Policies, Procedures and Academic Rules

Academic Year
2015-2016

Note that all policies are subject to change. For the most up-to-date policies visit the Dean of Students website or contact the Dean of Students Office directly.

Dean of Students Office (DOSO)
University of Southern Indiana
8600 University Blvd
Evansville, IN 47715
812-464-1862
www.usi.edu/deanofstudents

The Student Handbook Published by the Dean of Students Office – University of Southern Indiana
May 12, 2015
WELCOME TO THE USI STUDENT HANDBOOK!

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 (USI) is a learning community dedicated to excellence. All USI students are presented with rights, privileges and opportunities when 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 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.

PURPOSE OF THE STUDENT HANDBOOK

The University of Southern Indiana Student Handbook is the official source of the University's community standards and related policies and procedures. The University’s Code of Student Behavior is published in the annual web-based Student Handbook available on the Dean of Students Office website. The Student Handbook provides an overview of University policies and procedures, departments and services relevant to all students, undergraduate and graduate.

The University reserves the right to make changes in the Student Handbook at any time. The handbook is formally reviewed and updated each spring semester. Suggestions and updates may be sent to deanofstudents@usi.edu for consideration in the next review process.
# ACADEMIC CALENDARS

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<tr>
<th>FALL</th>
<th>2014</th>
<th>2015</th>
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<tbody>
<tr>
<td>University meeting</td>
<td>Aug 19 (T)</td>
<td>Aug 18 (T)</td>
</tr>
<tr>
<td>Registration</td>
<td>Aug 20 &amp; 22</td>
<td>Aug 19 &amp; 21</td>
</tr>
<tr>
<td></td>
<td>(W &amp; F)</td>
<td>(W &amp; F)</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug 25 (M)</td>
<td>Aug 24 (M)</td>
</tr>
<tr>
<td>Schedule revision period *</td>
<td>Aug 25-29 (M-F)</td>
<td>Aug 24-28 (M-F)</td>
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<tr>
<td>End 100% refund period &amp; late registration *</td>
<td>Aug 29 (F)</td>
<td>Aug 28 (F)</td>
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<tr>
<td>Pass/No Pass option period</td>
<td>Sept 2-5</td>
<td>Aug 31-Sept 4</td>
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<tr>
<td>End 75% refund period *</td>
<td>Sept 5 (F)</td>
<td>Sept 4 (F)</td>
</tr>
<tr>
<td>Labor Day, no classes, University closed</td>
<td>Sept 1 (M)</td>
<td>Sept 7 (M)</td>
</tr>
<tr>
<td>End 50% refund period *</td>
<td>Sept 12 (F)</td>
<td>Sept 11 (F)</td>
</tr>
<tr>
<td>End 25% refund period *</td>
<td>Sept 19 (F)</td>
<td>Sept 18 (F)</td>
</tr>
<tr>
<td>Assessment Day, no classes</td>
<td>Sept 30 (T)</td>
<td>Sept 29 (T)</td>
</tr>
<tr>
<td>Fall break, no classes</td>
<td>Oct 13-14 (M-T)</td>
<td>Oct 12-13 (M-T)</td>
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<tr>
<td>Last day to drop/withdraw without evaluation *</td>
<td>Oct 24 (F)</td>
<td>Oct 23 (F)</td>
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<tr>
<td>Priority registration for spring and summer</td>
<td>Nov 3-14 (M-F)</td>
<td>Nov 2-13 (M-F)</td>
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<tr>
<td>Thanksgiving break, no classes</td>
<td>Nov 26 (W)</td>
<td>Nov 25 (W)</td>
</tr>
<tr>
<td>Thanksgiving break, no classes, University closed</td>
<td>Nov 27-30 (R-U)</td>
<td>Nov 26-29 (R-U)</td>
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<tr>
<td>No classes (study day)</td>
<td>Dec 10 (W)</td>
<td>Dec 9 (W)</td>
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<tr>
<td>Schedule revisions/withdrawals and #</td>
<td>Dec 10 (W)</td>
<td>Dec 9 (W)</td>
</tr>
<tr>
<td>Final exams</td>
<td>Dec 11-17 (R-W)</td>
<td>Dec 10-16 (R-W)</td>
</tr>
<tr>
<td>Commencement</td>
<td>Dec 13 (S)</td>
<td>Dec 12 (S)</td>
</tr>
<tr>
<td>Fall semester ends</td>
<td>Dec 17 (W)</td>
<td>Dec 16 (W)</td>
</tr>
<tr>
<td>University closed (winter recess)</td>
<td>Dec 24-Jan 4</td>
<td>Dec 24-Jan 3</td>
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<th>SPRING</th>
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<td>University reopens</td>
<td>Jan 5 (M)</td>
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<td>Jan 7 (W)</td>
<td>Jan 6 (W)</td>
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<tr>
<td>Registration</td>
<td>Jan 8-9 (R-F)</td>
<td>Jan 7-8 (R-F)</td>
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<tr>
<td>Classes begin</td>
<td>Jan 12 (M)</td>
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<tr>
<td>Schedule revision period *</td>
<td>Jan 12-16 (M-F)</td>
<td>Jan 11-15 (M-F)</td>
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<tr>
<td>End 100% refund period &amp; late registration *</td>
<td>Jan 16 (F)</td>
<td>Jan 15 (F)</td>
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<td>Martin Luther King Day, no classes</td>
<td>Jan 19 (M)</td>
<td>Jan 18 (M)</td>
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<td>Pass/No Pass option period</td>
<td>Jan 19-23 (M-F)</td>
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<td>End 75% refund period *</td>
<td>Jan 23 (F)</td>
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<td>Jan 30 (F)</td>
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<td>Feb 6 (F)</td>
<td>Feb 5 (F)</td>
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<tr>
<td>Spring recess, no classes</td>
<td>Mar 9-14 (M-S)</td>
<td>Mar 7-12 (M-S)</td>
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<td>Last day to drop/withdraw without evaluation *</td>
<td>Mar 20 (F)</td>
<td>Mar 18 (F)</td>
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<tr>
<td>Spring Assessment Day, no classes</td>
<td>Mar 24 (T)</td>
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<tr>
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<td>Apr 6-17 (M-F)</td>
<td>Apr 4-15 (M-F)</td>
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<td>No Classes, University closed</td>
<td>Apr 3 (F)</td>
<td>Mar 25 (F)</td>
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<td>Apr 29 (W)</td>
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<td>Apr 30-May 6 (R-W)</td>
<td>Apr 28-May 4 (R-W)</td>
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<td>May 1-2 (F-S)</td>
<td>Apr 29-30 (F-S)</td>
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<tr>
<td>Spring semester ends</td>
<td>May 6 (W)</td>
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UNIVERSITY LEADERSHIP

The University of Southern Indiana is led by Linda L. M. Bennett, the University's third president. The president reports directly to the Board of Trustees.

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TBD
Dean of Students
University Center East 1229
Phone: 812-464-1862
Email: deanofstudents@usi.edu
CURRENT INFORMATION ABOUT THE UNIVERSITY CAN ALSO BE FOUND AT:

<table>
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<th>Department/Division</th>
<th>URL</th>
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<tr>
<td>The University of Southern Indiana Homepage</td>
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<tr>
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<tr>
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<td>Pott College of Science, Engineering, and Education</td>
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CAMPUS AND COMMUNITY RESOURCES PAGE 78
1. ACTIVITIES PROGRAMMING BOARD
The Activities Programming Board (APB), composed of numerous committees, is responsible for programming student activities for the campus community. Cinema USI (movies), lectures, musical performances, novelty events and comedians, are just a few events coordinated by APB. For more information on APB's activities or how to become a member, visit the website at www.usi.edu/abp or follow them on Twitter @usiabp.

2. ALUMNI AND VOLUNTEER SERVICES
In cooperation with the USI Alumni Association, this office coordinates a variety of programs and services to benefit alumni and students. Anyone who has completed one semester's work on the campus is entitled to membership in the Alumni Association. Active members play a leading role in the success of USI through career networking, mentoring, recruiting and volunteering.

This office is the liaison with the USI Student Alumni Association (SAA), which provides a link for students to work with the Alumni Association. SAA is a student-run organization committed to promoting and supporting the establishment of traditions at USI. Members have an opportunity to network with alumni and gain valuable leadership skills while working on SAA programs and activities.

Volunteering at USI has something for everyone—it is a rewarding way to share talents and abilities or develop new skills. Volunteer USI opportunities are available within the University as well as in the Evansville community. Students, faculty, staff, student organizations or members of the community can assist with one-time events, short-term assignments, ongoing commitments or be on call as needed.

The USI Parents and Families Association helps to involve families in the life of the University. It also serves as a resource for parents and families. A gift of $25 to the Parents and Families Association helps support various activities for parents, families and students, such as Parents and Families Weekend, the Eagle Roundup picnic and the Camp Eagle parent sessions. For additional information, call 812-464-1924 or visit www.alumni.usi.edu.

VOLUNTEER USI
A University-wide volunteer management program, Volunteer USI coordinates assignments of individuals who want to share their time and skills to benefit the needs of USI and its outreach programs. Volunteer assistance can supplement the work of USI employees during peak times and provide support needed to accomplish projects and special events. Volunteers can be regularly scheduled or on call as needed. Assignments can be one-time, short-term, or ongoing, depending on the type of work to be accomplished and the volunteer's availability. Contact the coordinator of Alumni and Volunteer Services to arrange volunteer assignments.

3. CAMPUS STORE
The USI Campus Store is in the University Center West (UC West), located in the heart of campus. The store is an authorized Dell and Apple dealer; visit them to purchase textbooks, school supplies and your favorite USI clothing and memorabilia. For more details, visit www.usi.edu/campusstore.

4. CARE TEAM - CAMPUS ACTION RESPONSE AND ENGAGEMENT (C.A.R.E.) OF STUDENTS IN DISTRESS
The University of Southern Indiana (USI) is committed to supporting a positive, healthy and safe student experience. The University's CARE Team is a cross-functional assessment group, chaired by the Dean of Students that responds to students in apparent/potential distress. C.A.R.E. stands for Campus Action Response and Engagement (CARE) of students in distress. The CARE team works collaboratively to provide confidential, respectful and proactive support, while offering resources and balancing the educational needs of students within the overall mission of the University.

The CARE Team initiative was developed to assist students who may be having difficulty adjusting to the USI community or who may need additional support to be successful in the University environment. This is a proactive program, not punitive or intended to get students in trouble or to be utilized as a means of reporting emergencies. Call x7777 from an on-campus phone or 812-492-7777 from off-campus if you require immediate assistance.

For more information contact the Dean of Students Office, visit the University CARE Team website or submit a CARE Team Reporting Form about a student of concern.

5. CAREER COUNSELING
Finding a career path that suits your skills, interests and abilities takes time and effort. There are lots of choices out there, too. If you don't know which way to turn, University Division's Career Counseling services are here to help. This maze of perplexing choices can turn into an amazing array of rewarding career opportunities once you have the information to decide on the right path for you. Whether you have come to USI "undecided" or are re-evaluating your academic/career situation, University Division's career counseling services can help. Career Counseling offers services that will help you assess your interests and strengths. You'll learn how to identify the academic subjects you prefer and find out more about majoring in those disciplines. We can even assist you with creating an academic plan. Finally, career counseling can help you identify strategies and next steps to move on and be successful in your chosen path. Visit the Career Counseling website for more information about their services.
6. CAREER SERVICES AND INTERNSHIPS
An integral part of the University, the Office of Career Services and Internships complements and supplements curricular programs by providing career coaching and employment assistance to students and active alumni from all academic disciplines. The primary mission of the office is to assist students in transitioning from the academic environment to the professional workplace. To achieve this mission, the Office of Career Services and Internships professionals meet with students in individual appointments as well as working closely with academic departments, student organizations and Student Affairs departments to provide programs and presentations that encourage and educate students in obtaining internships and professional employment.

The University encourages all students to participate in an experiential education activity prior to graduating and an internship or cooperative education (co-op) experience provides this opportunity. These professional practice programs offer an opportunity for students to integrate classroom learning with career-related work experience in both the public and private sector. Although many are paid positions, the primary value of an internship or cooperative education experience is the opportunity to clarify career goals, gain practical experience and establish contacts with professional colleagues. Internships and co-ops are competitive and Career Services assists students from all majors in conducting an effective search. The office also provides ongoing support to students during the internship or co-op and facilitates documentation of the student's experience.

To be eligible for participation in most co-op or internship opportunities, students must have a grade point average (GPA) of at least 2.0 and must have completed at least 32 credit hours. Transfer students must have attended the University for one full semester. Requirements for students from certain academic disciplines are more stringent, requiring that particular classes be completed before eligibility can be met.

Internships most frequently are completed during a student's junior or senior year and most University internship courses allow students to earn up to three credit hours by working a specified number of worksite hours. The co-op program offers two distinctly different patterns of study and work: alternate and parallel. The alternate pattern requires students to alternate semesters of full-time work with semesters of full-time study. The parallel pattern offers part-time work experience over an extended period of time while students maintain a minimum academic load. Because each program option benefits each student differently, programs are individually tailored to meet student and employer needs.

Upon admittance to the University, undergraduates seeking employment may receive job referrals to both on- and off-campus positions through Career Services and Internships. Part-time jobs and summer employment opportunities listed with this office allow all students, regardless of financial need, to earn money to support their education.

Students who have completed, or who will be completing, a degree program within the next calendar year are advised to meet with a Career Services and Internships professional for assistance with job search strategy for post-graduation professional employment. There is a professional staff member dedicated to working with each of the University's colleges. In addition, workshops emphasize the identification of individual marketable skills and assist with resume development, interview preparation, employer networking and general job search strategy.

Students and graduates are strongly encouraged to use their account in Eagle Career Launch, the online job listing and recruiting system exclusively for USI students and graduates. All students have an active account once they are admitted to the University and are advised to routinely use the system, as well as store up-to-date resumes in their accounts. All opportunities, including part-time, summer, co-op, internships and full-time professional positions are listed in Eagle Career Launch and include positions with local, regional and national employers.

Career Services and Internships serves a vital employer relations role for the University by maintaining an extensive database of contacts, routinely meeting and communicating with employers, and planning and facilitating events such as career and job fairs and networking events for students and employers.

Career Services and Internships maintains an extensive website of career and job resources including job listings, a virtual practice interview program and general information about careers and jobs. A career resource library in the office contains printed materials covering such diverse topics as career and occupational information, job search techniques and recruiting events. Computers also are available for resume writing and job research activities.

Information regarding the Graduate Record Examination (GRE), the entrance exam frequently required for admission to graduate programs, may be obtained by contacting Career Services and Internships or the Graduate Studies Office. Career Services also assists with personal statements for graduate school application, as well as practice with admission interviews.

Students at all levels of academic study, from freshmen through seniors and graduate students, are encouraged to meet with Career Services and Internships professionals and take advantage of the career, internship and job search services provided.

7. CENTER FOR INTERNATIONAL PROGRAMS AND SERVICES
The primary mission of the Center for International Programs and Services (CIP) is to enhance the international dimensions of the University and to facilitate opportunities for all students to acquire skills necessary to succeed in a global society. The CIP office is responsible for international recruitment and retention and the delivery of information, services, and programs designed to meet the unique needs of international students and scholars.

The CIP office also is responsible for the development and administration of USI study abroad programs in 60 countries. Students obtain USI credit for coursework completed through an approved study abroad program; program fees are billed through USI, which enables students to apply most types of financial aid and scholarships to the study abroad program costs. Students should plan well in advance of the term they plan to study abroad, to determine how the coursework completed overseas will count toward the USI degree program.
In addition, the Center for International Programs and Services organizes weekly events for the Global Community Program in Ruston Hall and works closely with the International Club and other organizations on campus to provide activities and programs designed to increase international awareness, acceptance and understanding of peoples and cultures from all corners of the globe. Further information on the programs and services and a detailed calendar of international events can be found on the IPS homepage www.usi.edu/international.

8. COMPUTER LABS
Computer Labs are the responsibility of the Academic Services Coordinator and the Academic Services Analysts. There are currently 51 computer labs on campus encompassing 1,165 computers. Labs on campus offer the latest computers with access to Microsoft Office products, other software programs and high-speed Internet access. Most labs have printers available. Students must have Eagle Bucks on their Eagle Access Card for printing. Many of the computers are in teaching labs. However, 306 computers are located in 11 OPEN labs. Four of the open labs are located in Housing and Residence Life. For the location of the labs on campus and the software available in each lab, click the "Lab Locations and Open Hours" link on the right. For more information, visit www.usi.edu/it/computer-labs.

9. COUNSELING CENTER
The Counseling Center offers individual therapy, group therapy and substance abuse assessments to currently enrolled students. The Counseling Center is here to help USI students develop the personal awareness and skills necessary to overcome problems, make effective decisions and grow and develop in ways that will allow them to maximize their total educational experience at the University of Southern Indiana. The Counseling Center's services are another form of learning whereby students learn how to relate effectively to others, understand and cope with emotions, set appropriate goals, make healthy decisions, resolve inner conflicts, develop independence and increase self-confidence. Through counseling and the various presentations and workshops that are offered, the Counseling Center helps students fulfill their hopes, dreams and potentials in their journey of life-long learning.

Students may call the Counseling Center at 812-464-1867 or stop by the office in the Orr Center, Room 1051, to make an appointment. Except in very limited circumstances, all information shared with counselors is kept private and confidential. Referrals are offered when students have needs that are beyond the role and/or scope of services available. Additional information and resources can be found on the Counseling Center's website: www.usi.edu/counselingcenter.

10. DEAN OF STUDENTS OFFICE (DOSO)
The mission of the Dean of Students Office (DOSO) is to enhance academic achievement, social integration, and overall transition to USI by supporting student success at USI and in their local, regional and global communities. The DOSO staff is here to help students succeed at the University by connecting them to resources, assisting them as they navigate administrative processes with other University offices and serve as advocates when student’s face academic and personal challenges. We provide support during times of challenge, crisis and emergencies, as well as opportunities for students to engage in good decision-making.

The DOSO strives to empower all students to discover, pursue and achieve their personal and educational goals. In addition, we serve as primary student advocates offering and promoting collaborative programs and services in collaboration with Academic Affairs and other Student Affairs offices. We do this by assisting students in the resolution of problems, providing information about and referral to campus resources and promoting institutional initiatives that address students’ needs and interests. We also serve as a resource for faculty and staff, as well as parents and families, in supporting student retention, graduation and overall success at USI.

Visit the Dean of Students website for additional resources. The Dean of Students Office can be reached by calling 812-464-1862 or by email at deanofstudents@usi.edu.

11. DEVELOPMENT OFFICE
The Development Office is responsible for developing, coordinating and implementing a comprehensive private fund-raising program for the University of Southern Indiana and its outreach programs under the auspices of the USI Foundation. The president of the University is the official spokesperson on all fundraising matters. The director of Development/president of USI Foundation, in concert with other administrative units, will assess University needs, identify possible private sources for funds to meet those needs, prepare plans for soliciting sector funds and direct the personnel and financial resources available through the office toward obtaining resources to meet those needs.

One of the Development office's primary responsibilities is to provide staff assistance and guidance for the USI Foundation, founded in 1968 as the official gift-receiving agency of the University. As an Indiana not-for-profit 501(c)(3) corporation, the USI Foundation promotes, receives, invests and disburses gifts for the benefit of the University.

12. DISABILITY RESOURCES
The Office of Disability Resources (ODR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the University. Students with disabilities seeking accommodations (such as extra time on exams, accessible textbooks, note takers, etc.) are encouraged to submit documentation of their disability to ODR at least 60 days prior to the date they will need accommodations. If you are uncertain as to the documentation that may be needed, call 812-464-1861 or visit our website at www.usi.edu/disabilities.

The Office of Disability Resources is located in the Orr Center, room 095. The office is open from 8 a.m. to 4:30 p.m., Monday through Friday.
13. DISTANCE LEARNING
The Department of Distance Learning is devoted to providing holistic online faculty development and student support services that embrace quality online education through teaching innovations and learning collaboration to improve the recruitment, enrollment, retention and graduation rate at the University of Southern Indiana. For more information, visit www.usi.edu/distance/service.

14. ENROLLMENT SERVICES
A. Bursar/Cashier
The USI Office of the Bursar reports to the Assistant Vice President for Business Affairs/Assistant Treasurer. The purpose of the Bursar’s Office is to provide the University community with a service-oriented operation that facilitates: collecting fees and other income, disbursing student refunds, assessing student fees, analyzing student accounts, University accounts receivable, and University collections. The USI Bursar’s Office is located in the lower level of the Orr Center. For more information, visit www.usi.edu/busoff/bursar_default.asp.

B. Financial Assistance and Financial Aid Appeals
The Office of Student Financial Assistance is committed to supporting the University’s goals of enrolling and graduating a highly talented and diverse student body. Our student-focused team works to help students and their families seek, obtain and make the best use of all resources available to help finance the costs of attending the University of Southern Indiana. In partnership with internal, federal, state and other organizations, team members coordinate the administration of all student financial assistance awarded to ensure equity and consistency in the delivery of funds to students. For more information, visit www.usi.edu/finaid/contact.asp.

Students who apply for federal and state financial assistance (including student and/or parent loans) are required by federal regulations to make satisfactory progress toward the completion of their degree or certificate program. Failure to meet the minimum standards outlined in this policy will result in a loss of financial aid eligibility. Follow this link for the complete Satisfactory Academic Progress Policy for Federal and State Financial Assistance. Students who are deemed ineligible for financial aid may submit an appeal by completing the Appeal of Financial Assistance Ineligibility available at www.usi.edu/finaid/1415/appeal.pdf.

C. Medical Withdrawals
A student may request and be considered for a medical withdrawal from courses in a semester/term when a serious medical condition (physical or psychological) prevents the student from continuing his or her classes after the "last day to drop courses without evaluation" as outlined in the bulletin of a term, and grades of incompletes or other arrangements with instructors are not feasible. Students who wish to withdraw from courses prior to the "last day to drop courses without evaluation" should follow the normal withdrawal process through the Registrar’s office.

Retroactive Withdrawals
A student who left the University because of a serious medical condition without an official withdrawal during the term of departure may apply for a retroactive withdrawal. The student must present documentation that demonstrates extraordinary circumstances justifying the retroactive nature of the request. A student must request a retroactive withdrawal within one term after the end of the academic term for which the medical withdrawal is considered or forever waive the opportunity to do so.

Requests for a Medical Withdrawal for a term/semester prior to the current term will be reviewed by the Administrative Appeals committee for a decision. The summer sessions are included as a term. For example:

<table>
<thead>
<tr>
<th>Medical Withdrawal Requested For:</th>
<th>Must Be Received By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>April 30 of the following year</td>
</tr>
<tr>
<td>Spring semester</td>
<td>August 15 of the current year</td>
</tr>
<tr>
<td>Summer semester</td>
<td>November 30 of the current year</td>
</tr>
</tbody>
</table>

For more information and application forms, visit http://www.usi.edu/registrar/schedule-changes/withdrawal/medical-withdrawal.

D. Registrar
The Registrar’s office is responsible for maintaining the integrity, accuracy and utility of the academic records at USI. Proper record management facilitates regulatory compliance and helps ensure administrative integrity of student data. Control is maintained by adherence to professional, governmental and accreditation guidelines.
Contact:
812-464-1762 or 800-467-1965 (#3)
812-464-1911 (Fax)

15. FACILITIES OPERATION AND PLANNING (PHYSICAL PLANT)
Facilities Operations and Planning is responsible for the day-to-day operations of the University as well as the planning of new developments on campus. For more information, visit www.usi.edu/phypplant.
16. **FOOD SERVICE AND DINING FACILITIES (SODEXO)**

The University food service, managed by Sodexo Campus Services, operates in the University Center with seating in the Eagle’s Nest, University Center East and Loft dining room. The Eagles Nest is home to Sub Connection, Burger King and Archie’s Pizzeria. The University Center East hosts Cyclone Salads which features bountiful veggie options, paninis, a variety of soups and baked potatoes and Fiesta Fuego, fresh Mexican grill. The Loft, located on the second floor of the University Center West, serves a wide variety of home-style lunch and dinner items seven days a week, breakfast Monday through Friday and brunch on the weekends during the fall and spring semesters. The Sweets Spot Bakery is located next to the Loft and features freshly baked pastries, donuts, cakes, cookies, gourmet coffee creations and more!

Students and staff on tight schedules or in classes in other buildings on campus can purchase bottled beverages, coffee, a variety of fresh-baked goods, salads, sandwiches and other convenience food items at Simply To Go in the Health Professions Center and in the main lobby of the Liberal Arts Center -- Starbucks is located on the first floor of Rice Library.

Munch Money and Dining Dollars can be used to purchase Starbucks’ merchandise. Inside of the Wright Administration building, formerly known as the “Canteen”, is the renowned frozen yogurt chain, Red Mango. Our award-winning frozen yogurt has it all – calcium, protein and live and active cultures that are good for you. Unlike other desserts that contain artificial ingredients or excessive calories. Red Mango frozen yogurt is all natural, nonfat or lowfat, kosher and certified gluten-free.

A full-service convenience store, Eagle Xpress, is located near the McDonald Apartments, offering standard convenience store services, as well as Archie’s Pizzeria with pizza delivery. Munch Money and Dining Dollars can be used for groceries, Archie’s Pizzeria items and all other merchandise, such as USI apparel.

Catering services for University-sponsored events on or off campus are available. For more information, contact the Catering Services manager at 812-465-1652. Also contact Catering Services for concessions for your club or group. For a complete description of services, weekly menus for The Loft, ongoing promotions or specials, and employment opportunities, visit our website at usi.sodexomyway.com/home.xhtml. For questions or issues, comment at usi.sodexomyway.com/people/feedback.xhtml.

17. **HOUSING AND RESIDENCE LIFE**

USI Housing and Residence Life provides on-campus accommodations for approximately 2,800 students. The department is committed to supporting and enhancing the educational mission of USI by providing programs, services, staffing and facilities that support academic success. Students live in quality facilities, including one- and two-bedroom furnished apartments with full-size kitchens, as well as two-bedroom, two-bath residence hall suites.

**Housing facilities also provide several amenities, including**

- full-size kitchens or kitchenettes
- basic expanded cable service
- local phone service
- Internet access including both wired and wireless connections
- Computer areas for student use
- shuttle service
- air conditioning
- laundry facilities
- convenience store
- all utilities
- on-site security
- 24-hour on-site staff supervision

USI Housing and Residence Life has numerous leadership opportunities for students in the residence halls and apartments. We invite you to get involved with your community and meet many great people on campus. Getting involved at USI makes the most of your time here and is a fun way to meet others who want to make a difference on campus. Getting involved is also a great way to learn leadership skills. Check out all that we have to offer!

