



UPPER IOWA UNIVERSITY

2011-2012 Student Handbook

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Emergency Telephone Numbers

Ambulance	563-425-4300
Campus Security	563-425-5372
Sheriff	563-422-3234
Police – Non-Emergency	562-425-3500
Police – Emergency	911
Fire Department	563-425-4300
Rape Hotline	1-800-383-2988
AIDS Hotline	1-800-342-2437

For additional assistance, dial (563) 425-5200 for the University switchboard.

Academic Calendar

Fall Semester – Term 1

Peacock Experience (New Student Days)	August 20-21
Classes begin	August 22
Last day to add courses	August 24
Labor Day – no classes	September 5
Last day to drop courses	September 23
Homecoming	September 17
Final exams	October 13 & 14
Fall break	October 17-18

Fall Semester – Term 2

Classes begin	October 19
Last day to add courses	October 21
Family Weekend	November 12
Last day to drop courses	November 16
Thanksgiving break	November 24-27
Final exams	December 15 & 16

Spring Semester – Term 1

Classes begin	January 9
Last day to add courses	January 11
Last day to drop courses	February 10
Final exams	March 1 & 2
Spring break	March 3-11

Spring Semester – Term 2

Classes begin	March 12
Last day to add courses	March 14
Last day to drop courses	April 13
Easter break	April 6-8
Final exams	May 3 & 4
Graduation	May 5

Interim

Classes begin	May 8
Last day to add courses	May 9
Last day to drop courses	May 17
Last day of classes	May 24

Let Us Help You!

The Office of Student Development's mission is to provide opportunities that empower students to achieve their personal best. We welcome you to Upper Iowa University.

Located in the **Student Center** are the following offices:

- Dean of Student Development
- Associate Dean/Director of Residence Life
- Assistant Dean/Director of Counseling Services
- Director of Academic Success
- Student Achievement Counselor
- Director of Career Development
- Director of Student Leadership & Adventure
- Director of Student Activities
- Graduate Assistants for Student Leadership & Adventure
- Campus Security Officers
- Administrative Assistant for Career Development
- Administrative Assistant to the Office of Student Development
- Office Assistant to the Office of Student Development

Located in **Garbee Hall Complex** and **South Village** residence halls:

- Assistant Directors of Residence Life

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

UIU SERVICES

Academic Support Center (ASC)

The goal of the ASC is to assist all students in obtaining a degree from Upper Iowa University. The ASC provides a variety of free programs and services to aid in the achievement of this objective. Two of the services provided are the Tutor Center and the Peer Assisted Learning (PAL) program.

The Tutor Center, located on the second floor of the Henderson-Wilder Library, has peer and professional tutors offering course-specific support in most subject areas. The Center's hours, along with hours of each individual tutor, are posted in all buildings on campus each term.

The Writing Center offers one-on-one, peer writing support for student writers at any stage in the writing process. It also offers a resource page online, a quick question email service, and writing tips via a blog. Hours for the Writing Center, located in Room 127 in the Liberal Arts Building, are 9 a.m.-5 p.m. Monday through Thursday, 9 a.m. to 3 p.m. Friday, and 6:30-9 p.m. Sunday through Thursday. Drop by or contact writingcenter@uiu.edu for an appointment time.

Peer Assisted Learning (PAL) is also provided through the ASC. PAL sessions integrate how-to-learn with what-to-learn. Students who attend the PAL session discover appropriate applications of study strategies as they review content material. PAL is attended on a voluntary basis and is not based on a student's academic ability.

The tutors and PAL leaders place a strong emphasis on personalized or small group assistance. With the help of tutors, PAL leaders and other forms of assistance, the ASC is confident that students will have the resources necessary for a successful academic career at Upper Iowa University.

Advancement & Alumni Center

The Advancement and Alumni Center exists to help alumni stay connected with their alma mater and to raise money in support of Upper Iowa University. The office helps organize Homecoming, tailgaters, Team Peacock's ride in RAGBRAI and other alumni events around the world. Another responsibility is maintaining alumni records, and alumni are encouraged to contact the center when they have news to share (e.g., marriage, children, a new address, a job change, etc.). In the area of advancement, the office seeks gifts from alumni, friends and foundations/corporations to fund student scholarships, fund programs and remodel or build new buildings. Twice each year, students have an opportunity to be part of Phonathon by calling alumni to ask them to make a financial gift to UIU. Phonathon takes place in the lower level of the center and is a paid position. Stop by the Advancement and Alumni Center, located directly across the street from the Rec Center, for more information.

Career Development

The UIU Office of Career Development and Career Resource Library are located within the Office of Student Development on the upper level of the Student Center. You are strongly encouraged to utilize the Office of Career Development resources and staff, available to all UIU students and alumni in various stages of career and academic life. Graduate school information, self-assessment, individualized career guidance, resume reviews and job opportunities are just a few of the areas UIU Career Development can assist you with, both in person and through use of the UIU website.

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 and password at the beginning of the academic year (or initial term of enrollment). Each student also has his/her own personal network folder for storage of personal files.

Internet Access in Residence Hall Rooms. Residence hall rooms are equipped for wired and wireless internet access. Students are responsible for the installation, configuration, and updates of an anti-virus program with security patches.

Computer Labs

There are fourteen computer labs available on campus for student use. There are two PC labs in Henderson-Wilder Library, two PC labs in the Liberal Arts building, 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. The Student Center has 3 computers in the Quiet Study Lounge, 10 PC workstations on the 2nd level and 10 computer kiosk stations in the commons area. All computers offer a wide range of software, as well as Internet, E-mail access and most have printing capabilities.

To report problems with computers or internet access, call the IT Team at (563) 425-5876 or send an E-mail to helpdesk@uiu.edu.

Counseling Office

If you need someone to talk to, contact the Director of Counseling Services, the Director of Residence Life, Assistant Director of Residence Life or the Dean of Student Development. Professional counseling is available with the Director of Counseling Services on a limited basis. This service is free and confidential. Should you need ongoing treatment or medication, the Director of Counseling Services will provide information on the nearest available agencies for you. The Counseling Office is located in the Student Center in the Office of Student Development. The hours of the Counseling Office are 9 a.m. to 4 p.m., Monday through Friday. There are other counseling agencies that exist in the NE Iowa area. Contact the Director of Counseling Services for information.

