

Due to COVID-19 this version will be the Code for the 2020 2021 Academic year.

2019–2020 Student Handbook Disclaimer

The policies listed in this printed planner may NOT be most current. For the most up-to-date Code of Student Behavior policies visit [USI.edu/deanofstudents/code](https://usi.edu/deanofstudents/code) website or contact the Dean of Students.

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

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 on 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 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 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 Rights and Responsibilities of the 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.

paragraph should register in advance with the Dean of Students Office to allow the University the opportunity to provide space that accommodates the reasonable needs of both the University community and those engaged in acts of speech or protest.

The following locations on the USI campus are available for speech and expressive activities by members of the public, members of the USI community and guests:

- the lawn area south of Rice Library
- the lawn to the north of the Wright Administration building

In addition, the following general conditions of use apply to all areas of the University campus:

- Activities may not be conducted in a manner that violates any federal, state or local law.
- Activities may not be conducted in a manner or at a time or place that is either incompatible with or unreasonably interferes with the educational, research, service or other legitimate functions of the University.
- Activities may not be conducted in a manner that violates the rules, regulations, or policies of the University of Southern Indiana including *Student Rights and Responsibilities: A Code of Student Behavior* (Appendix C, Sections C 10 and 11).
- Activities may not be conducted in a manner that violates applicable fire or safety regulations.
- Activities may not disrupt academic activity, block egress (i.e. block safe access to exits and entrances, hallways, sidewalks, streets etc.) or pose a threat to the personal safety of community members.

Violations of these policies may result in appropriate disciplinary action and/or arrest, in accordance with applicable law and University policies and procedures.

The University of Southern Indiana, as a public institution, does not endorse or take any position on or action against a speaker or group of speakers based on the content of the message.

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 website (*USI.edu*)

- USI Dean of Student's website (*USI.edu/deanofstudents*)
- 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* at the beginning of each academic year.

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. 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. No student should participate in the creation of an unsafe learning environment.

2.0.1 Responsibility to Others

A student has a responsibility to ensure the well-being of all members of the community.

STUDENT RIGHTS AND RESPONSIBILITIES

2.0.3 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/controlled substance and/or alcoholic beverage policy, Housing and Residence Life or the Dean of Students will notify the student's parents/guardians in writing. This notification will detail the fact that the student has been found responsible for an alcoholic beverage or drug/controlled substance 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 wellbeing 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.

2.1 Alcoholic Beverages and/or Drug/Controlled Substances

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- **2.1.6 F:** Possession and or use of prescription drugs without document prescription
- **2.1.6 G:** Manufacturing of drugs/controlled substance(s)
- **2.1.6 H:** Distribution and/or sale and/or delivery of drugs/controlled substance(s)
- **2.1.6 I:** Emanating the scent of marijuana

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. See Community Standards 2.0.

2.3 Violations of Law

The University reserves the right to take disciplinary action when a student violates federal, state or local laws that have a direct impact on the institution or community.

2.4 Property Violations

Property Violations are exerting unauthorized control over another person's or the university's property and include but are not limited to burglary, robbery, theft, trespassing or vandalism.

2.5 Aggressive or Abusive Behavior/Physical or Verbal

2.5.1 Physical Violence/Abuse

Physical violence/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 or Intimidating Behavior

Behavior that involves an expressed or implied threat, which includes, but is not limited to the use of words verbal, written or electronic (Facebook, Instagram, Twitter, etc.) 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 Hazing

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 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.

2.5.4 Social Media Policy

USI will not regularly monitor the language and/or actions of students on social media platforms, including Facebook, LinkedIn, Twitter, etc. However, while the University will defer to the user policies of the individual social medium, USI will hold students accountable for reported related Code of Student Behavior violations by USI students.

Students may not:

- Post messages that: incite imminent lawless action or violation of University policy, are a serious expression of intent to inflict bodily harm upon a person, are unlawful harassment, are defamatory or otherwise unlawful.
- Claim or imply that they are speaking on behalf 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 a0 (orohoutpah.or)10en (aniz)gor rinlatiot.

STUDENT RIGHTS AND RESPONSIBILITIES

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) school 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 safety personnel under emergency procedures during activities such as (a) tornado drills; (b) fire drills; (c) earthquake drills; or (d) other drills.

2.7.3 Tampering with any fire alarm or other safety device.

2.7.4 Damaging or attempting to damage property or structures controlled by the University.

2.7.5 Acts on or near University property that endanger the safety and security of the University community and its members, or that constitute an act of harassment, sexual assault, or sexual misconduct, or that constitute a violation of any policy of the University relating to the safety of the community or the protection of property.

Examples may include but are not limited to: (a) engaging in choking, pushing, hitting, slapping, punching, kicking, or any non-consensual physical contact; (b) initiating any non-consensual physical contact; (c) initiating any non-consensual physical contact that causes injury; (d) initiating any non-consensual physical contact that causes injury.

2.8.1 Stalking

For the purposes of this policy, stalking and assault are considered to be distinct forms of harassment. Stalking is generally defined as a course of conduct that causes a reasonable person to feel fear for their safety; fear for the safety of others; or substantial emotional distress.

C means two or more acts, including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, surveils, threatens, or communicates to or about a person, or interferes with the person's personal or professional activities.

communicating with a person or property, or interfering with the person's personal or professional activities.

