

Student Rights and Responsibilities: A Code of Student Behavior

Preface

Higher education plays a vital role in developing future leaders by providing students with educational opportunities both in and outside the classroom. As an institution of higher education, the University of Southern Indiana is a learning community dedicated to excellence. All USI students are presented with rights, privileges, and opportunities by choosing to become a part of the USI community.

In order for USI community members to live and learn in harmony, they must assume responsibility for their actions and respect the rights of others. Students, faculty, staff, and alumni make a commitment to furthering the mission of the University of Southern Indiana.

The University of Southern Indiana expects and requires all of its students upon admission to the University to develop, adhere to, and maintain high standards of scholarship and conduct. The *Student Rights and Responsibilities: A Code of Student Behavior* is the guiding document for USI community standards, and outlines all rights and responsibilities afforded to USI students.

1.0 Purpose and Application

The University of Southern Indiana is charged by the State of Indiana with the responsibility for the development and administration of institutional policies and rules governing the role of students and their behavior. *Student Rights and Responsibilities: A Code of Student Behavior* contains statements of those University regulations and policies relevant to the academic and co-curricular experience.

The University community is not a sanctuary from the law, and all students of the University are subject to federal, state, and local law. This document forms the basis for student behavioral expectations in the USI community and the greater community at large. The standards of conduct apply to students while on University-owned or -controlled property, when attending University-sponsored events off campus, or when off-campus conduct poses a threat to the University's educational mission or property or to the health or safety of University community members.

In addition, the University is a forum for the free expression of ideas. The development and enforcement of these standards of behavior is designed to foster students' personal, social, and ethical development. These standards serve to promote the protection of the rights, responsibilities, and health and safety of the USI community, so that its members may pursue educational goals.

1.1 Student Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the base upon which the *Student Rights and Responsibilities: A Code of Student Behavior* document is built.

Student's Rights

- A student has the right to participate in a free exchange of ideas, and there shall be no University policy that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly in accordance with applicable federal, state, and local laws.
- Each student has the right to be free from discrimination, including harassment, on the basis of race, sex, religion, disability, age, national origin, sexual orientation, or veteran status.
- A student has the right to personal privacy except as otherwise provided by law and University policy and this will be observed by students and University authorities alike.
- Each student subject to disciplinary action arising from alleged violations of the *Student Rights and Responsibilities: A Code of Student Behavior* will be assured procedural due process. In conduct proceedings, the student will be guaranteed due process.

Student's Responsibilities

- A student has the responsibility to be fully acquainted with the published *Student Rights and Responsibilities: A Code of Student Behavior* in its entirety and to comply with the policies as well as all federal, state, and local laws.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
- A student has the responsibility to recognize the University's obligation to provide an environment conducive to learning.

Student's Relation to University Community

The University of Southern Indiana, as an institution of higher education, and any division or agency which exercises direct or delegated authority for the institution, has rights and responsibilities of its own, including:

- To provide opportunities for students of the University to present and debate public issues.
- To require persons on University-owned or -controlled property to present appropriate identification.
- To establish reasonable standards of conduct for all persons on the campus in order to safeguard the educational process and to provide for the safety and welfare of its students, visitors, and University property.
- To restrict students of the University from using its name, its finances, or its physical and operating facilities for commercial activities, except in cases involving registered student and faculty groups as provided for in policies governing use of the campus facilities and fund-raising activities.
- To provide, for registered student groups of the University, the use of campus facilities under the policies of the campus

Student's Relation to External Community

Students attending the University take on responsibilities not only of campus citizenship but also community citizenship. When community standards are not respected and upheld by students, conflicts between students and other community members may result. Such conflicts are destructive to relationships in the community and detrimental to the image of the University, as well as to the reputation of the student body.

Student Employee Responsibilities

When students commit acts that potentially violate this Code while in their capacities as student employees, the University reserves the right to review those potential conflicts with these standards. When viewed as appropriate, the University may pursue resolution of those conflicts under this Code in addition to any other personnel actions that may be taken against the students as employees.

1.2 Outside Speakers Policy Statement

The University of Southern Indiana considers freedom of inquiry and discussion essential to a student's educational development. Through open discussion of ideas and exchange of opinions, one can become informed and can test and give expression to his values as they relate to issues concerning him and society.

The University recognizes its responsibility to provide students with opportunities to develop themselves as responsible, thinking individuals. Furthermore, the University endeavors to develop in those students a realization that all citizens have not only the right, but also the obligation to inform themselves about various issues, views, and opinions. The appearance of visiting speakers is encouraged by the University as one means by which members of the University community receive the opportunity to explore a variety of views and opinions.

The University recognizes that any subject or view may be repugnant or distasteful to an individual or group holding divergent views. The University also recognizes that the question of appropriateness is not determined by subject matter as such, but by the method of presentation and extent to which critical examination occurs through disciplined inquiry by faculty and students.

Restraints on activities connected with learning should be held to that minimum, consistent with preserving an organized society in which peaceful, democratic means for change are utilized. Each individual has the right to express ideas and opinions; the individual must, however, recognize that those with different opinions have the same rights. Exercise of rights involves acceptance of responsibility. True to the University's norms of advancing inquiry, a visiting speaker should expect and be prepared for critical examination of his or her presentation.

Un-sponsored speakers (defined as those not invited by a recognized University organization or as part of a scheduled University event) are discouraged. To minimize disruption of campus activities and the orderly movements of pedestrian and vehicular traffic, un-sponsored speakers are restricted to the lawn area south-southeast of the Orr Center. On the basis of these premises, the University of Southern Indiana will encourage any University registered student organization, faculty, administrators, or staff to invite speakers to campus. and the following provisions:

1. That the speaker shall not advocate for or incite imminent unlawful activity or engage in activity that constitutes a breach of peace or materially disrupts or interferes with the normal activities of the University; and that the speaker be aware that any personal violation of any federal or state law on the speaker's part will make the speaker subject to action by the regular civilian authorities administering federal and state laws;
2. That following the speaker's presentation, adequate time be allowed and opportunity provided for questions and criticisms from members of the audience. The speaker must be aware of and agree to this condition;
3. It should be made clear to the academic community and the community at large that the presence or sponsorship of a guest speaker does not imply approval, support, or endorsement by the University of the speaker or of the views or ideas expressed by the speaker;
4. That a member or members of the sponsoring group be with the speaker to present the speaker and his topic as well as to conduct any question period;

5. That to schedule the event properly, to assure adequate facilities, to ensure the necessary publicity, and to assure proper procedure, the sponsoring group wishing to invite a visiting speaker to the University make all arrangements for reserving space with appropriate University officials at least two weeks in advance of the speaker's appearance (unless the president or his designee waives the time requirement); and
6. That violation of the stated policy and procedure subjects the sponsoring group and its members to sanctions as outlined in University policies.

Registered organizations are subject to Appendix C, Section C.9, numbers 7a-e of *Student Rights and Responsibilities: A Code of Student Behavior*.

1.3 Changes to the Code

The dean of students is charged with maintaining and updating of the *Student Rights and Responsibilities: A Code of Student Behavior* which is updated annually and printed biannually in conjunction with the *USI Bulletin*. *Student Rights and Responsibilities: A Code of Student Behavior* also is published in the student planner and on the University of Southern Indiana website.

Any changes to the *Student Rights and Responsibilities: A Code of Student Behavior* between publication dates will be disseminated to students in the following manner:

- An official announcement will be posted to the following locations:
 - University of Southern Indiana web site (www.usi.edu)
 - USI Dean of Student's web site (www.usi.edu/stl)
 - myUSI (my.usi.edu)
 - The Shield*, the student newspaper of USI
 - All currently-admitted students will be emailed an update notice to their official University email address directing them to the website for changes or deletions to the *Student Rights and Responsibilities: A Code of Student Behavior*.

2.0 Community Standards

Students are expected to do one or more of the following when in the presence of a potential code violation: a) personally confront the violation; b) bring the violation to the awareness of a staff member; c) leave the scene of the violation, if not responsible for the space in which the violation is occurring.

2.0.1 Responsibility to Others A student has a responsibility to ensure the well being of their guests and fellow students. If an individual needs emergency medical attention, the student is required to call an ambulance or other appropriate emergency response personnel (University public safety/security, ambulance, police, fire, etc.) to gain that assistance. If a student fails to carry out this responsibility, the student may be subject to severe University sanctions and may potentially be subject to additional civil and/or criminal liability.

2.1 Alcohol and/or Drug Use

2.1.1 Alcohol on USI Property The manufacture, sale, transfer, purchase, transportation, possession, or consumption of an alcoholic beverage anywhere on University-owned or -controlled property (including University-owned or -leased vehicles, regardless of location), or as a part of any "University Activity" as that term is defined by the University; for alcoholic beverages, is prohibited by the University; exceptions are granted by the president or his/her designee.

2.1.2 Alcohol at Student Organization Events

Recognized USI student organizations planning events where alcohol may be served must adhere to the guidelines established by the University. See appendix C7.

2.1.3 Being Under the Influence of Alcohol

Being under the influence of alcohol is a violation of this code when a person is on University-owned or -controlled property (including University-owned or -leased vehicles, regardless of location), or as a part of any "University Activity" as that term is defined by the University, and: 1) endangers, or may endanger, the safety of others, property, or themselves; or 2) causes a disturbance.

2.1.4 Contributing to the Delinquency of a Minor

Contributing to the delinquency of a minor is prohibited. This includes, but is not limited to, purchasing alcohol for a minor, giving alcohol to a minor, encouraging a minor to drink alcohol, etc.

2.1.5 Driving Under the Influence of Alcohol or Other Drugs

Driving while under the influence of alcohol or illicit drugs on University-owned or -controlled property (including University-owned or -leased vehicles, regardless of location), or as a part of any "University Activity" as that term is defined by the University is prohibited.

2.1.6 Drug-Related Violations

Being under the influence, possessing, manufacturing, exchanging, distributing, purchasing, using, or selling illegal drugs or any controlled substance, including marijuana, synthetic cannabinoids, abuse of over-the-counter drugs, inhalants, etc., except pursuant to a physician's/dentist's prescription, or possessing paraphernalia for drug use on University-owned or -controlled property (including University-owned or -leased vehicles, regardless of location), or as a part of any "University Activity" as that term is defined by the University is prohibited.

2.2 Attempts to Commit and/or Complicity in Prohibited Acts

2.2.1 Attempts

Attempts to commit acts prohibited by the standards of this Code of Student Behavior may be sanctioned to the same extent as if one had committed the prohibited acts.

2.2.2 Complicity in Prohibited Acts

Knowingly encouraging or assisting others to commit such acts that are prohibited by this code may be sanctioned to the same extent as if one had committed the prohibited act.

2.3 Violations of Law

The University reserves the right to address any alleged violations of federal, state, and local law occurring on or off campus, including other University campuses.

2.4 Property Violations

2.4.1 Property violations include but are not limited to criminal violations such as burglary, robbery, theft, trespassing, and vandalism.

2.4.2 Theft or removal of University property and/or furnishings including but not limited to furniture, artwork, plants, electronics, window screens, and signs from their designated locations is prohibited.

2.5 Aggressive or Abusive Behavior/Physical or Verbal

2.5.1 Physical Abuse

Physical abuse is prohibited and includes but is not limited to unauthorized touching, use of physical force, violence, or intoxicants or other substances to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.

2.5.2 Threatening Behavior

Behavior that involves an expressed or implied threat, the use of words inherently likely to provide an immediate violent reaction when directed toward a specific individual, or any behavior that has the purpose or reasonably foreseeable effect of creating a hostile environment by, but not limited to, interfering with another individual's personal safety, safety of property, academic efforts, employment, or participation in University-sponsored activities and causes that person to have a reasonable apprehension that such harm is about to occur, is prohibited.

2.5.3 Intimidation

Intimidating or threatening others is prohibited.

2.5.4 Hazing is a broad term encompassing any action or activity that inflicts or intends to cause physical or mental harm or anxieties; that may demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing also can be defined as any action or situation, on or off campus premises, that intentionally or unintentionally endangers a student for admission into or affiliation with a student organization, team, or group. Such activities and situations include, but are not limited to, paddling in any form; creating excessive fatigue; forced consumption of any substance; forced road trips; morally degrading, demeaning, unsanitary, humiliating games or stunts; and harassment, ridicule, or other activities prohibited by law or University policy.

Hazing in any form is prohibited by the University and state law. It is the responsibility of the organization, team, and its leadership in conjunction with the advisor, coach and, where appropriate, (inter)national organization, to protect its new members, associate members, members, or other persons associated with the organization from any hazing ceremony, activity, or practice conducted, condoned, or encouraged by the current members of the organization, alumni(ae), or other associates. The University or prospective group members may file a complaint of hazing against all parties as individuals and/or against the group or organization. In addition, individuals and/or groups also may be subject to criminal and/or civil liability outside the jurisdiction of the University.

2.6 Disorderly Conduct/Indecent Behavior

Disorderly, lewd, indecent, bullying, cyber-bullying, or obscene conduct is prohibited, including the expression of such on University-owned or -controlled property or at University-sponsored or -supervised events, on or off campus.

2.6.1 The essential element to disorderly conduct is intentionally causing or recklessly creating a risk of public inconvenience, annoyance, or alarm without proper authority, such as by fighting or engaging in violent behavior, making unreasonable noise, obstructing vehicular or pedestrian traffic, disturbing a lawful assembly, streaking, etc.

2.6.2 Lewd, indecent, or obscene behavior is behavior that flagrantly flaunts community standards with respect to sexuality.

2.7 Endangerment of Individuals or the Safety of Individuals

2.7.1 Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University-owned or -controlled property; or knowingly transmitting such a false report to an official or an official agency is prohibited.

2.7.2 Willful failure to comply with orders issued by any University personnel under emergency procedures or directives during a tornado, fire, fire drill, bomb threat, earthquake, or other natural disaster is prohibited.

2.7.3 Tampering with any fire protection sign or device or any other emergency equipment including but not limited to fire extinguishers, fire hoses, smoke/heat detectors, and other alarm systems, for reasons other than an actual emergency, except when done with the reasonable belief that such an emergency exists, is prohibited.

2.7.4 Damaging or attempting to damage property or structures on University-owned or -controlled property by fire or any other incendiary device is prohibited.

2.7.5 Acts on or off University property related to the safety and security of the University community and its members, the integrity of the educational process, or the interests of the University.

2.8 Stalking

Willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested is prohibited.

