300 Health Assessment) are available at the Nursing link in MBS.

GENERAL EXPECTATIONS & TIPS FOR STUDENT LEARNERS

- If you find yourself becoming lost in the material or you do not understand what is being presented, ask your instructor immediately. Eight weeks goes by quickly, so do not get left in the dust. Ask for assistance when you need it.
- Figure *approximately* two hours of homework for each hour of class per week. You may need more or less time depending on the subject.
- Faculty members are as much facilitators as they are teachers who lecture.
- UIU promotes peer learning so you will be involved with your peers throughout your college experience.
- Group work is not unusual for coursework or assignments.
- Coursework can and will be very interactive to gain the most from an experiential learning environment.
- Be prepared to do public speaking and/or presentations in some of your classes, especially for senior project. Remember to dress, speak and act the part just as you would in any professional circumstance.
- Be prepared to take tests and quizzes, as well as write papers and essays.
- Students are expected to have textbooks the first day of class.

Cheating, Academic Dishonesty and Plagiarism

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity they will not be tolerated.

Cheating includes, but is not limited, to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments
- the copying of other students' work or allowing others to copy your work
- the submission of work that is not your own or allowing others to submit your work as theirs

- the submission of the same work for two or more classes without the approval of any instructors involved

Academic dishonesty includes, but is not limited, to:

- sharing academic materials knowing they will be used inappropriately
- having access to another person's work without permission
- providing false or incomplete information on an academic document
- changing student records without approval

Plagiarism includes, but is not limited, to:

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

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the University Administration for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Student Conduct

- Be respectful of others. Keep in mind not to disturb fellow students or faculty during class.
- Cell phones and pagers should be set to vibrate to signal you with an incoming call. Otherwise, both should be turned off during class time.
- Do not carry on private conversations during class time. This impedes fellow students learning and disrupts the learning environment.
- If you arrive late, find a seat quickly and quietly. Do not disturb the rest of the class.
- If you leave early, do so quickly and quietly. Do not disturb the rest of the class.
- By arriving late or leaving early, you may miss points that contribute to your overall grade in the course. You may not be able to make up the quiz, test, group project, or points that you have missed; please keep this in mind.
- Faculty members do not have to accept late work. The work may be graded lower because it is late. This may impact your overall grade for the course. Check each syllabus carefully for this information.
- Please check with your faculty member if eating is allowed during class. Food and beverages are not allowed in the computer labs.
- Upper Iowa University expects you to conduct yourself in accepted standards of good taste, both on and off campus. As a RN to BSN 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.

ACADEMIC CALENDAR

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Cedar Rapids	8/31/09-10/24/09	10/26/09-12/19/09	1/11/10-3/6/10*	3/8/10-5/8/10	5/10/10-7/3/10	7/5/10-8/28/10
Des Moines	8/31/09-10/24/09	10/26/09-12/19/09	1/11/10-3/6/10*	3/8/10-5/8/10	5/10/10-7/3/10	7/5/10-8/28/10
Fayette	8/31/09-10/24/09	10/26/09-12/19/09	1/11/10-3/6/10*	3/8/10-5/8/10	5/10/10-7/3/10	7/5/10-8/28/10

*Spring Break is March 8, 2010 through March 12, 2010 at all three locations.

CEDAR RAPIDS CENTER NURSING STUDENTS

Welcome to UIU!

Upper Iowa University is honored that you chose UIU to pursue your educational goals. The Cedar Rapids Center staff and faculty are here to assist and guide you in your educational journey. We are here to do our best to serve your educational needs to the greatest practical extent. If you have questions, please feel free to ask.

Important Contacts

Cedar Rapids Center 700 Bell Drive SW, Cedar Rapids, IA 52404
Phone: (319) 848-8488
Fax: (319) 848-8489
Email: cedarrapids@uiu.edu

Office Hours Monday through Thursday, 9 a.m. – 6 p.m.
Friday, 9 a.m. – 3 p.m.

The computer lab in the Cedar Rapids Center building is open and available to students during office hours.

Cedar Rapids Center Staff

Kristi Tisl	Area Coordinator	tislk@uiu.edu	ext. 2202
Melissa Hunt	Administrative Assistant	huntm@uiu.edu	ext. 2200

DES MOINES CENTER NURSING STUDENTS

Welcome to UIU!

Upper Iowa University is honored that you chose UIU to pursue your educational goals. The Des Moines Area Center staff and faculty are here to assist and guide you in your educational journey. We are here to do our best to serve your educational needs to the greatest practical extent. If you have questions, please feel free to ask.

Important Contacts

Des Moines Center 1119 5th St., West Des Moines, IA 50265
Phone: (515) 225-1800
Fax: (515) 225-1919
Email: desmoines@uiu.edu

Office Hours Monday through Thursday, 9 a.m. – 6 p.m.
Friday, 9 a.m. – 3 p.m.

The computer lab in the Des Moines Center building is open and available to students during office hours.