Dining Services

ARAMARK Higher Education provides the dining services on campus. A resident dining meal plan is mandatory for all residential students during the academic school sessions. The resident dining program includes 19 meal, 14 meal, 100 block & 180 block plan options. Peacock Dollars are also available with each plan. The cafeteria is located in the commons area of the Student Center.

Hours of operation: Monday through Thursday 7:15 a.m.-7 p.m.
 Friday 7:15 a.m.-6 p.m.
 Saturday & Sunday 11:30 a.m.-1 p.m. and 4:30-6 p.m.

If you have special dietary needs, contact the ARAMARK Higher Education team. The office is located in the rear of the cafeteria area.

Commuter Students. All full-time, non-resident students will be allocated \$100 in Peacock (flex) Dollars at the beginning of each Semester. The \$100 can be used in either the Café or the Snack Bar. Any unused Peacock Dollars not used by the end of each Semester will be forfeited. You can also add to your Peacock Dollar account!

Disability Services

The University will make accommodations for only those students who report a disability and provide appropriate documentation. For appropriate accommodations to be made, current documentation must be on file with the Coordinator of Disability Services (CDS). It is the student's responsibility to arrange and pay for all disability assessments. The procedure to receive services through Upper Iowa University Disability Services (UIUDS) is as follows:

1. Student submits a Voluntary Disclosure—Request for Services Form to the CDS and provides appropriate documentation of disability (see Disability Services Handbook for explanation of acceptable documentation).
2. A meeting will be held with the student and the CDS to discuss approved accommodations for the upcoming term. A Request for Accommodations Contract will be completed for each course.
3. Student meets with each of his/her professors for the upcoming term to discuss the approved accommodations and obtains the professors' signature for the Request for Accommodations Contract.
4. The student should bring all concerns regarding accommodations to the attention of the CDS.
5. If, at any time, a student cannot reach the CDS or is in disagreement with the CDS, he or she is encouraged to contact the Director of Academic Success.
6. A new academic adjustment contract needs to be completed for each class, each term for requested accommodations to be implemented. The student is responsible for requesting accommodations for each term.

Services for disabled or handicapped students will be tailored to meet their individual needs and will comply with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act Amendments Act of 2008.

Escort Service

The Campus Security Department will provide a free escort service to those individuals who feel more comfortable having someone to walk with them at night. The escort service will be provided from 9 p.m. to 3 a.m. The escort service will also provide service beyond this time on a request basis only. Contact the Campus Security Officer at (563) 425-5372 or 5816.

Health Services

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

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

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

1. Long-term illnesses
2. Treatment for accidents or injuries
3. Hospitalization
4. Routine physical examinations
5. Ancillary services
6. Counseling for emotional or personal problems
7. Other routine diagnostic tests

Procedures for Clinic Visits

1. Students are asked to contact the Administrative Assistant to the Office of Student Development at (563) 425-5215 to make an appointment at the clinic. Present your student ID card and insurance card at the clinic.
2. Every effort will be made to see the student on the same day of the call.
3. After-hour emergencies should be directed to the emergency room of Palmer Lutheran Health Center, West Union, Iowa. Cost for emergency services is borne by the student or his/her family insurance carrier.

Student Accident & Health Insurance Requirement

Upper Iowa University is vitally interested in making your academic and personal experience meaningful and successful. Your health and wellness are key components of that experience. The University and the students have a mutual investment that should be protected. To ensure that students get the care they need to stay in class and avoid the potential hardship of medical expenses, we require all full-time and/or resident students to have adequate health and accident coverage. Students have the option of maintaining primary coverage under a family employee plan or private insurer, or they must enroll in the school-sponsored plan, serviced and written by Student Assurance Services (SAS).

This is a quality, low-cost plan with the following features:

- Local providers referred by Upper Iowa University have no network restrictions
- Plan benefits serve as primary coverage or provide excellent excess or “gap” coverage
- Worldwide access and emergency travel assistance for study or travel abroad
- Dependent coverage available

All full-time traditional, undergraduate students will be enrolled in the Accident and Health Plan. The charge of \$645 will be posted to your student account and is payable with your tuition bill, unless you wish to waive the annual cost by demonstrating proof of comparable coverage. You must go on-line to waive coverage by 12 a.m. on September 1. The full plan brochure and waiver instructions are available on-line at www.sas-mn.com. (click on College Students, click on “Look Up Your School”, select “Iowa” from the dropdown menu, select “Upper Iowa University” from the dropdown menu). Please consider your coverage options carefully. While a parent’s employee plan may provide adequate benefits close to home, HMO and PPO restrictions may limit coverage for students out of state or your local area. The SAS plan can cover these gaps in an employer plan as well as the cost of high plan deductibles.

Special Health Needs

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

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

Health and Injury Insurance for Student-Athletes. If you are a student-athlete participating in the 12 approved sports on campus, any injuries must be reported to the Athletic Training staff prior to the student seeing a doctor to ensure proper documentation of the injury. Any claims are first submitted to the student's primary health carrier; any remaining costs are then submitted to UIU's supplemental insurance carrier for additional coverage once the student has paid the first \$500. If you do not have health insurance, you are responsible to pay the \$500 deductible for the University policy for each claim you have. The same process for UIU supplemental insurance is available for students participating in intramural events. If you participate in athletics, you will need to have a physical examination by a physician. According to National Collegiate Athletic Association (NCAA) regulations, the physical examination report form must be on file in the Athletic Training office before a student-athlete may participate in sports.

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

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

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

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

IT Help Center

The UIU Information Technology (IT) Help Center is the central point of contact for the UIU Community for technology related incidents, problems, and requests. The Help Center is located in the NE Iowa Professional Building, Room 336, between 8 a.m. and 4 p.m., Monday through Friday. You can email the Help Center at: helpdesk@uiu.edu or visit them on the web: <http://www.uiu.edu/it>

Library Services

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

Monday-Thursday	7:30 a.m. to 11:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	10 a.m. to 2:00 p.m.
Sunday	2:00 p.m. to 11:00 p.m.

During finals week, the library hours are extended until 12 midnight.

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

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

As a learning resource center, the library houses the educational curriculum library, two computer labs, Tutor Center, Writing Lab, and an Information Technology support specialist office. The Library has a collection of over 15,000 processed materials including books and multimedia. Henderson-Wilder Library subscribes to 282 scholarly journals and general interest magazines, and provides access to thousands of full-text journals and books electronically via the library homepage www.uiu.edu/library. This service is available 24 hours a day, 7 days a week. For remote access, please contact library@uiu.edu.