Student Housing Association (SHA) and the National Residence Hall Honorary (NRHH) are each student organizations within Housing. Each group has their own executive board, goals and purpose. SHA is open to all housing residents. NRHH is an invitation-only student organization that recognizes the top 1 percent of students in Housing.

Housing and Residence Life also offers leadership opportunities as a job! We hire resident assistants, desk assistants and night clerks throughout the year.

Living Learning Community programs also are available for incoming freshmen. Currently, there are nine communities which are housed in Ruston and O’Bannon halls. Each Living Learning Community is developed around a common academic discipline or interest area. The Living Learning Communities require a separate application, and are as follows:

- Honors
- Global Community
- Business
- Nursing and Health Professions
- Science, Technology, Engineering and Math
- Education
- English and Theatre Arts
- Social Justice
- Exploring Majors

For more information, contact the Housing and Residence Life office at 812-468-2000, living@usi.edu, or visit the Housing and Residence Life website at www.usi.edu/housing.

18. IMMUNIZATIONS OFFICE
Immunizations and physical exams required as a condition for enrollment in certain programs are available at the University Health Center during the summer months for students who are pre-registered for the fall semester. These are provided on a fee-for-service basis. Visit www.usi.edu/healthcenter/policies/immunization-policy for the University’s complete immunization policy.

19. INFORMATION TECHNOLOGY
Information Technology provides technical presentation and communication resources to support the teaching and learning activities of the University community and its partners. ITS clients include USI faculty, staff, students and partner institutions and organizations. The goals of ITS are to provide consultation, planning, and promotion for the effective use of new and existing technologies to support instruction; maintain high standards of service for its clients; deploy University technical resources effectively and appropriately; and collaborate with members of the campus community and other partners on technical issues and activities.

Student Computer Help Desk: If you are experiencing problems with your computer, you can schedule an appointment and bring it to the IT Help Desk. The student Computer Help Desk can assist with virus and spyware removal and hardware diagnostics. For best service, call in advance to schedule an appointment. Although this is a free service for current USI students, it is not a drop-off service.

KACE Help Desk software: The IT Department uses KACE to manage trouble tickets and service requests. You can sign on to the KACE system kace.usi.edu and follow the progress of your ticket. Each time an update is made on a ticket you will receive an email. The subject line of these email messages start [TICK:nnnn]. You can report a computer issue 24/7 by sending an email. This will automatically create a KACE help ticket.

Bomgar Remote Support Software: The IT Help Desk uses Bomgar to assist you off-campus. We are able to create a secure remote support session where we can view (with your permission) your screen. By calling the Help Desk, we can solve many of your problems over the phone. For phone support, call 812-465-1080. You can also email the IT team at it@usi.edu. The ITS Help Desk support center is located in Forum Wing (FA) 41.

20. LIBRARY SERVICES
The David L. Rice Library supports and extends the academic programs of the University by providing research and instructional materials as well as recreational and general interest materials. During fall and spring semesters the library is open 104 hours a week, including evening and weekend hours. When the library building is closed, the online catalog, and hundreds of web pages - selected and organized to assist in finding high-quality information on a variety of topics - remain available through the library’s website, www.usi.edu/library. Remote web access to electronic books and databases is available for currently-enrolled students and currently-employed faculty and staff members. The website is the most up-to-date source for library hours, special notices, services and staff contact numbers.

The building has four floors, with substantial student study space with comfortable seating in a variety of configurations; three reading rooms; 30 group study rooms; and two computer labs for instruction and student use. Additionally, the building provides classrooms on the lower level and casual seating in the coffee shop area. Wireless access is available throughout the building; in addition to computer workstations, students may check out laptops and tablets.

The library's collection of over 375,000 volumes is available in open stacks, providing easy access to most resources. Approximately 4,000 books are added each year, along with electronic resources, audio-visual materials and other formats. Reference librarians provide assistance in identifying, locating and evaluating resources in many formats at the Reference Desk during most open hours. In addition to in-person visits, users may contact the library's Reference staff by telephone, email, chat or text; contact information is listed on the website.

The library provides online access to over 35,000 full-text journals and over 100,000 books. Electronic resources are accessible within the library, from other computers on campus, and remotely to authorized users. Microform coverage ranges from recent government reports to 1850s newspapers. Digital microform reader/printers are located on the main level, as are photocopiers and printers. A recreational reading area is located on the entry level near the media collection, which is made up of music CDs, audio books and DVDs.

University Archives and Special Collections, located on the third floor, preserves materials about the University's history and houses distinctive collections. One such collection is communal societies, with substantial information on historic and contemporary intentional communities. Another major collection includes thousands of photographs documenting southern Indiana from the late 1800s to present day. Images and documents from this collection and others are being digitized for online discovery and use, viewable at www.usi.edu/library/archives.asp. Also, USI is a partial federal government depository library. Government documents cover a wide variety of subjects, from career information to the environment and consumer guidance; most of the paper documents are interfaced with the library’s other collections. Children's books - used by education majors but available for checkout by anyone - are housed on the first floor.
The library's integrated online system is Ex Libris' Voyager, a system used by hundreds of academic libraries. This system is used for ordering, receiving, cataloging, and checking out materials, as well as for identifying the library's holdings. By connecting to other systems, the library is able to use shared cataloging records from OCLC WorldCat, an international bibliographic utility with nearly two billion records. The library provides interlibrary loan service, and borrows items from libraries all over the world. Special software is used to enhance and expedite the interlibrary loan process, including speedy desktop delivery of journal articles and book chapters. Eligible USI students, faculty, and staff members may submit online requests via the library's website.

Students, faculty, staff members and community users may check out library materials. The library user may search the online catalog by author, title, keyword or subject, and identify an item's location and availability. If an item is already checked out by someone else, a hold may be placed on that item and the user will be notified when it is returned. Users may renew books online, unless an item is overdue or on hold for someone else. Self-service check-out machines on each floor speed the check-out process for books.

As the variety and complexity of information sources has increased - along with the necessity for evaluating their worth - formal research instruction has become even more essential. Instructors may schedule sessions customized to individual course needs by contacting the Instructional Services librarian. Instruction is usually provided in one of the library's computer labs so that hands-on learning is possible. Library staff members are available at the reference and checkout counters to provide assistance to library users.

21. **LOST AND FOUND**

Articles lost on campus should be reported promptly to the Office of Public Safety. Articles found on campus should be forwarded to the Office of Public Safety.

Every effort will be made to return lost articles to the owners; however, most articles will not be kept in lost and found for more than one month. Items of significant value, as determined by the director of Public Safety, may be kept for more than one month. Such items include, but are not limited to, jewelry and eyeglasses. It is the University's policy not to make reimbursement for the loss of personal items which are not necessary to the performance of an employee's job. If such items are kept at work, employees should take appropriate measures to ensure their protection.

22. **MULTICULTURAL CENTER**

The University of Southern Indiana's Multicultural Center enhances the personal and academic success of students by preparing them to be responsible citizens in a multicultural society. The goals of the Center are to:

- Foster and provide a warm, welcoming, supportive and inclusive environment for diverse populations at USI; encourage, promote and assist the academic and social integration of underrepresented students into the University through programs and services offered by the Center and through partnerships with other campus entities
- Create opportunities for cultural interaction between students, the campus and the community at large to promote cultural awareness and sensitivity
- Provide outreach opportunities to underrepresented groups and underserved communities to seek higher education

The Vision Statement for the Center is to develop diversity awareness within students to build a bridge between college life and future multicultural experiences.

23. **PUBLIC SAFETY**

Public safety officers are responsible for traffic control, preliminary emergency medical care, initial response to other emergencies on campus, security of physical assets and the safety of the University's employees, students and guests. They provide their services to the campus and student residences 24 hours a day, seven days a week, through the deployment of vehicle, foot and bicycle patrols.

The University of Southern Indiana strives to create and maintain a safe and secure environment on all properties the University owns, leases or manages for official activities. In order to be successful in providing the highest degree of safety and security on the campus and in the residences, it is important for the campus community to follow good safety and security practices. Students and employees are encouraged to know as much as possible about the frequency and type of security breaches which occur on University property. To that end, the University Office of Public Safety records and annually publishes statistics on crime and security matters, and the University provides timely warnings of crimes or incidents which may be considered a threat to the University community. A copy of the annual statistical report can be requested from the Office of Public Safety.

Further, the Office of Public Safety takes a leadership role in campus safety by providing and encouraging the campus community to utilize its services which includes educational programs on campus safety, preventative patrols, crime prevention and free security escort services. The campus community is encouraged to report any suspicious/criminal behavior or threat. This type of activity can be reported either in person, telephone, through silent-witness email or by using the emergency telephones. Emergency telephones, which are located throughout campus and the residences, ring directly to the Public Safety Building.

24. **PARKING**

Non-restricted parking in USI's campus lots is available to commuters and visitors on a first-come, first-served basis. Campus lots have few restrictions, and those areas with restrictions are marked with appropriate signage.

O’Daniel South, O’Daniel North, McDonald West and McDonald East campus apartments and Newman, Governors, O’Bannon and Ruston residence halls have restricted parking. Parking spaces in campus apartments are reserved for residents of each neighborhood (O’Daniel, McDonald, and residence halls). Apartment residents are not permitted to park in campus lots between 6 a.m. and 3 p.m. on class days. Visitors to campus apartments must park in visitor areas.
only. Students living in residence halls are restricted to parking lots M & O, the last two rows of parking lot D, and the last full row of parking lot E. All restricted parking areas are marked with appropriate signage.

Important Telephone Numbers
Office of Public Safety 812-464-1845
University Emergency Telephone 812-492-7777
Parking 812-465-1091

25. RECREATION, FITNESS AND WELLNESS CENTER (RFW CENTER)
The Recreation, Fitness and Wellness department is the combination of the intramural sports, fitness and student wellness programs. The University encourages the lifelong pursuit of an active, healthy lifestyle, and enhances student development by providing healthy activities, as well as leadership and employment opportunities. The offices are located in the Recreation, Fitness and Wellness Center (RFWC).

Recreation and Fitness — Recreation and Fitness offers programs designed to promote a healthy lifestyle and meet the physical, social, spiritual, intellectual and emotional needs of students and employees. Some of the services and programs provided by Recreation and Fitness include fitness consultations, facility orientations, incentive programs, bike and camping equipment checkout and open recreation. The RFWC also includes a lobby with computers, a computer lab, a game room and a climbing center. A valid USI Eagle Access card is required to participate. Guest passes are available for purchase at the RFWC welcome desk. Recreation and Fitness staff can be reached in the Recreation, Fitness and Wellness Center or by calling 812-461-5268.

Intramural Sports — The Intramural Sports program offers a wide array of recreational activities which provide competition suitable for students regardless of physical capabilities. Participation in the intramural, special events and outdoor adventure programs enriches social relationships, develops an understanding of sports and aids physical and mental improvement. Intramural staff can be reached in the Recreation, Fitness and Wellness Center or by calling 812-461-5268.

Student Wellness — The Student Wellness program develops, implements and coordinates health and wellness education activities for the University community. The staff of Student Wellness is located in the Recreation, Fitness and Wellness Center, 812-461-5483.

USI Recreation facilities include —
- Indoor
  - Recreation and Fitness Center
  - Physical Activities Center
- Outdoor
  - Broadway Recreational Complex
  - Screaming Eagles Valley Complex (disc golf)
  - RFV outdoor basketball and sand volleyball courts
  - Clarke Lane field
  - Foundation field
  - Tennis courts
  - Running/walking trails
  - Low Ropes Team challenge course

26. RELIGIOUS LIFE
Religious Life provides religious guidance, educational and worship opportunities for students, faculty, and staff and is located in the O’Daniel Apartment complex (corner of O’Daniel Lane and Clark Lane). The mission of the Religious Life office is to provide access to programs that enable interested students to pursue full spiritual growth and development. Religious Life fosters a campus atmosphere in which members of the college community may freely express their religion/nonreligion faith beliefs as to live wisely.

To find out more about the religious life organizations on campus and area worship information, go to www.usi.edu/religiouslife.

27. SAFE RIDE PROGRAM
SAFE Ride is a program developed for USI students by the Student Government Association, Dean of Students office, Counseling Center, and Evansville’s River City Yellow Cab Company. The program provides a safe alternative for emergency situations when other transportation is unavailable. It is a “way out” of dangerous or potentially-dangerous situations by giving USI students safe transportation home through the River City Yellow Cab Company’s service within the local area.

SAFE Ride can be used by any currently enrolled student with a USI student ID card. The process for using the program is simple. Call River City Yellow Cab at 812-429-0000 and say, “I want a cab for USI SAFE Ride.” You must identify the ride as a SAFE Ride request so the cab company can verify your eligibility before dispatching the cab. Upon arrival, you must have your USI Eagles Access card.

This program is an alternative to driving under the influence of alcohol, getting out of situations of dating or domestic violence, to provide alternative transportation to a safe location after a car breakdown, or transportation to a medical facility or social service agency. This service is not intended to be used as
ongoing transportation when other means of transportation is readily available or for long-distance travel.

Although SAFE Ride is not a free service, there is no charge at the time the ride is taken. A $20 limit per ride, with a $50 credit limit, has been established. Students are expected to pay their bill at the University cashier’s office within 10 days of the service. As long as the fees are paid each month, the program can be continually used. The cost for using SAFE Ride is the same as regular cab fare, but USI students are given a ride on credit at the time and the fee is billed to their student account.

Sometimes the situations necessitating a call to SAFE Ride can be very troubling and have lasting implications. The USI Counseling Center is available to discuss any problems you may be having, 812-464-1867. The Counseling Center is staffed by professional counselors and all services are strictly confidential.

28. SCRIPPS HOWARD VIDEO COMPLEX
The Scripps Howard Video Complex houses a television production facility and the student cable television channel, SETV-12. The facility includes a fully equipped, three-camera television studio, camcorders for field shooting and Apple computers for video editing. Student productions include the live newscast Access USI, USI home basketball game telecasts, entertainment shows and Radio/Television class assignments. SETV-12 airs these programs along with movies and student organization announcements.

29. SERVICE LEARNING
USI’s Service Learning program is designed to support faculty and staff who incorporate community projects into courses or activities for USI students, as well as support the students and community partners who participate. The goal of the program is to enhance student learning while providing valuable services to the community.

Students who participate in the Service Learning Program have an opportunity to better understand course material and can apply their knowledge to real-world experiences.

Types of Service Learning
There are three types of service learning opportunities at USI.

- **Academic**: Course-based credit bearing projects that integrate meaningful community service with instruction and structured reflection
- **Curricular**: Projects sponsored by a particular academic program that occur outside of the classroom but involve students and faculty working together in applying program knowledge to community issues and projects. Reflection is included
- **Co-Curricular**: Activities not connected with academic programs that include learning objectives and opportunities for reflection, and meet important community needs

30. SEXUAL ASSAULT AND GENDER VIOLENCE PREVENTION GROUP
The Sexual Assault and Gender Violence Prevention Group is composed of University administrators, staff, students and representatives from community agencies and works under the direction of the Dean of Students. The group focuses on educating students and the USI community around issues of sexual assault, sexual harassment and gender violence through campus events, trainings, marketing campaigns and other means. The group supports the annual Flowers on the Lake and Walk a Mile events. Anyone who wants more information about sexual assault prevention or reporting options can visit the University’s Sexual Assault and Gender Violence Prevention Website.

31. STUDENT ACTIVITY FEE
The student activity fee will appear on your bill at the rate of $50 a semester and $50 for the summer. Your investment entitles you to take advantage of all services and participate in any programs provided for students. As USI enrollment grows, the cost of providing student programs and activities also increases. The new student activity fee assures that present programs and services can continue and that significant new programs and services can be introduced.

If you decide not to have access to any of the programs or services available to students who have paid the student activity fee, you may request an exemption at the Cashier’s office or on-line by submitting the form below.

You need only request the Student Activity Fee exemption one time. It is then a permanent exemption. If you change your mind and wish to take advantage of the programs and activities funded by the Student Activity Fee, reinstatement can be obtained at the Cashier’s office.

To request a student fee exemption, complete an [Online Student Activity Fee Exemption Form](#). All exemptions will be reviewed and must be approved by the Dean of Students. For answers to questions you may have, contact the Bursar (812-464-1842) or the Dean of Students (812-464-1862).

32. STUDENT DEVELOPMENT PROGRAMS
(Student Organizations, O’Daniel Leadership Programs, Orientation, Fraternity and Sorority Life, Student Activities, Activities Programming Board and Freshman Programs)

The Office of Student Development Programs promotes student learning by providing leadership education, avenues for involvement, and personal growth opportunities to develop responsible individuals as engaged members of their communities. They assist students in their transition to the University and college
life through the development and coordination of new, transfer and adult student orientation, Welcome Week and other transition programs. The staff coordinates, advises and supports the growth and development of over 120 student organizations that represent a wide range of interests, including academic/professional organizations, programming, political, religious, multicultural, special interest, service, honor societies, sororities and fraternities. These organizations provide co-curricular and extra-curricular activities for students. This department fosters an active and comprehensive campus experience through encouraging students to get involved. The staff trains students to become effective campus leaders and prepare them for leadership roles in their communities through the O’Daniel Leadership Programs. Based on the philosophy that people will be called upon to be leaders at some point in their life, USI created the Joseph E. O’Daniel Leadership Program. It is designed to enhance the personal and professional skills long associated with leaders: initiative and motivation, goal setting, communication, critical thinking, problem solving, self-confidence, teamwork, conflict management and self-assessment. The leadership programs challenge and empower students to become aware of their leadership skills and help them feel confident in their ability to lead and make changes. Programs include Emerging Leaders, Camp Eagle, Student Leader Retreat, educational leadership events and annual leadership awards. Student Development Programs is located in University Center East and can be reached at 812-465-7167 or via email at getinvolved@usi.edu.

33. **STUDENT GOVERNMENT ASSOCIATION (SGA)**
The Student Government Association (SGA) is the representative body of currently-enrolled students. It is composed of elected members of the student population and includes an executive board, six administrative vice-presidents, 22 representatives from the four academic colleges, 17 members at large and a seven-member University Court. SGA serves as the voice of all students to the Board of Trustees, faculty, administration and USI community. All students, by virtue of their registration at the University of Southern Indiana, are members of SGA and are encouraged to attend General Assembly meetings and serve on SGA committees. For more information, visit the website at www.usi.edu/sga or email sga@usi.edu.

34. **STUDENT PUBLICATIONS – THE SHIELD**
Student Publications provides opportunities for students to gain experience in reporting, writing, design, photography and sales. The Shield is the student newspaper and available at more than two dozen locations across campus every Thursday and online at USI Shield. Students from all disciplines are welcome to apply for staff and management positions.

35. **STUDENT SUPPORT SERVICES**
Student Support Services (SSS) is one of the eight grant-funded TRIO programs offered through the U.S. Department of Education. At USI, the SSS Program will help motivate 140 eligible students to successfully complete their degree. The SSS Program will provide students free comprehensive services through classroom instruction, academic skill development, academic assistance and career development, personal and financial aid counseling, and experiences designed to enhance the collegiate experience on USI’s campus. Learn more by visiting the Academic Support Services Website.

36. **SUBSTANCE ABUSE COMMITTEE**
This committee, appointed by the president, reviews the effectiveness of drug and alcohol programs at the University of Southern Indiana as required in "The Drug-Free Schools and Community Act Amendment of 1989" (Public Law 101-226). This committee monitors the effectiveness of the drug and alcohol policies as related to appropriate sanctions and education, referral, and rehabilitation programs and makes appropriate reports and recommendations to the president on at least an annual basis. A comprehensive biennial review of the effectiveness of the program and a report prepared for the U.S. Department of Education are mandated by federal law. The committee consists of the dean of students as chair; the director of Counseling; director of Recreation, Fitness and Wellness; director of Housing and Residence Life; director of Religious Life; director of Student Development; director of Security; a representative from Athletics; a representative from the Administrative Senate; two faculty members; and three student members recommended by SGA. Additional University staff may be asked to serve upon the recommendation of the dean of students.

37. **TRANSPORTATION INFORMATION**

Metropolitan Evansville Transit System (METS) provides transportation for the public on 17 fixed route service areas. See website for more information.

<table>
<thead>
<tr>
<th>Evansville Regional Airport</th>
<th>Greyhound Bus Lines</th>
<th>River City Yellow Cab</th>
</tr>
</thead>
<tbody>
<tr>
<td>7801 Bussing Dr.</td>
<td>119 NW 6th St.</td>
<td>1027 E Virginia St.</td>
</tr>
<tr>
<td>Evansville, IN 47725</td>
<td>Evansville, IN 47708</td>
<td>Evansville, IN 47711</td>
</tr>
<tr>
<td>(812) 421-4400</td>
<td>(812) 425-8274</td>
<td>(812) 429-0000</td>
</tr>
<tr>
<td><a href="http://www.evairport.com">www.evairport.com</a></td>
<td><a href="http://www.greyhound.com">www.greyhound.com</a></td>
<td></td>
</tr>
</tbody>
</table>

38. **UNIVERSITY HEALTH CENTER**
The University Health Center offers acute and minor care, contraceptive counseling and birth control options, immunizations, allergy injections, pregnancy tests, laboratory testing, physicals, STD diagnosis and treatment and other medical procedures. Services needed beyond the scope of the Health Center are accessible through our referral network. The Health Center is staffed by Deaconess Health System employees including a nursing staff, a nurse practitioner and a doctor. The Health Center is a first-come-first-served-walk-in clinic available to all students, faculty and staff of USI. The Health Center also offers a limited
pharmacy on site. The Health Center is open Monday through Friday from 8 a.m. to 4:30 p.m. in the lower level of the Health Professionals Center and can be reached at 812-465-1250 or via fax at 812-465-7170. Additional information and resources can be found on the University Health Center's website: www.usi.edu/healthcenter.

39. VETERANS SUPPORT SERVICES
Veteran Support Services assists students with applying for and utilizing Department of Veterans Affairs' education benefits. Assistance is available to all prospective and enrolled USI students who are veterans, servicepersons, dependents, survivors of veterans and other eligible persons to keep them informed of available veterans' programs from education, personal counseling on a variety of topics to job placement organizations. There are several assistance programs with basic eligibility criteria that vary from one to another.

This is the certifying office for the enrollment of persons training under the veterans' programs. All veterans, servicepersons, dependents and survivors of veterans and anyone else who may be eligible for veterans' assistance should contact this office. Students receiving Veterans Affairs education benefits must make contact with this office each semester to begin or continue their certification of enrollment process to the Veterans Affairs Regional Office.

Staff provide outreach, counseling and academic assistance referral for veterans and servicepersons throughout the academic year.

This office also evaluates, as per the American Council on Education's recommendations, military experience for University credit. Those wishing to have their military experiences evaluated for possible University credit should contact Veteran Support Services at 812-464-1857 for required documentation and requirements.

Veterans' Support Services is located in the lower level of the Education Center and provides assistance to all prospective and enrolled students who are veterans, service persons, dependents, survivors of veterans and other eligible persons. Students applying for benefits may obtain the necessary application forms and program information from this office. A student receiving veteran benefits must have attendance certified with the Veterans Administration for each term of enrollment.

40. WRITING CENTER
You can send your essay to owl@usi.edu for a consultant's help. Be sure to include:

- A note describing the assignment
- The help you need
- The class and professor
- The due date of the assignment

A consultant will respond initially within 48 hours, except on Fridays and weekends. If you have not included all of the information above, it will delay review of your paper. Remember that our consultants do not proofread papers; they can assist you with the following:

- Understanding assignments
- Brainstorming
- Thesis development
- Focusing, developing and organizing ideas
- Revising
- Researching and citing
- Developing editing strategies and identifying common errors

If you have any questions, contact our writing specialist, Deanna Odney. For more information, visit www.usi.edu/acadskill/tutoring-writinglab.asp.

41. WSWI – THE EDGE RADIO
WSWI – The Edge, an award-winning student-run non-commercial radio station, is owned and operated by the University. The Edge can be heard on multiple platforms, including 820-AM, 90.7 FM HD-2, the http://edgeradio.org/, channel 12 in student housing and on smartphones. The station's main format is alternative rock, and plays Electronic music at night and Hip-Hop on the weekends, and also news and sports. Students from all disciplines are welcome to be a part of The Edge's programming. Positions are available for disc jockey, news writing and reporting, sports broadcasting, marketing, promotion and underwriting.

42. ACADEMIC INTEGRITY
Academic dishonesty, including plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive credit will subject a student to disciplinary action which may include dismissal from the University.

The benchmarks of any great university are high academic standards for both faculty and students. For this reason, truth and honesty are necessary to a university community. The University expects both students and faculty to adhere to these principles and to foster them daily. Put simply, this expectation requires each student to do his or her academic work without recourse to unauthorized means of any kind. Both students and faculty are expected to report
instances of academic dishonesty. Faculty should explain the special hazards regarding academic honesty in their discipline. Faculty also should plan and supervise academic work carefully so honest effort will be encouraged.

Definitions of academic dishonesty also apply to the use of electronic, photographic, Internet-based, and other media for intellectual and artistic expression. See Section 3.0 of the Student Rights and Responsibilities: A Code of Student Behavior published in the Student Handbook available on the Dean of Students website for a description of the process.

43. ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS
The University of Southern Indiana prohibits the illegal manufacture, purchase, possession, use, consumption, sale, transfer, exchange and/or distribution of or being under the influence of drugs and alcohol by students, employees and visitors on University-owned or -controlled property, including University owned or -leased vehicles, or as part of any University activity as that term is defined by the University. Exceptions may be approved by the president or his/her designee.

The University expects the cooperation and commitment of all students and employees in maintaining an environment free of illicit drugs and illegal use of alcohol. Students and other campus constituents are deemed to be adults responsible for their own behavior and are expected to obey the law and University rules regarding drugs and alcohol. For more information on University drug and alcohol policies, see Section 2.1 of Student Rights and Responsibilities: A Code of Student Behavior.

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 Residence Life
- Assistant Director for Student Conduct – Housing and Residence Life
- Housing Area Coordinators and Graduate Assistants
- Director of Student Development Programs
- Additional staff members in the University community as deemed appropriate and as trained by the Dean of Students

The aforementioned individuals may conduct meetings and hearings with students who may have violated any University policy, including those found in Student Rights and Responsibilities: A Code of Student Behavior, USI University housing community standards: A Code of Student Behavior, and USI student organization policies.

Campus policy on drug and alcohol abuse is monitored by the Dean of Students, who in collaboration with the University's CARE Team, administrators, faculty, staff and students who recommend policy changes as needed.