Des Moines Center Staff

Karin Dunn	Area Coordinator	dunnk@uiu.edu	ext. 207
Jeff Klunenberg	Associate Area Coordinator	klunenbergj@uiu.edu	ext. 204
Mary Havlicek	Student Accounts Coordinator	havlicekm@uiu.edu	ext. 212
Bridget Rottinghaus	Student Accounts Manager (Financial Aid)	rottinghausb@uiu.edu	ext. 214
Catherine Rihm	Administrative Assistant	rihmc@uiu.edu	ext. 200
Jackie Baker	Administrative Assistant	bakerj@uiu.edu	ext. 202
Dianna Schneider	Des Moines Area Recruiter	schneiderd@uiu.edu	ext. 215

Ankeny Center 1535 SE Delaware Ave, Ankeny, IA 50021
Phone: (515) 965-6050
Fax: (515) 965-6797
Email: ankenya@uiu.edu

Office Hours Monday through Thursday, 9 a.m. – 6 p.m. or by appointment
Friday, 9 a.m. – 12 p.m.

Ankeny Center Staff

Dianna Schneider, Des Moines Area Recruiter Email: schneiderd@uiu.edu

FAYETTE CAMPUS NURSING STUDENTS

Important Contacts

Fayette Campus 605 Washington Street
PO Box 1857
Fayette, IA 52142

Office Hours Monday through Friday, 8 a.m. to 5 p.m.

Nursing Office	(563) 425-5318
Business Office	(563) 425-5234
Registrar	(563) 425-5268
Student Development	(563) 425-5215
Library	(563) 425-5261
Campus Security	(563) 425-5372

On Campus Services

Computer Labs

There are twelve computer labs available on campus for student use. There are two 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, a PC lab in Dorman Gym, three PC labs in the basement of Baker-Hebron Science Hall, and two labs in Edgar Fine Arts Hall. All computers offer a wide range of software, as well as Wireless Internet and E-mail access.

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

Escort Service

The Campus Security Department will provide a free escort service to those individuals who feel more comfortable having someone 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.

Other Services on the Fayette Campus

Check Cashing. The campus store will cash personal checks up to \$20 with an appropriate identification card.

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. Those of you who drive or bring a motor vehicle (car, motorcycle, etc.) on campus must have it registered with the Office of Student Development. 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 or 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 your disposal on campus, even for occasional use, must be registered in the Office of Student Development at the time of enrollment/validation or immediately upon bringing the vehicle on campus. You will be charged \$40 for a parking permit. This permit enables you to park on Upper Iowa University property from August 1 to July 31 of each year. When a vehicle is registered, you are 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 \$40 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 Development 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.

Posting Information on Campus. All posters, signs or notices must be approved and stamped through the Office of Student Development. All posters and signs may be posted on bulletin boards and NOT on windows, entryway glass panels or doors. Signs or notices will need to be academic or related to campus functions. Signs or notices that promote the use of alcohol are not permitted. Approval of signage must be stamped (OSD) by a member of the OSD staff (Administrative Assistant to the Office of Student Development, Administrative Assistant to Career Development, Residence Area Coordinator, Director of Student Activities or Exec. Director of Student Leadership & Adventure).

Some examples of items that will be approved include: items for sale (including but not limited to books, refrigerators, and furniture), apartments/houses for rent, roommates needed. A bulletin board exists on the wall opposite the mailboxes for these items as well as the myUIU bulletin board.

Some examples of items that will not be approved include: items that are abusive, embarrassing, threatening or harassing, signage that implies illegal actions, the sale of weapons, alcohol related gatherings - including bar establishments, etc. Signs or posters that are not related to the University will be allowed only if they do not violate any of the University codes of student conduct. They must be tasteful and in the best interest of the University community. The University reserves the right to take any sign down. Questions about the posting procedures can be addressed to the Office of Student Development.

Electronic Mail. Students that wish to send a campus-wide email will need to send the proposed email to any of the following: Administrative Assistant to the Office of Student Development, Administrative Assistant to Career Development, Area Residence Coordinator, Director of Student Activities or Exec. Director of Student Leadership & Adventure. Advisors of clubs and organizations may send emails for their respective clubs to promote an activity or function. Special mass emailing consideration for University sponsored student groups will be made by the Exec. Director of Student Leadership & Adventure. Emails

must follow campus rules/policy and club and organization regulations. Emails will need to be academic or related to campus functions. Emails that promote the use of alcohol are not permitted.

Some examples of items that fall under “non-academic” or not approved related e-mail include: items for sale (including but not limited to books, refrigerators, furniture), apartments/houses for rent, roommates needed and alcohol related gatherings - including bar establishments, etc. Certainly, mass e-mails that are abusive, embarrassing, threatening or harassing are violations.

Upon approval, the email will be sent out of the OSD member’s email account with the student’s name being listed. The selling of personal items, business and mass forwards are not permitted in the UIU email system.

University electronic mail (email) systems and services are University facilities. Any electronic mail address or account associated with the University, or any sub-unit of the University, assigned by the University to individuals, sub-units, or functions of the University, and all electronic mail associated with the account is the property of Upper Iowa University.