S means significant mental suffering or distress, but does not necessarily require a medical or other professional treatment or counseling.

R means a reasonable person in the same or similar circumstances as the victim.

Such behaviors and activities may include, but are not limited to:

Initiating non-consensual communication such as

facto communication, calls, voice messages, e-mails, text messages, or other electronic communications that are not intended for the recipient.

Initiating non-consensual physical contact, such as touching, grabbing, or touching in an inappropriate manner.

Conducting surveillance, including but not limited to:

- Conducting surveillance, including but not limited to: (a) following a person; (b) monitoring a person's movements; (c) monitoring a person's activities; (d) monitoring a person's communications; (e) monitoring a person's personal or professional activities.

2.9-2.10 Sexual Assault

A means any non-consensual sexual act, including but not limited to: (a) sexual intercourse; (b) sexual contact; (c) sexual contact that causes injury; (d) sexual contact that causes injury.

S means any non-consensual physical contact, including but not limited to: (a) touching; (b) grabbing; (c) touching in an inappropriate manner; (d) touching that causes injury; (e) touching that causes injury.

Examples may include but are not limited to:

- Engaging in choking, pushing, hitting, slapping, punching, kicking, or any non-consensual physical contact; (b) initiating any non-consensual physical contact; (c) initiating any non-consensual physical contact that causes injury; (d) initiating any non-consensual physical contact that causes injury.

2.9-2.10 Sexual Misconduct

U means any non-consensual physical contact, including but not limited to: (a) touching; (b) grabbing; (c) touching in an inappropriate manner; (d) touching that causes injury; (e) touching that causes injury.

D means any non-consensual physical contact, including but not limited to: (a) touching; (b) grabbing; (c) touching in an inappropriate manner; (d) touching that causes injury; (e) touching that causes injury.

C means any non-consensual physical contact, including but not limited to: (a) touching; (b) grabbing; (c) touching in an inappropriate manner; (d) touching that causes injury; (e) touching that causes injury.

Initiating any non-consensual physical contact, including but not limited to: (a) touching; (b) grabbing; (c) touching in an inappropriate manner; (d) touching that causes injury; (e) touching that causes injury.

The University prohibits all forms of sexual misconduct (regardless of the gender of those involved) as well as discrimination and harassment on the basis of race, color, religion, sex (including pregnancy), national origin, age (any age as it relates to University programs and services, age 40 or older as it relates to employment), disability, genetic information, sexual orientation, gender identity, or any other category protected by law or identified by the University as a protected class.

Title IX coordinator

Wright Administration Building, FA 171
812-464-1703 | cnlynn@usi.edu

The sexual misconduct policy, procedures, resources and information about how to file a complaint can be found at USI.edu/stopsexualassault.

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 USI Public Safety, phone number 812-464-1845.

Personal safety device (chemical spray) – persons are permitted to carry chemical spray that is sold for personal protection; however, persons choosing to carry pepper spray are responsible for ensuring that they are properly secured, maintained, only used for defensive purposes and according to manufacture instructions.

2.12 Animals

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

- The animal is part of a classroom demonstration that has been approved by faculty. In such cases, 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 in a carrying case when in transit.
- The animal is a "service animal" as defined by current Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and State of Indiana regulations. Under these laws, a "service animal" is defined as an animal 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, wellbeing, comfort or companionship do not fall under the legal definition of "service animal."

The University reserves the right at any time to ask if the animal is required because of a disability and what specific 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 legal definition of work or task the animal is trained to perform.

STUDENT RIGHTS AND RESPONSIBILITIES

disabilities. A student may keep a service/assistance animal in his or her dwelling unit on campus as a reasonable accommodation only if the student fully complies with all procedures and responsibilities as described in Section B.25 of this publication.

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
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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 any fines or tickets. 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 as well as E-cigarettes or any other devices that use a heating element to vaporize a liquid solution that includes nicotine and/or flavored vapor designed to mimic traditional cigarettes or cigars.

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 residence 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 healthy 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 Act*. Students who violate this policy will be held responsible for any damages or costs incurred by the University.

STUDENT RIGHTS AND RESPONSIBILITIES

images and other digital, copyright protected files without proper licensing. Downloading or enabling the sharing of music, movies and other digital, copyright protected files without proper licensing constitutes the theft of copyright protected material and is subject to both civil and criminal penalties. Companies and agencies that monitor computer networks and internet Protocol ("IP") addresses inform USI when someone on USI's network is downloading or sharing copyright protected songs, movies and other material. USI is considered an Online Service Provider ("OSP") for the users of its computer network. A student's continued use of the University's OSP computer network implies the student's acknowledgment and acceptance of this policy.

If it comes to the attention of USI that an individual is using USI's computer equipment and/or network access to illegally download copyrighted material, the University will take action to stop such activities. If the University detects peer-to-peer file sharing of encrypted content, this will be treated as if it is copyrighted material, and the University will take action to stop this activity as well. The University takes such action in order to comply with provisions within the Digital Millennium Copyright Act ("DMCA") which limits the liability of the University, as an OSP, for certain copyright infringement liability if the University follows applicable procedures. Additional information on the DMCA can be found at www.copyright.gov/legislation/dmca.pdf.

Immediate action by the University will include the immediate disabling of USI network access to all wireless and wired networks and referral to the Dean of Students for disciplinary follow-up. Once the conduct process is completed, whether by the student accepting responsibility or a formal hearing, the Dean of Students will inform the appropriate University offices of the outcome and request that access be reinstated, as may be appropriate.