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

Food/Drink Policy. (1) No beverages in cans are allowed – resealable beverage containers only; (2) no food is allowed in the library except in designated staff work areas; and (3) anyone wishing to hold official University sponsored functions that include food and drink must receive permission from the Director of Library Services.

Interlibrary Loan. Upper Iowa participates in many interlibrary loan networks and consortiums in Iowa, the Midwest and the Southwest. This enables the library staff to obtain any published and circulating material you may need that is not owned by Upper Iowa. Contact Carol Orr, (563) 425-5217, or e-mail orrc@uiu.edu for more information.

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

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

Database Searching. The Henderson-Wilder Library provides access to periodical indexing through electronic databases such as INFOTRAC, EBSCOHost, ERIC, Lexis Nexis, Proquest’s CJPI, etc. Contact Library@uiu.edu for remote access. Specialized searches can be obtained through OCLC FirstSearch and DIALOG upon request.

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

Other Library Services Available.

- Laminating, available every Thursday - cost is \$.08/inch; 25” wide limit
- Faxing, (563) 425-5271 - cost is \$.25/page
- Photocopying - cost is \$.05/page
- For information on library services, call (563) 425-5261 or visit www.uiu.edu/library

Check out our Facebook page: <http://www.facebook.com/pages/Fayette-IA/Henderson-Wilder-Library-Upper-Iowa-University/96333262771>

Recreation Center

This state-of-the-art facility has a broad range of accommodating hours for students, faculty, staff and community members. The Recreation Center provides opportunities to get active by walking, jogging, running, stair stepping, biking, tennis, basketball, volleyball, and weight training – just to name a few! The 40,000 sq. ft. facility includes three courts, two running tracks, a fitness center, a wrestling room, and locker/shower facilities. The fitness center is equipped with 11 cardiovascular pieces, 18 weight-training machines, free weights and dumb bells. Personal fitness assessments for the Circuit Training Program may be conducted in order to test and monitor body composition, flexibility, strength, and cardiovascular health. The center also provides students the opportunity for personal professional development through opportunities to work as an intern or workstudy.

Recreational Services

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

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

Other Services

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

Campus Store. Students may purchase their textbooks, UIU apparel, school/residence hall supplies, and materials for class in the University store, *The Peacock Connection*, located in the lower level of the Student Center. Additional services include sending/receiving faxes, copy services, and Fedex 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.

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

ID Cards. Your student ID card is your free entry to all University-sponsored functions and athletic events; and for residence hall students, it is your identification in the cafeteria. Carry your ID at all times. If your ID is misplaced, lost or stolen, report to the Office of Student Development. There is a \$10 charge for ID replacement.

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. Following are some of the guidelines for motor vehicles on campus. A complete list can be found on myUIU, under "Helpful Documents" or on the Campus Security webpage.

1. Park in the areas designated for student parking. Refer to the Parking Rules and Regulations for student parking areas. Permits will be issued for students and Fayette campus employees for their corresponding buildings/status.
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 or scooters inside the residence halls or other campus buildings; they are to be parked in the designated parking areas.

Parking Registration. All automobiles and motorcycles that are at the disposal of students on campus, even for occasional use, must be registered in the Office of Student Development at the beginning of the academic year or immediately upon bringing the vehicle on campus. This is done for your safety. There will be a \$50 charge for parking permits for all students. This permit enables the student to park on Upper Iowa University property from August 1 to July 31 of each year. When a vehicle is registered, the student is given a parking permit that must be displayed on the vehicle according to instructions given. Failure to register a vehicle or to display the parking permit correctly will result in a \$50 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.

Postal Service. You will be given a post office box combination for your personal mailbox located in the lower level of the Student Center. Post office box combinations are issued by the post office service. Our post office service, nicknamed "Peacock Express," is provided by the University and includes all regular mail plus intra-campus mail such as memorandums and announcements. Let your friends and relatives know that your address will be "(Your Name), Upper Iowa University, 605 Washington Street, PO Box 1860, Fayette, Iowa 52142-1860."

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

Van Shuttle Service. The University will provide transportation to the airport and bus terminal in both Cedar Rapids and Waterloo. Each one-way trip is charged \$100 and is divided by the number of students who have signed up for the trip; \$20 minimum per student. To schedule transportation, the student must:

- Contact Facilities Management & Services at (563) 425-5848 at least one week prior to the date of trip.
- If scheduling for more than one student, please provide all names.
- Pay the fee before the trip or to the driver at the time of the scheduled trip.
- Provide travel itinerary (i.e. flight/bus number, date/time of trip, and cell phone, if applicable)

If the trip is cancelled or changed, the student must notify Facilities Management & Services at (563) 425-5848 as soon as possible so a shuttle driver can be rescheduled. Be prepared to wait while weather conditions improve and/or other arrangements are made.

Transportation is subject to driver availability. Besides the University, a shuttle service is available through the Cedar Rapids Airport, (800) 725-8460.

Get Involved!

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

What is your area of interest? Athletics, Student Government, leadership programming, intramurals, Outdoor Pursuits, social or service clubs, cultural activities in art, or a group associated with your major area of study? They are all here for you. To help you find out what is available, an "Organizations Fair" is held each fall or you can check with the Office of Student Leadership & Adventure, (563) 425-5311, which is located in the Student Center or visit the web at www.uiu.edu/getinvolved.

The Office of Student Leadership & Adventure offers many opportunities for leadership and avenues for creating effective change and growth within campus organizations. Among these are: Greek Council, membership in the Peacock Entertainment Crew, Wellness Council, Peacocks for Progress, and representing clubs in Student Government.