Access to University electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the email user when required by and consistent with law, when there is substantiated reason to believe there is a violation of policy or law. Questions about the posting procedures can be addressed to the Office of Student Development.

On-Line Bulletin Board. An online bulletin board has recently been added to myUIU to allow for the communication and functionality not allowed in the UIU email system. Postings are encouraged on the myUIU bulletin board in categories ranging from book sales, furniture, tutoring, ride share and many other areas. You are responsible for deleting your thread. Items need to be removed after a month posted. While using the myUIU bulletin board, you will post in accordance to Upper Iowa University policy and you agree not to post, email, or otherwise make available content:

- that is unlawful, threatening, harassing, defamatory, libelous, invasive of another's privacy, or is harmful to minors in any way;
- violate any laws, third party rights, or our policies;
- distribute or post spam, chain letters, or pyramid schemes;
- promote the use of alcohol, parties, weapons and other functions;
- that is false, deceptive, misleading, deceitful, uninformative, or constitutes "bait and switch";

You understand that all postings and photos posted on the myUIU bulletin board are the sole responsibility of the person from whom the posting originated. You understand that UIU does not control, and is not responsible for, postings you may be exposed to. Your interactions with individuals found on the bulletin board, including payment and delivery of goods or services, and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such organizations and/or individuals.

Access to myUIU bulletin board, when provided, is a privilege that may be wholly or partially restricted by the university without prior notice and without the consent of the user when required by and consistent with law, when there is substantiated reason to believe there is a violation of Upper Iowa University policy or the law.

Postings made on behalf of outside groups or businesses will be allowed (at cost) only if they do not violate any of the University codes of student conduct. They must be tasteful and in the best interest of the University community. Violators will be subject to disciplinary action. A cost of \$5 per post may be paid through the Office of Student Development. The advertisement will stay up for a period of three weeks. Questions about the posting procedures can be addressed to the Office of Student Development.

Student Activities Fee. You are welcome to participate in other campus activities. The additional student opportunities are available to you for a \$150 cost per semester.

The student activities fee permits you to use the following services or activities:

Intramurals	Golfing at local country club
Student Activities (hypnotist, comedian, etc...)	Counseling Services
Wellness Programming	Swimming Pool
Clubs & Organizations	Outdoor Pursuits

You may pay the fee in the Office of Student Development. You will receive a sticker on your student ID that allows you access to the services or activities.

Know the Code

CODE OF STUDENT RESPONSIBILITY

As an Upper Iowa University RN to BSN 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 RN to BSN 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 25 through 28.
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. See the Substance Abuse Policy on page 24 for all University guidelines governing the use of alcohol both on and off-campus. Violation of this policy is subject to disciplinary action. Violation sanctions are listed on page 20.
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 24 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 "Policy on Acceptable Use of Technology" (see pages 33 through 35).
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 you to take responsibility for your 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 Development
2. Associate Dean of Student Development

3. Des Moines Area Coordinator
4. Residence Area Coordinator
5. Faculty Judicial Board
6. Director of Student Leadership & Activities
7. Director of Recreation & Wellness
8. 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 Development. The judicial board reports its verdicts to the parties involved and to the Dean of Student Development. This board consists of the following: faculty members elected by the Council of Residential Studies; the President of the Student Government; and students selected by the President of the Student Government and the Dean of Student Development. The faculty members on the board select one of their members to serve as Chief Justice. The Dean of Student Development must determine the size of the board based on the sensitivity of the case.

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 Development' 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 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.
- C. **Temporary Suspension** – Pending the adjudication of a disciplinary hearing and appeals, the Dean of Student Development 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. Increase of fine amount
 - 5. 3-Day Suspension
- 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 Development. 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 Development. Victims of sexual assault are entitled to know the outcome and sanction of the disciplinary hearing in which they are involved.

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

Violations

Alcohol
 Controlled Substance Use, Possession, Sharing, Pooling, or Distribution of Resources for Purchase
 Damage to Property
 Dangerous Chemicals
 Disruptive Classroom Behavior
Drug Possession/Use (other than marijuana)
Drug Sale or Distribution (all types)
 Endanger Personal Safety
 Explosives
 Failure to Comply
 False Information or Dishonesty
Fire (Tampering of Equipment)
 Forgery
 Gambling
 Hazing
 Highway Signs
 Improper Entry
 Laser Lights
 Lewd/Obscene Behavior or Language
 Mass Demonstrations

Minimum Consequences

See alcohol sanctions
 Disciplinary Probation, Sanction, Fine, & Random Drug Testing to Suspension
 Restitution & Disciplinary Probation
 Disciplinary Probation & Sanction
 Reprimand
See alcohol/drug sanctions
 Suspension
 Disciplinary Probation & Sanction
 Disciplinary Probation & Sanction
 Disciplinary Probation & Sanction
 Disciplinary Probation & Sanction
 Disciplinary Probation & Sanction
 Disciplinary Probation to Expulsion
 Disciplinary Probation & Sanction
 Reprimand
 Reprimand
 Reprimand
 Disciplinary Probation & Sanction
 Reprimand
 Disciplinary Probation & Sanction
 Disciplinary Probation & Sanction

Misuse of Keys	Disciplinary Probation & Sanction
Pets	Reprimand
Possession of University Furniture or Property	Disciplinary Probation & Sanction
Quiet Hours/Noise	Reprimand
Bikes, Skateboards, Skates or Scooters	Reprimand
Sexual Abuse	Disciplinary 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 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 Development 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 Development 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 Development 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 Development; sanctions will be imposed in consultation with the Director of Counseling Services.
- 3rd offense: Suspension

Chewing Tobacco

- 1st offense: \$25 fine and educational sanction, which may include an appointment with the Director of Counseling Services.