2.9 Sexual Harassment

As part of its commitment to equal opportunity, the University of Southern Indiana prohibits sexual harassment among members of the educational community which include employees and students, including student-to-student and other peer sexual harassment.

Sexual harassment is defined as: "Unwelcome or unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

on or off campus when:

- submission to or toleration of such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic standing; or
- submission to or rejection of such conduct is used as a basis for an employment or academic decision affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment for work or learning.

See Sexual Harassment Policy, www.usi.edu/hr/handbook.pdf,item F.1

2.10 Sexual Imposition

Sexual imposition is much broader than the traditional concept of rape. Sexual imposition is prohibited and involves sexual acts or sexual contacts with others that can involve compelling a victim to submit to sexual acts or contacts by force or threat of force, use of intoxicants to impair the victim's power to give consent, engaging in such acts when there is reasonable suspicion to believe the other person suffers from a mental state which renders him or her incapable of understanding the nature of the contact, provide informed consent, or when the victim is a minor.

The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others.

2.11 Weapons/Explosives/Hazardous Materials

The transfer, sale, use of, possession of weapons, including but not limited to: firearms, ammunition, bombs, explosives, clubs, dirks, martial arts weapons, sling shots, bows and arrows, sabers, swords, knives with blades in excess of three (3) inches except kitchen knives used in the preparation and/or serving of food, war souvenirs, incendiary devices, fireworks, paintball guns, pellet guns, BB guns, stun weapons, tasers, or look-alikes, dangerous chemicals or fuels, or other destructive devices or substances, are not allowed on University-owned or -controlled property unless permission for possession and/or use has been authorized by an appropriate University official. Duly-licensed officers of the law are exempt from this policy. For authorization, contact the Department of Public Safety/Security.

2.12 Animals

Animals, defined as domesticated pets, may be on campus under the following conditions:

- The animal is part of a classroom demonstration—the animal should be brought on campus immediately before the class and removed from campus immediately after class. The animal must be on a leash or carrying case when in transit.
- The animal is a “service animal” as defined by current Americans with Disabilities Act (ADA) regulations. Under the ADA a service animal is defined as a dog that is specifically trained to do work or perform tasks for the benefit of an individual with a physical, sensory, psychiatric/mental, or intellectual disability; and the work or tasks performed by the animal must be directly related to the individual's disability. Animals that only provide crime deterrent effects, emotional support, well-being, comfort, or companionship do not fall under the ADA definition of service animal. Per ADA regulations, the University reserves the right to ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The University also reserves the right to request that the animal be removed from the property if it does not meet the ADA definition of service animal, if the handler fails to keep it under appropriate control, or if it is not housebroken.
- With permission of the president or his/her designee.
- Animals may be “exercised” on campus as long as they are on a leash. Any animal brought on University-owned or -controlled property must be immunized against rabies and meet local immunization requirements.
- Animals other than tropical fish are prohibited in student residences. Fish are allowed in the residence halls and apartments as long as they are well maintained and aquariums hold no more than 20 gallons of water.

2.13 Computer-Related Inappropriate Behavior

- Unauthorized use, sharing, lending, or borrowing of an account is prohibited.
- Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing is prohibited. Violation may subject a student to civil and criminal liabilities in addition to University sanctions.
- Using the computer facilities for purposes other than those for which the account was issued is prohibited.
- Storing game programs on allocated disk space or private tape, except when authorized in writing by the Computer Center director or the director's designee, is prohibited.
- Using the University's computer systems for commercial purposes without written authorization of the Computer Center director or the director's designee is prohibited.
- Copying, altering, or destroying the files or output of another individual without the express permission of that individual is prohibited.
- Contact the Computer Center for additional Data Communications and Computer Use policies and procedural guidelines.

The entire policy can be viewed at www.usi.edu/compctr/policy.asp.

2.14 Telephone and Related Equipment Abuse

- Intentionally making telephone call(s) to or from the University for the purpose of abusing, threatening, annoying, or harassing another person is prohibited.
- Charging, or causing to be charged, any long distance or other toll telephone calls to University telephone accounts without proper authorization is prohibited.
- Damage or destruction to the University's telephone system and any of its telephone instruments or equipment is prohibited.
- Using or abusing telephone equipment, lines, or accounts belonging to the University or to University employees, students, and/or faculty without authorization, or for purposes other than those originally granted authorization, is prohibited.

2.15 Identification/Failure to Comply

2.15.1 Failure to produce either a University identification card or a driver's license upon request by any University official including but not limited to USI public safety/security officers, Housing and Residence Life area coordinators and resident assistants, and program sponsors in the performance of their duties, is prohibited.

2.15.2 Failure to comply with the instructions or directions of University officials in the performance of their duties is prohibited. Such acts may include but are not limited to intentionally, knowingly, or recklessly obstructing or delaying any University proceedings, failing to cooperate with an investigation, fleeing a University official, and/or failing to comply with assigned University behavior sanctions.

2.15.3 Bribery

The offering, giving, receiving, or soliciting of anything of value to influence the official decision or action of a University employee or official, or a person in a position of trust or influence, is prohibited.

2.16 Deception/Falsification/Misrepresentation

2.16.1 Dishonest behavior is prohibited. Dishonest behavior includes but is not limited to falsely accusing another individual of inappropriate

behavior; possessing, manufacturing, using, or furnishing false identification; and forgery, alteration, misuse, or unauthorized destruction of any University document, record, or identification. Such documents include but are not limited to student identification cards, parking permits, transcripts, charge slips, meal cards, receipts, grade reports, etc.

2.16.2 Representing a University entity falsely and/or committing or using the resources of any University entity without proper authorization is prohibited.

2.16.3 Making false accusations of inappropriate behavior under this code against another individual; providing false information or falsified evidence with the intent of harming another individual; attempting to intimidate witnesses and/or altering or destroying evidence necessary to conflict resolution pending with the University is prohibited.

2.16.4 Failing to keep the Office of the Registrar (Orr Center) notified of current local, permanent, and email addresses, or providing a false or fictitious address(es) for the purpose of evading University responsibilities, is prohibited.

2.17

Interference with University Conduct Process

Interfering with the discipline procedures or outcomes including but not limited to falsification, distortion, or misrepresentation of information before a hearing officer or hearing panel; knowingly initiating a complaint without cause; harassment and/or intimidation of any member of a hearing panel, witness(es), or University personnel before, during, or after a proceeding; failure to comply with the sanction(s) imposed by either a hearing officer or hearing board, are prohibited.

2.18 Gambling

Gambling for money or other things of value on University-owned or -controlled property on or at University-sponsored activities is prohibited, except as permitted by federal, state, and local law.

2.19 Bad Debts/Financial Responsibility

2.19.1 Payment

All students must pay in full any debts to USI, including but not limited to tuition/fees, room and board charges, long distance telephone bills, and library fines. Any failure to meet these obligations may result in a denial of registration or graduation privileges, denial of occupancy and/or continued occupancy of any University housing accommodation, or a refusal to forward an official transcript.

2.19.2 Financial Aid Misuse/Abuse

Misusing financial aid through fraud or abuse is prohibited.

2.19.3 Student Organization/Individual Debt

USI bears no responsibility for the financial obligations of individual students or student organizations. Any debts incurred, either on or off campus by students or student groups, will be the responsibility of the student or the organization and its leadership. In the event an organization dissolves and is no longer in existence, the individuals holding leadership positions at the time the debt was incurred will maintain responsibility for settling outstanding debts.

2.20 Tobacco-Free Policy

It is the policy of the University of Southern Indiana to promote and maintain a clean and healthy working and learning environment for students, faculty, staff, and visitors.

The University expects the cooperation and commitment of all students, faculty, staff, and visitors in maintaining a smoke-free environment and an environment free from smokeless tobacco waste. Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose-leaf tobacco.

Effective July 1, 2011, the University of Southern Indiana prohibits smoking or the use of tobacco or tobacco products:

- on university-owned, -operated, or -leased property
- in university-owned, -operated, or -leased vehicles

The use of tobacco or tobacco products in personal vehicles on university-owned, -operated, or -leased property is allowable.

This policy extends to all university property and all campus sports facilities.

Smoking or the use of tobacco or tobacco products is prohibited inside all student housing facilities. This includes resident halls, apartments, common areas, balconies, building entries, and student rooms. Smoking is permitted in designated outdoor areas in student housing.

Enforcement of this policy will depend upon all members of the campus community to comply with and encourage others to comply with this policy in order to ensure a health environment to work, study, and live. Primary enforcement of this policy will be the responsibility of those persons who head individual units, departments, buildings, student housing units, those who supervise faculty and staff, security personnel, and others designated by the University.

Violations of this policy will be handled through existing processes already in place for students, faculty, and staff. Student violations will be processed under the *Student Rights and Responsibilities: A Code of Student Behavior*. Complaints regarding violations of this policy should be referred to the appropriate dean or director or Human Resources manager for faculty or staff and to the dean of Students for students.

2.21 Disruption of University Business

Disruption or obstruction of teaching, research, administration, public service functions, meetings of University committees or boards, or of any other authorized University activity or organization on or off University premises (including but not limited to ingress or egress; classes; studying; social, cultural, and athletic events; computing services; registration; governance meetings; Housing and Residence Life and Dining Services), such that the function or service is materially or repeatedly or substantially disrupted or obstructed is prohibited.

2.21.1 Classroom Disruption

Behavior a reasonable person would view as substantially or repeatedly interfering with the instructor's ability to teach the class or the ability of other students to benefit from the instructional program is prohibited. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. For longer periods of removal from a class see section III. Faculty and Academic Policies of the University Handbook.

2.22 Misuse of Propriety Information

Unauthorized use of information or misuse of information, in whatever form, proprietary to the University or a University official, employee, or student is prohibited. "Proprietary" means property in which the University or its employee(s) and/or student(s) have a legal interest. This includes but is not limited to copyrightable materials, patents, trademarks, and service marks. See University of Southern Indiana Intellectual Property policy in full at www.usi.edu/HR/handbook/HBR8.03/HSSectionF.8.03.doc.

2.23 Traffic and Parking Regulations

Students are expected to uphold and abide by all USI traffic and parking regulations. The complete regulations are published in a brochure entitled "University of Southern Indiana Motor Vehicle and Parking Regulations," located at the Parking Division of the Department of Public Safety/Security or on-line at www.usi.edu/security/vehicle.asp.

2.24 Sales/Solicitation

Unauthorized sales, canvassing, peddling, soliciting, distribution, or posting of any written or printed material by non-University individuals or organizations is not permitted on University-owned or -controlled property without the written permission of the president or his/her designee. This includes the use of electronic mail and web page solicitations. Students and/or student groups seeking authorization should contact the Office of Scheduling Services.

2.25 Student Organizations

Behavior that conflicts with regulations established by the University for student organizations is prohibited, including but not limited to misappropriation of funds, misuse of property, improper registration or misrepresentation of an organization or group, abuse of student election regulations, or failure to abide by University policies, procedures, and regulations See Appendix C.

2.26 Unauthorized Surveillance

Making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and men's or women's restrooms, is prohibited. Also prohibited is the storing, sharing, and/or other distribution of such unauthorized images by any means.

2.27 Unauthorized Use or Entry

Unauthorized entry into or use of any University building, facility, vehicle, equipment room, or area is prohibited. This includes, but is not limited to, unauthorized possession or use of University keys, computers, lock combinations, or pass codes. Unauthorized entry upon the performance area or the spectator areas of any University event, including but not limited to athletic contests, exhibitions, and musical or theatrical events.

2.28 University Housing Safety and Security Efforts

Due to the nature of the University housing environment, safety and security standards have been established. All students will be held accountable for their behavior in University housing. All students and their guests need to cooperate with efforts to establish a secure campus by complying with policies and cooperating with residence hall staff. The complete University housing policies can be obtained at the

3.0 Academic Policies

3.1 Definitions of Academic Dishonesty

The benchmarks of any great University are high academic standards for both faculty and students. For this reason, truth and honesty are necessary to a University community. The University expects both students and faculty to adhere to these principles and to foster them daily. Put simply, this expectation requires each student to do his or her academic work without recourse to unauthorized means of any kind. Both students and faculty are expected to report violations of academic dishonesty. Faculty should explain the special hazards regarding academic honesty in their discipline. Faculty also should plan and supervise academic work carefully so honest effort will be encouraged. All of the prohibitions mentioned below also apply to the use of electronic, photographic, Internet-based, and other media for intellectual and artistic expression.

3.1.1 Cheating

A student must not intentionally use or attempt to use unauthorized materials, information, or study aids in any academic exercise.

1. A student must not use external assistance during any examination unless the instructor has specifically authorized such assistance. This prohibition includes but is not limited to the use of tutors, books, calculators, notes, formula lists, cues on a computer, photographs, and symbolic representations. Prohibition also includes transmission of information on any recording or communication device, such as cellular telephone, Internet appliance, digital camera, audio recorder, or personal digital assistant.
2. A student must not copy from another student's work, including but not limited to a test paper, project, product, performance, or electronic document or file.
3. A student must not take a test for someone else or permit someone else to take a test for him or her. A student must not knowingly allow another student to copy one's work in a test.
4. A student must not submit during the same semester substantial portions of the same academic work for credit or honors more than once without permission from all of the instructors who may be involved. In the event a student seeks to submit in a current course a substantial portion of the same academic work submitted in a previous course, only the current instructor need approve.
5. A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor. This prohibition includes but is not limited to submitting another's work as one's own, or using commercial term-paper companies or files of past papers maintained in a residence hall or apartment.
6. Several people must not collaborate on a single project and turn in multiple copies, all represented implicitly or explicitly as individual work.

3.1.2 Fabrication

A student must not intentionally falsify or invent any information or citation in an academic exercise.

3.1.3 Plagiarism

A student must not intentionally adopt or reproduce ideas, words, or statements of another person without acknowledgment. A student must give due credit to the originality of others and properly reference the following:

1. Quoting another person's actual words;
2. Using another person's ideas, opinion, or theory;
3. Borrowing facts, statistics, or other illustrative material, unless the information is common knowledge.

3.1.4 Interference

A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes but is not limited to theft, defacement, or mutilation of common resources so as to deprive others of the information they contain.

3.1.5 Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

3.2 Penalties and Procedures Related to Academic Misconduct

An act of academic misconduct, even a first offense, places the student in jeopardy of the most severe form of sanction—expulsion from the University.