Athletics

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

Division II Philosophy Statement

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

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

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

The following sports are offered:

Fall	For Men: Football, Soccer	For Women: Volleyball, Soccer
Winter	For Men: Basketball, Wrestling	For Women: Basketball
Spring	For Men: Baseball, Golf	For Women: Softball, Golf, Tennis

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

Campus Ministry

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

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

Abundant Life Christian Fellowship, Washington Street, 10:15 a.m. Sunday
Grace Lutheran Church, King & State Streets, 8 a.m. Sunday
St. Francis of Assisi Catholic Church, Lovers Lane Road, 10:30 a.m. Sunday
United Methodist Church, Clark Street, 10 a.m. Sunday
Fayette Community Church, State & Mechanic, 10:15 a.m. Sunday
Church of Latter Day Saints, West Water Street, 9 a.m. Sunday
Zion Lutheran Church ELCA, 130 Washington Street, West Union, 8 & 10:30 a.m. Sunday
First Baptist Church, 300 Main Street, Elgin, 10 a.m. Sunday
Faith Evangelical Church, 1104 N Railroad Street, Sumner, Iowa, 10 a.m. Sunday

Intramurals

A full program of intramural sports will keep you active throughout the academic year, should you choose to participate. Some of the sports included are flag football, volleyball, basketball, softball, badminton, kick ball, dodge ball, and whiffle ball. Leagues are offered each term with tournaments offered at various times throughout the year. Prizes are awarded to each member of the winning team. All policies and rules pertaining to the Intramural Program can be found in the Intramural Handbook that is published and distributed in the first week of school in the fall and spring semesters. You may contact the Intramural Office at (563) 425-5921.

Outdoor Pursuits

The Director of Student Leadership & Adventure plans trips and events that capitalize on Upper Iowa's location in the beautiful and adventurous Volga region of Northeast Iowa. Included are daily and overnight ski trips, horseback riding, kayaking, rafting, canoe trips and fishing. Equipment such as bikes, camping equipment, canoes, kayaks, snowshoes, sleds and skis is available for student checkout. Please note posted information or contact (563) 425-5209 for more information.

Peacock Entertainment Crew (PEC)

The Peacock Entertainment Crew is Upper Iowa University's student activities board. Recognizing that co-curricular activities and social life are important at Upper Iowa, PEC is the major planning organization for all student activities. Comprised of student leaders, PEC's goal is to program a wide variety of cultural, social, recreational, and educational events for the Upper Iowa community. Please note posted information or contact the office, located on the 2nd level of the Student Center, at (563) 425-5311 for more information.

Student Government Association

The Student Government Association (SGA) is a student-run organization that is elected by the student body. SGA is responsible for working and communicating with UIU's administration concerning all student issues. These student leaders sit in on standing University committees, assist in the policy-making process, and serve as representatives for the entire student body at Upper Iowa. All UIU students are invited to attend SGA meetings and bring their ideas, feedback, questions, and concerns with them. SGA is dedicated to helping make UIU the best educational experience for all students. The Student Government office is located on the 2nd floor of the Student Center or you can contact the officers at (563) 425-5937.

Student Newspaper

The Collegian is the student newspaper, carrying the most recent developments on campus. A variety of student talent is needed to produce The Collegian. Writers, photographers, copy editors and graphic designers are all in demand and may develop their skills. Paid positions may be available through the University workstudy program. If interested, you're welcome to join the staff! The advisor for The Collegian is Katrina Ferran, (563) 425-5915.

Wellness Council

Wellness Council is a student-led initiative to enlighten and inform the student body of a healthier, happier lifestyle at Upper Iowa University and beyond. This group provides student-based programming on a weekly

basis with health and fitness at its core! The Wellness Office is located on the 2nd floor of the Student Center, or you can contact the Graduate Assistant for Lead, Health & Adventure at (563) 425-5921.

Student Organizations & Clubs

Alpha Chi – national honor society
Alpha Nu Omega – social service fraternity
Art Club – artistically-based activities
Beta Phi Omega – social service fraternity
Beta Theta Omega – social service sorority
Drama Club – drama-based activities
E.Y.E. – social service sorority
F.T.F. – social service fraternity
Fellowship for Christian Athletes – faith-based activities
Gamma Delta Phi – social service sorority
Habitat for Humanity – non-profit service organization
Kappa Zeta Tau – social service sorority
Peacock PC – computer users club
Peacocks for Progress – community service organization
Phi Beta Delta – social service sorority
Phi Beta Lambda – professional business organization
Science and Environmental Club – environmental-based activities
Student Alumni Chapter – social service organization
Student Athletic Advisory Committee – professional service organization
Student Athletic Trainers' Society – professional service organization
Wellness Council – health/wellness awareness club

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

Equipment Check Out. If your group would like to use University equipment for a University-sponsored event, see the Director of Student Activities.

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

Scheduling Campus Activities. If your group would like to schedule an activity on campus, call the Special Events Coordinator at (563) 425-5848 for availability of various locations.

Posting Information on Campus

Campus Postings. 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. Some bulletin boards belong to academic departments and approval to post on these boards must come from that respective department. 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, Assistant Director of Residence Life, Director of Student Activities or 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, Assistant Director of Residence Life, Director of Student Activities or 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 Director of Student Leadership & Adventure or the Director of Student Activities. 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 have access. 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.

Know the Code

STUDENT CONDUCT & DISCIPLINE

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

The University's policies and guidelines have been established to protect your rights as students. Similarly protected is your right to accept or disagree with the established policies and procedures. However, if you do disagree with these guidelines, you should do so in a positive way. Present your proposals for constructive change to the appropriate University administrators, who will consider them carefully and thoroughly.

RESPECT FOR THE UNIVERSITY ENVIRONMENT

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

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

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

CODE OF STUDENT RESPONSIBILITY

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

1. Become familiar with the policies and procedures explained in the University Catalogs, the Student Handbooks and other published policies.
2. Respect the right of freedom of expression of all students, faculty and staff members, following University guidelines for channels of expression.
3. Be willing to assume the consequences of your own actions, and avoid conduct that is detrimental in its effect upon other students and the University.
4. Recognize designated authority and comply with directives by staff members.

5. Practice the rules of good conduct—be truthful, respect the rights of others and respect and protect private and public property.
6. Take the responsibility to meet your financial obligations and University deadlines. This includes completing your work-study or departmental assistantship duties as assigned by the 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, bullying and hazing are in violation of student conduct regulations, state and/or federal laws. For more specific information, please reference Upper Iowa University's policies on Discrimination, Harassment and Sexual Abuse.
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.** Because cheating, academic dishonesty and plagiarism constitute a denial of the University's and 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,
- Accessing another person's work without permission,
- Providing false or incomplete information on an academic document,
- Changing student records without approval,
- Obtaining and using texts or other materials intended for instructor use only.