2nd offense: \$50 fine, disciplinary probation, substance abuse assessment, and educational sanction

3rd offense: \$100 fine, disciplinary probation, substance abuse assessment, which includes mandatory counseling to be determined by staff

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

SAFETY

Campus Emergency Procedures

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

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

Fire Safety

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

Instructions in Case of Fire

If a fire is observed:

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

If you hear a building alarm:

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

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

Severe Thunderstorm or Tornado

National Weather Service uses a two-stage system to alert people to tornado danger. A **Tornado Watch** tells you that atmospheric conditions are ripe for a tornado, although none has been spotted, visually or on radar. A **Tornado Warning** tells you that a tornado has been spotted in the area.

When a constant loud whistle goes off, it means that a tornado has been sighted in the area. Staff members will inform students 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 0 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 development 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 Development 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 Development 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 Development Committee.

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

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 the state or province and country in which the campus is located. Members of the University community who are legal age (21 or older) 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 or possession of drug paraphernalia is prohibited on any University campus.
2. The possession, use or sale of alcoholic beverages is prohibited on the University campus unless otherwise permitted by this policy.
 - a. A student or employee shall not make alcoholic beverages available to any student, employee or guest who is under legal drinking age.
 - b. Students of legal age living in the residence halls can 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 or her actions and will avoid conduct that is disruptive to the general area. Open containers of any kind containing alcoholic beverages are not permitted outside the student's room, including, but not limited to, all common areas of the residence hall. Students of legal age are not permitted to give alcohol to any student not of legal age (under 21).
 - c. Full-time employees who reside on University property or in University owned housing are exempt from the University's alcohol policy related to the serving and /or the consumption of alcoholic beverages in University owned personal residences. They are required to obey all federal, state and local laws related to alcohol. Employees are expected to behave responsibly when consuming or possessing alcoholic beverages.
 - d. The possession or consumption of alcoholic beverages is not permitted at any campus social activity, athletic event, intramural activity, student campus organization activity, University sponsored student trip, student activity for prospective students and recreational areas of the University.
 - e. Student campus organizations sponsoring activities off campus must follow the guidelines established by the Substance Abuse Committee and observe local, state and federal laws.
 - f. University departments may host events on or off campus for alumni, University employees or guests that include the serving of alcoholic beverages. Those events must meet University standards and be approved by the Senior Vice President of the respective campus and the President or his/her representative when he/she is not available. Requests are to be made in writing using the Alcohol Availability Form and submitted to the Senior Vice President. He/She will review and send to the President's Office (Get this form posted on the EU web page). Only the President can approve funds that will provide free alcohol at approved events. All vendors must provide the University with a certificate of insurance. Food Service is authorized to hold a valid liquor license. The University has contracted with Food Service to provide food and beverages for all Fayette Campus events in accordance with federal and state laws and the policies and standards established by the University.
 - g. Non-University sponsored events* are scheduled through the special Events Coordinator in Fayette or the Center Coordinator at the Extended University. A written agreement is required between the sponsor and the University. Individuals renting University space on the Fayette Campus must contract with the campus Food Service for any food and beverage needs. All food and beverage agreements are made directly with the Food Service.

*Non-University sponsored event is any event that is not affiliated with or funded by the University.
3. Alcoholic beverage marketing programs specifically targeted for UIU students and/or held on campus should conform to the Extended and Residential Student Handbook's rules and regulations. Programs should avoid demeaning sexual or discriminatory portrayal of individuals. Alcoholic beverages, such as kegs or cases of beer, are not to be provided as free rewards to individual students or campus organizations. Off-campus promotional activities that are primarily directed to UIU students regardless of campus location should be developed with the previous knowledge and approval of the Dean for Student Development/Regional Directors or his/her representative. Posters, signs or apparel that are purchased in connection with any University group or function cannot reflect or portray alcohol.
4. 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 Director of Recreation and Wellness (hereafter referred to as Director) has developed a system that provides accurate, current information about the health risks and symptoms of alcohol and other drug use for students, faculty and staff.
2. The Director 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 and available at www.uiu.edu.
2. The disciplinary body or administrator as outlined in the Student Catalog and Handbooks exercises the appropriate disciplinary action for alcohol and/or drug violations. This may include expulsion of a student or termination of an employee for the distribution of alcohol to any person under the age of 21. The sanctions are listed under in the Student Handbooks or Catalogs.
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 Director will assess the University environment for any underlying causes that may be related to substance abuse.
2. The Director will survey the University community members about their awareness, attitudes and behaviors regarding substance abuse. The results will be used in program development.
3. Any other data collected by the Director or campus personnel will be used as a guide to program development.