For the complete University Student Copyright Infringement Policy and a detailed outline of the procedures the University

Academic Integrity:

- Demonstrates respect for all students' right to a safe, quality learning environment
- Does not interfere with others' educational goals
- Promotes professional and ethical behaviors of all majors
- Appropriately cites others ideas, writings and/or work
- Prohibits unapproved assistance with all academic endeavors which includes but is not limited to tests, writing, research, analysis, interpretation

Academic Integrity ensures:

- Fairness to students
- All students have the same opportunities
- Everyone receives appropriate credit for their work
- Academic honor
- A culture of civility

Failure to uphold academic integrity:

- Diminishes degree value
- Threatens the credibility of the institution and students

The benchmarks of any great university are high academic standards and academic integrity. Academic integrity is the hallmark of truth and honesty in an engaged university community. Students have the right and responsibility to pursue their educational goals with academic integrity. All members of the University are accountable for their actions in maintaining high standards of academic integrity. Students are responsible for completing academic requirements without action and/or material that violate academic integrity.

3.2 Violations of Academic Integrity

3.2.1 Cheating

Cheating is intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Examples of cheating include, but are not limited to:

- Using external assistance during any examination unless the instructor has specifically authorized such assistance. Examples of external assistance include but are not limited to: books, calculators, notes, formula lists, cues on a computer, photographs, cell phones, symbolic representation and electronic devices.
- Copying from another student's work. Examples include, but are not limited to: a test, paper, project, product, performance or electronic document of file.
- Completing assignments for someone or having someone complete an assignment for them
- Taking a test for someone
- Having someone take a test for them
- Submitting the same academic work more than once without permission from all instructors who may be involved.
- Obtaining a copy of an examination from an unauthorized source

- Submitting another's works as their own, using commercial term-paper companies, and/ or past papers

3.2.2 Interference

Interference is behavior that detracts from a safe, quality learning environment of others educational goals.

Examples of interference include, but are not limited to:

- Disruptive classroom behavior
- Disrespectful classroom behavior
- Failure to comply with instructor instructions

3.2.3 Fabrication

Fabrication is creating something for the purpose of deception.

Examples of fabrication include, but are not limited to:

- Creating false citations
- Falsifying research, lab, clinical activities, data or source material

3.2.4 Plagiarism

Plagiarism is using the work and/or ideas of another person as if it is your own. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual work without appropriate citation
- Using another person's ideas, opinion or theory without appropriate acknowledgment
- Using facts, statistics or other illustrative material without appropriate citation

3.2.5 Academic Sabotage

Academic sabotage is intentional impediment of others academic progress.

Examples of academic sabotage include, but are not limited to:

- Destroying another's work
- Impeding another from completing their work
- Removing books, papers, journals and/or electronic devices from a student or the University
- Changing another students data, papers, results and/or assignments
- Defacing resources

3.2.6 Facilitating Academic Dishonesty

Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Examples of facilitating academic dishonesty include, but are not limited to:

- Allowing another to copy assignments, papers, examination answers, lab results
- Providing copies of unauthorized examinations
- Providing copies of papers, examinations, lab results
- Developing methods for exchanging information during an examination

STUDENT RIGHTS AND RESPONSIBILITIES

3.2.7 Violation of research or professional ethics

Violations in this category include professional ethical codes, University code of conduct, ethical research protocol and/or any professional standard communication by a professor or program.

Examples of violations of research or professional ethics and/ or standards include, but are not limited to:

- Violation of professional ethical codes of behavior or professional standards
- Conducting research without completing University procedures
- Violation of HIPAA
- Misuse of funding
- Misuse of positions, such as teaching assistant, graduate assistant, or student worker

3.2.8 Violations Involving Potentially Criminal Activity

Violations in this category include actions such as the , fraud, forgery and/or distribution of unauthorized materials.

Examples of violations include, but are not limited to:

- Stealing material, including electronic files
- Forging any University documents such as grade change forms
- Falsifying transcripts or grades
- Selling stolen materials
- Violating state and federal regulations governing a profession

3.2.9 Repeated Academic Integrity Violations

Students found responsible of multiple Academic Integrity related violations may be referred to the appropriate College dean's office for further action. Being found responsible of multiple Academic Integrity violations may result in disciplinary probation, removal from the academic program, removal from the college and/or expulsion from the University.

3.3 Student Rights and Due Process in the Academic Integrity Process

3.3.1 Violation of Policy

A student is considered to have violated the *Academic Integrity Policy* when the student:

- Admits to his/her responsibility for a violation; or
- Is found responsible for one or more provisions of the *Academic Policy*.

3.3.2 Informal Resolution

The first step of any resolution should be at the lowest unit level between the student and the faculty member involved or the appropriate administrator. The faculty member involved or appropriate administrator should meet with the student to discuss the alleged violation. In the event an informal resolution is reached, the faculty will notify the appropriate college administrator (typically an associate or assistant dean) of the violation and the outcome and provide documentation. The college administrator will create an academic integrity conduct case file and send an official informal resolution

letter to the student recapping the charge and the outcome. The student will have five (5) University business days after receipt of the letter to request a formal resolution if they do not agree with outcome of the informal resolution.