3.2.1 A faculty member who has observed an act of dishonesty or has other evidence that a student has committed an act prohibited in Section 3.1 shall initiate the process of determining whether the student is responsible for a violation of the policy. No penalty shall be imposed until the student has been informed of the charge, has been informed of the evidence on which it is based, and has been given an opportunity to respond.

3.2.2 If the faculty member finds by a preponderance of the evidence the student to be responsible for a violation of the academic honesty policy, he or she may assess a penalty affecting the specific project, paper, or test in which the act is found to have occurred. The student may appeal this penalty to the department chair.

1. If the faculty member wishes to impose a more severe academic penalty (for example, to give a course grade of "F"), he or she will review the incident with the department chair prior to the imposition of the penalty. If the chair concurs with the penalty, the student may appeal to the dean of the college in which the course is taught.
2. In the event the department chair is the instructor of the course, he or she will review the incident with the dean prior to the imposition of the penalty. If the dean concurs with the penalty, the student may appeal to the provost.
3. In the event the dean is the instructor of the course, he or she will review the incident with the provost prior to the imposition of the penalty. If the provost concurs with the penalty, the student may appeal to the provost's designee.

3.2.3 In all cases where a penalty has been imposed, the faculty member will file the Academic Dishonesty Report Form with the department chair who will forward the report to the dean of the college with a copy to the Office of the Dean of Students. If the student is not enrolled in the college or institution in which the course is offered, the dean of that college or institution will provide a copy of the report to the dean of the college in which the student is enrolled or to the institution of record.

3.2.4 If the department chair and/or dean of the college or institution in which the student is enrolled believe that further action is warranted, additional penalties may be imposed. The department chair may remove the student from the academic major, following review and approval by the dean of the college; the student may appeal this penalty to the provost. The dean may remove the student from the academic college, following review and approval by the provost; the student may appeal this penalty to the Student Academic Grievance Committee.

3.2.5 Any appeal by a student of a decision herein must be made within 14 calendar days of notification of the decision.

3.2.6 In addition to academic penalties, additional university sanctions up to and including suspension and expulsion may be applied when charges are filed under the *Student Rights and Responsibilities: a Code of Student Behavior*.

3.3 Degree Revocation/Delayed Degree Conferral

It is the policy of the University of Southern Indiana that degrees may be delayed or revoked when:

- The time period of the disciplinary sanction assigned extends beyond the date of graduation.
- Evidence is presented which verifies that a degree was erroneously conferred when all requirements had not been satisfied at the time the degree was granted.
- Evidence is presented which verifies that a degree had been erroneously conferred as a result of an act of academic dishonesty.

A student's degree may be revoked or the date of conferral may be delayed. In cases where the confirmation of the degree is delayed, the University may allow the student to participate in commencement exercises.

4.0 Conduct Process

4.1 Purpose

This document establishes complaint resolution procedures in order to better serve students, faculty, and staff. The purposes of the complaint resolution procedures include:

- To provide for the education and personal growth of the student;
- To provide for fair inquiries concerning alleged violations of the *Student Rights and Responsibilities: A Code of Student Behavior*;
- To determine through fair procedures whether or not any individual student has actually violated a regulation in the *Student Rights and Responsibilities: A Code of Student Behavior*;
- To allow for consideration of extenuating or mitigating factors where a violation has been found to exist; and
- To determine a conflict resolution that will be appropriate and will also help the student involved make a positive contribution to the University community.

The focus of the complaint resolution procedures shall be to determine whether a student is responsible or not responsible for the violations of which the student is accused.

4.2 Student Rights and Due Process in the Conduct Process

4.2.1 Violation of Policy

A student is considered to have violated the *Student Rights and Responsibilities: A Code of Student Behavior* when the student:

1. Admits to his/her responsibility for a violation; or
2. Is found responsible for one or more provisions of the *Student Rights and Responsibilities: A Code of Student Behavior*.

4.2.2 Conduct Process

Students alleged to have violated any University policy, including student organization and Housing and Residence Life policies, will be subject to the University Conduct Process. See Appendix B for University housing policies and Appendix C for student organizations and activities policies.

4.2.3 Presentation of Information Relevant to the Complaint Resolution Process

Charged students and complainants will be given every reasonable opportunity to present their information, including questions and presentation of additional testimony, during the complaint resolution proceedings. Students have the right against self-incrimination.

4.2.4 Standard of Proof

The standard of proof will be “more likely than not” University policy has been violated. That proof need only show that the facts are more likely to be so than not so. Evidence, when considered and compared with that opposed to it, has more convincing force and produces in the hearing body’s mind the belief that what is sought is more likely true than not true. (Journal of College and University Law)

4.2.5 University Advisor

The student and the complainant each have the right to an advisor. The student’s advisor must be a member of the University community—student, faculty, administrator, staff, coach, recognized University affiliate, etc. The role of the advisor is to provide support and to assist in preparing for the hearing. Since the complaint resolution process is not a civil or criminal court hearing, the advisor’s role is not that of an attorney representing you. This person may not address the hearing officer or hearing board or ask questions of any witnesses. For assistance in securing an advisor, contact the Office of the Dean of Students.

4.2.6 Witnesses

Witnesses, including the student accused of violating policy, are permitted in all complaint resolution proceedings. Witnesses may present information on behalf of the student or the complainant. It is the responsibility of the student or the complainant to secure their witnesses or witness statements. Witnesses may be questioned by the conduct officer or hearing board members, by the complainant and by the student. Witness(es) will be asked to provide information concerning only the violation(s) being adjudicated. Since the complaint resolution process does not have the authority to subpoena, witness statements may be submitted in place of having witness(es) present during the hearing.

4.2.7 Conduct Process Environment

All hearings are closed to the public. Only individuals involved in the situation may be present. Involved individuals may include:

- Conduct officers and/or hearing board members
- Student accused of violating University policy
- Advisor
- Witnesses*

* Witnesses will remain only for the duration of their own testimony.

4.3 Initiation, Investigation, and Disposition of Complaints

4.3.1 Documentation/Reporting Alleged Violations of University Policy

Any alleged violation should be reported as soon as possible following the discovery of the suspected inappropriate behavior. Any potential violations of University policy may be reported in the following manner:

- A report may be filed with USI Department of Public Safety/Security.
- A report may be filed with the USI Department of Housing and Residence Life.
- A report may be filed with the USI Dean of Students Office.

Any student, faculty, staff member, or guest of the University of Southern Indiana may officially report an alleged violation of University policy as outlined in the *Student Rights and Responsibility: A Code of Student Behavior*.

4.3.2 Notification

Generally within ten (10) working days of receipt of the complaint, the dean of students or his/her designee will notify charged student. This notification will include:

- The nature of the alleged inappropriate behavior.
- The date, time, and place of the alleged inappropriate behavior.
- The source of the complaint.
- A summary of information to be presented.
- The date, time, and place of the hearing.
- The sanction(s) applicable if found responsible for a violation of the *Student Rights and Responsibilities: A Code of Student Behavior*;
- A description of the preservation and the release of information from the conduct record; and
- A notice that a decision will be made in the student’s absence if the student chooses not to appear at the hearing, and failure to appear will be considered in reaching a decision whether or not the behavior code has been violated.

4.4 Student Behavior Resolution Procedures

4.4.1 Conduct Authority

The dean of students is charged with the development and administration of the University of Southern Indiana student conduct process.

Under the supervision of the dean of students, the following individuals will be charged with the execution of conduct proceedings:

- Assistant Dean of Students
- Director of Housing and Residence Life
- Director of Student Development Programs
- Additional staff members in the University community as deemed appropriate and as trained by the dean of students
- The aforementioned individuals may conduct meetings and hearings with students who may have violated any University policy,

including those found in the *Student Rights and Responsibilities: A Code of Student Behavior*, USI University housing community standards (Appendix B), and USI student organization policies (Appendix C).

4.4.2 University Hearing Board

This board is comprised of two students in good standing with USI, one University faculty member, one University administrator, and the dean of students or his/her designee to serve as the hearing board chair. These individuals are appointed and trained by the dean of students. When the University hearing board is convened, the dean of students or his/her designee will comprise the board as stated above by members of the University hearing board pool:

- Five students residing in University housing
- Five students who live off campus
- Three faculty members
- Three administrative staff members

4.4.3 University Conduct Process

In cases involving potential suspension or expulsion from the University, the student may request a hearing before the University Hearing Board (see 4.4.2).

Most complaints are resolved via the administrative hearing process. An administrative hearing involves the student, the administrative hearing officer, and any other individuals necessary to determine whether the student is responsible for a violation of University policy. Advantages of an administrative hearing include a more timely resolution of the conflict and the involvement of fewer individuals.

An administrative hearing also may become necessary for those times when the full University hearing board is unable to meet. In such instances where the University hearing board would normally be convened, the dean of students or his/her designee will conduct the administrative hearing.

4.4.4 Administrative Hearing Process

- Students will meet with one of the individual professional staff members designated to conduct University student complaint resolution proceedings. The University hearing board will not conduct administrative hearings.
- Student rights will be reviewed by the hearing officer with the student.
- Charges will be reviewed with the student. At this time, students can indicate whether they believe they are responsible for the policy violation(s) or not responsible for the policy violation(s).
- A student will be given the opportunity to present his/her version of events to the administrative hearing officer and respond to any of the materials associated with the violation.
- The administrative hearing officer may ask questions of the student and any witnesses. The administrative hearing officer will deliberate over the information and will make every attempt to reach a decision within five (5) business days from the date of the meeting as to whether or not the student is responsible or not responsible for the violation(s).
- The student will be notified of the outcome in writing. Any sanctions associated with the outcome will be included in the written notification.
- The appeals process will be outlined and included in the notification of outcome.

4.4.5 Hearing Procedures

- A student will meet with the University hearing board.
- Charges will be reviewed with the student. At this time, the student can confirm whether he/she pleads responsible for the policy violation(s) or not responsible for the policy violation(s).
- A recording of the hearing is made for the purpose of retaining a verbatim record of the proceedings.
- The University representative bringing charges against the student will present his/her testimony to the University hearing board.
- The student will be given the opportunity to respond to the charges and to present materials associated with the violation.
- The University representative and accused shall have the opportunity to present witnesses/witness statements to the University

hearing board.

- The University representative and accused may ask questions of the witnesses through the chair of the University hearing board.
- The University hearing board members may ask questions of the witnesses, the student, and the University representative.
- The University representative and accused may summarize evidence and testimony through closing statements.
- The University hearing board will deliberate over the information and reach a decision generally within five (5) business days as to whether or not the student is responsible or not responsible for the violation(s).
- Students will be notified of the outcome in writing by the chairperson of the board. Any sanctions associated with the outcome will be included in the written notification. Additionally, the appeals process will be outlined and included in this notification.

4.4.6 Conflict of Interest

No member of the hearing board or no conduct officer who has a conflicting interest in a particular case may conduct a conduct hearing for said situation. Hearing board members and conduct officers with conflicting interests must recuse themselves from the proceedings. Either the student or the complainant may challenge a member of the hearing board or a conduct officer in writing with the dean of students. In cases where the dean of students' involvement is questioned, the challenge would be forwarded to the associate provost for Student Affairs.

4.5 Findings

An administrative hearing officer or the University hearing board will reach one of the following findings at the conclusion of the hearing:

- **Charges Dropped:** If the alleged conflicts prove to be unfounded, no action will be taken against the student. All written materials will be retained for seven years and then destroyed.
- **Not Responsible:** The finding of the facts of the case found that it was NOT "more likely than not" that the student was responsible for the violation(s). No action will be taken against the student. All written materials pertaining to that charge will be retained for one year and then destroyed.
- **Responsible:** The finding of the facts of the case found that it was "more likely than not" that the student was responsible for the violation(s). Sanctions, restrictions, and/or stipulations can be imposed (see 4.6). All written materials will be retained for seven years and then destroyed, except in the case of suspension or expulsion which become a matter of permanent record. See also sections 4.6-4.9.

4.6 Sanctions, Restrictions, and Stipulations

4.6.1 Sanctions

Sanction(s) is/are a consequence(s) placed upon a student when responsibility for a violation(s) of specified University policy(ies) has been determined. In assigning a sanction(s) for inappropriate student behavior, the presiding entity will consider:

- Facts of the case as presented by the accuser(s) and the accused,
- Type and severity of offense,
- Degree of involvement by accused, extenuating circumstance, and
- Previous incidents of inappropriate behavior committed by the individual(s) accused.

The following is a list of possible sanctions:

- **Warning (Written):** A student may be given a written warning. A written warning is a letter that makes a matter of record any incident in violation of the code. Subsequent code violations will normally result in more severe sanctions.
- **Probation:** Probation is a specified period of review and observation during which the student must demonstrate the ability to comply with University policies, and any other sanctions as outlined above and/or conditions which have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Notification may be given to other University officials as necessary. Probation may be supervised or unsupervised. Further inappropriate behavior may result in additional sanctions to be assigned, including suspension or expulsion.
- **Suspension:** A written notification of the termination of student status and exclusion from further enrollment for a specific period of time not less than one academic semester and not to exceed two academic years.
 - A student who has been suspended must vacate campus within the time frame established.
 - The notice will include the conditions for readmission which must be met prior to application for readmission. An interview with the dean of students or his/her designee will be required prior to acceptance of the student's application for readmission.
 - The student's eligibility for any refund of tuition/fees will be subject to the University's normal withdrawal policy.
 - The student must leave University residences and may not be on University-owned or -controlled property or attend University events.
 - Suspension is a matter of permanent record. A permanent record indicates that student behavior files may be retained indefinitely.
- **Emergency Suspension:** A student may be temporarily and immediately suspended, pending a hearing, when the student's actions or

threats of action poses a threat to themselves or to others, or to the university's educational mission or property or to the health or safety of University community members.

- No hearing will be required before the emergency suspension is imposed; however, a review of the emergency suspension will be held within five working days following the notification. The adjudication process will proceed in a timely manner.
- Expulsion: A written notification that the student is permanently ineligible to return to the University. The student must leave University residences and may not be on University owned or -controlled property or attend University events. Petitions for re-enrollment will not be accepted. The expulsion will be recorded on the student's transcript as "May Not Register" and is a matter of permanent record.

4.6.2 Restrictions and Stipulations

Restrictions and stipulations are concurrent actions which may be imposed by the administrative hearing officer or the University hearing board in addition to a sanction.