44. ANIMAL POLICY
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, well-being, 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 service animal, if the handler fails to keep it under appropriate control, or if it is not housebroken. An animal meeting the complete and proper definition of “service animal” will otherwise be permitted anywhere on campus that is typically open to students and visitors.
- With permission of the president or his/her designee.
- Animals other than “service animals” may be exercised on exterior areas of campus as long as they are on a leash and are not taken to any areas where an active program or event is occurring.
- In all cases it is the responsibility of the individual(s) bringing any animal to any University owned or controlled property to be aware of state and local immunization and licensing requirements, to fully comply with those requirements, and to assume any and all liability associated with failure to do so. Such individuals are responsible for cleaning up after their animal, for maintaining humane control of the animal at all times, and are financially responsible for any damage that the animal may cause to University property or injuries caused to other individuals.

Student’s residing in University residence halls or apartments may keep animals in their residences only under the following conditions:

- Non-predatory tropical fish are allowed as long as they are well-maintained and kept in aquariums holding no more than 20 gallons of water.
- The animal meets the current definition of a “service/assistance animal” as defined by state and federal law and best practices that specifically apply to University housing and residential services for individuals with 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.
45. CAMPUS SECURITY AUTHORITIES (CSA)

The definition of “Campus Security Authority”, according the federal law, is as follows: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” Any official designated as a Campus Security Authority receives training regarding their responsibilities.

The below listed positions have been identified as a USI “campus security authority”; however this list is not conclusive. A complete list of Campus Security Authorities is maintained at the Office of Public Safety.

- University President
- Provost for Academic Affairs and Chief Student Affairs Officer
- Vice President of Finance and Administration
- Vice President of Government Relations
- Associate Provost for Academic Affairs
- Associate Provost for Student Affairs
- Dean of Students
- Director of Housing and Residence Life
- Assistant Director of the Student Conduct for Housing and Residence Life
- Housing and Residence Life Area Coordinators, Graduate Assistants
- Residential Advisors
- Director of Student Development
- Director of Athletics
- Athletic Coaches
- Assistant Provost for International Programs and Services

46. COMPUTER ACCESS, COPYRIGHTS, AND INTELLECTUAL PROPERTY (ADOPTED FROM MILLS COLLEGE)

Computing plays a critical role in the academic life of students at USI. Each student is issued a University username and password upon enrollment. The username and password are required for access to the University network. The USI homepage allows students to access general information about the University, including academic calendars, schedules of classes, examination schedules, and events calendars.

The MyUSI portal offers students the ability to register for courses; view class schedule, grades, transcripts, financial aid and student account information; look up and update contact information online. The portal also provides gateways to other web services such as email, online course resources, and course evaluations.

Computers and networks provide access to resources on and off campus. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, contractual obligations, and University policies. Every member of the USI community who receives accounts to use University computing systems agrees to protect their own work and respect the work and privacy of other members of the community. Access to computing resources requires a formally recognized affiliation with the University. Students who graduate, withdraw, or are subject to academic disqualification may have full access to their computing resources revoked at USI.

USI Students are encouraged to use University computing systems for academic work as well as for communication on and off campus. Food and drink are prohibited in all computing labs at all times. Damage caused to USI computing equipment by food or drink or any other type of misuse will be charged to the responsible party.

Printing is available throughout campus with the use of funds from your Eagle Access card.

TIPS: You can reduce the environmental impact of printing documents by following some simple tips for conserving resources, such as:

- Don’t print e-reserve or other web source material unless truly necessary. Instead of printing an entire document, take notes while reading it to help remember important points
- Always use double-sided printing
- Use ‘Print Preview’ to see how a document looks before printing
- When printing a draft, print multiple pages on one sheet
- Print only one copy of a document and use copy machines to generate additional copies, if needed.

All student-accessible academic computing locations have access to the USI network and Internet via wireless connectivity. The wireless network encompasses all residential living areas and labs, academic classrooms, as well as many student gathering places.

Each individual is responsible for the content of files in their personal University provided accounts. When publishing personal web pages, each user is responsible for obtaining permission from and giving proper credit to the owner of all copyrighted materials used. Personal web pages are not routinely monitored by the University staff nor do they necessarily represent the University’s viewpoints or policies.

The U.S. Congress has passed “The Higher Education Opportunity Act (H.R. 4137)” which requires U.S. colleges to prevent uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. USI implements several technologies to block or inhibit peer-to-peer file sharing of copyrighted material. Additionally, encrypted peer-to-peer file sharing is not permitted and is blocked. Any file downloaded through USI networks or residing
on USI-owned equipment may be searched. In addition, system administrators may access user files or monitor network traffic as required to protect the integrity of computer systems and to enforce current policy. Misuse of computing and network resources is prohibited.

**USE OF COMPUTING RESOURCES IMPLIES THE FOLLOWING AGREEMENT**

I understand that I am responsible for my conduct when using University of Southern Indiana equipment and services to access electronic files and resources. Misuse of computing, networking, or electronic information resources is not condoned and I understand that I will be held accountable for my conduct under applicable University policy, legal contractual agreement, and under state and federal laws. I understand that my login name is permanently assigned to me. I agree to use it for as long as I have access to USI systems. I also agree to set a password of my own choosing on all my USI accounts as soon as they are opened to assure that my accounts are always protected with a password known only to me, and I agree to change my password immediately if I discover that anyone has learned my password or has used my accounts in any way. Violation of any of the above policies may result in temporary to permanent loss of any or all computing privileges and services provided by USI.

47. **CONFIDENTIAL REPORTING**

The Counseling Center is committed to maintaining your confidentiality consistent with the law. Communications with employees who work in the Counseling Center, including your decision to seek counseling, are kept confidential. The Center will not release information about you to anyone outside the Counseling Center without your written consent, except as required by law, including, but not limited to:

- If we believe you are in imminent danger of self-harm.
- If there is reason to believe that child, elder, or dependent abuse has occurred.
- If you report being sexually assaulted and are under the age of 18.
- If you express threats of violence towards another person.
- If you have signed an authorization to release medical information form for specified individuals or agencies.

Consistent with the law, any required disclosure will be made to the appropriate authorities, including the USI Office of Public Safety. Additionally, should you be assessed to be a danger to yourself or others, or if hospitalization is pursued (either voluntarily or involuntarily), certain information about you will be disclosed to appropriate university personnel, your parents or guardians (as appropriate), and other essential third parties.

If you are the victim of rape, sexual assault, sexual battery, sexual coercion or other sexual misconduct, as defined by USI policy, state and federal law, and are 18 years of age or older, what you tell a Counseling Center Professional counselor and other Counseling Center employees who are functioning in their Counseling Center roles about how you have been the victim of sexual misconduct is confidential, subject to the exceptions listed above. In addition, if you wish to make a report about what happened to you, to the USI Office of Public Safety or law enforcement agencies, a Counseling Center employee will assist you in doing so without disclosing information that identifies who you are.

If you choose to make an anonymous report of sexual misconduct, your counselor may remain in the room with you as you make your report. However, the counselor will not make the telephone call for you or participate in the telephone conversation between you and the reporting agency. Likewise, the counselor will not keyboard or assist in keyboarding an on-line report.

48. **COPYRIGHT INFRINGEMENT POLICY – STUDENTS**

**Overview**

All students who use the University of Southern Indiana ("USI" or the "University") computer network are prohibited from downloading or enabling sharing of music, movies, 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 acknowledgement 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 http://www.copyright.gov/legislation/dmca.pdf. This policy outlines the procedures the University will use to respond to incidents of copyright infringement it receives.

**Procedure**

USI has instituted a technology-based deterrent which is a software blocking package that attempts to monitor USI’s network activity for copyrighted material. This software is a content management service and filter software that tracks copyrighted content and tracks peer-to-peer usage to verify the content. If the software detects that an IP address is being used for unauthorized downloading or distribution of copyrighted works using a peer-to-peer based file sharing service, the software will terminate the download and disable the user’s internet connection for a specified period of time depending on the number of violations associated with the user’s IP address. The software will also alert the user of a Copyright Violation Notice via a pop-up screen. The Copyright Violation Notice indicates that the activity detected in connection with the user’s IP address is in violation of the University Network Use Policy, USI Code of Student Behavior and this Copyright
Infringement Policy. Depending on the number of violations received, the user’s internet connection will be disabled for a set amount of time subject to the discretion of the University and the user will have to agree to cease any such activity by clicking on a “I will comply” button before University network access will be reinstated.

When the University receives a notification of possible unauthorized file sharing the Information Technology (“IT”) department will attempt to identify the user. If the user can be identified and is a student, the follow procedure will be followed:

A. IT will email the student notifying him/her that his/her access has been shut off. Included in the notification email is information on the alleged violation including title, date and time. The email informs the student that the matter has been referred to the Dean of Students Office for review. IT will also copy the Dean of Students Office on this email.

B. USI network access to all wireless and wired networks in user’s student housing is immediately disabled. If the student has multiple devices registered on the USI network, all the devices will be denied access.

C. The student will not be allowed to register any new devices until access restoration has been approved by USI.

D. IT will send a copy of the complaint and all detailed information it has about the alleged copyright violation to the Dean of Students Office. The Dean of Students Office will handle the complaint as well as contacting and meeting with the student. The Dean of Students Office will address with the student the possible consequences of copyright violations including both civil and criminal penalties. The student will be asked to remove all file sharing software from his or her computer and/or electronic devices. The Dean of Students Office will utilize the following procedure with regards to the alleged violation:

1. The Dean of Students Office will contact the student once the office receives the initial email informing the student that the matter has been referred to the Dean of Students Office for review. By email, the Dean of Students Office will inform the student of any charges related to potential violations of the USI Code of Student Behavior including possible violations of Section 2.13- Computer-Related Inappropriate Behavior in the Student Rights and Responsibilities, the Student Copyright Infringement Policy and the Network User Policy.

2. The Dean of Students or Designee will meet with the student to review the charges and the possible consequences of copyright violations including both civil and criminal penalties. During this initial meeting, the student will be asked to sign the Alleged Copyright Infringement Acknowledgment Form (“Acknowledgment Form”) either accepting responsibility and agreeing to pay the University restitution for any fines and legal fees associated with the violation or indicating a request for a hearing as detailed below. The student is not under any obligation to accept responsibility and agree to pay the University restitution for any fines and legal fees associated with the violation during this initial meeting.

3. During this initial meeting, the student will also be offered the alternative option on the Acknowledgment Form to schedule a formal hearing at a future date where the student will be afforded all the rights outlined in the USI Code of Student Behavior, including the choice to have an advisor present and to present evidence in response to the alleged charges.

4. Once the conduct process is completed (whether by signing the Acknowledgment Form accepting responsibility or through a formal hearing), the Dean of Students Office will inform the appropriate University offices of the outcome and request that access be reinstated, as may be appropriate. Upon notification from the Dean of Students Office, IT will then re-enable the student’s wireless and wired network access.

Repeated violations will result in disciplinary action as recommended by the Dean of Students Office consistent with all applicable University policies. Repeated violations may result in the student losing the ability to connect to the University network permanently for the duration of the student’s tenure at the University. A student who is found to be responsible for a violation of this Policy or who accepts responsibility for a violation will be charged an administrative fee of $100.00 for the student’s first violation of the University’s Copyright Infringement Policy, and up to $200.00 for each additional offense if the University is contacted by the owner of the copyrighted material that is the subject of the violation. Additionally, if the student signs the Acknowledgment Form accepting responsibility or is found to be in violation at a formal hearing, the student will be responsible for restitution of any fines or USI legal fees associated with the violation.

Student’s Use of USI’s Network Accounts
If the student permits another individual to use the student’s USI network account, and that individual illegally downloads or distributes copyrighted materials, the student may be held responsible if the student’s computer is identified in the notice that was sent to the University by the holder of the copyright.

Legal Alternatives
For a list of legal alternatives to avoid illegally downloading content, please visit http://www.educause.edu/legalcontent.

University Actions in Response to Subpoenas
If the University receives a valid subpoena regarding an alleged copyright violation, the University is required to provide any electronic information the University has regarding the alleged instance of copyright infringement that was purportedly transferred over its network.

Questions or Concerns
If a student has a question or concern regarding this policy, please contact the Dean of Students Office.

University’s Registered DMCA Agent
Richard Toeniskoetter
Executive Director
Information Technology
University of Southern Indiana
8800 University Boulevard
Evansville, IN 47712
812-464-1733
richard.toeniskoetter@usi.edu
The DMCA requires that the University designate a registered agent to receive notifications of alleged copyright infringement. Notifications of claimed copyright infringement should be sent to the University’s registered DMCA Agent, which is on file with the Copyright Office.

**Policy Changes**
The University may make changes to this policy to comply with necessary legal and regulatory requirements. The University recommends students review this policy occasionally to familiarize themselves with any changes or alterations.

### 49. CRIME REPORTING METHOD

**Public Safety:** Contact USI Public Safety at **812-492-7777** to report a crime, any campus emergency, or any security issue. You also may dial **911** to contact local law enforcement directly. You may also contact USI Public Safety at **812-464-1845** to report non-emergency issues or if you have any questions.

**On-Line Reporting:** The Campus Action Response and Engagement Team (CARE Team) provides an on-line reporting form that may be used to report crimes or issues involving students of concern. This form is not to be used to report on-going campus emergencies (Dial 812-492-7777). The CARE Team provides proactive assistance and support to students by assessing, evaluating and responding to reports about students who present as disruptive or show concerning behavior and may need support to manage their academic and social experience at the University. Click here to complete an online CARE Team Reporting Form.

**Silent Witness Form:** If you have witnessed or have information regarding a crime or incident that has occurred on campus, you may anonymously submit the information to the Office of Public Safety using the Silent Witness Form. The information is submitted in email form and will be kept confidential. The silent witness form is to be used for: crimes or incidents occurring on USI campus property or crimes or incidents occurring off campus that involve University of Southern Indiana students, faculty or staff. It is important to note that a silent witness will not result in an immediate emergency response from the Office of Public Safety. If you require immediate assistance, call campus ext. **7777 or 812-492-7777.** All other off-campus crimes should be reported to the appropriate law enforcement agency by dialing 911.

**TIP Line:** The University of Southern Indiana’s Office of Public Safety has established a telephone TIP line which allows callers, wishing to remain anonymous, to leave information via a voice mailbox as to any criminal activity or University Code violations. The TIP line is a means for the campus community to assist in establishing a safe campus environment. This telephone number may be called 24 hours a day to provide information. Persons wanting to report such activity should call the **TIP Line at 812-228-5029 or campus extension “5029”**.

**Emergency Call Boxes:** The University also has placed emergency two-way call boxes (Emergency Blue Light Phones) around the entire campus for use during emergencies. The convenient location of the blue phones allows someone to report an emergency or incident if other communication methods are not available. By pressing the button on these phones, users are immediately connected to the Office of Public Safety Dispatch Center.

The University of Southern Indiana and the Office of Public Safety strongly encourage the reporting of any sexual offense such as non-consensual sexual intercourse, sexual assault, stalking or any other form of sexual misconduct. Examples of other sexual misconduct issues may be, but are not limited to include sexual harassment, sexual intimidation, intimate partner violence and sexual battery.

- Rape/sexual assault (gang, acquaintance, stranger)
- Acts on a person who is not conscious or able to give consent
- Indecent exposure
- Direct or indirect threats linked to sexual propositions or activity
- Coerced sexual activity
- Sexual battery (the unwanted touching of an intimate part of another person, such as a sex organ, buttocks, or breasts)
- Stalking, harassment or intimidation
- Dating or domestic violence

Timing is a critical factor in the reporting of any sexual assault/misconduct. The USI Counseling Center, off-campus advocates and personnel from the Office of Public Safety can discuss all of these reporting options confidentially with the victim.

**Employees:** University employees must report any incident of sex/gender misconduct and discrimination to the Title IX coordinator or designee within 24 hours of learning of the incident.

Employees designated as “Campus Security Authorities” are mandated to advise the Office of Public Safety of any Clery reportable crimes that occur in a Clery reportable area. Designated Forcible and Non-Forcible sex crimes are required reportable crimes. One of the key responsibilities of a campus security authority is to encourage crime victims and witnesses to report crimes to the Office of Public Safety. Information and training on Campus Security Authorities may be found on the Public Safety website.

Employees serving in certain professional roles are not required to report these types of crimes unless there is an articulable immediate danger to the campus community that would necessitate disclosure. Examples of employees that would not be required to report include medical providers, pastoral and licensed professional counselors. These exempt employees may still complete an anonymous/confidential report for statistical or pattern analysis purposes and not divulge any personal identifiable information without the victim(s) consent.
The University’s Disciplinary Procedure for Sexual Assault is designed to respond to allegations of sexual assault. Indiana’s criminal statues determine the criminal penalty or sanctions based upon the act, severity and other mitigating or aggravating circumstances. The Sexual Violence Prevention and Response Program include counseling services, crisis support groups and other organizations which provide assistance and referrals to students who have been assaulted.

50. DECEPTION/FALSIFICATION/MISREPRESENTATION
Falsification or misuse of records and/or misrepresentation of facts on University forms and documents, including but not limited to, application forms, data sheets, ID cards and fee receipts may result in disciplinary action and/or cancellation of registration. See the Student Rights and Responsibilities: A Code of Student Behavior for the specific related policies.

51. DIRECTORY INFORMATION
The following information may be made available to the public unless a student restricts its release by written notice. Information restriction request forms are available in the Office of the Registrar.

University directory (either online or in print)
The following information may be published by the University: name, mailing address, telephone number and email address – unless a USI Directory Restriction Request form is filed with the Office of the Registrar during the first three weeks of each fall semester.

General requests for student information
When appropriate, the following information also may be made public by the University through printed programs, news releases of awards, etc.: date and place of birth, home address, marital status, majors and minors, degrees, awards received, dates of attendance, most recent educational institution attended, names of parents, participation in officially-recognized activities or sports, weight and height of members of athletic teams, classification and enrollment status. An Information Release Restriction Request form can be submitted 1) to be effective for only the single term specified; or 2) to remain in place until revoked in writing.

The submission of a student’s Social Security number is voluntary. The University will not use the number, if supplied, for purposes other than routine record-keeping and institutional statistics, without a student’s written permission.

52. DISCIPLINARY INFORMATION DISCLOSURE STATEMENT
University policy permits 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 a student’s 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 it is appropriate to disclose information beyond the minimum seven years period. For more information, contact the Dean of Students or call 812-464-1862.

53. EDUCATIONAL DISCIPLINARY BACKGROUND VERIFICATION POLICY
The Dean of Students Office houses official disciplinary records for University of Southern Indiana (USI) students, including Academic Integrity related information. As the Dean of Students is the University administrator charged with disclosing such information, within established student privacy law, all requests for disciplinary background verification should be submitted to the Dean of Students Office. Such requests require a signed release of information consent form from the current/former student. Note that the Dean of Students Office does not verify academic information and its response will be limited to disciplinary background verification.

There are several methods by which Educational Disciplinary Background Verification requests may be submitted to the Dean of Students Office. Requests can be submitted in person, by mail, fax or email and must include a signed release of information consent form and current contact information for the current/former student. The Dean of Students Office may contact the current/former student if additional information is needed or to inform them of the information that was disclosed in response to a request.

The Dean of Students is responsible for record keeping related to disciplinary records. Conduct Hearing Officer(s) will ensure that all sanctions are reported by the date required and will submit aggregate data regarding infractions and sanctions to the Dean of Students for compilation in an annual report. A record of disciplinary procedures and findings will be maintained in the student’s disciplinary file in the Dean of Students Office. Conduct files do not become part of the students’ transcript, but are considered part of the University’s educational record for the student.

In cases in which students are found responsible for a policy violation of University policy and receive a sanction of less than suspension or expulsion, records related to the disciplinary hearing will be retained for a minimum period of seven (7) years from the date of the incident complained of. 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 nature of the violation and the severity of the harm resulting from the violation;
- The conduct of the student subsequent to the violation.

In cases where students are found responsible for a policy 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 and disclosed indefinitely at the discretion of
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

A. The Office of Student Financial Assistance is committed to supporting the University’s right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

B. Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the

55. FACULTY COMMUNICATION RELATED TO PRACTICAL COURSE TRANSITIONS

Faculty members may communicate essential information to the faculty of subsequent courses for the purpose of placing the student in the best situation for success in the clinical/practical area and classroom setting.

56. FACULTY NOTICES

In extreme situations where students are unable to contact faculty members, or when students may not feel comfortable disclosing personal information to their faculty members, the Dean of Students Office (DOSO) may send a brief email to faculty members notifying them that the student has contacted the Dean of Students and is being connected to the appropriate on and/or off-campus resources. The email will not provide the specifics of the situation, although the student is free to provide faculty with details. To have an email sent to faculty, students should contact the Dean of Students, in person, in room 1229 of the University Center East building or by phone at 812-464-1862. Students will be required to meet with the Dean of Students or designee; however, in some circumstances when the student is not available, such as because of hospitalization, a Faculty Notice can be requested by telephone or email if the student is unable to come to the office in person. Extreme situations might include serious illness or hospitalization, or a serious illness or death in the family. Extreme situations do not include brief absences due to colds, flu, ill children or family members, doctor’s appointments, travel or other similar situations.

57. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE OF STUDENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

A. The Office of Student Financial Assistance is committed to supporting the University's right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

B. Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the
Felony/Misdemeanor Admission Review Process and Procedures

The University of Southern Indiana (USI) is committed to increasing access to higher education and supporting all students in their efforts to succeed. USI is also committed to fostering a safe environment in which all members of the University community can thrive. As a part of the admission process, the University asks a series of questions about applicants’ criminal history as it relates to felony and misdemeanor convictions. Having a criminal history is not a bar to admission. There is a process applicants must follow to disclose their criminal history and to undergo review by the Dean of Students and the University CARE Team. The review process includes completing a Felony/Misdemeanor Report Follow-Up Questionnaire, available from the Dean of Students, and meeting with University officials before the enrollment process can proceed. Applicants may be deferred or denied admission if their membership in the University community would be inappropriate or they are under conditions of post-release supervision that make enrollment impracticable. Applicants with current and related legal cases that have not been fully adjudicated may have their admission decision deferred until the conclusion of these legal proceedings.

Being convicted of a felony or being a registered sex offender is not an absolute bar to admission. However, being a registered sex offender does prohibit a student from living in University provided housing. It also is University policy that individuals with past drug-related convictions will not be permitted to live in University-owned property like, but not limited to residence halls and student apartments.

Individuals previously admitted to the University who wish to re-enroll must disclose to the Dean of Students all felony and misdemeanor convictions that occurred since his/her last term of enrollment. Current students with new felony or violent misdemeanor convictions must report each conviction to the Dean of Students during the semester in which the conviction occurs.

Failure to disclose required information at the time of application, re-enrollment or conviction may result in invalidation of application, suspension or expulsion from the University.

The Felony/Misdemeanor Review Process may not result in a final determination of an applicant’s acceptance into a particular degree-granting program of the University. For example, some academic programs (like, but not limited to, certain health care programs) may have academic requirements that an applicant may not be eligible to meet based on their legal history. Direct any related questions to the department chair of the specific academic program or major of your interest.

A copy of the decision and final notification concerning action on the application of criminal conviction is sent to the appropriate University offices like, but not limited to, Admission, Graduate Studies, Registrar, Housing and Residence Life, Public Safety and/or the Counseling Center.

Questions and concerns regarding this policy should be directed to the Dean of Students. You also may contact the office by calling 812-464-1862.

Felony/Misdemeanor Review Process

A. Upon disclosing a past misdemeanor or felony conviction on the University’s admission application, housing contract or any other University document, the applicant or student will be referred to the Dean of Students and sent the Felony/Misdemeanor Report Follow-Up Questionnaire to be completed.

B. Once the completed Questionnaire is received by the Dean of Students, the University will gather background information and a meeting will be scheduled with the applicant, the Dean of Students or designee and other members of the University CARE Team to discuss the applicant or student’s background and current situation.

C. All information gathered will then be shared with the University CARE Team and a recommendation will be made regarding admission to the University.

D. The Dean of Students will make the final decision concerning the applicant [or student’s] eligibility to continue with the enrollment process and any restrictions that may be imposed as conditions required for the [applicant or student] to attend the University. (Let’s talk “applicant” vs. “student”)

E. Restrictions that may be imposed depend on the criminal history and strategies needed to support a successful university experience and may include, but are not limited to:
1. Going directly to the Office of Public Safety and signing in with the dispatcher upon every arrival and departure from campus.
2. Not being eligible to live or visit campus housing or be on University housing property. Your presence there will be considered trespassing and you may result in arrest.
3. Ineligibility to participate in extracurricular activities. Violation of this restriction will be considered trespassing and may result in arrest.
4. Every semester, the Dean of Students must approve the specific periods of time a student convicted of a crime will be permitted to be on campus and the student must contact the Dean of Students Office to set up a meeting as soon as they enroll in classes for the next semester so that your access schedule can be approved.
5. They must meet periodically and/or as needed with the Dean of Students or designee, Public Safety or other members of the CARE Team as appropriate.
6. They must obtain permission from the Dean of Students before joining any student organization.
7. They must keep the Dean of Students apprised of any academic field experiences and/or internships they are involved in prior to their involvement.
8. They may not enter the University of Southern Indiana’s Children’s Learning Center. Their presence there may result in their arrest for trespassing.
9. Other restrictions as deemed appropriate by the University.

59. FINANCIAL AID PENALTIES REPORTING POLICY
The University of Southern Indiana (USI) is required to notify each student of the potential penalties associated with drug-related offenses under section 484(r) of the Higher Education Opportunity Act. Thus, a student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving any federal grant, loan, or work assistance shall not be eligible to receive any federal grant, loan, or work assistance for a specific period of time. The Dean of Students Office will inform the Office of Student Financial Assistance of any student who meets this criteria when/if it becomes aware. For more information, visit www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf or call the Federal Student Aid Information Center at 1-800-433-3243.

60. FUNDING OPTIONS FOR STUDENTS AND ORGANIZATIONS
   **Equity and Inclusion Fund**
The Equity and Inclusion Fund provides grants (up to $5000) to develop and present programs, projects or activities that promote the value of equity and inclusion on campus. Student organizations and students working with a faculty or staff member on a program are eligible and encouraged to apply. For funding consideration, a proposal must be submitted to the Multicultural Center, located in University Center East, or send as an email attachment to the Equity and Inclusion Fund directly. Application can be found on the Multicultural Center’s website.

   **Endeavor! Awards for Research and Creativity**
The purpose of the Endeavor! Awards is to support the creative and research efforts of undergraduate students. All USI students from all majors are welcome.

   **Student Collaboration Award**
An award to help defray the costs associated with doing research or doing a creative project: lab work, equipment, materials and travel to research sites. Students may apply for up to $2,500 through proposals they write with help from faculty mentors. Each student listed in the proposal must complete a separate Student Collaboration Award proposal with a separate budget. The two deadlines are in October and February. Only electronic submissions will be accepted.