3.3.3 Formal Resolution

If the student and faculty member or administrator are not able to reach an informal resolution or if the student requests a formal resolution it is

STUDENT RIGHTS AND RESPONSIBILITIES

- 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).
- 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 student shall have the opportunity to present witnesses/witness statements to the University hearing board.
- The University representative and accused student may

graduate students often are more severely penalized than the same violation committed by an inexperienced undergraduate student. Violation of academic integrity, even a first offense, places the student in jeopardy of the most severe form of sanction—expulsion from the University.

3.8 Appeals

Students found responsible for a violation of the *Academic Integrity Policy* may appeal. An appeal from any decision, either administrative hearing or University hearing board, must be made in writing within two (2) business days following the date the hearing record notification is assigned and notice is received by the student. The *University Disciplinary Appeal Form* can be found at

STUDENT RIGHTS AND RESPONSIBILITIES

The focus of the complaint resolution procedures shall

- 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
- Assistant Director of Student Conduct/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 or his/her designee

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 choose from a pool of residential and commuter students of diverse backgrounds and class levels. There will be at least two faculty members and two administrative staff in the pool.

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). The Dean of Students also may refer disciplinary cases to the Hearing Board at his/her discretion.

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. Members of 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 University Hearing Board 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).
- 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).

University Conduct Range of Sanctions

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STUDENT RIGHTS AND RESPONSIBILITIES

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
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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 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 minimum 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 a minimum of seven (7) years following the date of the incident with the Dean of Students, or his/her designee.

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 (Reference the terms and conditions on the website USI.edu/housing and choose “Terms and Conditions” on the left hand side of the menu). 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*.

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.

B.2.1 Community Living

Residents commit to abide by the USI Creed.

I will practice personal and academic integrity; I will reject and confront all manifestations of discrimination while striving to learn from differences in people, ideas, and opinions;

I will demonstrate concern for others, their feelings, their property, and their need for conditions which support their work and development;

Allegiance to these ideals requires that I refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

B.2.2 Community Living Forms

Residents will complete all forms (room condition report and roommate agreement) necessary for community living documentation before the end of the first week of classes.

B.2.3 Moving Residents

STUDENT RIGHTS AND RESPONSIBILITIES

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.
- Public advertisements of alcoholic beverages and/or drugs/controlled substances are prohibited. This includes, but is not limited to, signs or advertisements that are visible in public areas or from outside the apartment or residence hall suite.
- Ladders and risers are prohibited in the apartments and residence halls.
- Removing mounted fixtures from walls or ceiling is prohibited.
- Private door locks (or adding additional locks) on any exterior or interior doors are prohibited.
- Any renovations or changes to the apartment are prohibited.
- Darts and dartboards are prohibited.
- Residents may not paint or wallpaper walls or ceilings in the apartments or residence hall suites.
- Bricks or landscape stones are prohibited in the residence halls

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.

- Clipping or propping open exterior doors is prohibited.

STUDENT RIGHTS AND RESPONSIBILITIES

B.23 Guests, Overnight Guests and Cohabitation

Guests in University housing is a privilege and must be respected in order to maintain an environment conducive to student learning, growth and safety. Housing and Residence Life may revoke guest privileges if necessary to ensure the safety and privacy of the community. Permission must be given by the roommate(s) for a guest (housing resident or non-resident) to be present in an apartment or residence hall suite.

B.23.1 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 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 (8) persons, including both residents and guests. A one-bedroom apartment or residence hall suite has a maximum capacity of four (4) persons, including both residents and guests.

B.23.2 Overnight Guests

- Any guest staying overnight in University housing must have registered with Housing and Residence Life. Housing residents also must be registered as guests if staying overnight in another on-campus apartment or residence hall suite. To register a guest, log into myUSI, click on the Housing icon on the left and scroll to find the form. Unregistered guests will be asked to leave University housing. Guests must be at least 16 years of age.
- Overnight guests can stay up to two consecutive nights (no more than once per month).
- No more than two guests per resident are allowed to stay overnight in a room and total number of occupants in a room cannot exceed the capacity listed in B.23.1 Guests.
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animal" under the American with Disabilities Act (ADA) as described in Section 2.12 of the Code. If the animal does meet that definition, no further documentation will be required for the animal to be approved to accompany the student in University housing. If the animal does not meet the ADA definition of a service animal, students will then be asked to provide Disability Resources with documentation from the student's health care or mental health provider that clearly documents the following through criteria as established by the Fair Housing Act (FHA): must first provide Disability Resources with documentation from the student's health care or mental health provider that clearly documents the following three (3) criteria:

1. That the student has a disability
2. That the animal is necessary to afford the student an equal opportunity to use and enjoy his/her University residence hall or apartment; and
3. That there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

*The documentation should be on the health care or mental health provider's letterhead and signed by the provider in her or his own hand.