- Educational Requirements: A provision to complete a specific educational requirement designed to promote the education and development of the student while maintaining the integrity of the academic environment. The provision will be clearly defined. Such educational requirements may include but are not limited to meeting with University staff, completion of an alcohol education program, reflection paper, reports, behavioral agreements, etc.
- Community/University Service: A student may be assigned to complete a specified number of hours of community/University service.
- Restitution: A student may be required to repair or pay the cost for the repair or replacement of any property damaged by the student. This sanction can be imposed by itself or in addition to other sanctions.
- Confiscation: Goods used or possessed in conflict with USI policies, including but not limited to falsified information or identification, will be confiscated and may not be returned to the student.
- Restriction of Access/Removal from University Housing: A student or other person(s) may be removed from and/or have access restricted to specified campus facilities, or portions of specified campus facilities, including relocation in, or removal from Housing and Residence Life facilities, for a specific period of time.
- Loss of privileges: A student may be denied certain privileges. Examples include, but are not limited to:
 - Be an active participant in and/or to be in attendance at any or all public events sponsored by USI or by student, and/or
 - Represent USI in specified matters, and/or
 - Hold office in any or all USI registered organizations, and/or
 - Visit with guests during regular Housing and Residence Life visitation periods, and/or
 - Receive institutional financial aid, and/or
 - Participation in extra or co-curricular activities, and/or
 - Employment at the University.
- Participation in a Specific Program: A student may be required to participate in a specific program(s), such as counseling, public service, and alcohol and/or other drug education program, an educational class, or other program participation as assigned. Failure to participate as directed may result in the imposition of additional sanctions, including suspension or expulsion.

4.6.3 Offenses Motivated by Bias

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim's race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status, or inclusion in any group protected by federal, state, and local law.

4.7 Appeals

Students found responsible for a violation of the *Student Rights and Responsibilities: A Code of Student Behavior* may appeal. An appeal from any decision, either administrative hearing or University hearing board, must be made in writing within two business days following the date the sanction is assigned and written notice is received by the student. The person to appeal to will be specified in the decision letter.

Under Title IX of the Education Amendments of 1972 the complainant may appeal in cases of sexual violence.

4.7.1 Format of Appeal

An appeal shall be written and contain the student's name, the date of the decision or action, and the reason(s) for the appeal. The appeal letter must specify in detail one or more of the following bases for appeal:

- Student's/student organization's rights were violated as a result of failure of due process (specify right believed to have been violated),
- Decision is arbitrary (no basis in University policy for decision) or capricious manner (the finding is against the substantial weight of the evidence),
- Significant new evidence is available that could change the outcome, and/or
- The appropriateness of the sanction is inconsistent with University community standards.

4.7.2 Suspension of Original Sanction Pending Appeal Review

A properly-filed notice of appeal suspends the imposition of sanctions until the appeal is decided, unless, in the discretion of the dean of students, the continued presence of the student on the campus poses a serious threat to themselves or to others, property, or to the normal

operation of the University.

4.7.3 Individuals Reviewing Appeals

The appeal will be reviewed by the appropriate appellate officer. For administrative hearing appeals, the following system is used:

- For appeals in University housing, the appeals officer will be the assistant dean of students or the director of Housing and Residence Life or designee.
- For appeals of any other staff member within the Division of Student Affairs, the dean of students will review the appeal.
- For appeals of dean of student decisions, the associate provost for Student Affairs will review the appeal.
- For appeals of the University hearing board, the Appeals Commission will review the appeal.

The commission is comprised of the following members: SGA chief justice (student), SGA University Court representative (student), one faculty representative, one administrative staff representative, and the associate provost for Student Affairs or his/her designee. The associate provost for Student Affairs or his/her designee will serve as the chair of the commission and vote only in case of a tie. The chair of the commission will notify the student the outcome of the appeal.

4.7.4 Appeal Review Process

The appellate officer will review the written letter of appeal from the student and determine if one of the basis for appeal is present. If it is, a hearing of the appeal will be granted. The appellate officer shall review:

- The response from the hearing officer/body.
- Materials presented at the original hearing, and if available the recorded transcript of the hearing.

Appeals shall be decided upon the record of the original proceedings and upon the written briefs submitted by the parties. Decisions of the conduct bodies will be given great deference by the appellate decision maker. After reviewing these materials, the appellate officer may decide to do one of the following:

- Affirm the finding and the sanction imposed.
- If specified errors occurred, remand to the original decision makers to reverse the error, change the procedures, consider new evidence that could not have been discovered by a properly diligent accused before or during the original hearing, substitute new adjudicators, or otherwise repair the grounds that gave rise to the appeal.
- Affirm the finding and reduce, but not eliminate or increase the sanction if found to be grossly disproportionate to the offense.
- Cases may only be dismissed if the finding is held to be arbitrary and capricious.

A crucial point in the appeals process is the shifting of the burden of proof. At the initial hearing, the burden of proof lies with the complainant. Once there is a finding of responsibility, the burden shifts to the petitioner. The decision on the appeal will generally be made within ten (10) business days of receipt of the appeal, but may take longer during University recesses or in the event of complex cases.

4.8 Student Behavior Records

In accordance with the Family Educational Rights and Privacy Act (Public Law 93-380), conduct records are considered to be “educational record” and all student behavior records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student. This disciplinary record will be separate from the student’s academic record, but will be considered a part of the student’s educational record and will be retained in the Dean of Students office and/or other offices as authorized by the dean of students. Students have the right to inspect and review the materials contained in their conduct record subject to office procedures.

When a student is expelled from the University, the dean of students shall request of the Registrar the placement on the student’s permanent academic record the words “May Not Register.”

4.9 Student Behavior Record Retention and Destruction

4.9.1 Sanctions Less than Suspension or Expulsion

In cases in which students are found responsible for a violation and receive a sanction of less than suspension or expulsion, records related to the hearing will be retained for a period of seven (7) years from the date of the incident. Student disciplinary files may be retained indefinitely at the discretion of the dean of students or his/her designee. Release of information may be restricted by the dean of students for good cause, upon written petition. Factors considered in review of such petition shall include:

- The present demeanor of the student;
- The conduct of the student subsequent to the violation;
- The nature of the violation and the severity of the damage, injury, or harm resulting from it.

4.9.2 Suspension or Expulsion

In cases where students are found responsible for a violation and receive a sanction of suspension or expulsion, students’ disciplinary files will be considered permanent records. A permanent record indicates that student disciplinary files may be retained indefinitely.

4.9.3 Student Organization Records

Student organizations are considered to have a continuing relationship with the University of Southern Indiana so long as the organization maintains its official recognition status with USI. Records of behavioral conflicts involving student organizations will be retained for seven (7) years following the date of the incident with the dean of students, or his/her designee.

APPENDIX A

PARENTAL/GUARDIAN DRUG AND ALCOHOL NOTIFICATION POLICY

A.1 Background

This policy action was made possible as a result of an amendment to the Federal Educational Rights and Privacy Act (FERPA) in 1998. Prior to this amendment, universities were prohibited by law from releasing disciplinary records of students 18 years of age or older without their written consent. The amendment provides the opportunity, should a university choose, to notify the parents of students under the age of 21.

A.2 Goal

It is the goal of the University of Southern Indiana to expand the partnership between parents/guardians and the University in encouraging students to make healthy, responsible decisions about alcohol and other drugs.

A.3 Details of Notification

If a student under the age of 21 is found responsible for a violation of the University code of conduct drug and/or alcohol policy, Housing and Residence Life OSCARS or the Dean of Students Office will notify the student's parents/guardians in writing. This notification will detail the fact that the student has been found responsible for an alcohol or drug violation. The notification is designed to inform parents/guardians that the violation has occurred and to encourage discussion between parents/guardians and their student regarding acceptable behavior in the USI community setting. Written notice will not include specific details of the incident(s), circumstances surrounding the violation(s), or the specific disposition of the case. Parents/guardians interested in specific information are encouraged to discuss the case with their student. If questions remain, parents/guardians are encouraged to contact the notifying office.

A.4 Direct Contact

When there is reason to believe that a student's health and well being are in jeopardy or that they have placed other members of the University community at risk, the dean of students or his/her designee may contact the parents/guardians directly.

A.5 Consideration

An integral part of the conduct adjudication process will be the discussion concerning notification of the parents/guardians. Consideration will be given to situations where notification may be detrimental to the student or family.

APPENDIX B

HOUSING AND RESIDENCE LIFE POLICIES

B.1 Introduction

It is the mission of Housing and Residence Life to provide a high quality, affordable living environment for members of the USI community that is convenient, comfortable, culturally enriching, and conducive to academic success. As an integral part of USI's educational efforts and support services, Housing and Residence Life is responsible for the formulation and enforcement of policies reflecting the University's mission within the residence setting.

The success of the campus living experience depends upon our residents, and it is our hope that all students in housing will take an active role in determining that success. As such, it is expected that all residents will be responsible for their own activities, and the activities that occur within their assigned apartments/rooms.

Any violation of the rules and regulations contained in this section, along with any violation of the *Student Rights and Responsibilities: A Code of Student Behavior*, may be considered Breach of Contract (see information about Breach of Contract on the reverse side of your housing contract form). The director of Housing and Residence Life and his/her designee are authorized to cancel any contract of students who are considered to be in breach of contract. Housing and Residence Life professional staff are delegated permission to act concerning cases of misconduct.

B.2 Community Standards and Policies

The following terms and conditions are statements of USI Housing and Residence Life community standards and policies. Violations of any of the following policies may result in contract termination or disciplinary action under the *Student Rights and Responsibilities: A Code of Student Behavior*.

B.3 Apartment or Residence Hall Room Entry

The University of Southern Indiana reserves the right to enter apartments or residence hall rooms for inspection, cleaning, or maintenance purposes at reasonable times.

B.3.1 Administrative Searches

- Upon approval by the director of Housing and Residence Life and/or the director of Public Safety/Security, or their designee, a room can be entered without notice when there is reasonable suspicion to believe a violation of University policy has occurred or is taking place, or to determine compliance with federal, state or local laws. The director of Housing and Residence Life, director of Public Safety/Security, or their designees, shall determine the existence of "reasonable suspicion" prior to the room entry.
- Searches may be conducted in the absence of residents.
- During a search, the University may obtain evidence when there is reasonable suspicion to believe that a violation has occurred or is taking place.
- Housing and Residence Life staff will ask any residents present to sign a Consent to Search form. Failure or refusal to sign the form will not prevent University personnel from conducting a search.
- On occasions when outside agencies (police, FBI, etc.) may need to search an apartment or room; University staff are expected to cooperate.

B.3.2 Maintenance

USI Maintenance staff will enter apartments and residence hall rooms in the absence of residents in order to carry out any essential repairs, routine maintenance, and respond to any emergencies.

B.3.3 Access to Apartments/Residence Hall Rooms

Access to apartments and residence hall rooms are granted only to the assigned residents of that location, or to University staff. Access will not be granted to resident's friends, relatives, or other students by staff.

B.4 Alcohol and Other Drugs

Campus housing is "dry," therefore, the manufacture, sale, transfer, purchase, transportation, possession, or consumption of an alcoholic beverage to include caffeinated alcoholic energy drinks on University property is prohibited.

The following actions are prohibited by the University of Southern Indiana:

B.4.1 Excessive Amounts of Alcohol

Kegs or other high-volume containers and/or large quantities of alcohol or alcohol containers are prohibited. The hearing officer may use empty containers as well as full containers when determining whether an excessive amount was found. Possessing excessive amounts of alcohol by an individual may result in contract termination.

B.4.2 Alcohol Games

No activities shall encourage excessive and/or rapid consumption of alcoholic beverages. This includes drinking contests and drinking games (such as beer bong, beer pong, quarters, card games, etc.).

B.4.3 Parties

Using your apartment (or allowing others to use it) for alcohol parties may result in contract termination.

B.4.4 Alcohol Advertising

Public advertisements of alcohol products are prohibited. This includes but is not limited to any signs or advertisements that are visible from public areas, alcohol signs, or other inappropriate displays or objects visible from outside your apartment or residence hall suite.

B.4.5 Alcohol Containers

Alcohol containers are prohibited. This includes but is not limited to containers kept as decoration, alcohol paraphernalia (e.g. "beer bong"), and those containers that are put in the garbage or are lying about your apartment or residence hall suite.

B.4.6 Student Intoxication

Being in an intoxicated state after consuming or inhaling intoxicants is prohibited. University staff will determine whether a person is intoxicated based on the behavior of the person at the time of the incident. University staff will not accept responsibility for intoxicated individuals.

B.4.7 Drugs

Behavior that violates the university Drug-Related Violations policy (2.1.6) and occurring on University housing property to include property adjacent to or surrounding University housing property is prohibited.

- Being found responsible for a violation of the Drug-Related Violations policy will likely result in housing contract termination. Any and all housing contract cancellation charges apply as stated in the terms and conditions section of the Housing & Residence Life Contract.

B.5 Candles

Candles, lit or unlit, with or without wick, incense, etc., are prohibited in any Housing and Residence Life facility.

B.6 Children and Babysitting

Children under the age of 16 may not be left unattended in housing facilities, and babysitting is strictly prohibited in campus housing. Residents will be held responsible for policy violations of any child visiting their apartment or residence hall suite.

B.7 Cleanliness of Apartment/Residence Hall Suite

As a member of the housing community, residents are expected to maintain a healthy and clean living environment within their apartment or suite. Upon receiving a complaint of an unclean living environment, Housing and Residence Life staff will do the following:

- Inspect the apartment or suite.
- Give the residents a set period of time, not to exceed 48 hours, to clean the apartment or suite.
- Reinspect the apartment or suite.
- File a report with Housing and Residence Life.

Failure to maintain a clean environment may result in disciplinary action.

B.8 Cohabitation

Living or staying for any pattern of time in an apartment or suite without an official contract for that particular space will be considered cohabitation. Cohabitation is defined as a person staying in an apartment or suite for more than three consecutive nights, or other patterned behavior that is intended to allow an individual to stay beyond visitation hours. Non-registered guests can be considered as an instance of cohabitation. The resident who allows cohabitation to occur can be held accountable. Students found responsible for a violation of the cohabitation policy may be charged a conduct fine of \$50, charged for use of the facility, or charged for each night the non-contracted person spent in residence.

B.9 Cooking (Residence Halls)

Cooking in rooms with an open flame or exposed element is prohibited. Electrical appliances such as electric skillets, woks, electric grills, George Foreman grills, hot pots, coffee makers without automatic shutoff feature, or other appliances that can be used to prepare raw foods are prohibited (with the exception of microwave ovens). Students will be asked to remove the appliance. If he/she fails to remove the item, the University will remove the appliance and store for 10 working days. A storage fee will be added to the student's account. After 10 days, if the item has not been retrieved by the student, the item will be disposed.