Revised and Approved by the Board of Trustees, 2007

MISSING STUDENT POLICY & PROCEDURES

1. Upper Iowa University is very concerned about the safety and well-being of all its students. To this end, the following policy and procedure has been developed to assist in the determination if a student is missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.
2. Most missing person reports in the college environment are a result of a student changing his/her routine without informing friends or relatives of the change. Anyone who believes a student to be missing should report their concern to Campus Security, Residence Life or Student Development. All reports will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Student Development will place the call.
3. At the beginning of each academic year, students (who are the age of 18 or over) will be asked to provide emergency contact information in the event he/she is reported missing while enrolled at Upper Iowa University. This emergency information will be kept in the Office of Student Development and will be updated on an annual basis through the Enrollment/Validation Process. The University will notify parents of students who are under the age of 18.

General Procedure

4. The Upper Iowa University official or office receiving the report will document the following information:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. Background information as to routine, off campus friends, job, recent changes in family life and/or changes in behavior.
 - d. The missing student's contact information.
5. The Upper Iowa University official receiving the report will contact the Dean of Student Development in order to update them on the situation and to receive additional consultation. The Dean of Student Development will ascertain if/when other members of the Emergency Management Committee (EMC) and the Director of Public Relations need to be contacted.
6. Upon notification that a student may be missing. Upper Iowa University may use any or all of the following resources to assist in locating the student.
 - a. Call the student's room.
 - b. Go to the student's place of residence.
 - c. Talk to the student's R.A., roommate and/or housemates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student photo.
 - e. Call and text the student's cell phone and call any other numbers on record.
 - f. Send the student an email.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, recreation center, etc. Campus Security and the Office of Residence Life may be asked to assist.
 - h. Contact or call any other on-campus or off-campus friends or contacts. Check a student's social networking sites such as MySpace, Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number. A member of the Campus Security Office will also check the University's parking lots for the presence of the student's vehicle.
 - j. Contact the food service manager to ascertain when the student last used their meal plan.
7. The Upper Iowa University Information Technology (IT) department will be asked to obtain email logs in order to determine the last log in and/or access of the UIU network.
8. Once all information is collected and documented and the Dean of Student Development (or her designee) is consulted, Upper Iowa staff may contact the local police to report the information. (Note: If in the course of gathering information as

described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.

(pending Board Approval)

DISCRIMINATION AND HARASSMENT POLICY

Statement of Policy

Upper Iowa University strives to maintain a working and learning environment that fosters mutual employee and student respect and promotes harmonious, productive working and learning relationships. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Discrimination, harassment, and/or retaliation in any form constitute misconduct that undermines the integrity of the university relationship. Discrimination, harassment, and/or retaliation by any member of the University are in violation of both law and University policy and will not be tolerated in the University community. Therefore, Upper Iowa University prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, or any other basis protected by federal, state, or local law. This policy applies to all employees and students throughout the organization and to all individuals who may have contact with any employee or student of this University.

Sexual Harassment

Harassment on the basis of sex is in violation of Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e-2), as amended, Title IX of Education Amendments of 1972 and the Iowa Civil Rights Act (Iowa Code Chapter 216).

1. 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."
2. Students. Sexual harassment of students is in violation of Title IX of the Education Amendments of 1972, which prohibit 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) employees, and 3) employees 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. Matters involving sexual harassment will be dealt with promptly and confidentially by the appropriate University officials.

Responsibilities and Grievance Procedures

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 discrimination or harassment, the responsibility falls especially upon University administrators and supervisors. Should an administrator or supervisor have knowledge of conduct involving discrimination or harassment or receive a complaint of discrimination or 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 discriminated against or harassed may obtain redress through the established procedures of the University. An employee or student who believes they have been subjected to any form of harassment and/or discrimination should within five (5) calendar days report the incident to his/her immediate supervisor, advisor, the vice president who has administrative jurisdiction, Affirmative Action/EO Officer, Program Coordinator/Director and/or Dean of Student Development. Because of the sensitive nature of the situations involving discrimination or harassment, and to assure speedy and confidential resolution of grievances, the University has established both informal and formal grievance procedures for handling complaints involving discrimination or harassment. The informal grievance procedure is not required prior to submitting a complaint under the formal grievance procedure.

1. Informal Grievance Procedure. An employee or student may discuss a discrimination or harassment grievance with their immediate supervisor, advisor, vice president who has administrative jurisdiction, Affirmative Action/EO Officer, Program Coordinator/Director and/or Dean of Student Development. After receiving the complaint, the supervisor, advisor, vice president, Affirmative Action/EO Officer, Program Coordinator/Director and/or Dean of Student Development 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 submit a complaint pursuant to the formal grievance procedure.