- Upon reviewing the student's circumstances, Disability Resources will advise Housing and Residence Life of the student's request and a conclusion as to whether the situation warrants approval of a service/emotional support animal in campus housing and whether the animal is approved under ADA or FHA regulations. In the case of emotional support animals, this review will include an evaluation of supportive documentation.
- Once a service animal or emotional support animal is screened by Disability Resources, the student will meet with Housing and Residence Life to review the University policies regarding service/emotional support animals. At that time, students with an approved emotional support animal will provide proof of vaccination(s) for that animal to Housing and Residence Life per Vanderburgh County Animal Control Ordinance regulations. Proof of vaccination(s) for an emotional support animal is required to be submitted to Housing and Residence Life annually. The meeting to review the University policies with Housing and Residence Life will occur annually.
- Students with approved emotional support animals must notify Housing and Residence Life if the animal is no longer in residence. If the student wishes to bring a different emotional support animal, the student must meet with Housing and Residence Life.
- The University recognizes that a wide variety of domesticated animals may be appropriate for use as an emotional support animal and has no standing prohibition against any specific breed or type or animal. However, the University does reserve the right to conduct an individualized assessment before allowing the use of any specific individual animal in campus housing that it believes may present a danger to the health and safety

of the University community or to the animal itself. In cases where an individual animal is determined to be inappropriate for campus housing for health and safety reasons, that student will have an opportunity to select a different animal for use as an emotional support animal.

B.25.2 Animal Behavior

If the animal has a history of dangerous behavior it will not be permitted to reside in campus housing. Once approved by the University, a service/emotional support animal may continue to reside in a University residence hall or apartment provided that its behavior, noise, odor, and waste do not create unreasonable disruptions for residents. The University reserves the right to temporarily or permanently exclude a service/emotional support animal from University residence halls or apartments if effective action is not taken to control the animal at all times, if the animal's presence would result in substantial physical damage to the property of others (unless it can be eliminated or reduced by a reasonable accommodation), if the animal's behavior poses a direct threat to the health or safety of others or if the animal's behavior otherwise creates a significant disruption to the environment or operations of the University. Should the animal be permanently removed from the premises, the owner may request permission from Housing and Residence Life to move out of University housing by following the contract release process. Damage to University property caused by a service/emotional support animal will be charged to the student's account. No deposit is required to house an approved service/emotional support animal in University housing.

B.25.3 Notifications

The University is committed to respecting and protecting the confidentiality of all students with disabilities. However, given the number of staff persons who are responsible for operating and maintain campus housing, Housing and Residence Life does share limited information about the presence of a service/emotional support animal with University staff on a need-to-know basis. Students with an approved service/emotional support animal in University housing will be asked to sign a "Service or Emotional Support Animal Guidelines and Agreement" form and will in turn be provided with a description of the staff/departments that received notification about the presence of an approved service/emotional support animal. Notifications may be sent to staff by email or by written memorandum, and will follow the general format of the sample notification below: "This message serves as notification that in compliance with state and federal law and best practices concerning individuals with disabilities (student's name) who lives in (address) is permitted to possess a service/emotional support animal in campus housing for (semester and year). As such, the student has a (animal type) in the unit.

This information is confidential and is being shared with you because you have a need-to-know based on your potential interaction with this student and your responsibility for their

STUDENT RIGHTS AND RESPONSIBILITIES

living unit in the normal course of your duties or because you supervise an area that includes this student's living unit. This information must not be shared with others without first consulting with the sender of this message." It will be the responsibility of students with service/emotional support animals in campus housing to notify actual or potential roommates that an animal will be residing in that living unit. Such notifications should occur as soon as possible to ensure that the other students will have a reasonable opportunity to make other arrangements and/or to express their concerns to Housing and Residence Life as described below in B.25.4.

B.25.4 Conflicting Disability or Other Concerns of Those Sharing a Housing Unit

Some people may have conditions such as animal-related allergic reactions or phobias that are substantial enough to qualify as disabilities that qualify for accommodations, or there may be other concerns related to the presence of an animal in campus housing. In these circumstances, Housing and Residence Life will consider the needs of both persons and will make a good faith effort to reasonably accommodate all disabilities and student concerns to the extent that circumstances permit. Such accommodations may include, but not be limited to, relocation to another unit (depending on availability), exchanging living units with another student (depending on the availability of other students willing to make such an exchange) or being released from a campus housing contract with no financial penalty. Students who become aware of the presence of a service/emotional support animal in University housing and who believe that they will require such accommodations are encouraged to contact Housing and Residence Life as soon as possible. Depending on the circumstances, the student may be referred to Disability Resources for a determination of the existence of a disability that requires an accommodation.

B.25.5 Student's Responsibilities

B.25.5.1 Control of the Animal

- The service/emotional support animal must always be under the control and supervision of the student within the student's residence hall or apartment. Service/emotional support animals may be "exercised" on the exterior grounds as long as they are under the control of the student at all times. Service/emotional support animals may not remain in the residence hall or apartment without the student unless the animal is appropriately secured in the bedroom (caged or crated) during the student's absence. Students who are leaving campus for a period exceeding twelve (12) consecutive hours must make prior arrangements to take the animal with them or to board it off-campus for the duration of their absence.
- While not required, students with service/emotional support animals in campus housing are strongly encouraged to identify a back-up handler who will care for the animal in case of an emergency, and to provide that person's name and contact information to Housing and Residence Life. If an emergency situation will result in the

animal being under the care of the back-up handler for longer than twelve (12) consecutive hours, Housing and Residence Life must be contacted as soon as possible.

Emergency situations involving students who have service/emotional support animals in campus housing

will be dealt with on a case-by-case basis.