B.10 Decorations

Residents are encouraged to decorate their residence hall suite or apartment, as this is considered a resident's "home away from home." However, residents are asked to be considerate of the community by adhering to the following guidelines for decorations:

B.10.1 Exterior Decorations Exterior alterations or decorations are only permitted in University housing with the following stipulations:

- Sidewalk chalk, spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited.
- Large potted plants or trees are not permitted in front of apartments or residence hall suites. These obstacles inhibit quick access for police, fire, and medical emergency personnel.
- Clothing, bathmats, rugs, towels, or other items may not be hung over balconies, as this creates a "line of sight" problem for public safety/security officers and other University personnel.
- Apartment or suite numbers may not be blocked or covered by wreaths, door coverings, lights, or any other decorative element.
- Peepholes may not be covered.
- Fire protections and/or emergency equipment may not be covered or altered by exterior decorations.
- Lawn furniture is not to be left unattended in front of apartments or in hallways or stairwells.
- When not in use, all lawn furniture must be taken inside the apartment or suite.
- University furniture is not to be taken outside of the apartment or residence hall suite under any circumstances. If University furniture is found outside of the apartment or suite, you may be charged a fine and/or to replace the item(s).
- Bicycles must be stored in designated bicycle racks within University housing. Residents may not lock bicycles on the balcony or posts attached to the building, nor may they bring them into the hallways of the residence halls. The University is not responsible for stolen or damaged bicycles.
- Gas and/or charcoal grills are not permitted in University housing apartments or residence hall suites.
- Holiday or decorative lights may be used, with the following stipulations:
 - Lights may not be strung under windows or doors.
 - Only exterior outlets may be used for outside lights.
 - Lights must be UL approved for outside usage, and the label denoting such use must remain on the light strand.
 - Lights may not be strung across areas where people walk (sidewalks, balconies, stairwells, etc.).

If the guidelines for exterior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action.

B.10.2 Interior Decorations

Interior decorations are allowed in University housing units with the following stipulations:

- Interior decorations may not block air vents.
- Interior decorations may not cover fire protection or other emergency equipment.
- Decorations may not cover peepholes.

- Placement of live Christmas trees and/or other live greenery (excluding potted houseplants) in any part of housing is prohibited. Artificial trees are permitted inside an apartment or residence hall suite.
- Canned spray snow is not permitted on windows in housing.
- Window coverings must be the provided mini-blinds.
- Cloth curtains, solar film, or white poster board may be placed on the windows for additional light control. No cardboard, aluminum foil, cellophane, or other type of window covering is permitted on windows.
- Large nails, staples, screws, wall anchors, poster putty, or tape on walls or doors inside or outside the apartment are prohibited.
- Freestanding lofts may be built in the apartments or residence hall suites with the following guidelines:
 - Lofts may not be attached to the ceilings or walls, they must be freestanding.
 - The top of the mattress must be at least 24 inches from the ceiling to comply with fire codes.
 - All wood surfaces must be treated with a fire retardant varnish.
 - Lofts must be pre-constructed to ensure their stability, and brought in pieces to University housing to be assembled. No actual construction of a loft should occur in a housing facility, only the assembly of a pre-constructed loft.
 - The University is not liable for damages or injury from lofts built by students.
 - Improperly built lofts may result in disciplinary action and maintenance costs for removal.
- Removing mounted fixtures from walls or ceiling is prohibited.
- Private door locks on any exterior or interior doors are prohibited.
- Any renovations or changes to the apartment are prohibited.
- Dartboards are prohibited.
- Residents may not paint or wallpaper walls or ceilings in the apartments or residence hall suites.

If these guidelines for interior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action.

B.11 Door Propping

Students found propping open exterior doors in any housing facility may face contract termination as this is a security risk for the community. This includes exterior doors in McDonald East apartment area, the sealed glass sliding doors in McDonald East, residence hall entry doors, residence hall wing doors, or any unattended residence hall suite door or apartment entry door.

Any door found propped will result in a \$50 charge. Propped doors that are not attributed to an individual may be prorated among all residents of that building or wing.

B.12 Emergency Protection Equipment

Tampering with emergency protection equipment, including but not limited to University fire protection equipment, evacuation route postings, emergency signs, weather radios, exit lights, fire extinguishers, smoke detectors, and alarm systems, is prohibited.

B.13 Fire Evacuation

When a fire alarm sounds, or when instructed to evacuate by staff, all residents are expected to leave the building immediately.

B.14 Grills

The use of personal grills in University housing is prohibited. Public grills are provided throughout housing for student use. Use the grills in accordance with the following guidelines:

- Clean grills thoroughly before and after use. You may use aluminum foil on the grills, but foil must be removed after you are finished and discarded properly.
- Only match-ready charcoal (no lighter fluid) may be used with the grills and stored in apartments or suites.
- Used coals must be placed in the coal disposal bucket located next to every grill.
- Trash must be removed from the grill area and disposed of properly.
- Paper trash must be thrown away in garbage cans and not the coal disposal bucket.

See full University Grill Policy in the *Students Rights and Responsibilities: A Code of Student Behavior*.

B.15 Halogen Lights

Halogen lights are prohibited in any Housing and Residence Life facility.

B.16 Health and Safety Inspection

Up to three times per semester, Housing and Residence Life staff will enter the apartments and residence halls to check safety equipment (fire extinguishers, weather radios, smoke detectors, etc.). Staff also will check to ensure that all appliances are working correctly. Housing and Residence Life will provide students with at least 24 hours notice prior to these inspections.

B.17 Keys/Access Cards

B.17.1 Eagle Access Cards/Housing Access Cards

- Eagle/Housing Access Cards are required for entry into the Residence Halls and in some areas of the apartment buildings.
- Eagle Access Cards are required in order to use any USI Meal Plan. Without an Eagle Access Card, lost or not, students will be denied access and asked to pay the daily cash amount for any meal purchased.
- All housing residents are required to carry their Eagle/Housing Access Card with them at all times.
- Eagle/Housing Access Cards may not be given to any persons other than the individual to whom the card is assigned.
- Lost Eagle/Housing Access Cards will result in a \$50 lost card/lock reprogramming fee.
- Lost Eagle/Housing Access Cards must be reported to the Department of Housing and Residence Life.

B.17.2 Keys

- Residents are expected to carry their apartment keys with them at all times.
- Residents may not lend their apartment key to anyone. Lost keys will result in a re-core charge of \$75.

B.18 Lock Outs

It is the responsibility of the student to ensure that they carry their apartment/room key/card with them. If a student locks themselves out of their apartment/room, there will be no charge for the first time each semester. Beginning with the second and with each subsequent lockout, the student will be charged \$10 for the service. A student who loses their key/card will not be charged for the lockout service, as the cost of a lost key/card will be assessed.

B.19 Parking

All parking and traffic regulations apply in Housing and Residence Life areas. A complete listing of the Motor Vehicle and Parking Regulations can be found at www.usi.edu/parking.

B.20 Personal Property

Housing and Residence Life reserves the right to restrict the use of furniture, i.e., pianos, organs, drums, dartboards, waterbeds, and similar large or potentially disturbing items. Residents may bring/move personal furnishings. Housing and Residence Life assumes no responsibility for anything left in the apartment or residence hall suite upon resident move out. Items left in the apartment or suite will be disposed of at the owner's expense. Items may not be stored in the furnace closet, stairwells, on balconies, or inner courtyards.

B.21 Quiet and/or Courtesy Hours

Violation of quiet and/or courtesy hours is considered disorderly conduct. Courtesy hours are always in effect. Community residents and/or Housing and Residence Life staff reserve the right to ask people to observe courtesy hours at all times. Quiet hours are:

- Sunday-Thursday, 10 p.m.–8 a.m.
- Friday-Saturday, Midnight–8 a.m.
- 24-hour quiet hours begin the night before final exams are administered.

Student equipment (stereos, televisions, musical instruments, alarms, etc.) that continues to be a noise problem will be confiscated by staff. Items will be stored for 10 working days. Unclaimed items will be disposed of by Housing and Residence Life. A storage fee will be added to the student's account.

B.22 Tobacco-Free Policy

Smoking or the use of tobacco or tobacco products is prohibited inside all student housing facilities. This includes residence halls, apartments, common areas, balconies, building entries, and student rooms. Smoking is permitted in designated outdoor areas in student housing. Individuals are responsible for proper disposal of cigarette butts. Cleaning charges may be assessed if cigarette butts are not properly disposed. See section 2.20 Tobacco-Free Policy.

B.23 Trash

Residents are responsible for the removal of trash and garbage in and around their apartment or suite. All trash must be disposed of in provided dumpsters within University housing. Leaving trash outside apartments is prohibited. Trash that is not attributed to an individual may result in charges being prorated among the residents of the building or floor where the trash was found. Charges will be assessed to student accounts.

B.24 Visitation and Guests

B.24.1 Guests

- Residents are responsible for the behavior of their guests. Residents will be charged for any and all violations caused by their guests
- Guests are prohibited from staying in the apartments or residence halls without the resident. These individuals will be asked to leave by Public Safety/Security officers or Housing and Residence Life staff if found unescorted or unaccompanied in or around University housing property. Residents who leave guests unattended will be held responsible.
- Number of Guests - The maximum capacity of any two-bedroom apartment or residence hall suite is eight persons, including both residents and guests. A one-bedroom apartment or residence hall suite has a maximum capacity of four persons, including both residents and guests. This number has been established by the Indiana Department of Homeland Security.

B.24.2 Guest Registry

—Any guest staying in University housing must be of the same gender as the resident, and must be registered with the department of Housing and Residence Life. Guests may be registered by going to the Housing and Residence Life web site at www.usi.edu/res. Unregistered guests will be asked to leave University housing. Guests must be at least 16 years of age.

B.24.3 Hours of visitation are as follows:

—Sunday–Thursday: 7 a.m.–Midnight
—Friday and Saturday: 7 a.m.–2 a.m.

B.25 Disciplinary Fines

The following chart represents typical fine assessment for first-time violations of policy:

Violation Fine

Alcohol	\$50
Alcohol Parties	\$100
Contributing to Minors	\$50
Intoxication	\$50
Excessive Amounts of Alcohol	\$100
Arson	\$100
Bomb Threat and/or Placement	\$100
Candles	\$50
Cohabitation	\$50
Cooking	\$50
Combustible Substances	\$50
Dishonesty	\$50
Door Propping	\$50
Possession of Drugs or Drug Residue	\$100
Drug Use	\$100
Drug Paraphernalia	\$100
Failure to Comply	\$50
False Fire Alarms	\$50
Firearms and Weapons	\$100
Fire Evacuation	\$50
Emergency Protection Equipment	\$50
Fireworks	\$50
Guests*	\$50
Health and Safety	\$50
Harassment	\$50
Keys	\$75
Lofts	\$50
Pets	\$50
Physical Abuse	\$100
Smoking	\$50
Theft (or possession of stolen property)	\$100
Threatening Behavior	\$50
Death Threats	\$100
Trash	\$50
Unauthorized Entry	\$50
Vandalism	\$50
Visitation	\$50

*Residents can be held responsible for the behavior of their guests; therefore, fines are determined by the policies violated by the guest.

APPENDIX C

STUDENT ORGANIZATIONS AND ACTIVITIES

C.1 Definitions of Student Organizations

1. Student organizations or student committees are groups in which the membership is (1) composed of University students, faculty, and staff; (2) entirely responsible for the conduct of various sponsored activities as well as the daily affairs of the group. Student organizations may extend membership to non-students. The inclusion of faculty and staff is defined in the role of an advisor, not a voting member. The University registers two types of student organizations:

- a. A “recognized” University student organization; one that successfully completes the registration requirements and receives annual financial support from University sources; and
 - b. A “registered” independent student organization; one that successfully completes the registration requirements and receives no annual financial assistance.
2. Residence hall, fraternity, and sorority governing bodies are considered student organizations and are expected to complete the registration process before facilities other than their own specific living unit can be used. Additional regulations for the establishment and operation of fraternity and sorority groups are available in the Office of Student Development Programs. In order to be a recognized fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards. (Federal law through Title IX permits fraternities and sororities to remain single gender organizations provided there is equal opportunity to join similar organizations.)
 3. Groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, athletic teams, and theatrical activities are not student, but University organizations. As such, they are directed or chaired by a regular University staff member responsible to the academic or administrative authorities. Membership in University organizations is subject to various internal requirements and regulations. The University staff member, by virtue of his or her expertise, is responsible for directing the organization. Students, however, have the right to participate in the organization’s decision-making process. Registration of such groups is not required; however, they are subject to general University procedures, for example, non-discrimination, fundraising, outdoor event, and license policies.

C.2 Conditions of Membership

In selecting its membership, no organization may discriminate on the basis of race, color, national or ethnic origin, religion, sex (except for single-sexed social sororities and fraternities and residence halls exempted from Title IX), disability, age, sexual orientation, or veteran status in accordance with federal, state, and local laws. Officers of the organizations are held responsible for seeing that this condition is met. Exceptions must be obtained in writing from the Office of Student Development Programs.

C.3 Eligibility for Co-Curricular Participation

The major concern of the University of Southern Indiana for its students is their academic achievement. One mark of academic achievement is orderly progress toward a degree. Students are encouraged to complete a minimum of twelve (12) hours of course work each semester. Each student is therefore advised to balance a desire to progress in a systematic fashion toward a degree and the desire and ability to participate and/or lead in co-curricular activities. After a student has assessed the abilities and interests he/she may have, the student may then choose to participate or not (taking into consideration the qualifications required by the various activities and organizations). Students must meet a specific cumulative grade point average requirement prior to joining a fraternity or sorority. These specific requirements are found in the Fraternity and Sorority Life Policy Manual. To assume leadership, elective and/or appointive positions, the student must meet the University requirements listed below:

1. Specific Requirements: The minimum requirements that the University sets for students to assume elective and appointive positions in co-curricular activities include enrollment and continuance in a minimum of nine (9) hours of USI course work, degree seeking status, good academic and student status, and a cumulative grade point average (GPA) of 2.0 or greater. Students must be admitted in good standing to the University to assume elective and appointive positions in their first semester at the University. Additional requirements: Organizations or groups may make, with the consultation of the Office of Student Development Programs, such additional eligibility requirements as they deem necessary. These additional requirements cannot be in conflict with the University policies on discrimination.
2. Athletic Requirements: NCAA and athletic conference rules will govern participation in intercollegiate athletics.
3. Compliance Requirements: The above stated requirements must be met in order to:
 - a. apply or receive consideration for an appointive or elective office;
 - b. campaign for an elective office;
 - c. hold an elective or appointive office;
 - d. receive special honors;
 - e. receive an appointment to serve on an all-campus (student or faculty-student) committee or governing-organization (RHC, IFC, Panhellenic, etc.), or on the staff of any University or student publication.
4. Individuals should be aware of their eligibility status at all times. They shall inform the concerned organizations of their status when seeking or desiring to continue in positions of leadership as described above.
5. Each University or student organization, with the assistance of the advisor, is responsible for compliance with these requirements.
6. Waiving requirements: Any student who does not meet the aforementioned requirements and is still interested in an appointive or elected position can request a review by the director of Student Development Programs or designated representative. Any student wishing to appeal a decision regarding eligibility to be an officer must do so in writing to the director of Student Development Programs.