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 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 for all University guidelines governing the use of alcohol both on and off-campus. Violation of this policy is subject to disciplinary action.
- 11. Drugs.** In consideration of federal and state laws, the possession, use or sale of marijuana, other illegal drugs or drug paraphernalia is prohibited on University property. University property includes general campus buildings, residence halls, athletic fields and campus recreational areas.
- 12. Fire.** Setting fire to combustible materials in or on University 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, the use of or possession of firearms of any type, air rifles, firecrackers, explosives, illegal weapons and dangerous chemicals or noxious substances is not allowed in University buildings or 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 to them by a University official. Keys that are found must be turned in immediately to the OSD (Fayette Campus) or Center Director.
- 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."
- 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.
- 20. Stalking.** Stalking is the persistent annoyance of an individual, either in person or in writing, using electronic formats, or by telephone. Stalking can also involve following an individual or spying or alarming

the recipient or causing them distress and may involve violence. Some examples of stalking include, but are not limited to:

- Making calls or sending emails containing lewd or obscene remarks,
- Making calls or sending emails intended to harass, whether or not conversation ensues,
- Making the telephone ring repeatedly with intent to harass,
- Making phone calls in which conversation ensues solely to harass,
- Following an individual with the intent to cause discomfort or harm.

DISCIPLINARY MATTERS

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

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

Disciplinary Hearing Officers

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

1. Dean of Student Development
2. Associate Dean of Student Development/Director of Residence Life
3. Assistant Director of Residence Life
4. Faculty Judicial Board
5. Director of Student Leadership & Adventure
6. Director of Student Activities
7. Center Director
8. International Hearing Committee/AE Disciplinary Hearing Committee
7. Other student conduct committees authorized by the Dean of Student Development.

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 and sanction recommendations to the Dean of Student Development. The Dean of Student Development will communicate with the parties involved. This board consists of the following: faculty members elected by the University Council, 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 will 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 Dean of Student Development's 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/IP/AE Hearing Committee.

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 OSD.

Right of Appeal

Appeals must be filed in writing within 24 hours (excluding weekends) after receiving notice of the hearing decision. Appeals should be sent to the appropriate University official or hearing body as directed in the sanction letter. 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.

Types of Disciplinary Sanctions

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

- A. **Reprimand** – a verbal or written warning.
- B. **Disciplinary Probation** – A strong official warning in writing to the student informing him or her that enrollment is made conditional for a stated period. The action constitutes notice that further violation of

any kind will result in more serious penalties or suspension. Disciplinary probation may be carried into and/or through another semester. Disciplinary probation also may include:

1. Loss of privileges, which include specific residence hall restrictions and/or obligations; removal from class for one class session (60 or 90 minutes), denial of use of University parking areas; ineligibility to represent the University in any capacity, including, but not limited to, athletic teams, RAs, etc.
 2. Cancellation of campus employment, effective immediately with repayment of awards, grants or assistantships, on a prorated basis.
- C. **Temporary Suspension** – Pending the adjudication of a disciplinary hearing and appeals, the Dean of Student Development/Center Director/Distance Education has the authority to impose a temporary suspension, which becomes effective immediately. The accused and the victim will be informed. Such action will be taken only in those cases presenting a clear and present danger of harm to the individual(s) charged, the victim(s), other members of the University community, the educational process, University property, or guests and/or visitors of the University and their property. The respondent or accused student under temporary suspension is denied permission to return to the University and its facilities, owned or leased grounds, University vehicles and any planned or sponsored University activity.
- D. **Suspension** – An interruption of the student's enrollment at the University for a definite, stated time. This may be for a short, definitely prescribed period, as set by the imposing authority. Generally, the period of time is at least the balance of the current semester. The action may be made applicable for the following semester, with the student permitted to finish the current semester. The student is eligible for consideration for readmission upon petition to the appropriate authority upon the conclusion of the suspension period.
- E. **Dismissal** – The student's enrollment is immediately terminated for an indefinite period, usually for a minimum of one calendar year, until the authority imposing the action sees fit to reinstate the student. The student must petition to the appropriate authority before such possible reinstatement is considered.
- F. **Expulsion** – The student is permanently excluded from the University and is not eligible for consideration for readmission.
- G. **Fines** - Fines are due as designated in the written notice or by the date agreed upon in the hearing. Failure to pay may result in:
1. Impoundment of student records (transcripts/credentials)
 2. Inability to receive diploma on graduation day
 3. Withholding registration of student
 4. Inability to apply for Lee Tower, Hofmaster Apartments or other special interest housing options
 5. Inability to reserve current room for the following academic year
 6. Increase of fine amount
 7. 3-Day Suspension
 8. Banned from the residence halls
- H. Other sanctions as deemed appropriate by the University, which may include but are not limited to restitution, community service, counseling, substance abuse assessment or educational reports.

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

Disciplinary Record and Reports

Confidential records of all misconduct reports, investigations and disciplinary actions are maintained by and kept in the Office of Student 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.

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

Parent(s) or guardian(s) may be notified in writing of the decisions, when appropriate, in disciplinary cases if written permission is granted by the student charged for violating University regulations and/or local, state or

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

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

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

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

2nd offense: \$250 fine, restricted from the residence halls indefinitely, disciplinary probation until graduation, educational sanction, assessment with Director of Counseling, appear before Dean of Student Development or Faculty Judicial Board

3rd offense: Expulsion from the University.

Drug sale/distribution or Intent to sell/distribute

Pending due process; temporary suspension from housing

1st offense: Suspension, minimum of 1 year

Firearms, Weapons and Destructive Devices

1st offense: \$100 fine and Disciplinary Probation

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

3rd offense: Suspension

Tobacco

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

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

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

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

The Residence Halls

RESIDENCE LIFE AND YOU

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

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

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

Residence Life Staff

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

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

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

The Role of Residential Life in Your University Experience

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

- To be a friend.
- To be a resource—someone who will either have answers for you or will know where to get them.
- To be a helper—someone who can listen and ask questions to help clarify problems and move toward solutions.
- To be accepting of others and appreciate the differences in their beliefs, culture and lifestyles.
- To be good-natured and consistent.
- To hold students responsible for their actions and behavior—to confront floor members who are infringing on the rights of others.
- To keep you informed of campus happenings and programs.