2. **Formal Grievance Procedure.** Formal procedures may be initiated by the aggrieved employee or student either in lieu of informal procedures or where informal efforts have failed, or by an administrative official of the University where informal efforts have failed. A student may file a written and signed complaint with the Affirmative Action/EO Officer or Dean of Student Development for the Fayette Campus or Program Coordinator/Director at the site of residency. A formal grievance shall be submitted within five (5) calendar days of the discrimination or harassment has occurred; except that this time shall be extended where the informal grievance procedure was first utilized. In that event, a formal grievance must be submitted within thirty (30) days after the occurrence of the discrimination or harassment.

Confidentiality. Upper Iowa University will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, Upper Iowa University will not allow the goal of confidentiality to be a deterrent to an effective investigation.

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 discrimination or harassment. Upper Iowa University prohibits retaliation of any kind against employees or students, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee or student feels he/she has been subjected to any form of retaliation, the employee or student should report that conduct to their immediate supervisor, advisor, vice president who has administrative jurisdiction, Affirmative Action/EO Officer, Program Coordinator/Director and/or Dean of Student Development within five (5) calendar days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management.

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 or student policies concerning personal misconduct shall be taken against any person bringing a charge of discrimination or harassment in bad faith.

Advisory Committee and Education Programs. At the beginning of each academic year, the Senior 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 Officers in maintaining a University environment that is free of discrimination and harassment. Final approval of the members shall come from the President. The Discrimination & Harassment Advisory Committee shall include not less than two faculty members, two staff/hourly employees, and two students, with the Affirmative Action/EO Officers. 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 Discrimination & Harassment Advisory Committee is 1) to serve as the coordinating body for the programs on discrimination and harassment; 2) make recommendations for change or revision of the discrimination and harassment policy or procedures; and 3) oversee the education effort to inform the University community about discrimination and harassment. The chairperson of the Discrimination & Harassment Advisory Committee will make reports and submit recommendations to the President.

The University makes known its discrimination and 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, website, newsletters and other efforts as deemed appropriate.

(pending Board Approval)

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 development 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 Development. 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 Development 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, 2009

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, the Sexual Abuse Bill, House File 2026, which was passed into law by the Iowa General Assembly effective July 1, 1992, and the Higher Education Reauthorization Act of 2008.

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 5,937 students were enrolled at the Fayette campus and off-campus centers in the fall of 2008.

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 and the safety of individuals is the Office of Campus Security. In conjunction with facilities management & services, the campus security officers lock and check buildings. The officers maintain the safety of the individuals through campus rounds and prevention programming. They work closely with law enforcement (federal, state & local) but have no law enforcement authority. They can assist law enforcement with investigations by collecting statements and following their directions. The Director of Facilities Management & Services 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 Development.

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 the local law enforcement. The person making the call shall complete the Incident Report Form available at the campus security office, office of student development 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	911
Ambulance – Fayette	911

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

CAMPUS TELEPHONE NUMBERS

Campus Security Officers	(563) 425-5372 or 5816
Director of Residence Life	(563) 425-5765
Residence Area Coordinator	(563) 425-5207
Office of Student Development	(563) 425-5215
Counseling Office	(563) 425-5786
Facilities Management & Services	(563) 425-5796
Front Desk Garbee Hall	(563) 425-5325
Main Switchboard	(563) 425-5200

Timely Warning Policy

Purpose

The Federal Clery Act mandates that a timely warning be given to a University community in the event one of the Clery Act crimes (e.g., sexual assault, manslaughter, hate crimes) has occurred. The main purpose is to make the University community aware of potential situations in relation to their safety and well-being.

Policy

In the event of a situation that the President and/or the Emergency Management committee deems to be of an “immediate and/or continuing threat” to the health and safety of the University and surrounding community, they will initiate a campus-wide “timely warning.” The warning will be issued without any delay following confirmation of an emergency. The warning will be sent in the forms of signs, emails, cell and land phones, and text messaging.

When possible and appropriate, the timely warning will include the following:

- 1) a brief description of the reported offense,
- 2) the date, time and location of the offense,
- 3) information on the suspect(s),
- 4) the current status of the investigation,
- 5) safeguards the University community should take to protect itself, and
- 6) contact information for reporting information that could be pertinent to the safety of the University community or to the investigation.

A timely warning will not be issued if it will impede the investigation or apprehension of the subject or is a breach of confidentiality as defined by the Clery Act.

Anyone with information warranting a timely warning should report the information to the Dean of Student Development or Campus Security on the Fayette campus or to the Center Coordinator or Senior Vice President of Academic Extension by phone or in person.

Approved by the Board of Trustees, May 2009

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 Development. 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. The Director of 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 Division of Student Development. 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 31, 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.

Destructions/Damage/Vandalism of Property (except "Arson") – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

Criminal Homicide – Murder and Nonnegligent Manslaughter – The willful (nonnegligent) 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.)

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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, methadones); and dangerous nonnarcotic 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. (Drunkness and driving under the influence are not included in this definition.)

Larceny-Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. As "Where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

Pocket-picking – The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

Purse-snatching – The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

Shoplifting – The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

Theft from Building – A theft from within a building which is either open to the general public or where the offender has legal access.