C.4 Funding of Registered Organizations

1. Banking Arrangements

Student organizations may elect to deposit their funds with the University through the USI Business Office. If an organization elects to deposit funds off campus, the University’s tax exempt status should not be used in obtaining financial services. Organizations are required to follow all federal, state, and local laws.

2. Expending Funds

- a. Registered independent student organizations may expend their monies for organizationally related activities. All expenditures are subject to review by the University controller, who retains the right to question the propriety of the expenditure.
- b. Registered "recognized" University student organizations expenditure of funds is subject to purchasing policies and regulations.
- c. Student organizations with university accounts must maintain a positive balance. Accounts that incur a deficit balance will become inactive until the balance is positive. Organizations may face additional sanctions and loss of privileges.

3. Student Government Association Allocations

- a. Registered student organizations (RSO) can apply for University funds from the Student Government Association (SGA). All organizations receiving funding must agree to (a) abide by State regulations in all purchasing and budget control activities; (b) expend funds only for University-related purposes; and (c) obtain a University agency account.
- b. RSO funds must be used to promote a diverse array of use, facilitate intellectual engagement, encourage collaboration between students and student groups, and/or foster campus community. All funded program/events must be open to the University and free to all students who pay the activity fee. Applying RSOs must meet the following criteria to qualify for RSO funds:
 - 1) RSOs must not discriminate based upon race, color, national or ethnic origin, religion, sex (except for single-sexed social sororities and fraternities and residence halls exempted from Title IX), disability, age, sexual orientation, or veteran status in accordance with federal, state, or local laws.
 - 2) RSOs must not knowingly present false documents or information to SGA. Applying RSOs will not be awarded money from the RSO fund for any of the following:
 - a) Repayment of debt
 - b) Living-group rent
 - c) Activities that make a direct contribution to a political campaign or religious organization
 - d) Any activity that is specifically designed to raise funds for the operation of the organization
 - e) Gifts, excluding speaker or performer honorariums
 - f) The duplication of materials, supplies, or services that the University will provide for at no cost to the organization
 - g) Any beauty pageants or participation therein
- c. Funding stipulations and regulations are subject to change at the discretion of the Student Government Association.

4. Provost Programming Grant

The provost has available funds which can be applied for by registered student organizations, students making academic presentations, and departments within Student Affairs. These programming grants are not to be considered permanent organizational funding. The purpose of the grant program is to provide the opportunity for registered student organizations and departments to present quality programming for the USI community, as well as assist students with their academic endeavors. These funds are intended to be one-time only program grants. The provost will make final allocation decisions.

5. Unexpended Balances of Inactive Student Organizations

Any student organization that does not register for two (2) consecutive years will have the funds in its University agency account, which is managed by the Business Office, transferred to the provost program grant account unless arrangements have been made with the USI Business Office.

6. Entertainers, Speakers, and Performers

- a. Information on acts, both local and national, who may be available for entertainment at social events, is located in the Office of Student Development Programs. It is strongly recommended that any student organization or group wishing to engage entertainment groups contact the Office of Student Development Programs for specific advice as to the contracting procedures. Any registered student organization entering into a contractual relationship must have prior approval from the organization's advisor before asking for the contract and must have the advisor authorize the contract on behalf of the organization, following all contractual procedures as required by the University.
- b. Arrangements for speakers and performers are to be made in keeping with the University speaker and performer policy.

C.5 Registration of Student Organizations

1. When any group of student's wishes to engage in sustained activities and/or programs and use facilities on a regular basis, registration of the group as a student organization is required. The Office of Student Development Programs shall rule when there is a question as to whether a given organization intends to engage or is engaging in a sustained program. A student organization wishing to conduct a sustained program must be registered in order to:
 - a. Use University facilities;
 - b. Be listed in University publications and newsletters;
 - c. Use the University name in publicity and press releases;
 - d. Use University logos and trademarks;
 - e. Apply for and expend University funds as distributed through the Student Government Association or University departments;
 - f. Apply for and occupy office space in the University Center;
 - g. Participate in Student Development Programs activities and conferences as an organization;
 - h. Participate in any information fairs;
 - i. Apply for University recognition for organizational achievement.
2. The purpose of the registration procedure is to guarantee that organizations enjoying the above privileges of association with the

University do the following:

- a. State their purpose, officers, advisor, and activities;
 - b. Keep with the mission of the University.
3. Registration does not imply that the viewpoints of the organization are those of the University.
4. Procedures: A group wishing to be registered as a student organization must complete the Intent to Organize process through the Office of Student Development Programs. Groups have 90 days to complete the process. The following information must be completed.
- a. Name of organization (no organization shall register a name identical to or closely similar to the name of a currently registered organization nor can the University of Southern Indiana precede any organization name);
 - b. A constitution and by-laws of the organization, which includes a declaration of the purposes, goals, activities, etc., must be submitted. University of Southern Indiana policies supersede those of an organization's constitution or by-laws;
 - c. A list of officers or official representatives of the organization;
 - d. Registration attests that the local organization agrees:
 - 1) To provide equal opportunity to all students;
 - 2) To prohibit discrimination against any member or prospective member because of age, disability, ethnic origin, marital status, race, religious commitment, sex, sexual orientation or veteran status;
 - 3) To promote the realization of equal opportunity through affirmative action. Certain groups, such as social fraternities and sororities, governing organizations in single-sex residence halls, and other organizations specifically exempted from Title IX of the Education Amendments of 1972, may rightfully exclude men or women.
 - e. The name of a faculty or staff advisor (part-time faculty and staff qualify as advisors if they are not simultaneously pursuing a graduate degree) and completion of the Advising Agreement Form. Advisors must actively participate in the organization and regularly attend meetings of the organization. In case of severe hardship, the director of Student Development Programs is authorized to waive this requirement for a reasonable period of time.
 - f. The national organization's constitution and/or by-laws must be on file in the Office of Student Development Programs.
 - g. Provide documentation of conducting recruitment/organizational development meetings;
 - h. a membership roster;
 - i. completion of an organization retreat/officer's training workshop; and
 - j. Secure insurance (sports/recreational clubs and others conducting high risk activities).
5. Registration certifies that local organizations affiliated with a national organization must have a local constitution and/or by-laws that are in accordance with and do not conflict with University of Southern Indiana policies and procedures. National constitutions/by-laws imposed upon the local organization may not conflict with the University of Southern Indiana policies and procedures. If there is any question involving any of the above-stated conditions in the Procedures section, the registration of the group seeking to register will not be completed until it is referred to the Office of Student Development Programs for review.
6. In order to be a registered fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards, and completed the procedures and requirements for the establishment of social fraternities and sororities. This may be obtained from the office of Student Development Programs (Federal law through Title IX permits fraternities and sororities to remain as single sex organizations provided there is equal opportunity to join similar organizations.)
7. To keep the organization's registration current, it must be renewed in the Office of Student Development Programs by the third Friday of the fall semester. This renewal consists of providing names of current officers or representatives, advisor, and any other relevant information, and attending an information session. Should this renewal of registration not occur, all privileges extended to the organization will be withdrawn.
- To renew an organization's registration, the organization must do the following:
- a. Complete the Student organization Registration Renewal Form and submit it to the Office of Student Development Programs.
 - b. The president, or any executive officer of the organization, must attend an information session by the third Friday of the fall semester. The executive officer who attends the information session must be listed as an executive officer on the organization's renewal form.
8. Termination of Registration: The Office of Student Development Programs reserves the right to cancel registration of any organization that fails to observe the understanding outlined in this section. Furthermore, it shall be assumed that an organization is no longer registered if it fails to complete these requirements. Organizations will have 60 days to fill vacant advisor positions. If the advisor position is not filled within 60 days, the organization will lose their recognition until an advisor is identified. Activities of the organization may be limited during the time the organization is without an advisor.
9. Appeal of Registration Procedures: Decisions concerning registration denial may be challenged by submitting a written statement to the Office of Student Development Programs. The director of Student Development Programs will review the statement in light of the guidelines established herein. If the challenge is validated by the director of Student Development Programs, the organization will be registered. If the challenge is not validated by the director of Student Development Programs, the challenging party may refer the statement directly to the Dean of Students.

C.6 Student Organization Responsibility for Activities and Events

Student groups and organizations planning and carrying out their activities and conducting their affairs bear the responsibility for doing so in

accordance with University regulations as well as state and local laws. Student organizations will be held responsible for the behavior of their members or guests when the actions of these individuals evolve from or are associated with the organization or an activity related to the organization. The extent to which an organization will be held responsible for the actions of individual members or guests will be determined in accordance with the following guidelines.

1. Definition of an Activity Related to an Organization: An activity is considered to be related to an organization when one of the following circumstances exists:
 - a. The activity being sponsored was planned in an official meeting of the organization.
 - b. The activity is a registered event with the University.
 - c. The context of the activity indicated that it was the product of the organization per se. This includes but is not limited to: the activity was held on organization property, the presence of one or more of the group's officers, the presence of 25 percent or more of the group's members, promoting or financing the event, or the presence of organized entertainment.
2. The parent organization shall be responsible for the actions of new members or other subgroups carrying official status.
3. Events or activities that include numbers of non-members also are the responsibility of the group or organization in question. Appropriate measures must be employed to prevent or deal with infractions and problems involving nonmembers (see section 4.b, and section I below).
4. Infractions: Each group or organization has the responsibility and is expected to deal with individuals allegedly in violation of University regulations or laws by referring such individuals to the Department of Public Safety/Security, the Office of Dean of Students, the Department of Housing and Residence Life, and/or the Office of Student Development Programs. Circumstances that do not constitute violation of University policy or law, but that may be violations of organizational regulations may be dealt with internally by the organization.
 - a. Each group or organization is expected to refer such individual(s) to the appropriate University authorities. The Department of Public Safety/Security should be contacted immediately for any issue involving public safety. The Office of Student Development Programs should be contacted for any organizational-constitution violations. Referral should be made to the Office of Student Development Programs and/or the Office of Dean of Students for violations of the Code of Student Behavior and/or University conduct action.
 - b. The group or organization must show good faith in referring individual(s) who may be responsible for violating University policy or any federal, state, or local laws. The degree to which the group or organization carries out this overall responsibility will have bearing on the extent to which it may be held accountable for the actions of the individual(s). Members and non members of a group at an activity related to an organization are included in the expectation of the group's responsibility and appropriate measures must be employed to prevent or deal with problems and/or violations.
 - c. When (1) sufficient preventive measures have not been employed and/or (2) action to refer individual cases to appropriate authorities has not been taken, the student organization may be held accountable for violations.
5. Additional responsibilities for social fraternity and sorority organizations regarding activities and events can be found in the University of Southern Indiana Fraternity and Sorority Policies and Guidelines available in the Office of Student Development Programs.

C.7 Student Organization Responsibilities for Events Involving Alcohol

The University of Southern Indiana Alcohol and other Drug Policies are consistent with the educational and non-punitive philosophy that governs the *Student Rights and Responsibilities: A Code of Student Behavior*. The code emphasizes personal responsibility and is intended to facilitate individual student growth and development. To help reduce the incidence and prevalence of alcohol use that may adversely affect the quality of an individual's experiences at the University of Southern Indiana, abstinence is encouraged. No alcohol may be brought to or distributed at any event on campus without permission of the president or his/her designee. Kegs and other containers used for distributing alcoholic beverages are not permitted anywhere on campus or in organized student housing. Students of legal age who choose to drink off campus are expected to handle alcohol in a low risk manner and behave responsibly. The following procedures have been established to emphasize the shared responsibility of the host organization and individuals attending social events or activities related to an organization when alcohol is present. These procedures are intended to reduce risks associated with social events involving alcohol and to assure compliance with University policies as well as state and local laws concerning the use of alcohol and other drugs.

1. Registration

Any social event with alcohol that is to be held on University property, in organized student housing, or off-campus by one or more student organizations must be registered. Student organizations register social events with alcohol through the Office of Student Development Programs. All social events with alcohol must be registered at least two weeks prior to the date of the event and must include proof of liquor legal liability insurance and liquor license from vendor used. Student organizations may be required to have a designated faculty advisor or authorized sponsor present at the event. In addition, a representative from the registering office may meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event. Social events with alcohol will not be permitted unless complete compliance with these procedures, University policies, and state and local laws can be assured to the best of the ability of the hosting group(s).
2. Requirements
 - a. It is the responsibility of the sponsoring group(s) to institute measures to assure that alcohol is distributed only to individuals who are appropriately designated as 21 or over at social events
 - b. It is the responsibility of the sponsoring group(s) to ensure alcohol is not distributed to persons who are or appear to be intoxicated.
 - c. It is the responsibility of the sponsoring group(s) to monitor that members or guests of age are not providing alcohol to

underage individuals.

d. It is recommended that sponsoring organization(s) only hold events that are by invitation and not open to the general public.

3. Security

All social events with alcohol must have sufficient security for the size of the event. If the event is over 100 expected attendees and the vendor does not provide security, the organization is responsible to hire sufficient security.

4. Violations

If University policies, federal, state, and/or local laws are violated during or as a result of a social event, the sponsoring organization(s) will be considered responsible and held accountable for the violation(s). The group must understand that other potential legal liabilities may also occur for the organization, individual students, officers, guests, and advisors. Littering, infringing upon the rights of others, and abuse of public or private property are also examples of violations of this policy. Other possible violations of University policy will include but are not limited to the following:

- a. Failure to register functions
- b. Construction of unauthorized structures
- c. The failure to use required entrances and exits properly
- d. The consumption of alcohol by individuals who are under the legal age
- e. The providing of alcohol to any person under 21 years of age
- f. Failure to provide adequately trained and identified marshals to supervise the event
- g. Conducting "spontaneous" social functions, activities, or events
- h. Exceeding the maximum number of guests at any given time
- i. Failure to comply with the policies regarding sound system and sound ordinances
- j. Failure to adhere to clean-up plans
- k. Failure of responsible members to attend all training sessions if deemed necessary.