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B.25.5.3 Community Living

The student is responsible for assuring that the service/emotional support animal does not interfere with the routine activities of University residence halls or apartments. Sensitivity to residents and staff with allergies or to those who fear animals is an important consideration for the student in order to ensure a community environment that supports the individual needs of all who reside and work at the University of Southern Indiana. It also is important for students with approved service/emotional support animals in campus housing to notify actual or potential roommates as soon as possible that an animal will be residing in that living unit so that affected students will have a reasonable opportunity to make other arrangements and/or to express their concerns to Housing and Residence Life as described above in B.25.4.

sororities to remain single gender organizations provided there is equal opportunity to join similar organizations.)

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Student Organizations and Activities

C.1 Definitions of Student Organizations

C.1.1. Student Organizations

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. The inclusion of faculty and staff is defined in the role of an advisor, not a voting member. The University registers three types of student organizations:

1. A "recognized" University student organization; one that successfully completes the registration requirements and receives annual financial support from University sources; and
2. A "registered" independent student organization; one that successfully completes the registration requirement, engages in sustained activities and/or programs and use facilities on a regular basis and receives no annual financial assistance.
3. A "temporary" independent student organization; one that will exist for a specified period of time or has a purpose that has a definite timeline and has completed the appropriate registration requirements. Example includes political campaigns.

C.1.2. Governing Bodies

Residence hall, fraternity and sorority governing bodies are considered "registered" 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 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 or Student Development Programs. (Federal law through Title IX permits fraternities and

STUDENT RIGHTS AND RESPONSIBILITIES

C.3 Registration and Renewal of Student Organizations

- When any group of students wishes to engage in sustained activities and/or programs and use facilities on a regular basis, registration of the group as a "registered" student organization is required. When a group of students wishes to exist for a specified period of time (no more than six months), registration of the group as a "temporary" student organization is required. The Student Development Programs shall rule whether a group should be registered as a "registered" or "temporary" student organization.
- The purpose of the registration procedure is to guarantee that organizations enjoying the above privileges of association with the University do the following:
 - State their purpose, officers, advisor and activities;
 - Keep with the mission of the University.
- Registration does not imply that the viewpoints of the organization are those of the University.

C.3.1 New Student Organization Registration

A group wishing to be a registered student organization must complete the Intent to Organize process through Student Development Programs. Groups have 90 days to complete the process. The following information must be completed:

- 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 or USI precede any organization name);
- A constitution and by-laws of the organization, which includes a declaration of purpose, membership composition, non-discrimination statement, organizational structure, amendment procedures, etc. must be submitted. University of Southern Indiana policies supersede those of an organization's constitution and bylaws;
- A list of officers or official representatives of the organization;
- Registration attests that the local organization agrees to abide by the Conditions of Membership (C.4.);
- 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 Advisor Agreement. 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.
- The national organization's constitution and/or by-laws or memorandum of understanding must be on file in the Student Development Programs if organization is affiliated with one. National constitutions/by-laws imposed upon the local organization may not conflict with the University of Southern Indiana policies and procedures.
- A membership roster;
- Secure insurance if required by University (sports/recreational clubs and others conducting high-risk activities)
- Social fraternities and sororities are required to carry insurance.

- Complete an organization orientation. 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 Student Development Programs for review.

C.3.2 Temporary Student Organization Registration

A group wishing to be a "temporary" student organization must complete the Temporary Student Organization Registration Form with Student Development Programs. The following must be completed to receive temporary status:

- 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 or USI precede any organization name);
- A list of official representatives of the organization;
- Registration attests that the local organization agrees to abide by the Conditions of Membership (C.4)
- 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 Advisor 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.
- A membership roster;
- Secure insurance if required by University (sports/recreational clubs and others conducting high-risk activities)

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- Organization advisor must approve EagleSync portal information and complete an Advisor Agreement.
- An executive officer of the organization, must complete the annual organization orientation by the third Friday of the fall semester. The executive officer who completes the orientation must be listed as an executive officer on the organization's renewal form.

C.3.5 Termination of Organization Registration

The 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.

C.3.6. Appeal of Registration Procedures

Decisions concerning registration denial may be challenged by submitting a written statement to 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 Associate Provost for Student Affairs.

C.4 Conditions of Membership

Student organizations are made up of students, faculty and staff. The inclusion of faculty and staff is defined in the role of an advisor, not a voting member. Student organizations must:

- Provide equal opportunity to all students;
- Not discriminate against any member or prospective member because of age, disability, ethnic origin, marital status, race, religious commitment, sex, sexual orientation or veteran status;
- 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.
- Act in accordance with Section 504 of the Rehabilitation Act of 1973. No qualified handicapped student shall, because of handicap, be excluded from participation in or denied the benefits of an extracurricular activities or programs, including student organizations.

C.5 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 and Guidelines. To assume leadership, elective and/or appointive positions, the student must meet the University requirements listed below:

C.5.1 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.

STUDENT RIGHTS AND RESPONSIBILITIES

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.6 Funding of Registered Organizations

C.6.1. Banking Arrangements

Student organizations may elect to deposit their funds with the University through the USI Business Office into an Agency Fund. If an organization elects to deposit funds on campus they must obtain their own federal ID number and 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.

C.6.2. Expending Funds

- Registered and temporary independent student organizations may expend their monies for organizationally related activities. All expenditures are

C.7.1.2 The parent organization shall be responsible for the actions of new members or other subgroups carrying official status.

C.7.1.3. 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.

C.7.1.4. 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 Public Safety, the Dean of Students, Housing and Residence Life and/or the 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.