- To be someone who will help you meet people.
- To set up floor meetings where you will get to know the members of your community and develop an agreement of how you will all live together.
- To support and assist community members who wish to get involved in hall activities.
- To get valuable information posted and available to students.
- To provide opportunities to discuss current issues, programs and events.
- To help resolve conflicts between roommates or community members.

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

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

COMMUNITY INFORMATION

Activities and Programs

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

Breaks and Hall Closing

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

Check-In

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

Checkout

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

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

Furniture and Facilities

The furniture in the student rooms and in other areas of the residence hall is provided for residents to use and deserves care. Each resident is provided with a single bed, dresser, desk, desk chair, and a wardrobe/closet to share with his or her roommate. Carpet is not provided in the student rooms (except for Hofmaster Apartments). All University furniture provided in a resident's room must remain in its original room.

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

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

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

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

If a resident loses his or her key, they must report it to the Office of Residence Life or their RA as soon as possible. In this case, a third key can be checked out from the Office of Residence Life for a period of 24 hours. If the key is not found, the lock will be changed to ensure the resident's safety. A fee of \$40 will be charged for a new lock and key.

Laundry. Upper Iowa University provides residents with free washers and dryers. For residents' convenience, machines are located on the lower level of Hofmaster Apartments and on each floor of Garbee Hall, South Village and Lee Tower. If there is a problem with a machine, a resident should report it to a Residence Life staff member immediately.

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

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

Vending. Vending machines are located in the main lounge areas of Garbee Hall. If there is a problem with the machines, or if you need a refund, notify food service at (563) 425-5491 or 5494.

Sick Trays. If a resident is ill and wants food, another resident can get him/her a sick tray by contacting a Resident Assistant, the food service at (563) 425-5494 or Student Development at (563) 425-5215.

Housekeeping Services

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

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

Maintenance Services

Although every effort is made to maintain physical facilities in as good condition as possible, fixtures and furnishings will occasionally need repair. The maintenance staff is available for repairs in halls or in your room. If you need a repair in your room or want to report a leaking faucet, the maintenance staff is happy to assist. In either case, contact the RA so he or she can submit a work order to Facilities Management & Services. If the RA is not available, contact any Residence Life staff member. If it is an emergency, you can contact the Office of Student Development during the weekdays, 8 a.m. to 5 p.m. at (563) 425-5215, or the RA on duty during the evening at (563) 425-5325.

Medical Emergencies

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

Microwaves

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

Personal Property Insurance

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

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

Personalizing Your Space

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

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

Private Rooms

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

Refrigerators, Electrical Appliances & Multi-Plugs

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

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

Residency Policy

All students are required to live in the Upper Iowa University residence halls. Residence hall facilities are equipped to comfortably accommodate the majority of students needing housing. Students may be exempt if they meet any of the following qualifications. All requests to live off-campus are reviewed on a case-by-case basis.

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

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

Room Assignments

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

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

English as a Second Language (ESL) students are required to live in a double room in Garbee Hall with a roommate whose only common language is English. ESL students must receive permission from Residence Hall professional staff and the Office of International Programs before changing rooms.

Room Changes

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

Room Consolidation

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

Room Dimensions and Furnishings

Garbee Hall

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

Lee Tower

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

Hofmaster Apartments

Hofmaster Apartments are made up of six apartments with two apartments per floor and houses 36 residents. Each apartment has three bedrooms (two students per bedroom), a bathroom and kitchen. Air conditioning is provided. Each kitchen contains a stove, refrigerator and microwave. Laundry facilities are available on the bottom floor. Bedrooms in Hofmaster are equipped with two bunkable beds, two dressers, two movable desks with desk light and bookshelf, two desk chairs and two built-in closets. Hofmaster Apartments is designed for upper-class students who are ready for a more independent lifestyle. Students are able to apply in the spring for the following year.

South Village

The newest addition to campus residency is located just south of Lee Tower. The new building consists of 23 co-ed suites. The size and occupancy of these suites varies from a super single room with a private bathroom to a 3, 4, 5 or 6 person suite. Each suite has a bathroom, living room and air conditioning. Laundry facilities, lounge area and community kitchen are available on each floor. Bedrooms are equipped with a bed, dresser, desk, desk chair & built-in closets for each resident. Students are able to apply in the spring for the following year.

Room Entry

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

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

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

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

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

Roommate Rights

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

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

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

Safety & Security

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

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

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

Security Deposit

All students will be charged a security deposit of \$150 for the academic year. This deposit is refundable, provided that students have no outstanding University debts. Deposits will be carried forward to the next academic year for returning students.

Telephones

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

COMMUNITY LIVING POLICIES

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

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

Alcohol

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

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

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

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

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

Bicycles

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

Bunk Beds, Lofts and Waterbeds

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

Cooking in Rooms

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

Damages

Repairs to residential facilities must be performed by University personnel. The costs of these repairs include materials and labor; the latter can be as high as \$25 per hour. In all cases, trained University professional people must do the work in order to comply with building codes and construction standards. If your room is damaged, do not attempt the repairs yourself. Please contact a Residence Life staff member and report any maintenance needs.

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

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

Discriminatory Harassment

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

Drugs

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

Emergency Procedures

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

Fire

Fire is a serious threat to life, health and property. The burning of candles, use of open flames, storage of flammable materials or use of open-element cooking appliances in the residence halls is not permitted.

Residents engaged in pranks using burning materials or suspected of other arson activities will be referred to the Associate Dean of Student Development, and are subject to suspension, expulsion and/or civil prosecution.

Fire Alarms and Equipment

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

Exit signs are located strategically throughout the buildings. These signs are designed to clearly indicate exit routes. These signs are considered to be fire equipment, so please do not tamper with them.

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

Firearms, Weapons and Destructive Devices

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

“Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder or smokeless powder and which is readily capable for use as a weapon. “Weapon” means any potentially dangerous device that can be used to damage property or inflict bodily harm upon another person(s) is not allowed on campus. Examples include but are not limited to switchblade, knife, dagger, slingshot, bow & arrow, BB/pellet gun, air soft gun, paintball gun, metal knuckles. “Destructive device” means a projectile containing an explosive or incendiary material or any other chemical substance; or a bomb, grenade, missile or similar device, or any launching device.

Fireworks, Explosives and Combustibles

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

Furniture and Equipment

All students are expected to respect the University’s property, whether it is in a resident’s room or in a public area within a residence hall.