NOTE: All organizations should remember that these are minimum standards of care that should be exercised in all social events.

Depending on the scope of activities, additional measures may be deemed necessary by the organization/University to ensure a safe and enjoyable activity.

4. Additional responsibilities and regulations for social fraternity and sorority organizations regarding events involving alcohol can be found in the University of Southern Indiana Fraternity and Sorority Policies and Guidelines available in the Office of Student Development Programs.

C.8 Sales, Solicitation, and Fundraising

Sales, solicitations, and fundraising activities are permitted by officially registered and recognized campus organizations only if they are for the general benefit of the University and/or the community, have received authorization of the president or a designate, and follow University policies.

1. Sales shall be defined as the sale or offer for sale of any property or service.
2. Solicitation shall be defined as the act of making a request or plea for one's cause or philanthropy and includes the receipt of or request for any gift or contribution.
3. Fundraising is defined as the organized activity/event of raising funds and/or property.
4. Application for approval for sales, solicitation, and fundraising (including athletic events and events held in Housing and Residence Life areas) must be initiated with the Office of Student Development Programs. Approval for all activities must be received prior to beginning these activities. This must occur whether or not you are reserving university space.
5. Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered. Special rules exist for bake sales. A copy of the Health Department regulations is available at the Office of Scheduling Services. All sales must be conducted in accordance with state law and university policy, including the food service policy.
6. Donations may be tax-deductible if they go directly to a 501(c)(3) organization.(The USI Foundation is a 501(c)(3) organization, but the University of Southern Indiana is not.) Organizations must clearly state if a request for donation is considered tax-deductible or not. All tax-deductible charitable contributions must be processed through the USI Foundation.
7. Fundraising activities must not violate state law by including a drawing, raffle, half-pots, bingo, lottery, charity game night, game of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize. Fundraising activities must also adhere to University and USI Foundation policies.
8. Student organizations wishing to solicit private funds must coordinate this through the USI Foundation. Solicitations cannot be made to anyone on the Honor Roll of Donors or anyone in the Foundation's database without the approval of the Foundation. Organizations should request approval four weeks in advance for any solicitation.
9. Sponsorship Fundraising Policy
 - a. Student organizations may sponsor a company on campus as a way to raise funds for their organization by charging the company for that sponsorship or sharing in profits of sales.
 - b. Every company must be sponsored by a registered student group or organization (referred to as the sponsoring group). The sponsoring group will need to contact the Office of Scheduling Services to reserve space and any necessary equipment. Fundraising companies may NOT make reservations.
 - c. Space is not provided on a sub-lease basis. Sponsoring group must have a representative present for the duration of the function. That representative must be a currently enrolled student from that sponsoring group.

- d. For-profit entities must have a retail sales permit available at the scheduled activity.
 - e. Reserved space will be limited to three days a week in a 30-day period and no more than twice a semester per company.
10. Mass emailing may NOT be used for selling, solicitation, or fundraising activities.
 11. The complete University Fundraising Policy may be found at www.usi.edu/foundation/policy.asp.

C.9 Priorities for Use of University Buildings and Facilities

Officially registered student organizations may use University facilities on a space-available basis to hold meetings or conduct activities consistent with the objectives of that organization.

1. Definition of Facilities

- a. The facilities of the University include all buildings and grounds owned or leased by the University. Space within the buildings and grounds is of three types (1) Dedicated, (2) Semi-public, and (3) Public.
- b. Dedicated – Dedicated space is defined as space used primarily to serve and support the educational, cultural, living, and recreational functions of the University. Although such areas may be used by the public, University functions have priority. Examples of such space are: classrooms, laboratories, libraries, student housing, restricted facilities, and intramural and athletic fields.
- c. Semi-public – The semi-public space areas are defined as space available for use by internal and external individuals and groups on a reservation only basis. Normally, non-University organizations will pay for the use of such space. Examples of such space are meeting rooms and lecture rooms in academic buildings and the University Center.
- d. Public – The public space areas are defined as those which accommodate traffic flow, and facilities of the University open to the public. These areas are defined to include sidewalks, campus streets and drives, entrances to buildings, lobbies and corridors in classroom and office buildings, and semi-public facilities and common areas in student housing and the University Center.

2. Use of Facility

a. Dedicated Space – General Instructional Space

- 1) General classroom areas in academic buildings, including large lecture rooms, are not assigned to any specific academic area. These areas are under the jurisdiction of the Registrar's Office for assignment of regularly scheduled classes. Reservations for meetings, study groups, and other temporary uses by student organizations are to be made by calling the Office of Scheduling Services. Classroom space is released for campus reservation after the first two weeks of class in the fall and spring semesters and after one week in the summer sessions. Anything before this will have to be approved one day prior to the event.
- 2) General instructional space such as athletic fields, University Center, conference rooms, Physical Activities Center, and the buildings constituting Bent Twig Outdoor Education Area may be reserved by student organizations through the Office of Scheduling Services.

b. Semi-public Space

- 1) Student Activities Space – General student activities space is available in the University Center. Space for social events, such as dances, movies, organizational meetings, and other activities will be coordinated with the Office of Scheduling Services.
- 2) Lobby Areas and Other Semi-public Space – Reservations for use of lobby areas and semi-public space areas must be made with and approved by the Office of Scheduling Services. The University reserves the right to deny the use of areas if it is determined that access by the group is disrupting the normal operation of the facility or the University.

c. Public Space

1) General Buildings and Ground Space

- a) Every person with legitimate business at the University has the privilege of free access to public areas of the buildings and grounds during hours when they are open; such hours are determined by the president or his/her designee. These areas include sidewalks, closed streets, entrances to buildings, corridors in classroom and office areas, library reading rooms, and common areas.
- b) The president or his/her designee may deny this privilege of free access to an individual or group which disrupts the normal operation of the University.

- 2) Reservation of Space – Public area space as defined by this policy may be reserved by officially registered student organizations. Soliciting for monetary reasons, or selling, will not be permitted in the public areas except in cases of student groups whose activities are approved through the Office of Scheduling Services or other University organizations as approved by the president or his/her designee.

3. Right of Use of Space

- a. Use of space for purposes other than those for which it has been designated will not be allowed. Neither individuals nor groups will be permitted to interrupt the use of space, after it has been duly assigned, without permission of the president or a University official designated by the president.
- b. Users who misrepresent any event or affiliation in order to avoid fees and charges or compliance with the general policies of the University may have reservation privileges suspended or incur additional charges.
- c. If, after observing the situation, the person in charge of a facility or function determines that a situation is no longer peaceful and orderly, he should:
 - 1) Request, not direct, the individual(s) to desist from activities causing the disturbance and allow a reasonable time for such action to occur. In the event efforts at persuasion fail, he/she should inform the Department of Public Safety/Security of the nature of the disturbance and remain on the scene, except for extreme cases, until the public safety/security officers arrive, at which time

emergency procedures will be initiated; or

- 2) Elect, when personal safety or well-being will be endangered by direct involvement with the demonstrators, to inform immediately the Department of Public Safety/Security, who will in turn implement approved emergency procedures.
- d. Agencies coming to the campus to recruit students for employment must make reservations for space and schedule with the Office of Career Services and Placement. Personal interviews will be scheduled in the Office of Career Services and Placement or in semi-public areas if the facilities of the office do not accommodate the demand.

4. Reservation Procedures

The following procedures apply to reservations requested by officially registered student organizations:

- a. Scheduling should take place sufficiently in advance of the using date to permit necessary adjustments and arrangements. Two weeks is the normal time required for activities requiring special services. It is expected that major events will be scheduled as far in advance of the activity date as possible.
- b. Indoor Space: Those requesting a reservation of an indoor University facility/space should contact the Office of Scheduling Services and follow any policies and procedures established for that site.
- c. Outdoor Space: Those requesting a reservation of an outdoor University facility/space must complete a reservation form and submit the form to the Office of Scheduling Services and follow any policies or procedures for that site.
 - 1) If the attendance for the event is expected to be 200 or greater and there will be amplification of sound, the group must also submit a Proposal for Outdoor Event/Activity, a budget, and timeline to the Office of Scheduling Services 60 days prior to the event. Office of Scheduling Services shall forward copies of the reservation and the Proposal for Outdoor Event/Activity to the Office of Student Development Programs, the Department of Public Safety/Security, and other appropriate offices for approval. The organization must also schedule a meeting with a program advisor in the Office of Student Development Programs. This meeting must occur at least 60 days prior to the event. If event approval is granted, the group must complete paperwork and requests at least 30 days prior to the event. The group may meet as necessary with the Office of Scheduling Services in the Office of Scheduling Services and the program advisor in the Office of Student Development Programs. Once approved, the Office of Scheduling Services will notify the reserving organization.
 - 2) Approval of outdoor activities will be based upon the impact to the educational process and other events already scheduled.
 - 3) Events involving the use of amplification must add a standard clause on all contracts, which will give the sponsoring organization the right to request the artist/provider to reduce the volume output. All contracts must be approved by the Office of Student Development Programs. All technical riders must be approved by the Office of Scheduling Services.
 - 4) The student organization scheduling the outdoor program is accountable for the performance and volume output of the participating artists and/or individuals. If requested by an appropriate University official, the responsible student organization designee will be expected to reduce the volume output. Failure to do so may result in immediate termination of the scheduled event and subsequent use of USI grounds by the sponsoring organization and artists involved.
 - 5) Outdoor events may require security. This cost will be the responsibility of the sponsoring organization. USI Public Safety/Security will determine such security requirements in conjunction with Student Development Programs and Office of Scheduling Services.
 - 6) Arrangements for set-ups (including but not limited to staging, electrical needs, tables, chairs, portable restrooms), tear-downs, cleaning, and damage repairs are at the expense of the sponsoring organization. Physical Plant in conjunction with Office of Student Development Programs and Scheduling may estimate the associated costs.
 - 7) Any event that will be providing/selling food or items must abide by the USI Fundraising Policy for Student Organizations and/or any Board of Health requirements/policies.
 - 8) All proposals for outdoor events must have a contingency plan in the event of bad weather or other unforeseen circumstances.
 - 9) Event must be approved before publicity for the event is distributed.
 - 10) University of Southern Indiana and the Office of Student Development Programs are not responsible for charges incurred by sponsoring organization (including but not limited to Physical Plant charges, off campus vendors, food service, or contracted obligations).
- d. Approval Subject to Review: At all times, any reservation approval is conditioned upon full compliance with all University policies and all reservation requirements. The University reserves the right to disapprove the request of any entity that fails to comply with University policies or federal, state, or local laws, or which has damaged University facilities at any time.

5. Additional Facility Use Policies

- a. Alteration of University Property: Alteration or physical modification of property owned or leased by the University is not permitted. To prevent damage to University infrastructure, Physical Plant must approve the erection of tents or any temporary structures.
- b. Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Physical Plant or the facility official. Decorations, displays, or exhibits that require flame or water cannot be used in University buildings. Hurricane or votive candles may be used on tables. Open flame candles are prohibited. Painters tape may be used to hang decorations on painted walls. The use of cellophane tape, glue, staples, thumbtacks, or adhesive is not permitted on the walls, ceilings, doorframes, doors, columns, or staging for attaching any material. No tape is allowed on wood surfaces. Angel hair, glitter, confetti, and straw are also prohibited.
- c. Property Damage: Any group or individual that causes damage to University property must pay any charges necessary to return the property to its original state; University employees, students or organizations also may be subject to disciplinary action.
- d. Organizer Arrangements: The organizer shall be responsible for addressing issues such as special power requirements, access to

restrooms, adequate waste receptacles, and inclement weather sites. Many campus buildings are closed after hours and on weekend/holidays; therefore, power and restrooms are not readily available. If waste receptacles are overflowing after an event, the requestor/sponsoring group will be charged the additional cleanup costs incurred by the department that operates the facility/outdoor space. The organizer shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use University facilities agrees to pay all such charges. Arrangements for audio-visual or other equipment and special set-up must be requested 72 hours in advance for the event.