   **Student Presentation Award**
The student presentation award is a travel award to help defray costs of presenting a project at an off-campus professional meeting. The deadline is anytime but at least 30 days before the presentation if possible. Each student presenting must complete a separate Endeavor presentation proposal with its own budget. Students applying for Endeavor! presentation awards for team competitions may request funding for the first and second presenters of the research or creative project only.

   **Symposium Undergraduate Research and Creative Works**
a conference held in late April or early May for the display of student research and creative projects. Any undergraduate or graduate may apply. Students from universities other than USI may submit abstracts to the Symposium for consideration. For more information and applications, visit www.usi.edu/endeavor.

   **Provost Programming Grant**
The Provost has available funds which can be applied for by registered student organizations and Student Affairs departments. These programming grants are not permanent organizational funding. The purpose of the grant program is to provide the opportunity for registered student organizations and Student Affairs departments to present quality programming for the USI community. All submissions should be turned in prior the program taking place. They are requests and not all are funded. Grant applications are available at www.usi.edu/studentaffairs/grants.

   **Provost Travel Grant**
The Provost has available funds which can be applied for by members of currently registered student organizations and students in an active role at an academic or student development conference, meeting, or competition (making a presentation, committee member, volunteer role, etc). The purpose of the Provost Travel Grant is to support students with their academic and co-curricular endeavors. The Provost will make final allocation decisions.
Available funds include up to $250 per student for an out-of-state conference and up to $150 per student at an in-state conference. Funds are only available for students who are actively engaged in a contributing role, not to students who only attend conferences or other events.

All submissions should be turned in prior to traveling. They are requests and not all are funded. Grant applications are available at www.usi.edu/studentaffairs/grants.

**Student Government Association (SGA) Funding**

- **Travel Grants** are awarded to students and organizations that are traveling to conferences and competitions that better the student and bring back useful information for the University. The maximum award per student, per year is $800.
- **Student Organization Support (SOS) Grants** are awarded to organizations that want to hold an event.
- **Start-Up Grants** are grants for new organizations that have been approved to organize by the Student Involvement Office.

**Deadlines**

The updated SGA Grant Applications will be posted on the SGA website prior to the beginning of each school year. The first page of the application lists all the submission deadlines for the academic year. Applications should be submitted prior to each deadline to the Dean of Students Office. The SGA Grant Committee generally meets at 6 p.m. in the conference room of the SGA office within a week from each application deadline. Applicants will be contacted by the SGA Chief Financial Officer with the exact date and time for the meeting and may be requested to attend the committee meeting to discuss their request.

Starting with the fall of 2014 semester, all SGA Grant applications will only be available online at www.usi.edu/sga/documents.

**61. GENERAL BEHAVIOR OF STUDENTS**

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. The document 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. Student Rights and Responsibilities: A Code of Student Behavior, published in this bulletin, forms the basis for student behavioral expectations in the USI community and the greater community at large. The standards of conduct apply to students while on University-owned or -controlled property, when attending University-sponsored events off campus, or when such conduct involves the security or integrity of the University community.

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. See www.usid.edu/deanofstudents/code.

**a. GRIEVANCE AND COMPLAINT PROCEDURES**

**Academic Affairs Student Grievance Procedures**

It is the goal of the Student Academic Grievance Policy and Procedure to provide a simple and expeditious process, allowing both informal and formal resolution of conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student, but may not award monetary compensation or take disciplinary action against any employee of the University.

Departmental or school procedures, where they exist, must be followed before the University grievance procedure can be initiated; where such procedures exist, the informal procedures as outlined below may be precluded.

**A. General Conditions**

1. **Violation of Policy**
   
   This policy addresses academic grievances only. Academic grievances are complaints brought by students regarding the University’s provision of education and academic services affecting their role as students. Academic grievances must be based on a claimed violation of a University rule, policy, or established practice. This policy does not limit the University’s right to change the rules, policies, or practices.

2. **Not Applicable**
   
   This policy does not apply to conflicts connected with student employment or actions taken under the Board of Trustees policy on student conduct. Complaints concerning judgments of academic performance are not grievances under this policy. Any complaint alleging discrimination in the University/student relationship, including sexual harassment, may be filed with the Office of Affirmative Action.

3. **Qualified Students**
   
   Student must have been enrolled at the time of the alleged incident or action that resulted in the grievance in order to file an academic grievance under this policy. Grievances must be filed in a timely manner, as outlined in Section E.

**B. Informal Resolution**

1. **The First Step**
   
   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. If no informal resolution results at this level, informal resolution may be sought at the departmental level. If the issue cannot be resolved informally, then the complaint may move to the formal level.

2. **Judgments on Academic Performance**
Grievances involving an instructor’s judgment in assigning a grade based on academic performance must be resolved through the informal resolution procedure.

C. Formal Resolution

1. Student Academic Grievance Committee
   
The student Academic Grievance Committee, a composite pool of ten members (five faculty and five students), will be elected in the spring to two-year terms, with graduate faculty and all undergraduate faculty and student members being elected for staggered terms and graduate students elected to one-year terms. The five faculty members will include at least two members of the graduate faculty and three members of the undergraduate faculty. The student members will include three undergraduate students and two graduate students.
   
a. Committee Selections
   
The Student Government Association will elect two undergraduate student members and one undergraduate faculty member. The Faculty Senate will elect one undergraduate student and two undergraduate faculty members. The Graduate Council will elect two graduate faculty members. The Graduate Student Advisory Committee will select two graduate students.
   
Members of the undergraduate faculty and undergraduate students will be elected in odd-numbered years to two-year terms; members of the graduate faculty will be elected in even-numbered years to two-year terms; graduate student members will be selected for one-year terms.
   
In the event of a resignation, the replacement will be selected by the same representative body as the person resigning.

b. Length of Term
   
Terms will be for two years, beginning in the fall and ending at the conclusion of the summer III term following the second year of service. Graduate student terms will begin in the fall and end at the conclusion of the summer III term.

c. Eligibility to Serve in the Composite Pool
   
Faculty must be tenured to be eligible to serve. Undergraduate student members shall have earned at least 45 semester hours at the University, have a cumulative GPA of 2.0 and be in good standing.
   
Graduate students must be admitted to a graduate program, be enrolled in graduate program classes during the spring term of the pool selection, have earned at least six graduate hours, have a cumulative 3.0 GPA at the graduate level, and be in good standing.
   
Faculty members must have been at the University full time for at least three years.

d. Meeting Time
   
The pool shall be convened at the beginning of each fall semester by the provost and vice president for Academic Affairs or his designated representative. At that meeting, members of the pool shall choose the chair and vice-chair and participate in orientation and training.
   
Only faculty members are eligible to serve as chair and vice-chair. Once chosen, the chair serves in that position for twelve months. The chair serves in a non-voting position, except in case of a tie, with full discussion rights. For each grievance, the chair has the responsibility for selecting hearing panel members and administering the work of the hearing panel.

2. Filing a Complaint
   
A complaint must be submitted in writing to the dean of the college in which the alleged incident occurred. The complaint should identify the student grievant; the respondent faculty member or administrator; any other person involved; the incident, the rule, policy or established practice claimed to have been violated, and a brief statement of the remedy sought.

3. Preliminary Resolution Procedure
   
The dean of the college in which the alleged incident occurred will meet with the student and the faculty or administrator involved to determine whether satisfactory resolution can be reached. If this cannot be achieved, the dean shall obtain a written answer from the responding faculty member or administrator and refer the matter to a hearing before a panel of the Student Academic Grievance Committee.

4. Hearing Panel
   
Hearing panels will be chaired by a faculty member and will be composed as follows: three faculty members (one of whom is the chair) and two student members. If the grievance concerns an undergraduate student, the hearing panel will include at least one undergraduate student. The faculty will include at least two undergraduate faculty.
   
If the grievance concerns a graduate student, the hearing panel will include at least one graduate student and two graduate faculty.
If the chair of the grievance committee is unable to select a hearing panel member from members of the pool, an alternate member will be appointed to serve on that hearing panel by the chair of the appropriate selection body (Faculty Senate, Graduate Student Advisory Committee or the Student Government Association.)

5. Hearing Panel Responsibilities

The hearing panel will review the evidence and hold hearings as necessary. The hearing will be an informal non-adversarial, fact-finding meeting concerning the allegations. Both the student and the faculty or administrator may be present throughout the fact-finding meeting and may present any relevant evidence. The meeting will not be open to the public.

Deference shall be given to the determination of the lower body; the hearing panel will base its recommendation solely on whether a rule, policy, or established practice was violated. The panel will prepare a written report recommending a resolution to the matter and will send the report to the parties and to the provost and vice president for Academic Affairs for review and action. If the provost and vice president for Academic Affairs does not accept the recommendation, the provost and vice president for Academic Affairs will provide a written explanation of any non-concurrence to the parties involved.

D. Deliberation

The hearing panel shall deliberate privately at the close of the fact-finding meeting. If a majority of the panel finds the allegations are supported by "a preponderance of the evidence," the panel shall take any action which it feel would bring about substantial justice. The committee is not authorized to award a letter grade or to reprimand or otherwise take disciplinary action against any faculty member.

The provost and vice president for Academic Affairs shall be responsible for implementing the final decision.

E. Timeliness

All complaints must be filed within 45 class days after the incident being grieved occurred. "Class days" are defined as days when the University is open for classes or examinations. A response to the complaint must be filed within fifteen class days thereafter. These time lines may be adjusted if there are compelling reasons for delay offered by any of the parties. However, the grievance must still be initiated within the stated time frame of 45 class days after the alleged incident in order for the grievance to warrant review.

F. Complaints Filed with ICHE

The Indiana Commission for Higher Education, as the federally-designated agency under the State Post-secondary Review Program, records formed complaints registered against institutions. The Commission, for the purposes of this program, only records such complaints when they have been reviewed fully under existing institutional complaint procedures without a satisfactory conclusion. The student should contact:

Indiana Commission for Higher Education 101 West Ohio Street Suite 550 Indianapolis, Indiana 46204 Tel: (317) 464-4400 FAX: (317) 464-4410

(Excerpted from the University Handbook, Section III, Faculty and Academic Policies, 7/2/06)

b. Administrative Appeals

The purpose of the Administrative Appeals Committee is to determine if there is fault on the part of the University in regards to administrative issues. Administrative issues include, but are not limited to, fee refunds or assessments, calendar deadlines and other relevant student-administrative issues. Appeals must be submitted within two years from the end of the term that is in question. (For example, if a student wishes to appeal an issue from spring 2013, the student has until the end of spring 2015 to submit an appeal for review.)

If you are asking for an exception to a policy, the student must write a detailed narrative describing why they feel an exception to a University policy should be made. A student must explain specifically what they are asking for and why they believe their situation should be considered by the committee. To file an appeal, the student must fill out the Administrative Appeal Request form; the form should be typed to ensure legibility. All appeals must be signed by the student. Appeals written by anyone other than the student will NOT be accepted.

The committee is comprised of University representatives who sincerely want to consider a properly filed appeal. Appeals should be regarded as a professional communication between the student and the committee.

Instructions:
Use the Administrative Appeal Request Form (PDF) to prepare your appeal. Open the appeal form or save it to your computer. Type directly onto the form, being sure to fill in all required information. Refer to the Administrative Appeal Request Example (PDF) for an illustration of a properly completed form. Print the completed form, then sign and date it, and attach any supporting documentation. Mail, fax, scan and email or hand carry the appeal request to the office of the Vice President for Enrollment Management (currently located within the Admission office in Orr Center, room 1096).

Please send any questions regarding the Administrative Appeals process to the Appeal Committee.

c. Disability Grievance Procedures
If you have concerns about any disability related action taken or decision made by a department or faculty member or staff member, you are strongly encouraged to first take your concerns to the faculty or staff member responsible for the decision or action, followed by contact with that individual’s supervisors if needed. In most cases, this process will provide the quickest, acceptable resolution to your concerns.

If this informal process is unsuccessful or if you are uncomfortable approaching the faculty or staff person, you may contact the Disability Resources Coordinator at 812-464-1961.

If the problem is still not resolved or if your problem is with Disability Resources, you should contact the USI ADA Coordinator, Doug Goepner at 812-465-7101 as soon as possible or you may visit that office in person in room FA166.

d. Non-Academic Student Complaint Procedures

It is the policy of the University of Southern Indiana to comply with all federal and state equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, veteran status, disabled veteran status and other protected classifications.

If you wish to register a non-academic complaint, you should contact the Dean of Students at 812-464-1862 or visit the office in person in the University Center East, room 1229.

Questions or concerns can also be directed to the Director of Human Resources and Title IX Officer, at 812-465-7115 or you may visit that office in person in room FA166. See the Dean of Students website for information regarding the University’s Title IX Response Program.

62. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

HIPAA defines how health care providers, staff, trainees and students in clinical training programs can use, disclose, and maintain identifiable patient information, called “Protected Health Information” ("PHI"). PHI includes written, spoken and electronic information and images. PHI is health information or health care payment information that identifies or can be used to identify an individual patient. The Privacy Rule very broadly defines identifiers to include not only patient name, address and Social Security number, but also, for example, fax numbers, email addresses, vehicle identifiers, URLs, photographs and voices or images on tape or electronic media. All University Health Center patients receive a Notice of Privacy Practices, which describes in detail permitted uses and disclosures of PHI and patient rights under the Privacy Rule. For more information, visit the University Health Center in the lower level of the Health Professions Center.

63. HEALTH INSURANCE REQUIREMENTS FOR INTERNATIONAL STUDENTS

All international students (F-1 or J-1 visa holders and J-1 dependents) are required to have adequate health insurance while enrolled at the University of Southern Indiana. The University health insurance program offers comprehensive coverage designed for international students who will be billed for the cost of this program at the beginning of the academic year for coverage from August 15 to August 14.

The USI health insurance coverage may be waived if the student already has adequate health insurance. Students must provide an insurance certificate or other documentation in English, showing that health insurance meets the minimum requirements.

Minimum coverage must provide:

- medical benefits of at least $50,000 per accident or illness
- repatriation of remains in the amount of $25,000
- expenses associated with medical evacuation to student’s home country in the amount of $25,000
- a deductible (the amount you pay) not to exceed $500 per accident or illness
- coverage for August-July (for students beginning in fall) or January-July (for students beginning in spring)
- the insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of A- or above, or the endorsement of the student's government.

Contact the Assistant Provost for International Programs and Services if you have any questions regarding this requirement.

64. HEALTH INSURANCE REQUIREMENT FOR RESIDENTIAL STUDENTS

University Health Center Enrollment – All students living in USI housing are required to subscribe to the University healthcare program. These fees will be added to your University account. Contact the University Health Center at 812-465-1250 with any questions.

65. IDENTIFICATION CARD FOR STUDENTS

A student identification card (called the Eagle Access Card) is provided to each student. Cards can be obtained from the Eagle Access Card Office located in the University Center. A fee of $10 will be charged a student who makes application to replace an Eagle Access Card.

It is against University regulations for any person to alter in any way the information contained on the Eagle Access Card, or to allow the card to be used by another person (whether a student or not). This card must be carried with the student at all times and must be shown upon request. An Eagle Access Card is
68. **OUTSIDE SPEAKERS**

OUTSIDE SPEAKERS are encouraged to share information with family, friends or housing staff when they do so. The Office of Public Safety will:

- Inform the appropriate local law enforcement agencies of any missing student investigation.
- Contact the person within 24 hours if the student is under 18 years of age and is not emancipated.
- Notify the student’s custodial parent or guardian and/or any other designated individual that the University may contact in the event they become missing for more than 24 hours. The contact information should be submitted to the University at the time of registration, or if the contact information changes, within one business day of the change.

The 24-hour benchmark may be waived if foul play is suspected and the incident reported to local law enforcement. The Office of Public Safety will support any missing student investigation by providing appropriate technical support, including photos, campus alerts, schedules and any other information relevant to the search. While students are under no obligation to notify the University if they plan to spend time away from their campus residence they are strongly encouraged to share information with family, friends or housing staff when they do so.

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66. **IMMUNIZATION POLICY**

All students entering the University of Southern Indiana for the first time and/or living in University Housing must meet the immunization requirements of the University and Indiana Code 21-40-5 enacted by the 2007 Indiana General Assembly.

To comply with the requirements, you must provide current documentation of the following immunizations:

- **2 MMR (Measles, Mumps and Rubella) vaccines.** First MMR must be given after 1957 and not before first birthday, or a physician’s written statement of immunity to measles and mumps due to having had the infection or proof of immunity through titers. Students born before January 1, 1957 are exempt from the MMR requirement.
- **Tetanus/diphtheria (TD booster/Tdap) within the past 10 years,** tetanus toxoid alone NOT ACCEPTABLE.
- **Tuberculosis (international students only)** All international students must provide documentation of TB testing in the United States. Send medical documentation, including your student ID number, to the University Health Center (contact information found below).
- **Meningococcal (Meningitis) Risk Acknowledgement form.** All students MUST read and sign this form verifying review of information on risks of meningococcal disease (Meningitis), before returning it. See the University’s Immunization Information Page to review the provided information.

Acceptable documentation consists of one or more of the following:

- Copy of your immunization records from high school or another postsecondary institution
- Physicians’ statement showing the month, day and year during which the vaccinations were administered or infection was experienced.
- Completion of the USI Student Immunization form with doctor’s signature
- Personal record maintained by your or your family showing the month, day and year during which the vaccinations were administered.

Exemptions from Immunization may be made for meeting state requirements under certain conditions, such as health circumstances which contraindicate immunization, pregnancy, suspected pregnancy, religious objections or participation in a current sequence of immunizations. A written statement from a physician is necessary in all health circumstances. Further information may be obtained by contacting the University Health Center at 812-465-1250 or in Room 0091 in the Health Professions Center.

**Immunization Exemption Form**

The documentation must be mailed, delivered or faxed to the University Health Center prior to the start of your first semester at USI.

- Fax 812-465-7170;
- Email to immunizations@usi.edu
- Brought to the University Health Center on the lower level of the Health Professions Center; or mailed to University of Southern Indiana, Immunizations HP0091, 8600 University Blvd, Evansville, IN 47712.

67. **MISSING PERSONS POLICY**

Reports of missing students should be made to the Office of Public Safety at ext. 7777 (from any campus telephone) or 812-492-7777. The term ‘missing student’ is defined as any University of Southern Indiana student residing in an on-campus student housing facility who is reported missing from their residence for more than 24 hours. All students residing in on-campus student housing facilities have the option as provided by the Office of Housing and Residence Life to identify an individual that the University may contact in the event they become missing for more than 24 hours. The contact information shall be considered as confidential, accessible to only authorized personnel and it may not be disclosed, except to law enforcement personnel in furtherance to a missing person investigation.

The USI Office of Public Safety should be notified immediately when a student who resides in an on-campus student housing facility is determined to have been missing. When a student is reported missing, the Office of Public Safety will make initial inquiries to locate the student.

The Office of Public Safety will:

- Notify the contact person if the student has designated on, within 24 hours
- Notify the student’s custodial parent or guardian and/or any other designated
- Contact the person within 24 hours if the student is under 18 years of age and is not emancipated
- Inform the appropriate local law enforcement agencies within 24 hours; and

The 24-hour benchmark may be waived if foul play is suspected and the incident reported to local law enforcement. The Office of Public Safety will support any missing student investigation by providing appropriate technical support, including photos, campus alerts, schedules and any other information relevant to the search. While students are under no obligation to notify the University if they plan to spend time away from their campus residence they are strongly encouraged to share information with family, friends or housing staff when they do so.
The University of Southern Indiana considers freedom of inquiry and discussion essential to a student's educational development. Through open discussion of ideas and exchange of opinions, one can become informed and can test and give expression to his values as they relate to issues concerning him and society.

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

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

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

Unsponsored speakers (defined as those not invited by a recognized University organization or as part of a scheduled University event) are discouraged. To minimize disruption of campus activities and the orderly movements of pedestrian and vehicular traffic, unsponsored speakers are restricted to the lawn area south-southeast of the Orr Center. On the basis of these premises, the University of Southern Indiana will encourage any University registered student organization, faculty, administrators or staff to invite speakers to campus. For more information and the complete list of provisions and rules, refer to the Dean of Students website.

69. PARENTAL NOTIFICATION POLICY (ADOPTED FROM MILLS COLLEGE)
Under federal law and the Family Educational Rights and Privacy Act (FERPA) of 1974, the University of Southern Indiana is subject to a general rule prohibiting disclosure of educational records without a student’s permission. This general rule has a number of exemptions responsive to practical, business and legal considerations. The University of Southern Indiana now relies on these exemptions to inform parents/guardians about student problems related to alcohol/drug related violations that are endangering the health of a student or others, exposing a student to disciplinary sanctions or legal liability, or interfering with a student’s ability to pursue an education. In acknowledgement of current practices favoring notice to parents/guardians over privacy rights when a student’s health or safety concern is implicated, USI will exercise professional discretion when disclosing information necessary to promote parents/guardians efforts to help their student.

70. RECORD KEEPING OF DISCIPLINARY FILES
The Dean of Students is responsible for record keeping related to disciplinary records. Conduct Hearing Officer(s) will ensure that all sanctions are reported by the date required and will submit aggregate data regarding infractions and sanctions to the Dean of Students for compilation in an annual report. A record of disciplinary procedures and findings will be maintained in the student’s disciplinary file in the Dean of Students Office. Conduct files do not become part of the students' transcript, but are considered part of the University’s educational record for the student.

In cases in which students are found responsible for a policy violation of University policy and receive a sanction of less than suspension or expulsion, records related to the disciplinary hearing will be retained for a minimum period of seven (7) years from the date of the incident complained of. 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 nature of the violation and the severity of the harm resulting from the violation;
- The conduct of the student subsequent to the violation.

In cases where students are found responsible for a policy 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 and disclosed indefinitely at the discretion of the Dean of Students.

Student organizations are considered to have a continuing relationship with the University of Southern Indiana as long as the organization maintains its official recognition status with USI. Records of behavioral conflicts involving student organizations will also be retained for a minimum of seven (7) years following the date of the incident reported.

71. RECORDS, ADDRESS AND OTHER PERSONAL DATA CHANGES
The Office of the Registrar maintains the permanent student academic record. Students may request a copy of their academic record (transcript) from the Registrar. This office also maintains all student demographic data and keeps names and addresses current. All students must report any name or address changes to the Office of the Registrar. Students can update their mailing address(es) as well as telephone numbers, marital status and emergency contacts online via MyUSI.

72. RIGHT-TO-KNOW & ANNUAL SECURITY AND FIRE SAFETY REPORT (CLERY)
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of selected campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms;
- The statistics must be gathered from campus police or security, local law enforcement and other University officials designated as “Campus Security Authorities”, who have “significant responsibility for student and campus activities.” To view the report, visit Public Safety’s website.

As required by the Student Right-to-Know and Campus Security Act, the University of Southern Indiana advises its students, staff, faculty and visitors that the Office of Public Safety is responsible for the collection and distribution of all information relating to criminal activity that may occur on property it owns or leases for educational purposes.

USI’s Annual Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by USI; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

The Office of Public Safety is committed to assisting all members of the University in providing for their own safety and security. The Annual Security and Fire Safety Report is available online. To access copies of the campus safety and crime reports, go to Public Safety’s website. Inquiries and requests for a copy of the Annual Security and Fire Safety Report may be directed to the Office of Public Safety located in the Security Building; phone 812-464-1845.

73. SAFETY AND SECURITY – PERSONAL SAFETY AND PRECAUTIONS

The University of Southern Indiana strives to create and maintain a safe and secure environment on all property owned, leased or managed for official activities. This is achieved in part by providing a 24-hour campus public safety/security force and working closely with the Vanderburgh County Sheriff’s Office, Indiana State Police, Perry Township Volunteer Fire Department, and other public safety agencies. In addition to campus protection, Public Safety provides emergency medical response, a campus-wide emergency phone system, security escort service, disabled vehicle assistance, a lost and found, presentation of crime prevention/safety programs, emergency text messaging and after-hour access to offices and/or residences. Public Safety records and annually publishes the Annual Security and Fire Safety Report which contains statistics on crime and security issues, and provides timely warnings of crimes or incidents that may be considered a threat to the University community.

Public Safety can be telephonned for non-emergency or emergency assistance at 812/464-1845. On-campus emergencies can be reported by dialing 812-492-7777 or campus extension 7777, or calling 9-911.

Personal Safety Precautions and Procedures

Public Safety supervisors and staff have received training in Incident Command System (ICS) and responding to incidents on campus. When an emergency incident occurs that causes a potential threat to campus, the first responders to the location are usually Public Safety staff. If determined necessary Evansville Police and/or Sheriff’s Office, Fire, or Medical will be called to assist.

General information about emergency procedures and response is published each year in the Annual Security and Fire Safety Report. When the department receives and confirms information that there is a continuing threat, dangerous situation or health hazard on campus grounds, the University’s Critical Emergency Response Team will be activated. Emergency communications will be initiated.

The University has various systems in place for communicating information, including RAVE, a mass emergency communication system that can send messages to all USI Community members via: cell phone, text message, work phone, email, voicemail and/or PDA/pages. The USI RAVE Alert system will provide emergency and timely warnings—via email, text message, and voice message—about emergencies, severe weather, and other incidents impacting the University community. Everyone with a USI email address is automatically enrolled in the RAVE Alert program. Log on to your MyUSI account to add your cell telephone number or other numbers would like to receive notifications.

Active Shooter Situation

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office [or classroom], stay there and secure the door.
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

How to Respond When an Active Shooter is in Your Area

1. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
Leave your belongings behind
Help others escape, if possible
Prevent individuals from entering an area where the active shooter may be
Keep your hands visible
Follow the instructions of any police officers
Do not attempt to move wounded people
Call Public Safety at 812-492-7777 or campus extension 7777, or calling 9-911 when safe to do so

2. **HIDE OUT**
   If evacuation is not possible; find a place to hide where the active shooter is less likely to find you.
   Your hiding place should:
   - Be out of the active shooter's view
   - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
   - Not trap you or restrict your options for movement.
   When hiding you should:
   - Lock the door
   - Blockade the door with heavy furniture
   - Silence your cell phone and/or pager
   - Turn off any source of noise (i.e., radios, televisions)
   - Hide behind large items (i.e., cabinets, desks)
   - Remain quiet.
   If evacuation and hiding out are not possible:
   - Remain calm
   - Dial 911, if possible, to alert police to the active shooter's location
   - If you cannot speak, leave the line open and allow the dispatcher to listen

3. **TAKE ACTION** against the active shooter
   As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:
   - Act as aggressively as possible against him/her
   - Throw items and improvise weapons
   - Yell
   - Commit to your actions

**How to Respond When Law Enforcement Arrives**
Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually will arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

When officers arrive:
- Remain calm and follow officers’ instructions
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

**Information to provide law enforcement**
- Location of the active shooter
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

**EMERGENCY**
Dial 812-492-7777 or campus extension 7777, or calling 9-911.

**General Evacuation Procedures**
- All building evacuations will occur when an alarm sound continuously and/or upon notification by Public Safety.
In all cases notify Public Safety at 812-492-7777.