- Each group or organization is expected to refer such

STUDENT RIGHTS AND RESPONSIBILITIES

registering office may meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event

7. Any event that will be providing/selling food or items must abide by the USI Fundraising Policy for Student Organizations and the Student Organization Food Policy.
 8. All proposals for outdoor events must have an Emergency Action Plan (EAP) and a designated EAP representative to manage situations in the event of bad weather or other unforeseen circumstances. The EAP event representative's contact information should be kept with the Special Events and Scheduling Services event planner.
 9. Event must be approved before publicity for the event is distributed.
 10. University of Southern Indiana and Student Development Programs are not responsible for charges incurred by sponsoring organization (including but not limited to Facility Operations and Planning charges, on-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.

C.10.5. 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, Facility Operations and Planning 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 Facility Operations and Planning or the facility official. Decorations, displays or exhibits that require flame or water cannot be used in University buildings. All candles must be battery operated. 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 also are prohibited. Failure to adhere to the University decorating policy could result in consequences.
- 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 Special Events and 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. Special Events and 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 Internships, the U.S. Armed Forces recruiting teams, or other government agencies sponsored by the Career Services and Internships.
 - c. They are sponsored by a registered student organization or University department.

H. USI Outdoor Grill Policy

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STUDENT RIGHTS AND RESPONSIBILITIES

follow all policies and safety guidelines associated with grilling on University property. All off-campus organizations must provide a certificate of insurance as required by Special Events and 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 USI Dining 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 Risk Management. 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 Risk Management 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 USI Dining. Call 812-465-1652 to reserve a grill. Grills can be used at approved locations on University property.
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 Risk Management and Public Safety.
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 USI Dining 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, the Public Safety 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.

C.10.6. 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.

C.10.7. 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.

STUDENT RIGHTS AND RESPONSIBILITIES

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 Dean of Students.

C.11.2. 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 section 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:
 - a. 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 Special Events and Scheduling Services.
 - b. Bulletin boards identified as "restricted" are under the jurisdiction of a college, 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 college, department or administrative official.
 - c. Groups or individuals using designated bulletin boards may bring 11 copies to Special Events and Scheduling Services (UC 017) to be posted by a member of the Scheduling staff.
 - d. An open posting area is available for posting by anyone, without permission. The open posting area is located just inside the University Center East boulevard entrance.

B. Banners

1. 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 Special Events and Scheduling Services, but can be scheduled in advance to secure space. All banners must meet the following guidelines: cannot exceed a standard twin sized sheet (66" x 96") that hangs vertically, cannot contain wood or metal, and utilizes the appropriate weights (anchors), such as balloons filled with sand (available free from Special Events and Scheduling Services). Anchors must hold the banner straight but must not present a risk to people or property. After removal, banners not picked up within five working days will be discarded.

C. Staked Signs/A-Frames

1. Staked signs and A-Frames may be utilized by registered student organizations and University departments. Staked signs and A-Frames may be utilized by registered student organizations and University departments. Staked signs and A-Frames may be utilized by registered student organizations and University departments. Staked signs and A-Frames may be utilized by registered student organizations and University departments.

STUDENT RIGHTS AND RESPONSIBILITIES

area administrator to determine the appropriate resolution process.

1. If it is determined that the alleged violation(s) are by individuals but not collectively by the organization, the case will be referred to the Dean of Students for adjudication.
2. If it is determined that the alleged violations are by organizations, the case will be evaluated for seriousness of the violation to determine who adjudicates the violation.
3. Any case may be referred directly to the Dean of Students for adjudication when the complexity and nature of the violation warrants referral and/or warrants consideration of suspension or withdrawal of recognition from the University.

D. Student Organization Conduct Process Range of Violations

Minor	Moderate	Major
Sanction Range: Written Warning, Loss of Privileges, Restitution, Educational/Service Sanctions	Sanction Range: Restitution, Educational/Service Sanctions, Probation, Loss of Privileges	Sanction Range: Restitution, Educational/Service Sanctions, Organization Probation, Suspension of Organization Recognition, Withdrawal

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STUDENT RIGHTS AND RESPONSIBILITIES

decision to suspend on an interim basis shall be made by the Dean of Students. Temporary Student Organization Suspension shall be imposed only when:

1. A student organization is deemed to be a threat to the safety and wellbeing of the University community, property or pose a substantial threat of disruption to the University's educational process, or
 2. It is determined that such action would be beneficial to the student organization membership's own safety and wellbeing.
- B. During the Temporary Student Organization Suspension, the student organization shall cease all campus activities (formal and informal) unless noted in the organization's written notification. The Temporary Student Organization Suspension may continue until the entire disciplinary process including appeal, is completed. Every effort will be made to complete the disciplinary process in a timely manner so as to limit the Temporary Student Organization Suspension to the shortest time possible.

The student organization will be notified in writing of this action and the reasons for the Temporary Student Organization Suspension. The student organization can appeal the decision for Temporary Student Organization Suspension in writing to the Dean of Students.