Any University furniture in a student’s room must remain in its original room. If unusual damage occurs in a resident’s room, the residence life staff will conduct an inquiry. If a resident is found responsible for the damage, charges will be assessed. The Director of Maintenance will calculate charges for damages based on a uniform system. Charges incurred during the semester must be paid immediately at the time of billing.

Furniture in the lounges and other public areas of residence halls is for use by all residents and their guests. Removal of furniture from public areas makes it unavailable to other residents. As a result, students moving furniture from any area of the building will be subject to conduct proceedings and may be adjudicated for theft.

Gambling

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

Halogen Lights

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

Inappropriate Behavior

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

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

Incense

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

Inter-Hall Visitation/Guest Policy

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

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

Lee Tower & Hofmaster Apartments: Open Visitation

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

Overnight Guests. Guests of a resident may stay within the halls for a maximum of two days and nights unless special permission is granted by the Assistant Director of Residence Life or the Director of Residence Life. For safety reasons, there is a log book at the Front Desk for your guests to sign. Guests must be **16 years of age** and be accompanied by their host at all times. Family members are not exempt from the age limit. Residents are expected to make all guests aware of the University policies; hosts are responsible for their guests' actions.

Laser Lights

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

Motor Driven Vehicles

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

Noise Policy

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

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

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

Quiet Hours. Quiet hours are maintained in the halls from:

Sunday through Thursday, 10 p.m. to 10 a.m.

Friday and Saturday, 1 a.m. to 10 a.m.

Pets or Animals

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

Room Occupancy

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

Skateboards, Skates & Scooters

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

Solicitors

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

Telephones

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

Theft

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

Vandalism

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

Window Screens

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

SAFETY

Campus Emergency Procedures

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

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

Fire Drills

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

Fire Safety

The University must insist upon total compliance with posted or normally accepted rules of safety in regard to fire. In order to assure the safety of all residents, absolute adherence to fire regulations is expected.

Tampering with fire extinguishers, the sprinkler system, safety doors, smoke detectors or fire alarms is not only illegal but jeopardizes the safety of everyone.

Instructions in Case of Fire

If a fire is observed:

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

If you hear a building alarm:

1. 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 in the town of Fayette goes off, it means that a tornado has been sighted in the area. Staff members will inform residents if it is necessary to take cover. The safest place is on the lowest floors of buildings, away from windows, or in the basements. Staff will monitor weather bulletins and give directions. Listen to the radio for the “all clear” announcement indicating it is safe to leave the shelter.

NEVER USE THE FIRE ALARM FOR NOTIFICATION OF A TORNADO OR STORM.

UIU Alert

Students are strongly encouraged, although not required, to register for the UIU Alert emergency notification system. Students registered for UIU Alert will be notified if there is a late start/early out, or closing due to inclement weather as well as in the event of a campus emergency. Students can register their home, work and mobile telephone numbers, e-mail address as well as two telephone numbers for family members.

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 (563) 425-5340.

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 PROCEDURES

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. This 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 Student Leadership & Adventure (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

PARENTAL NOTIFICATION FOR ALCOHOL/DRUG VIOLATIONS

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

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

Goals of the Notification Policy

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

PROCEDURES

Non-Emergency Situations

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

Alcohol Violations

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

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

Drug Violations

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

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

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

Emergency Situations

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

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, 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.

Approved by the Board of Trustees, 2009

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. This commitment includes encouraging and reinforcing healthy, responsible living, respect for campus standards and regulations, and community laws. Sexual abuse of students, faculty or staff is criminal behavior and is not tolerated at Upper Iowa University.

This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security on campus, in centers, including on-line programs. This is in compliance with Campus Security and Sexual Abuse Policies, Chapter 1106, 74th Iowa General Assembly, effective July 1, 1992 and the laws of the states, provinces or countries where the University is located.

Standards and procedures pertaining to personal conduct of students and employees are found in the current graduate and undergraduate student handbooks, handbooks for faculty, and Handbook for Administration and Staff.

Statement of Policy

Consensual sexual behavior is mutually desired and freely chosen by partners who are fully capable of informed consent. To be fully capable of informed consent, an individual cannot be incapacitated by illness, injury, alcohol or other drug consumption, nor any other condition or circumstance that would preclude informed consent.

Definition of sexual abuse and sex act - Iowa Code section 709.1 defines sexual abuse as follows:

Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other person is a child.

Iowa Code section 702.17 defines sex act as follows:

The term "sex act" or "sexual activity" means any sexual contact between two or more persons by: penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person or by use of artificial sexual organs or substitutes therefore in contact with the genitalia or anus.

The following 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. The following is a non-exhaustive list of behaviors that are prohibited under this policy, whether they occur between members of the opposite or the same gender:

- Unwanted or unwilling touching, groping or attempting to disrobe a person without his/her willing consent.
- Forcing or coercing someone to touch a person in a sexual manner.
- Unwanted or unwilling sexual intercourse – any unlawful sexual intercourse however slight that occurs without the consent of either party or ignoring a sexual limit communicated to a person by a partner. Consent is defined as a positive verbal acknowledgment such as “yes.” Any person who under the influence of alcohol or other drugs, who is under the legal age, or who is unable to consent due to a language barrier is considered incapacitated and unable to give consent.
- Using audiovisual devices (e.g. cell phones, video cameras) to record or transmit nudity or sexual acts without the written consent of all parties involved.
- Force or threats of force, including rape, attempted rape, stranger and/or gang rape.
- Preventing a person from resisting by administering any intoxicant.
- Sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g. sexual intercourse with a person who is sleeping, passed out or blacked out from alcohol, or drugs.)

Reporting to the University Authorities or Police Department

It is an unfortunate fact that many individuals in our society are victims of personal violence. Assistance is 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. Students who have experienced any of the behaviors prohibited under this policy are encouraged to seek immediate assistance. Fayette Campus students and employees can also call Campus Security (563-419-4250), the Director of the Counseling Center (563-425-5786) or Director of Residence Life (563-425-5765). Center students or employees should call the local police department and also notify the Center Coordinator and/or a member of the Center staff or faculty.

Non-Student/Employee. If a person has 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 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 a person wants to press criminal charges, call the police.