- Be aware of all the marked exits from your area and building. Know the routes from your work area. Evacuation routes and building plan location can be found on the Risk Management and Safety website.
- In case of an emergency, or if directed to do so by Public Safety, activate the building alarm system. This alarm sounds in the Public Safety dispatch room. Public Safety will immediately call the fire department.
- When the building evacuation alarms are sounded, or when told to leave by Public Safety, walk quickly to the nearest marked exist and ask others to do the same.
- Assist the disabled in exiting the building. Remember that the elevators are reserved for disabled persons. Do not use elevators in case of fire, bomb threat or earthquake. Do not panic. Remain calm.
- Once outside, move to the assigned clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- If requested, assist the Public Safety officer and/or the emergency response team.
- In the event of a declared emergency, a University Command Center will be established; in addition, an on-site command post may be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.

Earthquake
During an earthquake, stay calm and quickly take the following steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment. Stay under cover until shaking has stopped, and then be prepared to calmly evacuate the building.
- If outdoors, move quickly away from buildings, power lines, utility poles and other structures. Caution: Always avoid power or utility lines to avoid electrocution. Keep streets and walkways clear for emergency vehicles and personnel.
- If in an automobile, stop in the safest place available, preferably an open area from power lines, utility poles, and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, contact Public Safety at 812-492-7777. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to Public Safety at 812-492-7777. Note: Gas leaks and power failure create special hazards. Refer to the section on utility failures.
- Assist the disabled in exiting the building. Do not use elevator in an earthquake.
- If requested, assist the Public Safety officer and/or emergency response team.
- If necessary, an on-site command post will be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.
- Stay calm. All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

Fire
During a fire, stay calm and quickly take the following steps:

- Know the location of fire extinguishers in your area and know how to use them. Training and information are available through the Physical Plant and 812-464-1729.
- Even for a minor fire that appears controllable, immediately contact Public Safety at 812/492-7777 or activate the building alarms. Then, promptly direct the contents of the fire extinguisher toward the base of the flame.
- For fires that do not appear controllable, IMMEDIATELY sound the building alarms and evacuate the building. If possible, aid others to safety and close all doors to confine the fire and reduce oxygen. Do Not Lock Doors.
- When the building evacuation alarm is sounded, or when told to leave by Public Safety, walk quickly to the nearest marked exit and alert others to do the same thing.
- Assist the disabled in exiting the building. Do not use elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where air will be more breathable.
- Once outside, move to an assigned clear area away from the affected building(s). Keep the streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- An on-site command post may be set up near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor where the air will be more breathable until help arrives. Shout at regular intervals to alert emergency personnel of your location.

First Aid Instructions
In all cases notify Public Safety at 812-492-7777.

- Mouth-to-Mouth Resuscitation
  - If you have been trained to do rescue breathing and CPR, proceed as trained
  - If you have not been trained, seek someone who is trained.

- Fainting, Unconsciousness, and Shock: All victims of any illness or injury will need to be treated for shock.
  - Have victim lie down
• If the face is pale, raise the feet (exception-head injury with bleeding)
• If the face is red, or if the victim is having difficulty breathing, raise the head.

Burns, Thermal, and Chemical
• Flood chemical burns with cool water.
• Cover burns with dry, sterile bandage
• Keep victim comfortable and quiet
• Apply cold (ice) compress to thermal burns

Severe Bleeding and Wounds
• Use a clean cloth and apply direct pressure over wound.
• Elevate body part
• If severe bleeding continues, use pressure over blood vessel (pressure point) nearest wound.
• Add more cloth if blood soaks through. Do not remove soaked compress

Choking
• If the victim cannot talk and is having difficulty breathing, apply the chest/abdominal thrust.

Fracture and sprains
• Keep victim still
• Keep injured area immobile

First aid is only a temporary measure designed to prevent further injury and to sustain life until emergency medical services arrive.

Injury or Illness (Medical Emergencies)
In all cases notify Public Safety at 812-492-7777.
1. If you need help for injury or illness on campus, immediately call Public Safety at 812-492-7777. Give your name; describe the nature and severity of the medical problem, and the campus location of the victim.
2. Note: Public Safety can render first aid and CPR
3. The following steps may be taken to aid the victim until help arrives:
   • Identify yourself to the victim and advise you are there to help.
   • Ask victim, “Are you okay?” and “What is wrong?”
   • Do a head–to-toe exam for injury.
   • Control serious bleeding by direct pressure on the wound.
   • Check breathing and pulse and give CPR if necessary and if you are qualified.
   • Treat for shock, if necessary, and keep victim still/comfortable.
   • DO NOT MOVE VICTIM
   • Continue to assist the victim until help arrives
   • Look for emergency medical I.D., question witnesses and give all information to Public Safety.

Shelter
Choosing to take shelter is necessary in many emergencies.
• Taking appropriate shelter is critical in times of disaster. Sheltering is appropriate when conditions require that you seek protection in your home, place of employment or other location when disaster strikes. Sheltering outside the hazard area could include staying with friends and relatives, seeking commercial lodging or staying in a mass care facility operated by disaster relief groups.
• To effectively shelter, you must first consider the hazard and then choose a place in your home or other building that is safe for that hazard. For example, for a tornado, a room should be selected that is in a basement or an interior room on the lowest level away from corners, windows, doors and outside walls.
• The safest locations to seek shelter vary by hazard. Be Informed about the sheltering suggestions for each hazard.
• There may be situations, depending on your circumstances and the nature of the disaster, when it’s simply best to stay where you are and avoid any uncertainty outside by “sheltering in place.”
• The length of time you are required to shelter may be short, such as during a tornado warning, or long, such as during a winter storm or a pandemic. It is important that you stay in shelter until local authorities say it is safe to leave. Additionally, you should take turns listening to radio broadcasts and maintain a 24-hour safety watch.
• During extended periods of sheltering, you will need to manage water and food supplies to ensure you and your family have the required supplies and quantities. Read more about Managing Water and Managing Food.

Mass Care Shelter
Even though mass care shelters often provide water, food, medicine and basic sanitary facilities, you should plan to take your disaster supplies kit with you so you will have the supplies you require. Mass care sheltering can involve living with many people in a confined space, which can be difficult and unpleasant. To avoid conflicts in the stressful situation, it is important to cooperate with shelter managers and others assisting them. Keep in mind that alcoholic beverages and weapons are forbidden in emergency shelters and smoking is restricted.
Guidelines for Staying Put (Sheltering In Place)

Whether you are at home, work, or elsewhere, there may be situations when it’s simply best to stay where you are and avoid any uncertainty outside. There may be circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as “sealing the room,” is a matter of survival.

Use common sense and available information to assess the situation and determine if there is immediate danger. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering in place that requires preplanning.

- Bring your family and pets inside.
- Lock doors, close windows, air vents and fireplace dampers.
- Turn off fans, air conditioning and forced air heating systems.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.
- Seal all windows, doors and air vents with 2-4 mil. thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- Cut the plastic sheeting several inches wider than the openings and label each sheet.
- Duct tape plastic at corners first and then tape down all edges.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

Tornado

During a tornado or “tornado alarm,” stay calm and quickly take the following steps:

- If indoors, seek shelter in the lowest level of the building. Interior hallways or rooms are preferable. Stay away from windows.
- If outdoors, take cover in the nearest ditch or depression, away from power lines, buildings, and trees. Do not stay in a car or attempt to outrun the tornado.
- After the tornado has passed, evaluate the situation. If emergency help is necessary, contact Public Safety at 812-492-7777. Be aware at all times of dangerous structural conditions around you.
- Damaged facilities should be reported to Public Safety at 812-492-7777. Note: Gas leaks and power failures create special hazards. Refer to the section on utility failure.
- Assist the disabled in evacuating the building. Remember that elevators are reserved for disabled persons’ use only. Do not use elevators in case of fire.
- Once outside, move to an assigned clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- If requested, assist the Public Safety officer and/or emergency response team.
- An on-site command post may be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.
- Stay calm. All emergency response efforts will require clear thinking and co-operation form all members of the campus community.

Utility Failure

In the event of a major utility failure or in case of emergency, immediately notify Public Safety at 812-492-7777.

- Assist the disabled in exiting the building
- Once outside, move to a clear area away from the affected building(s). Keep the street and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- Do not return to an evacuated building unless directed to do so by Public Safety.

Additional Information and Procedures:

- Always observe preceding steps “1” and “2” whenever the following utility emergencies arise:
- Electrical/Light Failure—All buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It is advisable for your department to also have flashlights available.
- Elevator Failure—If you are trapped in an elevator, use the emergency phone in the elevator to notify Public Safety. Turn on the emergency alarm (located on the front panel) which also will signal your need for help.
- Plumbing Failure/Flooding—Cease using all electrical equipment, including the elevator. Notify the physical plant at 812-464-1729. If necessary, vacate the area.
- Gas leak—cease all operations. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Extinguish all flames. Do not use elevator. Notify physical plant at 812-464-1729.
- Steam Line Failure—Immediately notify the Physical Plant at 812-464-1729. If necessary, vacate the area.
- Ventilation Problem—If smoke or odors come from the ventilation system, immediately notify the Physical Plant at 812-464-1729. If necessary, cease all operations and vacate the area.

Violent or Criminal Behavior
The University of Southern Indiana is committed to creating and maintaining a safe, secure environment for all members of the USI community. With this in mind, everyone is expected to assist in making the campus a safe place by:

- If you are a victim or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc.: Do not take any unnecessary chances.
- Notify Public Safety at 812-492-7777 as soon as possible and provide them with the following information:
  - Nature of incident
  - Location of incident
  - Description of person(s) involved
  - Description of property involved
- If you witness violent or criminal behavior on campus, immediately notify Public Safety at 812-492-7777 or call from one of the blue emergency phones located throughout the campus and give them the information outlined in number "2" above.
- Assist Public Safety and/or police when they arrive by providing them with all additional information and ask others to do the same.
- If you witness or become aware of violent or criminal behavior on campus, it is expected that you immediately notify campus Public Safety.

74. SALES AND SOLICITATIONS

No canvassing, peddling, soliciting, distributing or posting of any written or printed material by non-University individuals or organizations is permitted on the grounds or in the buildings or on equipment or networks owned/operated by the University without the written permission of the president. Such solicitations that are prohibited include the use of electronic mail and web page solicitations. Any activity in violation of this policy should be reported to the Dean of Students Office.

Students and employees are not permitted to solicit, canvas or peddle any items, distribute or post any unauthorized material within the buildings or through equipment or networks owned/operated by the University or on the grounds of the University without the written permission of the president or designate. Such solicitations that are prohibited include the use of electronic mail and Web page solicitations. Any activity that violates this policy should be reported to the President’s Office.

Approved solicitations include the annual United Way campaign and various Foundation and University solicitations. Other activities may be approved for projects and/or programs that are of direct interest and value to the University. Students and employees may donate as generously as they wish, as the University does not imply any obligation on the part of the individual to contribute. Contributions to charitable and welfare programs and activities are entirely matters of individual discretion.

Sales, solicitations and distributions are permitted by officially registered campus organizations only if they are for the general benefit of the University and/or the community and have received authorization of the president or a designate. Application for approval for sales and solicitations events (including athletic events and events held in Residence Life areas) may be initiated with the student scheduler. Generally, sales and solicitations are limited to three days in a 30-day period and not more than twice a semester. Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered. The University of Southern Indiana and the USI Foundation do not recognize fund-raising efforts using games of chance, such as raffles, door prizes, half-pots, or bingos as methods for raising charitable funds. Neither the University nor the USI Foundation is a qualified organization licensed by the Indiana Department of Revenue, Charity Gaming Division, to conduct such activities. Student groups and University support groups are encouraged to solicit funds in other ways. For information, contact the director of Development.

Sales and soliciting groups or individuals are expected to adhere to the following regulations:

- The use of sound equipment (TV, stereo, amplifiers and public address system) is restricted; permission to use such must be obtained from Scheduling Services.
- Groups must display a printed sign no smaller than 18" x 24" signifying the name of the organization hosting the sale or solicitation.
- For-profit entities must have a retail sales permit available at the scheduled activity. (A currently-enrolled student representing the sponsoring group or organization must be present at all times.)
- Groups or organizations must have written confirmation for the scheduled event available at the scheduled event.

Space in the University Center may be reserved by a registered student organization. The University Center may be used by registered student organizations for conducting campus-wide elections, distributing literature relating to student organizations, recruiting membership for student organizations, and activities, sales and solicitations.

Failure to comply with the above policy will result in referral to the appropriate disciplinary process and could result in the loss of solicitation privileges. (See Section 2.25 of Student Rights and Responsibilities: A Code of Student Behavior for more information on student organization policies).

75. SELF-HARM PROTOCOL

The University of Southern Indiana (USI) is committed to supporting a positive, healthy and safe student experience. The University’s CARE Team is a cross-functional assessment group, chaired by the Dean of Students, that responds to students in apparent/potential distress. The CARE Team will make an individualized and objective assessment of each student's ability to safely participate in University programs. Under the purview of the CARE Team, the Self Harm Protocol's primary intent is to assist in providing at-risk students with options to address their problems. The protocol includes procedures to respond to suicide threats, suicide attempts and other self-harm ideation, as well as guidelines for when and how to contact family and/or friends during an emergency.

The Incident Response portion of the protocol is intended to provide guidelines for faculty, staff and others to follow in response to suicide threats, suicide
attempts and other self-harm ideation involving students living on and off campus. In each case, specific directions guide an appropriate response for particular emergency situations, including appropriate follow-up with the student. Students who are judged to be at significant risk of self-harm should be referred to the Dean of Students who will work in collaboration with the Counseling Center to ensure that such students are directed to appropriate on-campus and local resources. For students who demonstrate a repeated risk of self-harm, a referral will be made to the University CARE Team to help determine the best ways to support the student remaining in school.

Briefly, the protocol includes the following steps:

- Faculty/staff/student becomes aware of self-harm incident/risk
- Dean of Students: Referral for appropriate services (Public Safety (emergency response), Counseling Center, local Police/Sheriff's Office (commuter wellness check, etc.)
- Mandatory meeting with Dean of Students or designee for immediate overall assessment
- Determination of parental notification, faculty notice, Housing and Residence Life follow-up
- CARE Team consultation to determine appropriate recommendations for the student.

In response to certain self-harm events the University will notify the person(s) identified in the emergency contact information provided by the student. The decision to notify shall be made in accordance with the University Emergency Response procedures. These procedures also apply to notification in the event of accidental injury, life-threatening illness or the death of a student. The Dean of Students Office is responsible for coordinating notification in collaboration with other University administrators. Incidents requiring emergency notification should only be handled by the Dean of Students or Senior Administrators in the Provost’s Office. Faculty/staff should not contact those listed as emergency contact resources.

Following a medical withdrawal related to self-harm a student must complete the “DOSO Return to Campus Questionnaire” and meet with the Dean of Students or designee to determine how the student can best be supported making a transition back to classes and campus. In consultation with the CARE Team, the Dean of Students may determine, in some cases, that students cannot be adequately supported while living on-campus and in such cases students may continue to be enrolled at the University but may not reside in campus housing.

76. SEX CRIMES PREVENTION ACT-SEX OFFENDER REGISTRY

Sex Crimes Prevention Act-Sex Offender Registry

The Campus Sex Crimes Prevention Act of 2000 requires sex offenders, when they register with the designated law enforcement agency, to indicate whether and where they are enrolled, employed, or volunteering on a college campus. The registering agency must share that information with the relevant colleges, and the colleges must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. The Vanderburgh County Sheriff’s Office is the designated law enforcement agency for the University of Southern Indiana.

Indiana Sheriffs’ Sex and Violent Offender Registry

Effective January 1, 2003, Zachary’s Law requires sheriff departments to jointly establish and maintain the Indiana Sheriffs’ Sex and Violent Offender Registry to provide detailed information about individuals who register as sex or violent offenders in Indiana. The registry’s purpose is to inform the general public about violent offenders who live, work, or study in Indiana. The Commonwealth of Kentucky and the State of Illinois sex offender websites are included with the National Sex Offender web site due to their close proximity.

Sex Offender Websites

Vanderburgh County Sheriff’s Office: www.vanderburghsheriff.com/SexOffender/Sex_offender.htm
State of Indiana: www.icrimewatch.net/indiana.php
Commonwealth of Kentucky: kpsosr.state.ky.us/
State of Illinois: www.isp.state.il.us/sor/
National Sex Offender Public Website: www.nsopw.gov/Core/Conditions.aspx

77. SOCIAL MEDIA POLICY

These social media guidelines are designed to encourage students and other University community members to share their voice on social media in positive, respectful and healthy ways. Social media platforms can be powerful tools for communication and interactive dialogue and can be used to establish strong professional and personal networks. As a member of the USI community, you are expected to consider how your behavior over social media, can impact the experiences of others and your own.

At USI, we believe that civility is important and is the result of an intentional choice of all members of the campus community. This is especially important on social media where applications (like, but not limited to Facebook, LinkedIn and Twitter) allow you to interact with others with great ease and speed. However, it is important to recognize that these interactions can also result in unintended consequences.

To help you avoid potential issues, we are highlighting some social media good practices, gathered from various institutions across the country, including Berkeley College, Emerson College, Illinois College, Lake Forest College and the University of Michigan.

Social Media Guidelines

- Be transparent and honest in your online communication but do protect your identity! Don't share your personal information, user names or passwords.
- If your message would not be acceptable face-to-face or over the phone, don't post it.
There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date and comments can be forwarded or copied.

Social media is not the appropriate place to resolve a personal dispute. If you feel angry or upset during a social media interaction, step away and respond later or contact the individual offline.

Be respectful of others! Don't make or post comments that are unlawful.

If you make a mistake, admit it.

You could be held liable for the content you publish on blogs, wikis or other user-generated content; be mindful of copyright infringement, and messages that are unlawful like, but not limited to sexual or other harassment, serious expressions of intent to inflict bodily harm and defamation. Remember, whatever you publish today will be public for a long time so make sure what you post today will not bring negative consequences in the future.

When posting as an individual, make it clear to the audience that you are not representing the University or organization.

78. STUDENT-ATHLETES DISCIPLINARY POLICIES
As with all students, student athletes are subject to the University of Southern Indiana's Community Standards of behavior in addition to Athletics' standards. In addition, their conduct also is subject to NCAA rules and regulations. Student athletes are expected to know and abide by the University and NCAA standards of behavior. For more information, see the director of Athletics.

79. TOBACCO 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.

The University of Southern Indiana prohibits smoking or the use of tobacco or tobacco products, including E-cigarettes:

- 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, including 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 tradition cigarettes or cigars, is prohibited inside all student housing facilities. This includes resident halls, apartments, common areas, balconies, building entries and student rooms. Smoking is permitted in designated outdoor areas in student housing.

The University expects full compliance with the Tobacco-Free USI policy. Repeat violators may be referred to the Dean of Students office or the appropriate administrative area for disciplinary action as outlined in the Student Code of Conduct and Employee Handbook. For more about the policy, in effect as of July 1, 2011, see www.usi.edu/tobaccofree. 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 Code of Conduct.

Effective January 1, 2011, smoking cessation programs will be offered to all employees and students at little or no cost to the participants.

80. TRAVEL POLICY
Domestic travel includes travel within any of the 50 states of the United States, the District of Columbia, U.S. Territories and possessions and Puerto Rico. This policy is applicable to all student travel (i.e., sponsored by student organizations and departmental travel in which students are involved).

All University travel must be approved in advance of the trip and before making any financial commitments. Prior travel approval insures the traveler's supervisor/advisor and/or department head approves of the activity, funds are available for reimbursement of expenses when applicable, travel is allowable with the funding source, and any staff/faculty traveler with benefits is covered under workman's compensation insurance when applicable. In addition, approved actions while on official travel are actions by a University representative/advisor; without approval the same actions could be considered as those by a private individual for which the traveler could be personally liable.

This policy serves as a mechanism to make certain that the safety and interest of students are addressed. It also provides guidance to increase the likelihood that students will be safe. For more information on student travel visit www.usi.edu/studentaffairs/student-travel; the complete Student Domestic Travel Policy is available at www.usi.edu/media/1348105/Student-Travel-Policy.pdf.

81. UNIVERSITY PHONE DIRECTORY PRIVACY POLICY
The directory lists names, addresses and home telephone numbers of all University of Southern Indiana faculty, staff members and students. Persons who desire to have information omitted from the directory should contact the Office of the Vice President for Government and University Relations.
82. WEAPONS/EXPLOSIVES/HAZARDOUS MATERIALS
The President of the United States in October of 1970 signed into law a crime control bill which makes campus bombings a federal crime. The law allows "the full force of the FBI" to move in to investigate bombing attacks instead of waiting for a request from University authorities. The law also makes it a federal offense to transmit false bomb threats and restricts the sale and possession of explosives. The transfer, possession, use of, or sale of weapons, including, but not limited to explosives, fireworks, and firearms (or other lethal weapons) are not allowed on any University-owned or -controlled property. A student who violates regulations regarding explosives, weapons, and fireworks is subject to disciplinary action by the University. This action may be taken in addition to any civil action. (See Section 2.11 of Student Rights and Responsibilities: A Code of Student Behavior)

83. WHISTLEBLOWER POLICY
Disclosure of suspected misconduct is a responsibility of faculty, staff, and students. Retaliation against those who report misconduct is contrary to University policy. If a member of the University (a "whistleblower") makes an allegation of misconduct in good faith, the University shall, to the maximum extent possible, protect the whistleblower from retaliation by the accused or third parties, including but not necessarily limited to the initiation of disciplinary action against persons who engage in such conduct. If a claim is filed externally with an administrative agency or in a court of law against the whistleblower because of the filing of an allegation under this policy, the University shall retain or authorize the retention of legal counsel to provide a defense and indemnify the whistleblower against any judgments resulting from such action, provided that the whistleblower filed such allegation, or provided testimony relating to such an allegation, in good faith and in connection with his/her employment or enrollment at the University. If an allegation made in good faith results in loss of employment by the whistleblower, or so strains working relations that it is impractical for the whistleblower to continue in his/her original position, the University shall make a good faith effort to find substantially equivalent employment elsewhere in the University.

If a whistleblower makes an allegation that he or she knows, or should know, is not true, or if an allegation is fabricated to harm the accused person, or if an allegation is made maliciously or recklessly, the above protections shall not apply and appropriate disciplinary action shall be taken against the whistleblower.

For more information, go to the Business Affairs website.
Community Standards

As a member of the USI community, students have access to a wealth of resources to support your success. Here you will have many opportunities to learn, to grow, and to get involved in an endless variety of opportunities, intellectually, personally and professionally. As with any community, there are rules that have been developed to ensure a supportive and appropriate environment for learning. While these rules pertain primarily to students, they are consistent with the expectations for all members of the USI community.

USI CREED

As a member of the USI community...

- 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.

The University of Southern Indiana is a diverse community devoted to preparing students to become better students. Each member of the community is obligated to a code of civil behavior. If you experience or observe actions on campus that are not in accordance with the USI Creed, please contact the Dean of Students Office at 812-464-1862.

Student Collegiality

Students at the University of Southern Indiana (USI) are expected to conduct themselves in a respectful and professional manner. Personal conduct and communication, either directly or indirectly (social media, etc.) with other students, as well as faculty and staff, should conform to the University’s community values and standards. As members of the at-large community, students are encouraged to resolve disagreements through informal, frank and open discussion. Often conflicts can be lessened, if not resolved, by clearing up misperceptions and misunderstandings. Students are strongly encouraged to try to take care of any related concerns in this manner. However, the University also recognizes that occasionally more formal processes are needed. All such activities, whether informal or formal, must be carried out by all participants within a framework of good faith collegiality and general respect for one another. Students are encouraged to contact the Dean of Students Office, Housing and Residence Life or other appropriate department(s), for assistance or guidance in resolving any concerns or conflicts.
Student Rights and Responsibilities: A Code of Student Behavior

The Student Rights and Responsibilities: A Code of Student Behavior outlines expectations established by the University to foster an environment that is conducive to learning, on—and beyond—the University campus. Please do take the time to review all of these documents in order to understand the values and rules of this community. Again, welcome to the University of Southern Indiana. If there is anything we can do to help you to succeed and to realize your dreams, let us know.

UNIVERSITY POLICIES

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

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

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

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

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

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

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

Student’s Rights
- A student has the right to participate in a free exchange of ideas, and there shall be no University policy that in any way unlawfully abridges the rights of freedom of speech, expression, petition and peaceful assembly.
- 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 afforded due process.
1.2 Outside Speakers Policy Statement

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, safety and operation 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 organization or as part of a scheduled University event.

Unsponsored speakers (defined as those not invited by a recognized University organization or as part of a scheduled University event) are discouraged. To schedule the event properly, to assure adequate facilities, to ensure the necessary publicity, and to assure proper procedure, the sponsoring group wishing to invite a visiting speaker to the University must make all arrangements for reserving space with appropriate University officials at least two weeks in advance of the speaker’s appearance (unless the president or his designee waives the time requirement); and

That violation of the stated policy and procedure subjects the sponsoring group and its members to sanctions as outlined in University policies.

Student's Responsibilities

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

Student's Relation to University Community

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

- To provide opportunities for students of the University to present and debate public issues.
- To require persons on University-owned or controlled property to present appropriate identification.
- To establish reasonable standards of conduct, safety and operation 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 organization or as part of a scheduled University event.

Student's Relation to External Community

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

Student Employee Responsibilities

When students commit acts that potentially violate this Code while in their capacities as student employees, the University reserves the right to review those potential conflicts with these standards. When viewed as appropriate, the University may pursue resolution of those conflicts under this Code in addition to any other personnel actions that may be taken against the students as employees. *The Dean of Students or his/her designee reserves the right to notify University employers of a student employee’s disciplinary record. Further action may be warranted at the discretion of the employer.

1.2 Outside Speakers Policy Statement

The University of Southern Indiana considers freedom of inquiry and discussion essential to a student's educational development. Through open discussion of ideas and exchange of opinions, one can become informed and can test and give expression to his values as they relate to issues concerning him and society. The University recognizes its responsibility to provide students with opportunities to develop themselves as responsible, thinking individuals. Furthermore, the University endeavors to develop in those students a realization that all citizens have not only the right, but also the obligation to provide an environment conducive to learning.