- e. Events held on campus involving food must follow the University Food Policy, which can be obtained from the Office of Scheduling Services.
- f. Publicity, handouts, etc.: All publicity, handouts, printed materials, etc. are governed by University policies and procedures.
- g. Information Tables: Requests to use information/ display tables on campus will be honored, for student organizations and University departments. The Office of Scheduling Services will make all arrangements.
 - 1) All table activities must carry the identification of the sponsoring organization.
 - 2) A representative of the sponsoring organization must be present at the table at all times.
 - 3) Promotions may take the form of ticket sales, collection of funds, distribution of literature, etc.
 - 4) Tables must be kept neat and orderly. Materials must be removed at the end of each day.
 - 5) All table activities are limited to the confines of the table. Traffic flow through the hallways cannot be restricted. Information table activities cannot interfere with the rights of others operating other information tables.
 - 6) Loud and boisterous activity will not be allowed.
 - 7) Non-University related groups may reserve information/display table space if:
 - a) The use of the booth would result in a service to the University community that is needed and is of measurable benefit, i.e., telephone service, etc.
 - b) The use of information/display table space is a recruitment of students and sponsored through the Career Services and Placement Center, the U.S. Armed Forces recruiting teams, or other government agencies sponsored by the Career Services and Placement Center.
 - c) They are sponsored by a registered student organization or University department.
- h. USI Outdoor Grill Policy
 - 1) Students, recognized student organizations and University departments are allowed to hold grilling activities in designated approved areas on campus. Responsible parties are required to follow all policies and safety guidelines associated to grilling on University property.
 - 2) Off campus organizations that have reserved space through Office of Scheduling Services may be allowed to hold grilling activities in designated approved areas on campus and are required to follow all policies and safety guidelines associated to grilling on University property. All off campus organizations must provide a certificate of insurance as required by Office of Scheduling Services in order to grill on University property.
 - 3) Personal grills, leased commercial grills, smokers and turkey fryers are not permitted on University property. Commercial grade grills (charcoal or gas) will only be allowed on University property from off campus if the event qualifies for the following policy exemption:
 - a) An off campus preapproved grill will be permitted on campus if Sodexo/USI Food Services is unable to meet the needs of a scheduled event being held on University property or if the sponsoring group has received special exemption from the Office of Risk Management & Safety. In order to qualify for exception to this policy, you must obtain a commercial grade grill and make arrangements to have the grill inspected and approved by the Office of Risk Management & Safety 10 days before the event. The exemption policy only applies to grills; smokers and turkey fryers are not exempt from the policy.
 - b) University departments and organizations that qualify for the above exemption can safely transport no more than 60lbs per unit of liquid propane onto University property.
 - 4) Portable grills are available for rent for events through Sodexo/USI Food Services. Call 812-465-1652 to reserve a grill. Grills can be used at approved locations on University property. Contact Office of Scheduling Services (812-465-7037) to obtain a list of approved locations.
 - 5) All grilling operations shall be operated in a safe manner. Grills can only be used on a firm, flat, stable surface away from trees, shrubs and other landscaping.
 - 6) All portable grills must be kept at least 30 feet away from any buildings or structures, including balconies and terraces, and not used beneath any structure equipped with an overhang.
 - 7) All portable grills must be kept at least 30 feet away from any vehicles, equipment and materials. Grilling is not permitted in areas where vehicular traffic is allowed unless approved by the Office of Risk Management & Safety and USI Public Safety/Security.
 - 8) All portable grills must be kept at least 100 feet away from any building fresh air vents.
 - 9) The University department, organization or off campus group reserving the grill site is responsible for safety during the grilling event and must ensure the grill(s) are supervised at all times when in use. Any damage to the surrounding environment is strictly prohibited. If damage to the area occurs, the sponsoring University department, organization or off campus group may be charged for damages.
 - 10) A fire extinguisher is required at every event using a gas grill. (Fire extinguishers are furnished on all Sodexo/USI Food Services grills.) Fire extinguishers must be serviceable, fully charged, and inspected or "tagged" by an authorized fire equipment distributor within the past year. Fire extinguishers cannot be taken from any University building or structure and used to meet the

requirements for grilling operations. Separate extinguishers must be obtained for this purpose. If the fire extinguisher is used, USI Public Safety/Security must be notified and a report of incident filed.

11) Public permanent in-ground charcoal grills are provided throughout campus for use by University students and organizations.

12) Users of charcoal grills on campus must adhere to the following:

a) Only match-ready charcoal (no lighter fluid) may be used with the public grills. Charcoal shall be provided by the user.

b) The use of any fire accelerant is prohibited. (Examples; gasoline, kerosene, and lighting fluid).

c) A bucket of water near the grill is required.

d) The organizer is responsible for ensuring that any burning charcoal is completely extinguished with water after the grilling is complete and that the site is left as clean as it was found.

e) Embers and ash from the grills must be disposed of in an approved metal container labeled for charcoal disposal located near the permanent grills.

f) Paper trash must be removed from the grill area and disposed of in appropriate trash receptacles; paper or trash of any type is not to be placed in the coal disposal container.

g) All users must leave grills in a generally clean condition. Cleaning fees may be imposed on anyone leaving grills in a soiled condition.

6. Sound Regulations on Campus and Respect for Others

a. Noise Disturbances to be Avoided: University entities and non-University entities must respect others' rights by not creating noise disturbances on the campus or around residences. The sound regulations apply to outdoor campus events that may potentially cause noise disturbances regardless of whether or not amplified sound is used (e.g., outdoor music performances).

b. End of Semester Policy: Outdoor events which could create noise disturbances on campus will not be approved after the last day of classes through the end of finals each fall and spring semester.

c. Notification to Others: Event organizers are responsible for notifying parties potentially affected by their event sound levels or activities.

7. Procedures for Use of Facilities By Student Organizations

a. Any registered student organization may use University facilities for open or closed events, meetings, or performances subject to University policies regarding use of University facilities and outdoor space. Student organization sponsored events will be cancelled if the University closes. Cancelling classes does not mean student organization events are cancelled.

b. Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied approval, support, or endorsement by the University

c. An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the University or the student organization. In case a request for the use of a University facility by a registered student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.

d. The University administration and advisor may inform an organization concerning its views on any proposed off-campus speaker or performer, but will leave the final decision to the organization.

e. Speakers may be invited to campus to discuss political issues. Registered student organizations may solicit memberships and dues at meetings. However, political party membership may not be promoted or, money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.

8. Service Charges

a. Any special services provided by the Physical Plant or other departments will result in appropriate charges to the using groups. Student organizations may be required to have a minimum amount of dollars on deposit within their University agency account or pre-pay a portion of University charges upon approval of events.

b. Ordinary maintenance requirements—(i.e., scheduled refinishing of floors, painting, etc.)—will be assumed by the University even though this schedule may be advanced due to the extra use of such facilities.

9. Use of University Center facilities

a. Room Reservation: Requests to use meeting rooms in the University Center will be honored for officially registered student organizations, University departments, non-University official guests, and official guests of the University (as approved by the Office of Scheduling Services). The reservations should be made at least 24 hours prior to the event. Larger events must be scheduled at least two weeks in advance. University scheduled classes for credit may not be held in the University Center.

b. Groups reserving rooms in the University Center are granted exclusive use of such rooms for the time period reserved.

c. Groups reserving rooms in the University Center must notify the Office of Scheduling Services at least 24 hours in advance of any cancellation of that space. If the group does not cancel the space, they will be charged a fine to cover meeting room set-up labor charges. Complete policy may be obtained from the Office of Scheduling Services.

d. Non-University Entities: Non-University entities may request to reserve space in the University Center, subject to the approval of the vice president for Government and University Relations or designee and all applicable University policies.

e. University Center Display Cases Registered student organizations and University offices may reserve designated display cases in the University Center for promoting their organization and/or events with the Office of Scheduling Services.

1) Generally, one display case may be reserved at a time, for up to a two-week period. ; no more than three times each semester (fall and spring). The reservations cannot be continuous in nature.

2) Display cases may be reserved up to one year in advance. After the end of the fourth week of each semester, organizations and

departments may have the opportunity to reserve additional displays on a first-come, first-served basis.

- 3) Display cases must be cleaned out by Saturday of the reservation period before the University Center closes. Individual must present a valid University ID to check out display case key.
- 4) The University will not be responsible for the safekeeping of any materials in the display case and will empty the case if items are not removed in the time allowed.
- 5) Requesters not complying with these rules will lose the privilege of reserving display cases for the rest of the year. Any other display cases they have reserved will be released at that time.

10. Temporary Food Stands

Temporary food stands are permitted for three consecutive days, no more than twice a semester. All Vanderburgh/Indiana State Health Requirements must be followed. A copy of the health code is available in the Office of Scheduling Services.

C.10 Information Materials, Publicity/News Releases, and Advertising

1. Campus Posting Policies

- a. Posting on campus is restricted to University campus groups, organizations, University departments, students, faculty, and staff. Space is not available for commercial advertising by non-University firms or organizations unless a request is received in writing and permission is granted in writing by the Office of the Dean of Students.
- b. All posting is limited to those activities open to the student body; events that bear some direct relationship to the educational purpose of the University and/or that provide an exceptional or beneficial service to students, faculty, and staff not normally available; and information about a student organization or University department, including educational material related to their purpose or function.
- c. All posting must have the name of the sponsoring group or organization and follow the posting policies and procedures. If the posting is not in English, an English-language translation must be included with the posting.
- d. The posting policy applies to all forms of posting. Additional policies may apply to specific forms or areas. No posting of flyers or literature on car windows, light poles, sidewalks, building doorways, trash cans, or unapproved locations. Violations to the campus posting policy should be reported to the Office of the Dean of Students.

2. Posting Guidelines and Procedures

a. Bulletin Boards

- 1) All flyers and posters may be placed on bulletin boards and must meet the guidelines stated in the first paragraph of this policy. They are not to exceed 22" X 30" and must be secured by using pushpins or thumbtacks on bulletin boards. Bulletin boards and posting areas are defined for use as follows:
- 2) Bulletin boards identified as "designated" or "General University Posting Areas" are available for posting to the following: University campus groups, organizations, University departments, students, faculty, staff, and approved non-University firms or organizations. To obtain a current listing of all designated or "General University Posting Areas," contact the Office of Scheduling Services.
- 3) Bulletin boards identified as "restricted" are under the jurisdiction of a school, department, or administrative office and are restricted to their use only. University campus groups, organizations, and University departments may request permission to use these bulletin boards by the appropriate school, department, or administrative official.
- 4) Groups or individuals using designated bulletin boards may bring 15 copies to the Office of Scheduling Services (UC 208) to be posted by a member of the Scheduling staff.
- 5) An open posting area is available for posting by anyone, without permission. The open posting area is located on the northwest corner outside of the Orr Center.

b. Banners

Banners may be hung by registered student organizations and University departments on the UC in designated locations. Banner space on the University Center is available on a first-come, first-served basis with the Office of Scheduling Services, but can be scheduled in advance to secure space. All banners must meet the following guidelines: no larger than a twin-sized sheet, cannot contain wood or metal, and utilizes approved weights (anchors), such as balloons filled with sand (available free of charge in the Office of Scheduling Services). Anchors must hold the banner straight but must not present a risk to people or property. Banners not picked up within five working days will be thrown away.

c. Staked Signs/A-Frames

Staked signs and A-Frames may be utilized by registered student organizations and University departments. Staked signs, maximum size of 18" x 24", and A-frames, maximum size of 36"x36", are allowed in specified lawn areas along the sidewalks and roadways as long as they do not block or overhang onto a walkway, driveway, or street. Staked signs and A-frames are not permitted in landscaped areas nor in specified areas (see Student Development Programs web site for map). Only directional signs for campus events may be posted in the boulevard median with approval from Office of Scheduling Services. Permanent signs are not permitted on University premises. Within 72 hours of the completion of the event, all signs must be removed or it will result in Physical Plant charges.

d. Table Tents

Table tents may be utilized by registered student organizations and University departments. To place table tents, permission must be obtained through the Office of Scheduling Services.

e. Chalking

Chalking may be utilized by registered student organizations and University departments and is allowed on outdoor concrete (non-

brick) sidewalk areas that are exposed to the weather and can be easily washed away by rain. No chalking on the side of buildings or walls/ramps. Physical Plant charges for cleanup in areas not exposed to rain may be incurred. Use only brands of chalk identified as sidewalk chalk on the label. Designs with lewd content, hateful or derogatory messages or symbols or designs that can be changed into lewd content are not permitted. All chalking must meet the campus posting policy. Counter-chalking is not allowed. Counter-chalking is defined as chalking that occurs either directly on original chalking or in proximity to original chalking and represents an opposing viewpoint.

f. Handbills/flyers

Registered student organizations, University departments, and approved non-University firms and organizations may distribute literature/ handbills on campus if in compliance with the campus posting policy, in addition to the following:

- 1) individuals distributing do not hawk, shout, or accost individuals;
- 2) the distribution may not obstruct pedestrian or vehicular traffic;
- 3) literature or handbills discarded on the ground in the general area of distribution are to be picked up by sponsoring group;
- 4) the distribution of material is not in an area reserved by another organization nor does it impede another scheduled activity or event.
- 5) the distribution of material must be outside and will not be allowed inside University buildings.

C.11 License Program Policy

The University of Southern Indiana seeks to manage the use of its logo and image and to benefit financially from the marketing of that image. To that end, a licensing program has been developed which establishes a framework for consistently applying the license policy to activities associated with the licensing of the University name and emblem.

1. Vendor Approval Process

- a. All manufacturers of clothing and promotional items which use the logo, the image, or the words University of Southern Indiana are expected to comply with the policy. Upon receipt of a vendor's application and an application fee, the Bookstore manager or their designee will review the application and respond to the vendor.
- b. Vendors will be required to submit quarterly production reports and royalty payments to the University. Vendors will submit drawings of proposed licensed materials for approval prior to production.

2. Exceptions

- a. Exceptions to the fee are made for University uniforms for employees and athletic teams. This would include practice uniforms and other outfits required for travel or sport participation.
- b. Additionally, University letterhead, envelopes, and invitations used by University departments are not subject to licensing.

3. Operational Responsibility

- a. The Bookstore manager or their designee is charged with operational responsibility of the licensing program, including processing of license applications, identification of license infringement, communication to licensed and non-licensed vendors, and coordination of internal reporting.
- b. Internally, all purchases of named or emblematic material must be approved and purchased from licensed vendors. University purchasing standards will apply to such purchases.
- c. Vendors wishing to use named and emblematic material must use camera-ready art available in the Bookstore Office. Any modification of logo or type style on the logo would be rare and must be approved in advance by the vice president for Government and University Relations.

4. Rebate Program

University departments which use licensed materials directly benefiting the University may request, from the Director of the Business Office, a rebate of licensing fees. Items which are purchased for resale or other commercial benefit are not eligible for the rebate, nor are any items purchased by student organizations, student clubs, or University-related support groups. Departments which share in the licensing revenue distribution (currently the Athletics department and student affairs programs) also are not eligible for the rebate program.

C.12 Student Conference Guidelines

1. Every student attending a conference on behalf of a registered student organization is acting as a representative of the University of Southern Indiana. To that end, courtesy and respect for others must be demonstrated at a conference. Mature, professional conduct is expected of every student. The University of Southern Indiana recommends that the student organization advisor or staff attend the conference to provide guidance and support to student delegates.
2. The following guidelines have been established, and all students traveling on behalf of the University are expected to adhere to these guidelines:
 - a. Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
 - b. University of Southern Indiana does not condone underage consumption of alcohol at University sponsored/supported/affiliated functions. Representatives of the University of Southern Indiana are expected to abide by the laws of the state which they are in.
 - c. Use of controlled substances is strictly prohibited under any circumstances.
 - d. Respect should be shown at all times for others and all non-personal property.

- e. If an advisor or student leader feels any student has not adhered to these guidelines and has behaved in a manner which is unprofessional, illegal, or irresponsible, that student could face conduct charges upon return to campus.

C.13 Student Travel Procedures

Completion of a Travel Authorization shall be required for all registered student organization trips using University vehicles and/or receiving University funding. This document should be forwarded to the Office of Dean of Students for approval.

Vehicle reservations shall be the responsibility of the trip coordinator. Meal allowances for students traveling as a representative of the University shall not exceed current University per diem rates. Check with the USI Travel Office for current rates.

When faculty and/or staff are traveling with students, they are prohibited from sharing a room with a student.

Student Rights and Responsibilities 8/26/04

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