Anonymous Reporting. If a person is assaulted and does not want to pursue action within the University system or the local police department, the person may still want to consider making an anonymous report. With the person's permission, the Dean of Student Development or the Extended University Operations Director can file a report of the incident without revealing the reporting person's identity. The purpose of an anonymous report is to comply with a person's wish to keep the matter confidential, while taking steps to ensure everyone's future safety. 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. Please note that the University is required by the Cleary Act (formerly the Campus Security Act) to report sexual assault statistics to the University community. Regardless of how the person reports the incident to the University, the person's identity will not be revealed through statistical reports. If a person does not wish to have it reported statistically, the person will need to discuss their options with the Director of Counseling Services (Fayette Campus) or the Center Coordinator (UIU Centers). This will allow the person a chance to review the procedures should the person decide to file a formal complaint to be handled by the University. This discussion does not obligate the person to pursue official action.

Suggestions Regarding Preservation of Evidence

1. Get to a safe place as soon as possible.
2. Try to preserve all of the physical evidence. Do not alter any evidence at the scene where the incident has occurred prior to involving the local police department. Do not wash, use the toilet, or change clothing if it can be avoided. If the clothes are changed, put all the clothing the person was 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 that may have been sustained and to also collect important evidence to assist police in legal action.
4. Contact the local police or sheriff's department.
5. Talk with a counselor who will maintain confidentiality, help explain options, give information and provide emotional support.
6. Contact someone trustworthy, a close friend, staff member, peer adviser (PA) or resident assistant (RA) for support.

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries 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 an emergency room of a local hospital.

Transportation

Fayette Campus – The Counseling Center 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, Assistant Director of Residence Life or Student Development staff member will arrange appropriate transportation during non-office hours.

Centers – The Center Coordinator or any center staff or faculty will make arrangements to assist a victim with transportation during the hours of the center's operation. After the center's hours of operation, you should contact the local police or sheriff's department.

Counseling Resources

University staffs are able to intervene in a crisis situation and to provide information about options, including medical assistance, counseling, University disciplinary action and legal prosecution. Talking about concerns with a staff member may help the person sort through feelings and decide what to do.

Fayette Campus – The Counseling Center is located in the Office of Student Development, Student Center. In addition, the Residential Life Staff is available to provide counseling and emotional support. A person does not need to disclose his/her name if calling the Counseling Center for information. Counselors will not reveal a person's identity to anyone without their permission.

There are local 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. Specific local mental health services can be obtained by contacting the Office of Student Development.

Centers – The Counseling Center on the Fayette Campus in collaboration with the Center Coordinator will assist students and employees (victims) with a list of local counseling resources.

University Disciplinary Action

Charges may either be filed directly by the person or by the University on the basis of a 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.

Those students who are involved in sexual abuse cases are entitled to all the rights as listed in the Disciplinary Hearing Procedures as well as the following:

1. Both the accuser and the accused have the right to present relative information and witnesses in a hearing.
2. Both the accuser and the accused have the right to be notified of the sanctions imposed.
3. The accuser may request reasonable accommodations as to academic and/or living arrangements after an alleged sexual assault.
4. The accuser has the right to file a complaint at any time during his/her enrollment at the University.
5. Students who violate other University policies while involved in a sexual assault will be adjudicated for those policy violations separately. Sanctions will be of an educational nature rather than punitive.

Educational Programming

Throughout the year the Office of Student Development plans and conducts programs that are of an educational nature regarding the issue of sexual abuse on the Fayette Campus. Class sessions on sexual abuse are taught as a part of a required course for all Fayette campus freshmen. In addition, educational literature and posters are placed strategically around campus, on the UIU website and at centers for students' use. For specific information on law enforcement or counseling resources for your campus or center, please visit www.uiu.edu.

Adopted by the University administration, effective September 1, 1992. Revised November, 2009. Approved by the Board of Trustees

CAMPUS SECURITY & SAFETY REPORT

September 1, 2011

This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security on campus and in compliance with the Federal Student Right-to-Know and Campus Security Act (1990), Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 120-26, and the Sexual Abuse Bill, House File 2026, which was passed into law by the Iowa General Assembly effective July 1, 1992, 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 Cedar Rapids, Des Moines, and Waterloo, Iowa; Rockford, Illinois; Fort Riley and Fort Leavenworth, Kansas; Alexandria and Fort Polk, Louisiana; Fort Sill, Oklahoma; and Blackhawk, Elkhorn, Madison, Milwaukee, Prairie du Chien and Wausau, Wisconsin. A total of 5,778 students were enrolled at the Fayette campus and off-campus centers in the fall of 2010 (this number does not include international sites).

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 reception desk located in the Student Center. 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
Assistant Director of Residence Life	(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

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.

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.

Approved by the Board of Trustees, 2010

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.

Crime Information and Statistics

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

Crime Definitions

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

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 attempts 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 is incapable of giving consent.

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

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

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

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

Sex Offenses-Non-forcible – Unlawful, 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 2008				1/1-12/31 2009				1/1-12/31 2010			
	O	R	N	P	O	R	N	P	O	R	N	P
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	2	2	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	9	9	0	0	3	3	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	2	2	0	0	2	2	0	0	14	14	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	4	4	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	6	6	0	0
Liquor Law	75	75	0	0	72	72	0	0	90	90	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Drug Related	5	5	0	0	3	3	0	0	2	2	0	0
Weapons Possession	1	1	0	0	1	1	0	0	0	0	0	0
Hate Crimes												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

O = On campus – includes incidents in/on residential facilities, buildings and property.

R = Residential Facilities - includes incidents in residential facilities only.

N = In or on non-campus building or property

P = On public property

After December 31, 1991, crime statistics will be maintained on a calendar year basis in compliance with the Campus Security Act. The statistics for the 2010 calendar year are reported in September of 2011.

Fire Statistics and Regulations

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	SV	T
# of Fires/Causes	0	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	0
Related Deaths	0	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	0
False Alarms	7	0	0	7	9	0	0	9	6	0	0	2	8

G = Garbee Hall

L = Lee Tower

H = Hofmaster

SV = South Village

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:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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 Procedures

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 tent that shows the evacuation and lock down procedure

Once during the year (between September and May) the Dean of Students 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.

2.0 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.

3.0 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.

4.0 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.

5.0 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.

6.0 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 Development 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.

7.0 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.

YOUNG VISITORS ON UNIVERSITY PROPERTY

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