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

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

That the speaker shall not advocate for or incite imminent unlawful activity; and that the speaker be aware that any personal violation of any federal or state law on the speaker’s part will make the speaker subject to action under state and federal law;

- That following the speaker’s presentation, adequate time be allowed and opportunity provided for questions and criticisms from members of the audience. The speaker must be aware of and agree to this condition;
- It should be made clear to the academic community and the community at large that the presence or sponsorship of a guest speaker does not imply approval, support or endorsement by the University of the speaker or of the views or ideas expressed by the speaker;
- That a member or members of the sponsoring group be with the speaker to present the speaker and his topic as well as to conduct any question period;
- That to schedule the event properly, to assure adequate facilities, to ensure the necessary publicity, and to assure proper procedure, the sponsoring group wishing to invite a visiting speaker to the University make all arrangements for reserving space with appropriate University officials at least two weeks in advance of the speaker’s appearance (unless the president or his designee waives the time requirement); and
- That violation of the stated policy and procedure subjects the sponsoring group and its members to sanctions as outlined in University policies.
1.3 Changes to the Code
The dean of students is charged with maintaining and revising of the Student Rights and Responsibilities: A Code of Student Behavior which is updated annually (or as needed) 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 attention 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.

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

2.0.2 Medical Amnesty
The University recognizes the Senate Enrolled Act. No. 274 amendment to the Indiana Code, effective July 1, 2012, which outlines when a person who meets the criteria of the act, is immune from criminal prosecution. When a student is intoxicated or under the influence of drugs/controlled substances and seeks medical assistance, s/he may be granted amnesty from formal disciplinary action by the University for violating alcoholic beverage or drug/controlled substance policies. Upon receiving a report that a student needs medical assistance, University personnel will respond through the Public Safety and officials will use standard procedures for documenting and collecting information for all parties involved. Conduct charges will be deferred and will be dismissed upon successful completion of an approved alcoholic beverage or drug/controlled substance intervention program, leaving the student with no disciplinary record. Failure to successfully complete an approved alcoholic beverage or drug/controlled substance intervention program, as required, will result in the processing of charges and may result in more severe sanctions.

For more information on the Medical Amnesty policy and University procedures, please visit www.usi.edu/rfw/aod.

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 advise the parent/guardian 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 Substance Use

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

2.1.2 Alcoholic Beverages at Student Organization Events
Recognized USI student organizations planning events where alcoholic beverages may be served must adhere to the guidelines established by the University. See Student Organizations and Activities Policies (C).

2.1.3 Behavior While Under the Influence of Alcoholic Beverages and/or Other Drugs/Controlled Substances
Being under the influence of alcoholic beverages is a violation of this code when a person is on University-owned or controlled property (including University-owned or -leased vehicles, regardless of location), or as a part of any “University Activity” as that term is defined by the University, and the person: 1) endangers, or may endanger, the safety of others, property or themselves; or 2) causes a disturbance.

2.1.4 Contributing to the Delinquency of a Minor
Contributing to the delinquency of a minor is prohibited. This includes, but is not limited to, purchasing alcoholic beverages for a minor, giving alcoholic beverages to a minor, encouraging a minor to drink alcoholic beverages, etc.

2.1.5 Driving Under the Influence of Alcohol and/or Other Drugs/Controlled Substances
Driving while under the influence of alcoholic beverages or illicit drugs/controlled substances on University-owned or controlled property (including University-owned or -leased vehicles, regardless of location), or as a part of any “University Activity” as that term is defined by the University is prohibited.

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

- 2.1.6 A: Being in the presence of drugs/controlled substance(s)
- 2.1.6 B: Possession of drugs/controlled substance(s)
- 2.1.6 C: Possession of drug/controlled substance paraphernalia
- 2.1.6 D: Use of drugs/controlled substance(s)
- 2.1.6 E: Purchase of drugs/controlled substance(s)
- 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 address any alleged violations of federal, state and local law occurring on or off campus, including other University campuses.

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 strictly prohibited by the University and by 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 are otherwise unlawful harassment, are defamatory or otherwise unlawful.
- Make comments about members of the USI community either in a specific or non-specific way which negates the culture of civility on USI’s campus.
- 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 by fighting or engaging in violent behavior, making unreasonable noise, obstructing vehicular or pedestrian traffic, disturbing a lawful assembly, streaking, etc.

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

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

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

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

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

2.8 Harassment (General)
Harassment is any conduct based on the victim’s actual or perceived identification with a particular class or classes protected by law or University policy that creates an intimidating, offensive or hostile working or learning environment that interferes with the victim’s work or education, or that adversely affects their living conditions. Such harassment can be physical, verbal or visual, and can be committed by employers, coworkers, faculty and students. Statements and/or conduct legitimately and reasonably related to the University’s mission of education will generally not constitute harassment under this policy.

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 knowing or intentional course of conduct involving repeated or continuing harassment of a person that would cause a reasonable person to feel frightened, intimidated or threatened and that actually causes the victim to feel this way.
2.9 Sexual Misconduct

2.9.1 Sexual Harassment
Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with or denies/limits someone's ability to participate in or benefit from the University's programs and/or services, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

Examples include but are not limited to:
- Attempting to coerce an unwilling person into a sexual or romantic relationship
- Subjecting a person to unwelcome sexual attention
- Punishing a refusal to comply with a sexual based request
- Conditioning a benefit on submitting to sexual advances
- Stalking (as defined above in this policy)
- Bullying based on the victim's gender

2.9.2 Sexual Violence/Assault
Sexual violence/assault is defined as any nonconsensual touching or physical contact of a sexual nature, or attempt or threat of such touching; that either places another person in fear of imminent bodily harm, or causes or could have caused physical injury to another person; including instances when the victim is incapable of giving consent or is incapacitated. Offenses that meet the definitions found immediately below for rape, sodomy, sexual assault with an object, fondling, incest or statutory rape are considered to be sexual assault. The absence of a physical injury does not negate or reduce the seriousness of sexual violence/assault. For the purpose of this policy, dating violence and domestic violence (also defined below) are considered forms of sexual violence/assault when the parties are members of the University community.

Examples of sexual violence/assault include the following:

- **2.9.2 A: Rape (or attempts to commit same)**
  The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- **2.9.2 B: Sodomy (or attempts to commit same)**
  Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- **2.9.2 C: Sexual Assault With an Object (or attempts to commit same)**
  The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- **2.9.2 D: Fondling (or attempts to commit same)**
  The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **2.9.2 E: Incest (or attempts to commit same)**
  Non-consensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **2.9.2 F: Statutory Rape (or attempts to commit same)**
  Non-consensual sexual intercourse with a person who is under the statutory age of consent.

- **2.9.2 G: Dating Violence**
  Physical, sexual, or psychological harm or the threat of such harm, perpetrated by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. Dating violence does not include acts covered by the definition of domestic violence found below in (h).

- **2.9.2 H: Domestic Violence**
  A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2.9.3 Sexual Exploitation
Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit
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.

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 service animal, if the handler fails to keep it under appropriate control or if it is not housebroken. An animal meeting the complete and proper definition of “service animal” will otherwise be permitted anywhere on campus that is typically open to students and visitors.
- With permission of the president or his/her designee.
- Animals other than “service animals” may be exercised on exterior areas of campus as long as they are on a leash and are not taken to any areas where an active program or event is occurring.
- In all cases it is the responsibility of the individual(s) bringing any animal to any University owned or controlled property to be aware of state and local immunization and licensing requirements, to fully comply with those requirements and to assume any and all liability associated with failure to do so. Such individuals are responsible for cleaning up after their animal, for maintaining humane control of the animal at all times and are financially responsible for any damage that the animal may cause to University property or injuries caused to other individuals.

Student’s residing in University residence halls or apartments may keep animals in their residences only under the following conditions:
Non-predatory tropical fish are allowed as long as they are well maintained and kept in aquariums holding no more than 20 gallons of water. The animal meets the current definition of a “service/assistance animal” as defined by state and federal law and best practices that specifically apply to University housing and residential services for individuals with 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 tape, except when authorized in writing by the Information Technology director or the director’s designee is prohibited.
- Using the University’s computer systems for commercial purposes without written authorization of the Information Technology director or the director’s designee is prohibited.
- Copying, altering or destroying the files or output of another individual without the express permission of that individual is prohibited.
- Contact Information Technology for additional Data Communications and Computer Use policies and procedural guidelines.

The entire policy can be viewed at www.usi.edu/it/policies/data-communication-computer-use.

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

2.15 Identification/Failure to Comply with University Personnel
2.15.1 Failure to produce either a University identification card or a driver’s license upon request by any University official including but not limited to USI Public Safety officers, Housing and Residence Life area coordinators and resident assistants, and program sponsors in the performance of their duties, is prohibited.

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

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

2.16 Deception/Falsification/Misrepresentation
2.16.1 Dishonest behavior is prohibited. Dishonest behavior includes but is not limited to falsely accusing another individual of inappropriate behavior; possessing, manufacturing, using or furnishing false identification; and forgery, alteration, misuse or unauthorized destruction of any University document, record or identification. Such documents include but are not limited to student identification cards, parking permits, transcripts, charge slips, meal cards, receipts, grade reports, etc.

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

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

2.16.4 Failing to keep the Registrar (Orr Center) notified of current local, permanent, and email addresses or providing a false or fictitious address(es) for the purpose of evading University responsibilities, is prohibited. Contact Information can be updated through the myUSI portal.

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

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

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

2.19.2 Financial Aid Misuse/Abuse
Misusing financial aid through fraud or abuse is prohibited.

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

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

The University expects the cooperation and commitment of all students, faculty, staff and visitors in maintaining a smoke-free environment and an environment free from smokeless tobacco waste. Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches or other forms of loose-leaf tobacco 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: A Code of Student Behavior. Complaints regarding violations of this policy should be referred to the appropriate dean or director or Human Resources manager for faculty or staff and to the dean of students for students.

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

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

2.22 Misuse of Proprietary Information
Unauthorized use of information or misuse of information, in whatever form, proprietary to the University or a University official, employee or student is prohibited. ‘Proprietary’ means property in which the University or its employee(s) and/or student(s) have a legal interest. This includes but is not limited to copyrightable materials, patents, trademarks and service marks.

2.22.1 Copyright Policy
All students who use the University of Southern Indiana ("USI" or the "University") computer network are prohibited from downloading or enabling sharing of music, movies, 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 acknowledgement 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 will use to respond to report of potential copyright infringements, refer to the Policies and Procedures Section of the Student Handbook.

2.23 Traffic and Parking Regulations
Students are expected to uphold and abide by all USI traffic and parking regulations. The complete regulations are published in a brochure entitled “University of Southern Indiana Traffic and Parking Regulations,” located at the Parking Division of the Public Safety or online at www.usi.edu/security/parking.

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

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

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

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

2.28 University Housing Safety and Security Efforts
Due to the nature of the University housing environment, safety and security standards have been established. All students will be held accountable for their behavior in University housing. All students and their guests need to cooperate with efforts to establish a secure campus by complying with policies and cooperating with residence hall staff. The complete University housing policies can be obtained at the Housing and Residence Life Department, or via the web at www.usi.edu/res. See Housing and Residence Life Policies.

**ACADEMIC INTEGRITY POLICIES AND PROCEDURES**

The University of Southern Indiana is an engaged learning community advancing education and knowledge, enhancing civic and cultural awareness and fostering partnerships through comprehensive outreach programs. The campus is dedicated to a culture of civility among students, faculty and staff. Academic integrity is vital to the campus mission and culture. The academic integrity statement serves as an educational tool, defining academic integrity, violations of academic integrity, outlining sanctions for violations and administration of academic integrity policy.

**Academic Integrity:**
- Demonstrates respect for all students’ right to a safe, quality learning environment
- Does not interfere with the educational goals of others
- 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 and interpretation

**Academic Integrity helps ensure:**
- 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.

3.1 Violations of Academic Integrity

3.1.1 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

3.1.2 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

3.1.3 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

3.1.4 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 acknowledgement
- Using facts, statistics or other illustrative material without appropriate citation

3.1.5 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
3.1.6 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

3.1.7 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
- Misuse of funding
- Misuse of positions, such as teaching assistant, graduate assistant or student worker

3.1.8 Violations Involving Potentially Criminal Activity: Violations in this category include actions such as theft, 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 or receiving stolen materials
- Violating state and federal regulations governing a profession

3.1.9 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.

3.2 Levels of Violations and Sanctions

A violation of academic integrity is a serious offense subject to sanction. The University of Southern Indiana classifies violations into three levels. Classification of violations depends upon several factors, such as premeditation/planning, dishonest or malicious intent, first-time violation/multiple violations, the academic experience and the assignment. The classification of violations examines offenses in the context of the situation, facts and evidence. Therefore, academic integrity violations committed by 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.

Recommendations for sanctions involving removal from program, college or University expulsion (violations at Level II and III) will be heard at the appropriate College dean’s office with an appeal in the Provost’s Office.

Levels of violations and possible sanctions are defined as follows.

3.2.1 Level I: Level I violations result from students’ academic inexperience. These types of violations involve a small portion of work not cited or unauthorized assistance/collaboration on assignments, disruptive classroom behaviors and first violation.

3.2.2 Level II: Level II violations typically result from active dishonesty, facilitation of dishonesty in a significant part of course work, disruptive classroom behaviors and/or two or more violations.

3.2.3 Level III: Level III violations often involve legal issues, major portion of course, involve repeat offenses, falsification of records, ethics, disruptive behavior and/or two or more violation.

<table>
<thead>
<tr>
<th>Severity of Offense</th>
<th>Examples</th>
<th>Possible Sanctions</th>
</tr>
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</table>
| Level I             | small portion of work not cited  
 unauthorized assistance/collaboration on assignments  
 disruptive classroom behaviors  
 first violation      | Failing the assignment  
 Educational activity  
 Rewriting the assignment for partial credit  
 Removal from the class |
| Level II            | Plagiarism                        | Failing the class |
3.3 Administration of Academic Integrity Policy
The administration of the Academic Integrity Policy is designed to address academic violations, prevent future academic violations and provide due process. Due process allows violations to be: 1) addressed and resolved in an expedient manner; 2) provide a mechanism for a fair and consistent hearing; and 3) provide a fair and consistent appeals process. The University of Southern Indiana follows the processes outlined below in addressing all academic violations. This process is aligned with the University’s Conduct Process as outlined in the Student Rights and Responsibilities: A Code of Student Behavior. Students who wish to report suspected academic integrity violation by other students should meet with the faculty member to share that information.

3.3.1 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. After the faculty’s initial decision is made, the student will receive official outcome notification via email. If the student disagrees with the decision at the informal resolution level, the student has a right to appeal by submitting a Disciplinary Appeal Form. If the issue cannot be resolved informally, then the complaint may move to the formal resolution level.

3.3.2 Formal Resolution

Process
1. When a faculty member suspects a violation or receives a report of an alleged academic integrity violation, he/she organizes evidence of the alleged incident.
2. The faculty member meets with the department chair to discuss the suspected violation. The department chair serves as the academic hearing officer or assigns the case to someone else.
3. If the academic hearing officer determines that there is evidence of a potential academic integrity violation, the department chair or designee, creates an academic integrity conduct case file.
4. The student is notified of the alleged violation and charges within 10 days, including the hearing time, date and location. This notification also includes information regarding the student’s rights and responsibilities as outlined in the Student Rights and Responsibilities: A Code of Student Behavior published in the University’s Student Handbook and which can be found on the Dean of Students web page.
5. The academic hearing officer (department chair or designee) meets with the student and any witnesses, individually, to discuss the allegations and may ask questions of the alleged student and others. Witnesses may be brought forward by the alleged student or identified by the hearing officer.
6. The student has the right to have an advisor present during the hearing as outlined in the Student Rights and Responsibilities: A Code of Student Behavior.
7. During the conduct hearing, the student’s rights are reviewed and the evidence of the alleged academic integrity misconduct is shared.
8. At the time of the conduct hearing the student is given a reasonable opportunity to respond to all the facts of the case and to related reports and information as outlined in the Student Rights and Responsibilities: A Code of Student Behavior.
9. While no specific sanctions are determined during the hearing, the possible range of sanctions may be discussed during the meeting.
10. Generally within five business days, the academic hearing officer (the department chair or designee) determines if the student is responsible for violating the University’s academic integrity policy. The academic hearing officer will follow the Standard ofProof definition outlined in the Student Rights and Responsibilities: A Code of Student Behavior.
11. Upon making a decision, the academic hearing officer (the department chair or designee) issues an outcome letter which describes the alleged violation and charges, summarizes the investigation and outlines the decision and specific sanctions. The outcome letter also includes information about the University’s appeal process.
12. The appeals process occurs at the academic college administrative level (the dean’s office) and is consistent with the process outlined in the Student Rights and Responsibilities: A Code of Student Behavior and outlined.
13. Typically, academic integrity cases are heard by an academic hearing officer (department chair or designee), however, a student does have the right to request that the case be heard by the University Hearing Board. The procedure for the Academic University Hearing Board follows the Student Academic Grievance Procedure outlined in the University Handbook and available for review on the Dean of Students website.

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 www.usi.edu/housing and choose “Terms and Conditions” on the left hand side of the menu). (See information about Breach of Contract on the reverse side of your housing contract form). The director of Housing and Residence Life and his/her designee are authorized to cancel any contract of students who are considered to be in breach of contract. Housing and Residence Life professional staff are delegated permission to act concerning cases of misconduct.

B.2 Community Standards and Policies
The following terms and conditions are statements of USI Housing and Residence Life community standards and policies. Violations of any of the following policies may result in contract termination or disciplinary action under the Student Rights and Responsibilities: A Code of Student Behavior.

B.3 Apartment or Residence Hall Room Entry
The University of Southern Indiana reserves the right to enter apartments or residence hall rooms for inspection, cleaning or maintenance purposes at reasonable times.

B.3.1 Administrative Searches
Upon approval by the Director of Housing and Residence Life and/or the Director of Public Safety, or their designee, a room can be entered without notice when there is reasonable suspicion to believe a violation of University policy has occurred or is taking place, or to determine compliance with federal, state or local laws. The Director of Housing and Residence Life, Director of Public Safety or their designees, shall determine the existence of “reasonable suspicion” prior to the room entry. Searches may be conducted in the absence of residents. During a search, the University may obtain evidence when there is reasonable suspicion to believe that a violation has occurred or is taking place. Housing and Residence Life staff will ask any residents present to sign a Consent to Search form. Failure or refusal to sign the form will not prevent University personnel from conducting a search. On occasions when outside agencies (police, FBI, etc.) may need to search an apartment or room, University staff are expected to cooperate.

B.3.2 Maintenance
USI maintenance staff will enter apartments and residence hall rooms in the absence of residents in order to carry out any essential repairs, routine maintenance and respond to any emergencies.

B.3.3 Access to Apartments/Residence Hall Rooms
Access to apartments and residence hall rooms are granted only to the assigned residents of that location or to University staff. Access will not be granted to resident’s friends, relatives or other students by staff.

B.4 Alcoholic Beverages and Other Drugs/Controlled Substances
Behavior that violates the University Alcohol-Related Violations, (See Policy 2.1) and occurring on University housing property to include University-owned and –leased property adjacent to or surrounding University housing property is prohibited. Campus housing is “dry,” therefore the manufacture, sale, transfer, purchase, transportation, possession or consumption of an alcoholic beverage to include caffeinated alcoholic energy drinks on University property is prohibited.

- Behavior that violates the University Drug-Related Violations policy (See Policy 2.1) and occurring on University housing property to include University-owned and –leased property adjacent to or surrounding University housing property is prohibited.
- Being found responsible for a violation of the Drug-Related Violations policy (Policy 2.1) in the housing area may result in a housing contract termination. Any and all housing contract cancellation charges apply as stated in the terms and conditions section of the Housing and Residence Life Contract.
- Campus housing is “dry;” therefore, the manufacture, sale, transfer, purchase, transportation, possession, or consumption of an alcoholic beverage to include caffeinated alcoholic energy drinks on University property is prohibited.

B.4.1 Drugs
Behavior that violates the University Drug-Related Violations policy (2.1.6) and occurring on University housing property to include property adjacent to or surrounding University housing property is prohibited.

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

B.5 Candles
Lit or previously lit candles/incense are prohibited in any Housing and Residence Life facility, unless the candle/incense burning is part of a religious/cultural ritual; whereas permission is required prior via Housing and residence Life with documentation from Religious Services. Candle warmers are prohibited in Housing and Residence Life facilities.

B.6 Children and Babysitting
Children under the age of 16 may not be left unattended in housing facilities, and babysitting is strictly prohibited in campus housing. Residents will be held responsible for policy violations of any child visiting their apartment or residence hall suite.

B.7 Health and Safety Check
Up to three (3) times per semester, Housing and Residence Life staff will enter the apartments and residence halls to check safety equipment (fire extinguishers, weather radios, smoke detectors, etc.). Staff also will check to ensure that all appliances are working correctly. Housing and Residence Life will provide students with
at least 24 hours notice prior to these inspections. Housing and Residence Life staff will do the following:

- Inspect the apartment or suite.
- Give the residents a set period of time, not to exceed 48 hours, to clean the apartment or suite.
- Re-inspect the apartment or suite.
- File a report with Housing and Residence Life.
- Failure to maintain a clean environment may result in disciplinary action.

B.8 Cohabitation

Living or staying for any pattern of time in an apartment or suite without an official contract for that particular space will be considered cohabitation. Cohabitation is defined as a person staying in an apartment or suite for more than three (3) consecutive nights, or other patterned behavior that is intended to allow an individual to stay beyond visitation hours. Non-registered housing guests can be considered as an instance of cohabitation. The resident who allows cohabitation to occur can be held accountable. Students found responsible for a violation of the cohabitation policy may be charged a conduct fine of $50, charged for use of the facility or charged for each night the non-contracted person spent in residence.

B.9 Cooking (Residence Halls)

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

B.10 Decorations

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

B.10.1 Exterior Decorations

Exterior alterations or decorations are only permitted in University housing with the following stipulations:

- Nothing may be displayed in windows
- Sidewalk chalk, spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited.
- Large potted plants or trees are not permitted in front of apartments or residence hall suites. These obstacles inhibit quick access for police, fire and medical emergency personnel.
- Clothing, bathmats, rugs, towels or other items may not be hung over balconies, as this creates a “line of sight” problem for Public Safety officers and other University personnel.
- Apartment or suite numbers may not be blocked or covered by wreaths, door coverings, lights or any other decorative element.
- Peepholes may never be covered.
- Fire protections and/or emergency equipment may never be covered or altered by exterior decorations.
- Lawn furniture is not to be left unattended in front of apartments or in hallways or stairwells.
- When not in use, all lawn furniture must be taken inside the apartment or suite.
- University furniture is not to be taken outside of the apartment or residence hall suite under any circumstances. If University furniture is found outside of the apartment or suite, you may be charged a fine and/or to replace the item(s).
- Gas and/or charcoal grills are not permitted in University housing apartments or residence hall suites.
- Holiday or decorative lights may be used, with the following stipulations:
  - Lights may not be strung under windows or doors.
  - Only exterior outlets may be used for outside lights.
  - Lights must be UL approved for outside usage, and the label denoting such use must remain on the light strand.
  - Lights may not be strung across areas where people walk (sidewalks, balconies, stairwells, etc).

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

B.10.2 Interior Decorations

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

- Nothing may be displayed in windows
- Interior decorations may never block air vents.
- Interior decorations may never cover fire protection or other emergency equipment.
- Decorations may never cover peepholes.
- Placement of live Christmas trees and/or other live greenery (excluding potted houseplants) in any part of housing is prohibited. Artificial trees are permitted inside an apartment or residence hall suite.
- Canned spray snow is not permitted on windows in housing.
- Window coverings must be restricted to University provided mini-blinds.
- Cloth curtains, solar film or white poster board may be placed on the windows for additional light control. No cardboard, aluminum foil, cellophane or other type of window covering is permitted on windows.
- Large nails, staples, screws, wall anchors, poster putty or tape on walls or doors inside or outside the apartment are prohibited.
- 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.
Self-built, freestanding lofts are prohibited in the apartments or residence hall suites. If a student wishes to have a loft inside his/her room, arrangements must be made through Housing and Residence Life and BedLoft Company, Inc.

- 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.
- Dartboards are prohibited.
- Residents may not paint or wallpaper walls or ceilings in the apartments or residence hall suites.

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

B.11 Door Propping
Students found propping open exterior doors in any housing facility may be subject to residence contract termination as this is a security risk for the community. This includes exterior doors in McDonald East apartment area, the sealed glass sliding doors in McDonald East, residence hall entry doors, residence hall wing doors or any unattended residence hall suite door or apartment entry door. Any door found propped will result in a disciplinary fine. Propped doors that are not attributed to an individual may be prorated among all residents of that building or wing.

B.12 Emergency Protection Equipment
Tampering with emergency protection equipment, including but not limited to University fire protection equipment, evacuation route postings, emergency signs, weather radios, exit lights, fire extinguishers, smoke detectors and alarm systems, is prohibited. Violations of will likely result in a disciplinary action ranging from a fine to more severe action.

B.13 Fire Evacuation
When a fire alarm sounds, or when instructed to evacuate by staff, all residents are expected to leave the building immediately. Failure to comply with the fire evacuation may result in a disciplinary fine.

B.14 Grills
The use of personal grills of any size in University housing are prohibited. Public grills are provided throughout housing for student use. Use the grills in accordance with the following guidelines:
- Clean grills thoroughly before and after use. You may use aluminum foil on the grills, but foil must be removed after you are finished and discarded properly.
- Only match-ready charcoal (no lighter fluid) may be used with the grills and stored in apartments or suites.
- Used coals must be placed in the coal disposal bucket located next to every grill.
- Trash must be removed from the grill area and disposed of properly.
- Paper trash must be thrown away in garbage cans and not the coal disposal bucket.


B.15 Halogen Lights
Halogen lights are prohibited in any Housing and Residence Life facility.

B.16 Keys/Access Cards
B.16.1 Housing Access Cards
- Housing Access Cards are required for entry into the Residence Halls and in some areas of the apartment buildings.
- All housing residents are required to carry their Housing Access Card with them at all times.
- Housing Access Cards may not be given to any persons other than the individual to whom the card is assigned.
- Lost Housing Access Cards will result in a lost card/lock reprogramming fee.
- Lost Housing Access Cards must be reported to the Department of Housing and Residence Life.
- Residence Hall Key Cards (or Housing and Residence Life Key Cards) are required for entry into residence halls
- All housing residents are required to carry their Residence Hall Key Cards with them at all times.
- Residence Hall Key Cards may not be given to any persons other than the individual to whom the key card is assigned
- Lost Residence Hall Key Cards will result in a lost card/lock reprogramming fee
- Lost Residence Hall Key Cards must be promptly reported to the Department of Housing and Residence Life

B.16.2 Keys
- Residents are expected to carry their apartment keys with them at all times.
- Residents may not lend their apartment key to anyone. Lost keys will result in a re-core charge.
- Apartment keys are required for entry into the campus apartments
- Residents are expected to carry their apartment keys with them at all times
- Apartment keys may not be given to any person other than the individual to whom the key is assigned.
- Lost apartment keys will result in a re-core fee.
- Lost apartment keys must be reported to Housing and Residence Life

B.16.3 Eagle Access Cards
- Eagle Access Cards are required in order to use any USI Meal Plan. Without an Eagle Access Card, students will be denied access to meals and
asked to pay the daily cash amount for any meal purchased.