ATHLETIC DEPARTMENT CONDUCT PROCESS

D.1.1 ATHLETIC DEPARTMENT PROCESS

- A. Team Rules – Head coaches will establish team rules consistent with the USI Student Athlete Code of Conduct. The head coach has the authority to impose sanctions for the violation of team rules.
- B. Rules or Policies other than Team Rules – For violations of rules and policies other than team rules (e.g., violation of NCAA rules or USI Athletic Department Code of Conduct) the head coach may impose sanctions with the approval of the Athletic administrator.
- C. Criminal Law – Student athletes arrested for, or charged with, violating the criminal law may be placed on immediate administrative suspension from involvement in team activity pending further investigation. The head coach and/or Athletic administrator may, for violation of criminal law, impose team sanctions on the student athlete apart from the suspension.
- D. Multi-Sport Athletes – Multi-sport athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.
- E. Possible sanctions include but are not limited to:
 1. Warning – a notice that the student has violated University policy and is warned that further misconduct may result in more severe disciplinary action.
 2. Probation – a student may be issued a sanction of probation for a relatively serious first offense or as a result of an accumulation of previous violations and sanctions. Probation is for a designated period

of time. If any other discretion happens during probation, the student athlete will be considered in violation of probation.

3. Community Service – at the direction of the Athletic Department.
4. Restitution – payment for damaged property.
5. Temporary Suspension – removal of a student athlete from all Athletics Department activities, including participation in team events, for a limited time.
6. Interim Suspension – removal of a student athlete from all Athletics Department activities, including participation in team events, for a specified period of no less than one season.
7. Expulsion – permanent removal from a team and/or Athletics Department activities.
8. Withdrawal of Financial Aid – termination of athletic-related financial aid at first opportunity allowable by NCAA regulations.

D.1.2 VIOLATIONS

- A. Moderate and Major cases shall be initially reviewed by the director of Athletics in collaboration with the Dean of Students Office to determine the appropriate functional area administrator to carry out the resolution processes.
1. Individual or team sport allegations may be referred to the Dean of Students Office for adjudication.
 2. Any case may be referred directly to the Dean of Students Office for adjudication when the complexity and nature of the violation warrants referral and/or warrants consideration of higher-level sanctions. Potential sanctions for higher-level violations adjudicated by the Dean of Students can range from warning (written) to University probation, suspension or to expulsion.

D.1.3 SANCTIONS

- A. Potential sanctioning will consider any previous violations that have been documented.
- B. As each case is unique, the same process will be followed for all cases but may be applied differently and the appropriate sanction must be based on the facts of the case.
- C. For a team rule violation, the head coach will issue the sanction to the student athlete(s). Head coaches may ask for assistance from Athletic administration.
- D. For a violation of other rules or policies or minor violation of criminal law, the head coach will consult with Athletic administration, if need be, on sanctions prior to any being issued to student athlete(s). Depending on the situation, the student or team may be sanctioned by the head coach.
- E. Per University policy, the Athletics Department shares pertinent information with the Dean of Students regarding potential student safety and/or conduct concerns; the Dean of Students may determine that further action or follow-up is warranted. Failure to comply with the Dean of Students expectations or



STUDENT RIGHTS AND RESPONSIBILITIES

The Intramural Advisory Council is made up of Student Intramural Supervisors and RFW staff.

- B. In a non-reportable or low-level violation case, the alleged individual, intramural team or club sport leadership (i.e., team captain, president and other officers when appropriate) will have a preliminary

**E.1.4 INDIVIDUAL, INTRAMURAL TEAM OR CLUB SPORT
SANCTIONS**

- A. Recreation, Fitness and Wellness may sanction one or more of the following sanctions when an individual,

STUDENT RIGHTS AND RESPONSIBILITIES

4. Fine – An individual, intramural team or club sport may be fined. (i.e., forfeit, late equipment return or event no-show)
5. Service Requirement - Participation in University or community service activities.
6. Educational Requirement - Educational programming hosted and/or attended by the individual or a percentage of organization membership.
7. Student Organization Probation - A specific period of probation with or without selected restrictions; the administrative hearing officer shall determine the length and terms of the probationary period. In addition, the administrative hearing officer has the ability to place organizational expectations as conditions of the probation, which must be met in order for the probation to be removed.
8. Suspension of Organization Recognition - suspension of recognition as a student organization and the privileges inherent in that recognition indefinitely or for a specific period of time. In addition, the administrative hearing officer has the ability to place organizational expectations as conditions of the suspension, which must be met in order for the suspension to be removed.
9. Withdrawal of Organization Recognition - Withdrawal of University recognition as a student organization.
10. Loss of University Funding – An organization may lose funding for a period of time. In addition, the administrative hearing officer has the ability to place organizational expectations as conditions for the return of University funding, which must be met in order for the funding to be restored.

sanctions within the scope of the violation and past disciplinary history of the individual, intramural team or club sport. Sanctions may NOT be limited to the individual, intramural team or club sport. The case will be documented and become part of the individual, intramural team or club sport disciplinary record

- D. The most current University Community Standards and Code of Student Behavior is published in the official Student Handbook available on the
- E. Dean of Students' website at USI.edu/deanofstudents/code.

E.1.7 DISCIPLINARY INFORMATION DISCLOSURE STATEMENT

- A. Per University policy, some departments and organizations will share information with the Dean of Students regarding potential student safety and/or conduct concerns; the Dean of Students may determine that further action or follow-up is warranted. This may include but is not limited to athletic teams, organizations and clubs, fraternities and sororities, academic professional standard committees and academic departments conducting disciplinary background checks for student placement. All related materials will be retained by the Dean of Students and become part of your permanent disciplinary record. This information may be reported as part of a disciplinary background check for a minimum of seven years, except in certain cases where the Dean of Students determines that