Theft from Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories) – The theft of articles from a motor vehicle, whether locked or unlocked.

Theft of Motor Vehicle Parts or Accessories – The theft of any part of accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

All Other Larceny – All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

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 in 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 in 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 in 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, nonforcible sexual intercourse.

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

Statutory Rape – Nonforcible 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 - Dormitories or other residential 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 2006				1/1-12/31 2007				1/1-12/31 2008			
	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	1	1	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1	1	0	0	2	2	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage	0	0	0	0	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	37	37	0	0	61	61	0	0	75	75	0	0
Burglary	15	15	0	0	0	0	0	0	9	9	0	0
Drug Related	2	2	0	0	7	7	0	0	5	5	0	0
Weapons Possession	2	2	0	0	1	1	0	0	1	1	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 2008 calendar year are reported in September of 2009.

Fire Statistics

Category	1/1-12/31 2008				1/1-12/31 2009				1/1-12/31 2010			
	G	L	H	T	G	L	H	T	G	L	H	T
# of Fires/Causes	0	0	0	0	0	0	0	0	0	0	0	0
Related Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Related Deaths	0	0	0	0	0	0	0	0	0	0	0	0
\$ Property Loss	0	0	0	0	0	0	0	0	0	0	0	0
False Alarms	0	0	0	0	0	0	0	0	0	0	0	0

G = Garbee Hall L= Lee Tower
H = Hofmaster T = Total for all Residential Buildings

Education

- Resident Assistants (RAs) meet with their residents and go over Fire Safety and evacuation procedures
- Annually, Campus Security will notify Faculty and Staff of evacuation procedures. Resident Assistant's will be trained annually on fire safety and evacuation procedures.
- Residents are all given Student Handbooks, which detail fire safety rules and policies
- Fire drills in each residence hall each semester
- Placards are placed on each door of our rooms describing locations for fire exits
- Semester inspections of residence hall rooms

PROCEDURES

Fire Safety

Fire safety is taken very seriously at Upper Iowa University and all students are expected to cooperate in keeping University buildings as safe as possible. For this reason the following activities are forbidden and those engaging in them should expect serious consequences:

- Setting fires of any kind for any reason
- Tampering with fire safety equipment including fire extinguishers, fire alarm boxes, smoke detectors, heat sensors, sprinkler heads, or spring-loaded door hinges
- Malicious activation of a fire alarm
- Propping open fire doors for any purpose other than emergency evacuation
- Use of roofs and fire escapes for any purpose other than for escape from a fire or threat of fire
- Accidental activation of smoke detector, fire alarm, or sprinkler resulting from smoking in a room, cooking in a room other than the kitchen, water fights, improper use, etc
- Lighting candles or open flames and burning incense in the residence halls

Fires on University property are prohibited without express written permission from the Campus Security Office and a properly issued permit.

The following rules are encompassed by the University's Fire Safety Policy:

Arson - Arson is defined as "knowingly starting a fire or causing an explosion that causes damage to the property of another". Cases of arson or suspicion of arson will be referred to the Fayette Police Department and will warrant immediate disciplinary action.

Candles and Open Flame – The University prohibits the use of incense, candles, and other flame-emitting articles as they can become a fire hazard, cause personal injury, and/or result in damage to the buildings.

Electrical Appliances/Cooking Equipment - All electrical appliances must be UL approved. Cooking is allowed in residential rooms **only** with the use of microwave ovens not to exceed 1.0 cubic feet in size. The use or possession of any resistance principal / high voltage cooking equipment (e.g., hot pots, hot plates, immersion coils, sun lamps, toaster, toaster ovens, etc.) is prohibited. Any such equipment found within a residential space will be considered a fire hazard, and confiscated.

Fire Alarms & Equipment - The Fayette Fire-Rescue Department responds immediately once contacted, to any campus fire alarm. Pulling false alarms, tampering with the smoke detectors, heat sensors, fire extinguishers, sprinkler heads, or spring-loaded door hinges is prohibited. Disciplinary action will be taken with consequences from Disciplinary probation to expulsion. Students are required to vacate buildings during a fire alarm.

Fireworks - The use, possession, and/or sale of fireworks are prohibited. All fireworks will be confiscated.

The University is not responsible for any loss due to a fire. Students should ensure that their family's insurance policy covers the loss of personal belongings at the University. An inventory of belongings and serial numbers are advisable. This personal information can be kept in Campus Security if requested. In addition, the University advertises a renter's insurance policy that can cover this situation.

General Building Evacuation Procedures

All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security, Residence Life or UIU Alert. When evacuating the building, leave by the nearest marked exit that is clear of the emergency. Alert others to do the same. Once outside, proceed to a clear area at least 50 feet from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. **Know your area assembly points.** Do not return to an evacuated building unless told to do so by a Police or Fire Department official. Faculty should not dismiss their students until told to do so by Campus Security Personnel.

Assist individuals with disabilities in leaving the building. Remember, elevators are reserved for disabled persons. In case of fire, elevators are not to be used.