- All housing residents are required to carry their Eagle Access Card with them at all times
- Eagle Access Cards may not be given to any persons other than the individual to whom the cards is assigned
- Lost Eagle Access Cards must be reported to the Eagle Access office

B.17 Lock Outs
It is the responsibility of the student to ensure that they carry their apartment/room key/card with them. If a student locks themself out of their apartment/room, there will be no charge for the first time each semester. Beginning with the second and with each subsequent lockout, the student will be charged for the service. A student who loses their key/card will not be charged for the lockout service, as the cost of a lost key/card will be assessed.

B.18 Parking and Bicycle Policies
- All parking and traffic regulations apply in Housing and Residence Life areas. A complete listing of the Traffic and Parking Regulations can be found at www.usi.edu/parking.
- Bicycles must be stored in designated bicycle racks within University housing. Residents may not lock bicycles on the balcony or posts attached to the building, nor may they bring them into the apartments or suites or hallways of the residence halls. The University is not responsible for stolen or damaged bicycles.

B.19 Personal Property
Housing and Residence Life reserves the right to restrict the use of furniture, i.e., pianos, organs, drums, dartboards, waterbeds and similar large or potentially disruptive or harmful items. Residents may bring/move personal furnishings. Housing and Residence Life assumes no responsibility for anything left in the apartment or residence hall suite upon resident move out. Items left in the apartment or suite will be disposed of at the owner’s expense. Items may not be stored in the furnace closet, stairwells, on balconies or inner courtyards.

B.20 Quiet and/or Courtesy Hours
Violation of quiet and/or courtesy hours is considered disorderly conduct. Courtesy hours are always in effect. Community residents and/or Housing and Residence Life staff reserve the right to ask people to observe courtesy hours at all times. Quiet hours are:

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

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

B.21 Tobacco-Free Policy
Smoking or the use of tobacco or tobacco products, including the use of E-cigarettes or any other device that use a heating element to vaporize a liquid solution that includes nicotine and/or flavored vapor designed to mimic traditional cigarettes or cigars, is prohibited inside all student housing facilities. This includes residence halls, apartments, common areas, building entries and student rooms. Smoking is permitted in designated outdoor areas in student housing. Individuals are responsible for proper disposal of cigarette butts. Cleaning charges may be assessed if cigarette butts are not properly disposed. See section 2.20 Tobacco-Free Policy.

B.22 Trash
Residents are responsible for the removal of trash and garbage in and around their apartment or suite. All trash must be disposed of in provided dumpsters within University housing. Leaving trash outside apartments is prohibited. Trash that is not attributed to an individual may result in charges being prorated among the residents of the building or floor where the trash was found. Charges will be assessed to student accounts. If a Housing and Residence Life staff member requests that trash be removed, due to health and safety concerns, the student(s) will have 24 hours to comply with the request. Failure to remove trash in a timely fashion may result in a disciplinary fine.

B.23 Visitation and Guests
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 for damage to property and disruption to residents.
- 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. This number has been established by the Indiana Department of Homeland Security.

B.23.2 Visitors
- Any guest staying in University housing must be of the same gender as the resident, and must be registered with the department of Housing and Residence Life. Guests may be registered by going to the Housing and Residence Life website at www.usi.edu/res. Unregistered guests will be asked to leave University housing. Guests must be at least 16 years of age.

B.23.3 Hours of visitation are as follows:
- Sunday - Thursday: 7 a.m. to Midnight
- Friday and Saturday: 7 a.m. to 2 a.m.
B.24 Fees/Disciplinary Fines/Restitution

Fees and disciplinary fines can range from $25-$100. For a list of associated charges, visit Housing and Residence Life. Residents can be held responsible for the behavior of their guests; therefore, fines are determined by the policies violated by the guest. Fees, fines and/or restitution may be assessed to a student’s account, if there are damages or policy violations the student is found responsible for.

B.25 Service/Assistance Animals for Residents with Disabilities

As part of the University’s commitment to comply with state and federal law and best practices that specifically apply to University housing and residential services for individuals with disabilities, Housing and Residence Life permits the use of service/assistance animals in University residence halls or apartments on a case-by-case basis, on the conditions described under this section.

B.25.1 Request to House Service/Assistance Animal

- A resident student who wishes to use a service/assistance animal in campus housing must notify the Disability Resources office no later than sixty (60) days prior to the date prospective housing will be needed. Exceptions to this deadline can be made on a case-by-case basis for those students who are experiencing an unexpected change in their disability status and/or treatment needs.

- A student with a disability who requests to live with a service/assistance animal in University housing will first be evaluated by the Disability Resources as to whether their animal meets the definition for a “service 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 healthcare 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 documentation, Disability Resources will advise Housing and Residence Life of the student’s request and a conclusion as to whether the documentation warrants approval of a service/assistance animal in campus housing and whether the animal is approved under ADA or FHA regulations.

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/assistance 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/assistance 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/assistance animal will be charged to the student’s account. No deposit is required to house an approved service/assistance 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/assistance animal with University staff on a need-to-know basis. Students with an approved service/assistance animal in University housing will be asked to sign an “Authorization to Release Information” form and will in turn be provided with a description of the staff/departments that received notification about the presence of an approved service/assistance 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 complied 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/assistance animal in campus housing for (semester and year) semester. 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 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 approved service/assistance 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 insure 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/assistance 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/assistance animal must be under the control and supervision of the student at all times within the student’s residence hall or apartment. Service/assistance animals may be “exercised” on the exterior grounds as long as they are under the control of the student at all times. Service/assistance animals may not remain in the residence hall or apartment without the student unless the animal is appropriately secured in the bedroom 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/assistance 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 involved students who have service/assistance animals in campus housing will be dealt with on a case-by-case basis.
- Animals may be “exercised” on exterior areas of campus as long as they are under the control and supervision of the student at all times. However, only animals that also meet the complete and proper federal and state definitions of “service animal” as described below may be taken to the University residence hall or apartment of other students or to other areas of campus where programs or services are provided (e.g., food service areas, convenience store, classrooms, outside programs/activities, etc.) outside of the student’s own residence.
- 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 if that animal is specifically trained to do work or perform tasks for the benefit of an individual with a physical, sensory, psychiatric/mental, or intellectual disability; and the work or tasks performed by the animal must be directly related to the individual’s disability. Animals that only provide crime deterrent effects, emotional support, well-being, comfort or companionship do not fall under the legal definition of “service animal.” Per ADA regulations, 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 “service animal,” if the handler fails to keep it under appropriate control or if it is not housebroken.

B.25.5.2 Care and Cleaning of the Animal

- The student is responsible for making sure that reasonable sanitary standards are maintained everywhere the animal is present.
- The student is responsible for promptly picking up and properly disposing of all animal waste by immediately disposing of the waste in outdoor dumpsters. Animal waste is not to be disposed of in indoor trash receptacles.
- The student is responsible for feeding and watering the animal within all living areas. If the service/assistance animal vomits or becomes incontinent, it is the responsibility of the student to clean waste immediately. Service/assistance animals should be kept clean and free from odor at all times.
- The student is responsible for providing the service/assistance animal with appropriate veterinary medical care on both an ongoing and an emergency basis.
- The student is responsible for being knowledgeable of state and local immunization and licensing requirements for their service/assistance animal and for fully complying with those requirements.

B.25.5.3 Community Living

The student is responsible for assuring that the service/assistance 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/assistance 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.

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. Student organizations may extend membership to non-students. The inclusion of faculty and staff is confided to 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. 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 the Student Development Programs. In order to be a recognized fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards. (Federal law through Title IX permits fraternities and sororities to remain single gender organizations provided there is equal opportunity to join similar organizations.)

C.1.3. University Organizations
Groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, athletic teams and theatrical activities are not student, but University organizations. As such, they are directed or chaired by a regular University staff member responsible to the academic or administrative authorities. Membership in University organizations is subject to various internal requirements and regulations. The University staff member, by virtue of his or her expertise, is responsible for directing the organization. Students, however, have the right to participate in the organization’s decision-making process.

C.2 Benefits to Student Organizations
C.2.1. “Registered” Student Organizations
Student organizations registered with the Student Development Programs to receive the following benefits:

- Use University facilities;
- Be listed in University publications and newsletters;
- Use the University name in publicity and press releases;
- Use University logos and trademarks;
- Apply for and expend University funds as distributed through the Student Government Association or University departments;
- Apply for and occupy office space in the University Center Student Involvement Center;
- Participate in any information fairs;
- Reserve vehicles through the University;
- Establish and utilize a University Agency Fund;
- Use technology resources (i.e., OrgSync Portal);
- Apply for University recognition for organizational achievement.

C.2.2. “Temporary” Student Organizations
“Temporary” student organizations must be registered with the Student Development Programs to receive the following benefits:

- Use University facilities;
- Apply for and expend University funds as distributed through the Student Government Association or University departments;
- Participate in some information fairs;
- Use technology resources (i.e., OrgSync Portal);
- Apply for University recognition for organizational achievement.

C.3 Registration and Renewal of Student Organizations

- When any group of students wish 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 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.

The national organization’s constitution and/or by-laws 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)

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 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).

C.3.3. Fraternity or Sorority Registration.
In order to be a registered fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards, and completed the procedures and requirements for the establishment of social fraternities and sororities. This may be obtained from the Student Development Programs (Federal law through Title IX permits fraternities and sororities to remain as single-sex organizations provided there is equal opportunity to join similar organizations).

C.3.4. Student Organization Renewal
To keep the organization’s registration current, it must be renewed in Student Development Programs by the third Friday of the fall semester. This renewal consists of updating names of current officers or representatives, advisor and any other relevant information, and completing an annual organization orientation. Should this renewal of registration not occur, all privileges extended to the organization will be withdrawn.

To renew an organization’s registration, the organization must do the following:

- Complete the student organization registration renewal by updating their OrgSync portal information and submit it to the Student Development Programs.
- Organization advisor must approve OrgSync 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 if 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 the 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. They may extend membership to non-students. The inclusion of faculty and staff is confined to 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 Manual. 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. Additional requirements: Organizations or groups may make, with the consultation of the Student Development Programs, such additional eligibility requirements as they deem necessary. These additional requirements cannot be in conflict with the University policies on discrimination.

C.5.2. Athletic Requirements
NCAA and athletic conference rules will govern participation in intercollegiate athletics.

C.5.3. Compliance Requirements
The above stated requirements must be met in order to:
- Apply or receive consideration for an appointive or elective office;
- Campaign for an elective office;
- Hold an elective or appointive office;
- Receive special honors;
- Receive an appointment to serve on an all-campus (student or faculty-student) committee or governing-organization (RHC, IFC, Panhellenic, etc.) or on the staff of any University or student publication.

C.5.4. Individuals should be aware of their eligibility status at all times. They shall inform the concerned organizations of their status when seeking or desiring to continue in positions of leadership as described above.

C.5.5. Each University or student organization, with the assistance of the advisor, is responsible for compliance with these requirements.

C.5.6. Waiving requirements
Any student who does not meet the aforementioned requirements and is still interested in an appointive or elected position can request a review by the director of Student Development Programs or designated representative. Any student wishing to appeal a decision regarding eligibility to be an officer must do so in writing to the director of Student Development Programs.

C.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 off campus they must obtain their own federal ID number and the University’s tax exempt number. Organizations receiving funding must maintain a positive balance. Agency Funds that incur a deficit balance will become inactive until the balance is positive. Organizations may face additional sanctions and loss of privileges.

C.6.2. Expenditures
- Registered and temporary independent student organizations may expend their monies for organizationally related activities. All expenditures are subject to review by the University controller, who retains the right to question the propriety of the expenditure.
- “Recognized” University student organizations expenditure of funds is subject to purchasing policies and regulations.
- Student organizations with University accounts (Agency Fund) must maintain a positive balance. Agency Funds that incur a deficit balance will become inactive until the balance is positive. Organizations may face additional sanctions and loss of privileges.

C.6.3. Student Government Association Allocations
- Registered and temporary student organizations (RSO & TSO) can apply for University funds from the Student Government Association (SGA). All organizations receiving funding must agree to (a) abide by State regulations in all purchasing and budget control activities; (b) expend funds only for University-related purposes; and (c) obtain a University agency fund.
- RSO and TSO funds must be used to promote a diverse array of activities, facilitate intellectual engagement, encourage, collaboration between students and student groups and/or foster campus community. All funded program events must be open to the University and free to all students who pay the activity fee. Applying RSOs and TSOs must meet the following criteria to qualify for RSO and TSO funds:
  - RSOs and TSOs must not discriminate based upon race, color, national or ethnic origin, religion, sex (except for single-sexed social sororities and fraternities and residence halls exempted from Title IX), disability, age, sexual orientation or veteran status in accordance with federal, state or local law.
  - RSOs and TSOs must not knowingly present false documents or information to SGA.
  - Funding stipulations and regulations can be found in the USI Student Organization Support Grant Application General Provisions and are subject to change at the discretion of the Student Government Association.
C.6.4. Provost Programming Grant
The provost has available funds which can be applied for by registered and temporary student organizations, students making academic presentations and departments within Student Affairs. These programming grants are not to be considered permanent organizational funding. The purpose of the grant program is to provide the opportunity for registered student organizations and departments to present quality programming for the USI community, as well as assist students with their academic endeavors. These funds are intended to be one-time only program grants. The provost will make final allocation decisions.

C.6.5. Unexpended Balances of Inactive Student Organizations
Any student organization that does not register for two (2) consecutive years will have the funds in its University Agency Fund, which is managed by the Business Office, transferred to the provost program grant account unless arrangements have been made with the USI Business Office.

C.6.6. Entertainers, Speakers, and Performers
- Information on acts, both local and national, who may be available for entertainment at social events, is located in the Student Development Programs. It is strongly recommended that any student organization or group wishing to engage entertainment groups contact the Student Development Programs for specific advice as to the contracting procedures. Any registered student organization entering into a contractual relationship must have prior approval from the organization’s advisor before asking for the contract and must have the advisor authorize the contract on behalf of the organization, following all contractual procedures as required by the University.
- Arrangements for speakers and performers are to be made in keeping with the University speaker and performer policy.

C.7 Student Organization Responsibility for Activities and Events
Student groups and organizations planning and carrying out their activities and conducting their affairs bear the responsibility for doing so in accordance with University regulations as well as federal, state and local laws. Student organizations will be held responsible for the behavior of their members or guests when the actions of these individuals evolve from or are associated with the organization or an activity related to the organization. The extent to which an organization will be held responsible for the actions of individual members or guests will be determined in accordance with the following guidelines:

C.7.1. Definition of an Activity Related to an Organization
An activity is considered to be related to an organization when one of the following circumstances exists:
- The activity being sponsored was planned in an official meeting of the organization.
- The activity is a registered event with the University.
- The context of the activity indicated that it was the product of the organization per se. This includes but is not limited to: the activity was held on organization property, the presence of one or more of the group’s officers, the presence of 25 percent or more of the group’s members, promoting or financing the event or the presence of organized entertainment.

C.7.2. The parent organization shall be responsible for the actions of new members or other subgroups carrying official status.

C.7.3. 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.7.4. 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 individual(s) to the appropriate University authorities. Public Safety should be contacted immediately for any issue involving public safety. Student Development Programs should be contacted for any organizational-constitution violations. Referral should be made to Student Development Programs and/or the Dean of Students for violations of the Code of Student Behavior and/or University conduct action.
- The group or organization must show good faith in referring individual(s) who may be responsible for violating University policy or any federal, state, or local laws. The degree to which the group or organization carries out this overall responsibility will have bearing on the extent to which it may be held accountable for the actions of the individual(s). Members and non-members of a group at an activity related to an organization are included in the expectation of the group’s responsibility and appropriate measures must be employed to prevent or deal with problems and/or violations.
- When (1) sufficient preventive measures have not been employed and/or (2) action to refer individual cases to appropriate authorities has not been taken, the student organization may be held accountable for violations.
- Additional responsibilities for social fraternity and sorority organizations regarding activities and events can be found in the University of Southern Indiana Fraternity and Sorority Policies and Guidelines available in Student Development Programs.

C.8 Student Organization Responsibilities for Events Involving Alcoholic Beverages
The University of Southern Indiana Alcoholic Beverages and other Drug/Controlled Substance Policies are consistent with the educational and non-punitive philosophy that governs the Student Rights and Responsibilities: A Code of Student Behavior. The code emphasizes personal responsibility and is intended to facilitate individual student growth and development. To help reduce the incidence and prevalence of alcoholic beverage use that may adversely affect the quality of an individual’s experiences at the University of Southern Indiana, abstinence is encouraged. No alcoholic beverages may be brought to or distributed at any event on campus without permission of the University president or his/her designee. Kegs and other containers used for distributing alcoholic beverages are not permitted anywhere on campus or in organized student housing. Students of legal age who choose to drink off campus are expected to handle alcoholic beverages in a low risk manner and behave responsibly. The following procedures have been established to emphasize the shared responsibility of the host organization and individuals attending social events or activities related to an organization when alcoholic beverages are present. These procedures are intended to reduce risks associated with
social events involving alcoholic beverages and to assure compliance with University policies as well as state and local laws concerning the use of alcoholic beverages and other drugs/controlled substances.

C.8.1. Registration
Any social event with alcoholic beverages that is to be held by one or more student organizations must be registered. Student organizations register social events with alcoholic beverages through Student Development Programs. All social events with alcoholic beverages must be registered at least two (2) weeks prior to the date of the event and must include proof of liquor legal liability insurance and liquor license from vendor used. Student organizations may be required to have a designated faculty advisor or authorized sponsor present at the event. In addition, a representative from the registering office may meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event. Social events with alcoholic beverages will not be permitted unless complete compliance with these procedures, University policies and federal, state and local laws can be assured to the best of the ability of the hosting group(s).

C.8.2. Approval Process
- It is the responsibility of the sponsoring group(s) to institute measures to assure that alcoholic beverages are distributed only to individuals who are appropriately designated as 21 or over at social events
- It is the responsibility of the sponsoring group(s) to ensure alcoholic beverages are not distributed to persons who are or appear to be intoxicated.
- It is the responsibility of the sponsoring group(s) to monitor that members or guests of age are not providing alcoholic beverages to underage individuals.
- It is recommended that sponsoring organization(s) only hold events that are by invitation and not open to the general public.

C.8.3. Security
All social events with alcoholic beverages must have sufficient security for the size of the event. If the event is over 100 expected attendees and the vendor does not provide security, the organization is responsible to hire sufficient security.

C.8.4. Violations
If University policies, federal, state, and/or local laws are violated during or as a result of a social event, the sponsoring organization(s) will be considered responsible and held accountable for the violation(s). The group must understand that other potential legal liabilities also may occur for the organization, individual students, officers, guests and advisors. Littering, infringing upon the rights of others and abuse of public or private property also are examples of violations of this policy. Other possible violations of University policy will include, but are not limited to the following:
- Failure to register functions
- Construction of unauthorized structures
- The failure to use required entrances and exits properly
- The consumption of alcoholic beverages by individuals who are under the legal age
- The providing of alcoholic beverages to any person under 21 years of age
- Failure to provide adequately trained and identified marshals to supervise the event
- Conducting “spontaneous” social functions, activities or events
- Exceeding the maximum number of guests at any given time
- Failure to comply with the policies regarding sound system and sound ordinances
- Failure to adhere to clean-up plans
- Failure of responsible members to attend all training sessions if deemed necessary.

NOTE: All organizations should remember that these are minimum standards of care that should be exercised in all social events. Depending on the scope of activities, additional measures may be deemed necessary by the organization/University to ensure a safe and enjoyable activity.

C.8.5. Additional responsibilities and regulations for social fraternity and sorority organizations regarding events involving alcoholic beverages can be found in the University of Southern Indiana Fraternity and Sorority Policies and Guidelines available in Student Development Programs.

C.9 Sales, Solicitation and Fundraising
Sales, solicitations, and fundraising activities are permitted by officially registered and recognized campus organizations only if they are for the general benefit of the University and/or the community, have received authorization of the president or a designate and follow University policies. Mass emailing may NOT be used for selling, solicitation or fundraising activities. The complete University Fundraising Policy may be found at www.usi.edu/giving/fundraising-policy

C.9.1. Definitions
Sales shall be defined as the sale or offer for sale of any property or service.
- Solicitation shall be defined as the act of making a request or plea for one’s cause or philanthropy and includes the receipt of or request for any gift or contribution.
- Fundraising is defined as the organized activity/event of raising funds and/or property.

C.9.2. Approval Process
- Application for approval for sales, solicitation and fundraising (including athletic events and events held in Housing and Residence Life areas) must be initiated with Student Development Programs. Approval for all activities must be received prior to beginning these activities. This must occur whether or not you are reserving University space.
- Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered. Special rules exist for bake sales. A copy of the Health Department regulations is available at the Scheduling Services. All sales must be conducted in accordance with federal, state and local law and University policy, including the Food Service policy.
• Donations may be tax-deductible if they go directly to a 501(c)(3) organization. (The USI Foundation is a 501(c)(3) organization, but the University of Southern Indiana is not). Organizations must clearly state if a request for donation is considered tax-deductible or not. All tax-deductible charitable contributions must be processed through the USI Foundation.
• Fundraising activities must not violate state law by including a drawing, raffle, half-pots, bingo, lottery, charity game night, casino night, game of chance or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize. Fundraising activities must also adhere to University and USI Foundation policies.
• Student organizations wishing to solicit private funds must coordinate this through the USI Foundation. Solicitations cannot be made to anyone on the Honor Roll of Donors or anyone in the Foundation’s database without the approval of the Foundation. Organizations should request approval four (4) weeks in advance for any solicitation.
• Student organizations are not allowed to conduct sales, solicitation or fundraising at any athletic events.

C.9.3. Sponsorship Fundraising Policy
• Student organizations may sponsor a company on campus as a way to raise funds for their organization by charging the company for that sponsorship or sharing in profits of sales.
• Every company must be sponsored by a registered student group or organization (referred to as the sponsoring group). The sponsoring group will need to contact the Scheduling Services to reserve space and any necessary equipment. Fundraising companies may NOT make reservations.
• Space is not provided on a sub-lease basis. Sponsoring group must have a representative present for the duration of the function. That representative must be a currently enrolled student from that sponsoring group.
• For-profit entities must have a retail sales permit available at the scheduled activity.
• Reserved space will be limited to three days a week in a 30-day period and no more than twice a semester per company.

C.10 Priorities for Use of University Buildings and Facilities
Officially registered student organizations may use University facilities on a space-available basis to hold meetings or conduct activities consistent with the objectives of that organization.

C.10.1. Definition of Facilities
The facilities of the University include all buildings and grounds owned or leased by the University. Space within the buildings and grounds is of three types (1) Dedicated, (2) Semi-public and (3) Public.
   1) Dedicated – Dedicated space is defined as space used primarily to serve and support the educational, cultural, living and recreational functions of the University. Although such areas may be used by the public, University functions have priority. Examples of such space are: classrooms, laboratories, libraries, student housing, restricted facilities and intramural and athletic fields.
   2) Semi-public – The semi-public space areas are defined as space available for use by internal and external individuals and groups on a reservation only basis. Normally, non-University organizations will pay for the use of such space. Examples of such space are meeting rooms and lecture rooms in academic buildings and the University Center.
   3) Public – The public space areas are defined as those which accommodate traffic flow, and facilities of the University open to the public. These areas are defined to include sidewalks, campus streets and drives, entrances to buildings, lobbies and corridors in classroom and office buildings and semi-public facilities and common areas in student housing and the University Center.

C.10.2. Use of Facility
A. Dedicated Space – General Instructional Space
   1. General classroom areas in academic buildings, including large lecture rooms, are not assigned to any specific academic area. These areas are under the jurisdiction of the Registrar for assignment of regularly scheduled classes. Reservations for meetings, study groups and other temporary uses by student organizations are to be made by calling the Scheduling Services. Classroom space is released for campus reservation after the first two weeks of class in the Fall and Spring semesters and after one week in the Summer sessions. Anything before this will have to be approved one day prior to the event.
   2. General instructional space such as athletic fields, University Center, conference rooms, Physical Activities Center and the buildings constituting Bent Twig Outdoor Education Area may be reserved by student organizations through the Scheduling Services.
B. Semi-public Space
   1. Student Activities Space – General student activities space is available in the University Center. Space for social events, such as dances, movies, organizational meetings and other activities will be coordinated with the Scheduling Services.
   2. Lobby Areas and Other Semi-public Space – Reservations for use of lobby areas and semi-public space areas must be made with and approved by the Scheduling Services. The University reserves the right to deny the use of areas if it is determined that access by the group is disrupting the normal operation of the facility or the University.
C. Public Space
   1. General Buildings and Ground Space
      a) Every person with legitimate business at the University has the privilege of free access to public areas of the buildings and grounds during hours when they are open; such hours are determined by the president or his/her designee. These areas include sidewalks, closed streets, entrances to buildings, corridors in classroom and office areas and library reading rooms and common areas.
      b) The president or his/her designee may deny this privilege of free access to an individual or group which disrupts the normal operation of the University.
D. Reservation of Space
   1. Public area space as defined by this policy may be reserved by officially registered student organizations. Soliciting for monetary reasons, or selling, will not be permitted in the public areas except in cases of student groups whose activities are approved through the Scheduling Services or other University organizations as approved by the president or his/her designee.

C.10.3. Right of Use of Space

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C.10.4. Reservation Procedures

B. Users who misrepresent any event or affiliation in order to avoid fees and charges or compliance with the general policies of the University may have reservation privileges suspended or incur additional charges.

C. If, after observing the situation, the person in charge of a facility or function determines that a situation is no longer peaceful and orderly, s/he should:
   1. Request, not direct, the individual(s) to desist from activities causing the disturbance and allow a reasonable time for such action to occur. In the event efforts at persuasion fail, s/he should inform Public Safety of the nature of the disturbance and remain on the scene, except for extreme cases, until the Public Safety officers arrive, at which time emergency procedures will be initiated; or
   2. Elect, when personal safety or well-being will be endangered by direct involvement with the demonstrators, to inform immediately Public Safety, who will in turn implement approved emergency procedures.

D. Agencies coming to the campus to recruit students for employment must make reservations for space and schedule with Career Services and Internships. Personal interviews will be scheduled with Career Services and Internships or in semi-public areas if the facilities of the office do not accommodate the demand.

C.10.4. Reservation Procedures

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

A. Scheduling should take place sufficiently in advance of the using date to permit necessary adjustments and arrangements. Two weeks is the normal time required for activities requiring special services. It is expected that major events will be scheduled as far in advance of the activity date as possible.