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

Emergency Response Evacuation Education

Between August 15 and September 15 of each year, the University will publicize its emergency response evacuation procedures in the following ways:

1. Signs and posters throughout the buildings and on grounds that advertise the University's web link to the Action Plans addressing lockdown and evacuation procedures.
2. Emails to all students and employees that advertise the University's web link to the Action Plans addressing lockdown and evacuation procedures.
3. Table tents that explain the evacuation and lock down procedure (Fayette Campus only).

Once during the year (between September and May) the Dean of Students (on the Fayette campus) will coordinate with the Residential University and the Academic Extension a test of the University's response and evacuation procedures.

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 Chief Academic Officer. Anyone having questions about the Campus Security and Safety Report may contact the Chief Academic Officer at 425-5284 or the Dean for Student Development at 425-5214.

POLICY ON ACCEPTABLE USE OF TECHNOLOGY

Rev. 09/2006

1.0 Purpose

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

Upper Iowa University Acceptable Use Policy

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

- Class assignments
- Academic research and investigation
- Computing for personal and professional advancement
- Administrative and instructional support
- Staff and faculty consulting (subject to provisions contained in relevant personnel policy).
- Personal use by permitted users that does not disrupt, interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or University policy.

Use of 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. All users are required to obtain permission to access the University's administrative system through their own personal or laptop computer. All users who are given access must have an anti-virus and anti-spyware package installed with the current updates applied on the computer. Corporate users are required to provide a written statement to the University of how they implement antivirus packages, spyware packages and software firewalls on their computer equipment. On a case-by-case basis, the Director of Computer Services may grant access to individuals employed by non-profit agencies or to family members of 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, wide-area networks (WANs), local-area networks (LANs), telecommunications equipment, and the high-speed network linking the campus to the Iowa Communications Network and the worldwide Internet. Upper Iowa University computer users must not engage in unauthorized or inappropriate conduct on the Internet or Upper Iowa University WAN/LAN networks or facilities. Examples of such activities include:

- Using or sharing another person's log-in ID to access computing facilities at Upper Iowa University or another Internet facility. This includes permitting others to use your own log-in 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.
- Prohibited from downloading or installing software on a University computer unless Computer Services specifically designates and authorizes them to do so.
- Attempting to read or access another person's electronic mail or other protected files.
- Copying or distributing software that violates copyright laws, license agreements, and intellectual property, as outlined in the Copyright Law of the United States of America, revised March 1, 1989, in Title 17 of the United States Code, Section 117.
- Knowingly distributing or actively developing a computer virus, worm, or Trojan horse.
- Repeated use of Upper Iowa University networked facilities in a discourteous manner, including: using excessive amounts of system resources (e.g., CPU time, bandwidth or disk space), thereby preventing access by other users; consuming excessive volumes of printing resources; sending unwelcome electronic mail messages and posting information to public folders that is inappropriate; disturbing others while using public-access computing laboratories; participation in chat groups that are not specifically required by job; refusing to yield workstations in public labs to users for activities of higher priority. Computer resources have been allocated for World Wide Web activities that support research, education, administrative processes, and other legitimate pursuits. All activities must be consistent with this purpose. Violations include, but are not limited to:
 - Commercial activities that are not posted through University channels
 - Creating, displaying, or transmitting threatening, racist, sexist, obscene, or harassing language and/or materials
 - Copyright and licensing violations
 - Violation of personal privacy
 - Vandalism and mischief that incapacitates, compromises, or destroys University resources and/or violates federal and/or state laws.

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

2.0 Email Policy

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

3.0 ICN Acceptable Use Policy

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

- **Prohibited Activities.** The following activities are prohibited:
 - Users will not restrict or inhibit any other user from using or enjoying the Service and/or Internet in conformance with Iowa Code Chapter 8D, the Constitution of the State of Iowa and the Constitution of the United States;
 - Users will not post or transmit any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law;
 - Users will not post or transmit any information or software which contains a virus, worm, Trojan horses or other harmful components;
 - Users will not upload, post, publish, transmit, reproduce, distribute, or participate in the transfer or sale, or in any way exploit any information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright holder.
 - Users will not abuse or fraudulently use the Service in any way not specifically set forth above.
- Should Upper Iowa discover that any of its authorized users or any other person who has access to its network, whether authorized or not, have committed any of the above, Upper Iowa will take reasonable steps to enforce the terms of our ICN Agreement. Failure to terminate any of the practices or activities outlined above may result in termination of our ICN service.
- Access to the Service under this Agreement is intended for the use of Upper Iowa University as defined by Iowa Code Chapter 8D. Upper Iowa may not resell the Service to any unauthorized user, nor for any unauthorized use of the Service. This does not preclude cooperative arrangements between authorized users.

4.0 Use of Personal Web Pages

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

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

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

5.0 Enforcement Procedures

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

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

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

6.0 Disclaimer

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

TOBACCO FREE

"Pursuant to the law of the State of Iowa, Upper Iowa University is designated as a smoke free environment. As such, smoking shall be prohibited and a person shall not smoke in University buildings or on University grounds." 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.