B. Indoor Space: Those requesting a reservation of an indoor University facility/space should contact the Scheduling Services and follow any policies and procedures established for that site.

C. Outdoor Space: Those requesting a reservation of an outdoor University facility/space must complete a reservation form and submit the form to the Scheduling Services and follow any policies or procedures for that site.
   1. If the attendance for the event is expected to be 200 or greater and there will be amplification of sound, the group must also submit a Proposal for Outdoor Event/Activity, a budget and timeline to Scheduling Services sixty (60) days prior to the event. Scheduling Services shall forward copies of the reservation and the Proposal for Outdoor Event/Activity to Student Development Programs, Public Safety and other appropriate offices for approval. The organization also must schedule a meeting with a program advisor in Student Development Programs. This meeting must occur at least sixty (60) days prior to the event. If event approval is granted, the group must complete paperwork and requests at least thirty (30) days prior to the event. The group may meet as necessary with Scheduling Services and the program advisor in Student Development Programs. Once approved, Scheduling Services will notify the reserving organization.
   2. Approval of outdoor activities will be based upon the impact to the educational process and other events already scheduled.
   3. Events involving the use of amplification must add a standard clause on all contracts, which will give the sponsoring organization the right to request the artist/provider to reduce the volume output. All contracts must be approved by Student Development Programs. All technical riders must be approved by Scheduling Services.
   4. The student organization scheduling the outdoor program is accountable for the performance and volume output of the participating artists and/or individuals. If requested by an appropriate University official, the responsible student organization designee will be expected to reduce the volume output. Failure to do so may result in immediate termination of the scheduled event and subsequent use of USI grounds by the sponsoring organization and artists involved.
   5. Outdoor events may require security. This cost will be the responsibility of the sponsoring organization. Public Safety will determine such security requirements in conjunction with Student Development Programs and Scheduling Services.
   6. Arrangements for set-ups (including but not limited to staging, electrical needs, tables, chairs and portable restrooms), teardowns, cleaning and damage repairs are at the expense of the sponsoring organization. Physical Plant, in conjunction with Student Development Programs and Scheduling, may estimate the associated costs.
   7. Any event that will be providing/selling food or items must abide by the USI Fundraising Policy for Student Organizations and/or any Board of Health requirements/policies.
   8. All proposals for outdoor events must have a contingency plan in the event of bad weather or other unforeseen circumstances.
   9. Event must be approved before publicity for the event is distributed.
  10. University of Southern Indiana and Student Development Programs are not responsible for charges incurred by sponsoring organization (including but not limited to Physical Plant charges, off campus vendors, food service or contracted obligations).

D. Approval Subject to Review: At all times, any reservation approval is conditioned upon full compliance with all University policies and all reservation requirements. The University reserves the right to disapprove the request of any entity that fails to comply with University policies or federal, state or local laws or which has damaged University facilities at any time.

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, Physical Plant must approve the erection of tents or any temporary structures.

B. Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Physical Plant or the facility official. Decorations, displays or exhibits that require fire 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.

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 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. Scheduling Services will make all arrangements.

1. All table activities must carry the identification of the sponsoring organization.
2. A representative of the sponsoring organization must be present at the table at all times.
3. Promotions may take the form of ticket sales, collection of funds, distribution of literature, etc.
4. Tables must be kept neat and orderly. Materials must be removed at the end of each day.
5. All table activities are limited to the confines of the table. Traffic flow through the hallways cannot be restricted. Information table activities cannot interfere with the rights of others operating other information tables.
6. Loud and boisterous activity will not be allowed.
7. Non-University related groups may reserve information/display table space if:
   a) The use of the booth would result in a service to the University community that is needed and is of measurable benefit, i.e., telephone service, etc.
   b) The use of information/display table space is a recruitment of students and sponsored through the Career Services and Placement Center, the U.S. Armed Forces recruiting teams, or other government agencies sponsored by the Career Services and Placement Center.
   c) They are sponsored by a registered student organization or University department.

H. USI Outdoor Grill Policy
1. Students, recognized student organizations and University departments are allowed to hold grilling activities in designated approved areas on campus. Responsible parties are required to follow all policies and safety guidelines associated to grilling on University property.
2. Off campus organizations that have reserved space through Scheduling Services may be allowed to hold grilling activities in designated approved areas on campus and are required to follow all policies and safety guidelines associated to grilling on University property. All off campus organizations must provide a certificate of insurance as required by Scheduling Services in order to grill on University property.
3. Personal grills, leased commercial grills, smokers and turkey fryers are not permitted on University property. Commercial grade grills (charcoal or gas) will only be allowed on University property from off campus if the event qualifies for the following policy exemption:
   a) An off campus preapproved grill will be permitted on campus if Sodexo/USI Food Services is unable to meet the needs of a scheduled event being held on University property or if the sponsoring group has received special exemption from the Risk Management and Safety. In order to qualify for exception to this policy, you must obtain a commercial grade grill and make arrangements to have the grill inspected and approved by the Risk Management and Safety 10 days before the event. The exemption policy only applies to grills; smokers and turkey fryers are not exempt from the policy.
   b) University departments and organizations that qualify for the above exemption can safely transport no more than 60lbs per unit of liquid propane onto University property.
4. Portable grills are available for rent for events through Sodexo/USI Food Services. Call 812-465-1652 to reserve a grill. Grills can be used at approved locations on University property. Contact Scheduling Services (812-465-7037) to obtain a list of approved locations.
5. All grilling operations shall be operated in a safe manner. Grills can only be used on a firm, flat, stable surface away from trees, shrubs and other landscaping.
6. All portable grills must be kept at least 30 feet away from any buildings or structures, including balconies and terraces, and not used beneath any structure equipped with an overhang.
7. All portable grills must be kept at least 30 feet away from any vehicles, equipment and materials. Grilling is not permitted in areas where vehicular traffic is allowed unless approved by the Risk Management and Safety and the 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 Sodexo/USI Food Services grills.) Fire extinguishers must be serviceable, fully charged and inspected or “tagged” by an authorized fire equipment distributor within the past year. Fire extinguishers cannot be taken from any University building or structure and used to meet the requirements for grilling operations. Separate extinguishers must be obtained for this purpose. If the fire extinguisher is used, 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.
B. Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied approval, support, or endorsement by the University
C. An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the University or the student organization. In case a request for the use of a University facility by a registered student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.
D. The University administration and advisor may inform an organization concerning its views on any proposed off-campus speaker or performer, but will leave the final decision to the organization.
E. Speakers may be invited to campus to discuss political issues. Registered student organizations may solicit memberships and dues at meetings. However, political party membership may not be promoted or money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.

C.10.8. Service Charges
A. Any special services provided by the Physical Plant or other departments will result in appropriate charges to the using groups. Student organizations may be required to have a minimum amount of dollars on deposit within their University Agency Fund or pre-pay a portion of University charges upon approval of events.
B. Ordinary maintenance requirements—(i.e., scheduled refinishing of floors, painting, etc.)—will be assumed by the University even though this schedule may be advanced due to the extra use of such facilities.

C.10.9. Use of University Center facilities
A. Room Reservation: Requests to use meeting rooms in the University Center will be honored for officially registered student organizations, University departments, non-University official guests and official guests of the University (as approved by the Scheduling Services). The reservations should be made at least 24 hours prior to the event. Larger events must be scheduled at least two weeks in advance. University scheduled classes for credit may not be held in the University Center.
B. Groups reserving rooms in the University Center are granted exclusive use of such rooms for the time period reserved.
C. Groups reserving rooms in the University Center must notify the Scheduling Services at least 24 hours in advance of any cancellation of that space. If the group does not cancel the space, they will be charged a fine to cover meeting room set-up labor charges. Complete policy may be obtained from Scheduling Services.
D. Non-University Entities: Non-University entities may request to reserve space in the University Center, subject to the approval of the Vice President for Government and University Relations or designee and all applicable University policies.
E. University Center Display Cases: Registered student organizations and University offices may reserve designated display cases in the University Center for promoting their organization and/or events with the Scheduling Services.
   1. Generally, one display case may be reserved at a time, for up to a two-week period; no more than three (3) times each semester (Fall and Spring). The reservations cannot be continuous in nature.
   2. Display cases may be reserved up to one (1) year in advance. After the end of the fourth week of each semester, organizations and departments may have the opportunity to reserve additional displays on a first-come, first-served basis.
   3. Display cases must be cleaned out by Saturday of the reservation period before the University Center closes. Individual must present a valid University ID to check out display case key in Scheduling Services.
   4. The University will not be responsible for the safekeeping of any materials in the display case and will empty the case if items are not removed in the time allowed.
   5. Requesters not complying with these rules will lose the privilege of reserving display cases for the rest of the year. Any other display cases they have reserved will be released at that time.

C.10.10. Temporary Food Stands
Temporary food stands are permitted for three (3) consecutive days, no more than twice a semester. All Vanderburgh/Indiana State Health Requirements must be followed. A copy of the health code is available in the Scheduling Services.

C.11 Information Materials, Publicity/News Releases, and Advertising

C.11.1. Campus Posting Policies
A. Posting on campus is restricted to University campus groups, organizations, University departments, students, faculty, and staff. Space is not available for commercial advertising by non-University firms or organizations unless a request is received in writing and permission is granted in writing by the Dean of Students.
B. All posting is limited to those activities open to the student body; events that bear some direct relationship to the educational purpose of the University and/or that provide an exceptional or beneficial service to students, faculty and staff not normally available; and information about a student organization or University department, including educational material related to their purpose or function.

C. All posting must have the name of the sponsoring group or organization and follow the posting policies and procedures. If the posting is not in English, an English-language translation must be included with the posting.

D. The posting policy applies to all forms of posting. Additional policies may apply to specific forms or areas. No posting of flyers or literature on car windows, light poles, sidewalks, building doorways, trash cans or unapproved locations. Violations to the campus posting policy should be reported to the 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 paragraph of this policy. They are not to exceed 22” X 30” and must be secured by using pushpins or thumbtacks on bulletin boards. Bulletin boards and posting areas are defined for use as follows:
   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 Scheduling Services.
   b) Bulletin boards identified as “restricted” are under the jurisdiction of a school, department or administrative office and are restricted to their use only. University campus groups, organizations and University departments may request permission to use these bulletin boards by the appropriate school, department or administrative official.
   c) Groups or individuals using designated bulletin boards may bring nine copies to 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 Scheduling Services, but can be scheduled in advance to secure space. All banners must meet the following guidelines: no larger than a twin-sized bed sheet, cannot contain wood or metal and utilizes approved weights (anchors), such as balloons filled with sand (available free-of-charge in Scheduling Services). Anchors must hold the banner straight but must not present a risk to people or property. Banners not picked up within five working days will be thrown away.

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

D. Table Tents
1. Table tents may be utilized by registered student organizations and University departments. To place table tents, permission must be obtained through Scheduling Services.

E. Chalking
1. Chalking may be utilized by registered student organizations and University departments and is allowed on outdoor concrete (non-brick) sidewalks areas that are exposed to the weather and can be easily washed away by rain. No chalking on the side of buildings or walls/ramps. Physical Plant charges for cleanup in areas not exposed to rain may be incurred. Use only brands of chalk identified as sidewalk chalk on the label. Designs with lewd content, hateful or derogatory messages or symbols or designs that can be changed into lewd content through Scheduling Services. Chalking is defined as chalking that occurs either directly on original chalking or in proximity to original chalking and represents an opposing viewpoint.

F. Handbills/flyers
1. Registered student organizations, University departments and approved non-University firms and organizations may distribute literature/handbills on campus if in compliance with the campus posting policy, in addition to the following:
   a) Individuals distributing do not hawk, shout or accost individuals;
   b) The distribution may not obstruct pedestrian or vehicular traffic;
   c) Literature or handbills discarded on the ground in the general area of distribution are to be picked up by sponsoring group;
   d) The distribution of material is not in an area reserved by another organization nor does it impede another scheduled activity or event.
   e) The distribution of material must be outside and will not be allowed inside University buildings.

C.12 License and Trademark Policy

The purpose of the licensing program is to ensure the University of Southern Indiana’s (USI) brand identity is properly represented on products and services marketed to the both the USI community and the public. The licensing program is responsible for determining if a product and/or design are consistent with the goals and image of USI. The program also ensures the quality, content, production and distribution of products meets USI standards.

USI has contracted with Strategic Marketing Affiliates ("SMA") to administer its licensing program. SMA acts as an intermediary for USI, enabling it to work directly with manufacturers and retailers. This ensures that decisions can be made promptly and that manufacturers can become licensed with the University in a timely manner.

In order to produce products bearing the marks of USI, manufacturers and vendors must be licensed through SMA. The licensing program is a resource for all members of the USI community and the vendors who work with the USI and was designed to ensure consistent and appropriate use of the University’s visual identity.
Additionally, the program enables USI to share in the benefits derived from the commercial use of these trademarks. For more information and frequently asked questions, visit: www.usi.edu/brand/licensing-and-trademark

All University of Southern Indiana trademarks are the property of University of Southern Indiana.

C.13 Student Organization Travel Policy
All student organization travel must be approved in advance of the trip and before making any financial commitments. Prior travel approval insures the traveler’s supervisor/advisor approves the activity, funds are available for reimbursement of expenses when applicable, travel is allowable with the funding source, and any staff/faculty traveler with benefits is covered under workman’s compensation insurance when applicable. See complete Student Domestic Travel Policy (www.usi.edu/studentaffairs/student-travel) for complete policy and process.

C.13.1 Behavior Expectations
C.13.1.a. Every student traveling on behalf of a registered student organization is acting as a representative of the University of Southern Indiana. To that end, courtesy and respect for others must be demonstrated at all times while traveling and attending the event. Mature, professional conduct is expected of every student. The University of Southern Indiana recommends that the student organization advisor or staff accompanying the trip provide guidance and support to student delegates.

C.13.1.b. The following guidelines have been established, and all students traveling on behalf of the University are expected to adhere to these guidelines:
- Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
- University of Southern Indiana does not condone underage consumption of alcoholic beverages at University sponsored/supported/affiliated functions. Representatives of the University of Southern Indiana are expected to abide by the laws of the state which they are in.
- Use of controlled substances is strictly prohibited under all circumstances.
- Respect should be shown at all times for others and all non-personal property.
- If an advisor or student leader feels any student has not adhered to these guidelines and has behaved in a manner which is unprofessional, illegal or irresponsible, that student could face conduct charges upon returning to campus.

C.13.2. University Rental Vehicles
The University requires student organizations to use University rental vehicles; use of personal vehicles is by special exception only, unless for local travel. Local travel is defined as Evansville, Newburgh and New Harmony. Vehicle reservations shall be the responsibility of the designated trip leader.

C.13.3. Any meal allowance for students traveling as representatives of the University shall not exceed current University per diem rates. Check with USI Travel Services for current rates.

C.13.4. When faculty and/or staff are traveling with students, they are prohibited from sharing a room with a student.

C.13.5. Completion of the Student Travel Request form is required for all student organization travel. The University Travel Authorization is required for all non-local travel and for local-travel receiving or using University funding. These documents must be forwarded to Student Development Programs for initial approval. Student Development Programs will forward to Associate Provost for Student Affairs for final approval.

C.14 Student Organization Conduct

C.14.1 Process
A. All minor violations will be handled by Student Development Programs and will not require an initial review.
B. In a minor violation case, the alleged organization’s leadership (i.e., president and other officers when appropriate) will have a preliminary meeting with the designated staff member from Student Development Programs, hereafter referred to as the Administrative Hearing Officer. At this time the accused student organization is made aware of the University disciplinary process, the nature of the complaint and alleged violations, and the range of sanctions possible for that type of offense. The student organization is also given an opportunity at this preliminary meeting to respond to the complaint. Based on the information available, the Administrative Hearing Officer may:
  1. Dismiss some or all of the alleged violations
  2. Continue the investigation into the alleged violations to determine if the allegations have merit
  3. Refer the alleged violations to the Dean of Students if the findings from the preliminary meeting elevate the alleged violations to a moderate or major offense.
  4. Charge the student organization with one or more violations
C. When alleged violation(s) are categorized as moderate to major in nature, the case shall be initially reviewed by the Dean of Students, the Director of Student Development Programs and the appropriate functional 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

Rights and Responsibilities: A Code of Student Behavior:

Student organizations may be sanctioned one or more of the following sanctions when a student organization is found responsible:

- C.14.2 Student Organizations
- E. Required Event Attendance
- F. Misuse of University Space/Property
- G. University Membership Recruitment
- H. Violations

Types of Violations

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E. If the student organization is charged with violation(s), the organization also is informed of his/her options in adjudicating the violation(s), including one of the following:

1. To plead responsible for the violation. The organization therefore requests an informal resolution in lieu of a hearing and will have sanctions determined at that time by the Administrative Hearing Officer.
2. As part of an informal resolution, the Administrative Hearing Officer may impose appropriate sanctions up to and including probation but not suspension or withdrawal of recognition. The Administrative Hearing Officer may recommend and refer an organization suspension or withdrawal of organization recognition to the Dean of Students.
   a) If any organization pleads responsible, but does not agree to the determined sanctions, the organization may appeal.
3. To plead NOT responsible for the violation and request a formal hearing. In the case of moderate offenses, the Administrative Hearing Officer may choose to hear the case or to refer the case to the Dean of Students. Cases that are major in nature and scope, or where the violations may result in more serious sanctions, will be referred to the Dean of Students.

F. Student organization cases referred to a formal hearing will be conducted by the Dean of Students. All evidence shall be submitted to the Dean of Students for review. The student organization will be given the opportunity to present witnesses or other evidence to support their claims. The Dean of Students will determine responsibility and, if necessary, assign appropriate sanctions within the scope of the violation and past conduct history of the organization.

G. Written notice indicating the finding of the hearing and sanctions will be presented to the organization’s leadership. Sanctions are limited to the collective student organization(s); individual violations are referred to the Dean of Students.

H. Student organizations have an opportunity to appeal the decision of the Dean of Students (in Moderate and Major violation cases) and Student Development Programs (in Minor violation cases).

1. All appeals of student organization disciplinary decisions must be directed to the online form. All appeals request are submitted via the online Appeals Form which will be available through Maxient – www.usi.edu/deanofstudents/code within three (3) business days.
2. All submitted appeals request will be received by the Dean of Student Office. The Dean of Students office will forward any student organizations appeals to Director of Student Development Programs for any informal resolution case as appropriate.
3. For informal resolution cases, the Director of Student Development Programs will serve as the primary appeals officer, unless the director has served as the Administrative Hearing Officer. When the director has served as the Administrative Hearing Officer on a case, the Associate Provost for Student Affairs will serve as the primary appeals officer.
4. For formal resolution cases, the Dean of Students will serve as the primary appeals officer. The Provost/Designee will serve needed.

I. All written materials will be retained in the Dean of Students for a minimum of seven years and then destroyed and/or at the discretion of the Dean of Students, which becomes a matter of permanent record.

C.14.2 Student Organization Sanctions

Student organizations may be sanctioned one or more of the following sanctions when a student organization is found responsible of a violation(s) of the Student Rights and Responsibilities: A Code of Student Behavior:

A. Written Warning: A letter of notification placed in the student organization’s file and sent to its national organization (if applicable) warning of more severe sanctions in the event of a repeat of the offending behavior.
B. Loss of Privileges: A specific privilege (i.e., campus resource) is restricted from the use of the organization; the administrative Case Manager shall determine the appropriate restrictions and the terms to reinstate the privilege.
C. Restitution: An organization, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of or replacement of property or for medical bills related to injuries. Each member of the organization may be held financially responsible through group billing.
D. Service Requirement: Participation in University or community service activities.
E. Educational Requirement: Educational programming hosted and/or attended by a percentage of organization membership.
F. Student Organization Probation: A specific period of probation with or without selected restrictions; the administrative Case Manager shall determine the length and terms of the probationary period. In addition, the Case Manager has the ability to place organizational expectations as conditions of the probation which must be met in order for the probation to be removed.
G. 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 Case Manager has the ability to place organizational expectations as conditions of the suspension which must be met in order for the suspension to be removed.

H. Withdrawal of Organization Recognition: Withdrawal of University recognition as a student organization.

Temporary Student Organization Restriction

A. Under certain circumstances, a student organization accused of a violation(s) of the Student Rights and Responsibilities: A Code of Student Behavior may be subject to Temporary Student Organization Restrictions from the University prior to an administrative review. The decision to restrict on an interim basis shall be made by the Dean of Students. Temporary Student Organization Restrictions shall be imposed only when:

1. Specific operations of a student organization (i.e., recruitment, membership education, social functions) 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 well-being.

B. Temporary Student Organization Restrictions shall be implemented when specific operations of a student organization must cease, but the student organization can continue operation in all other areas. The Temporary Student Organization Restriction 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 Restriction to the shortest time possible.

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

Temporary Student Organization Suspension

A. Under certain circumstances, a student organization accused of a violation(s) of the Student Rights and Responsibilities: A Code of Student Behavior may be subject to Temporary Student Organization Suspension from the University prior to an administrative review. The 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 well-being.

B. During the Temporary Student Organization Suspension, the student organization shall cease all campus activities 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.

D.1 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 Associate Athletic Director.

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 Associate Athletic Director 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.

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.
3. See the below for the types of allegations that MUST be referred to the Dean of Students prior to adjudication by the Athletics Department at any level.

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) then notify Associate Athletic Director of sanctions.
D. For a violation of other rules or policies or minor violation of criminal law, the Associate Athletic Director will meet with the Head Coach to consult 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, Associate Athletic Director or both.
E. For a major violation of criminal law, a student-athlete shall be suspended immediately from all playing and practice privileges. This suspension will remain in effect at least until final disposition of the student-athlete’s case unless and until information arises that clearly warrants review of the suspension.
F. Per University policy, the Athletics Department share 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 sanctions may result in additional sanctions from both the Dean of Students and the Athletics Department.
G. In cases where a potential violation of law or University policy has been documented, both the Athletics Department and the Dean of Students or designee may sanction student(s) and/or team(s).

D.1.4 APPEALS
A. The University’s Athletic Director serves as the primary appeals officer for Athletics but may identify other Athletic Administrators to convene an Appeals Committee as needed. However, coaches will NOT be allowed to sit on the Appeals Committee.
B. All appeals are subject to NCAA rules and regulations:
   1. Financial Aid appeals - Office of Student Financial Assistance
   2. Transfer appeals – time limitations

D.1.5 DRUG TESTING
A. All drug testing, violations, and appeals will still be subject to the Student-Athlete Drug Testing Policy found in the USI Student-Athlete Handbook.

D.1.6 UNIVERSITY DISCIPLINARY PROCESSES AND REFERRALS TO THE DEAN OF STUDENTS
A. The Dean of Students Office serve as a central place of advocacy and support for all students and may reach out to students to provide support through the University CARE Team. The Dean of Students is also responsible for upholding Community Standards and the Code of Student Behavior. As with all students, student-athletes are subject to the University of Southern Indiana’s Community Standards of behavior in addition to Athletics’ standards. In addition, their conduct is also subject to NCAA rules and regulations. Student-athletes are expected to know and abide by the University and NCAA standards of behavior. For more information, see the Director of Athletics or the Dean of Students.
B. All allegations related to the following issues MUST be reported to the Dean of Students prior to adjudication to determine appropriate level of follow-up and to meet University, state, and federal compliance requirements:
   1. Arson
   2. Assaults/fights
   3. Alcohol, drug use and/or distribution
   4. Hazing
   5. Sexual Abuse
   6. Theft
   7. Vandalism
   8. All Title IX Related Allegations:
      a. Conduct which threatens or endangers the health or safety of any person based on sex
      b. Dating Violence
      c. Discrimination on the basis of gender or ethnic identity
      d. Domestic Violence
      e. Gender Identity
      f. National Origin
      g. Retaliation (direct or through a third party)
      h. Sexual Harassment (including stalking)
      i. Sexual Misconduct (e.g., consent, incapacitation, force or coercion)
      j. Threats and Intimidation (implied or direct)
      k. Sexual Violence/Assault (e.g., rape, sodomy, sexual assault with an object, fondling, incest, statutory rape, dating violence, domestic violence or sexual exploitation)
      l. Threatening or causing physical harm, extreme verbal abuse
C. All evidence shall be submitted to the Dean of Students Office for review. Once the appropriate level of response is determined, the individual or team or will be given the opportunity to respond to the evidence and present witnesses or other evidence to support their case. The Dean of Students or designee will determine responsibility and assign appropriate sanctions within the scope of the violation and past disciplinary history of the individual or athletic team. Sanctions may NOT be limited to the team or Athletic Department. The case will be documented and become part of the individual or team disciplinary record.

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

D.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 process 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 it is appropriate to disclose information beyond the minimum seven years period. For more information, please contact the Dean of Students or call 812-464-1862.

E.1 RECREATION, FITNESS AND WELLNESS CONDUCT PROCESS (RFW)

E.1.1 NON-REPORTABLE OR LOW-LEVEL VIOLATIONS

A. Recreation, Fitness and Wellness staff may consult with the Dean of Students on any type of disciplinary case. All non-reportable and low-level violations will be resolved at the lowest level possible and be handled by Recreation, Fitness and Wellness and may not require an initial review. Student staff may be included in the Intramural Advisory Council hearing process. 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 meeting with the designated staff member from Recreation, Fitness and Wellness, here after referred to as the Administrative Hearing Officer. At this time the accused individual, intramural team or club sport is made aware of the University disciplinary process, the nature of the complaint and alleged violations and the range of sanctions possible for that type of offense. The individual, intramural team or club sport is also given an opportunity at this preliminary meeting to respond to the complaint. Based on the information available, the Administrative Hearing Officer may:
   1. Dismiss some or all of the alleged violations.
   2. Continue the investigation into the alleged violations to determine if the allegations have merit.
   3. Refer the alleged violations to the Intramural Advisory Council.
   4. Refer the alleged violations to the Director of Recreation, Fitness and Wellness or the Dean of Students Office if the findings from the preliminary meeting elevate the alleged violations to a moderate or major offense.
   5. Charge the individual, intramural team or club sport with one or more violations.

C. The Administrative Hearing Officer will document all low-level violations.

E.1.2 MODERATE – MAJOR VIOLATIONS

A. Moderate and Major cases shall be initially reviewed by the Director of Recreation, Fitness and Wellness, in collaboration with the Dean of Students Office, to determine the appropriate functional area administrator to carry out the resolution process.
   1. Individual or team/sport allegations may be referred to the Director of Recreation, Fitness and Wellness and/or 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.

B. If the individual, intramural team or club sport is charged with violation(s), they are also informed of their options in adjudicating the violation(s), including one of the following:
   1. To plead responsible for the violation:
      a. The individual, intramural team or club sport can requests an informal resolution in lieu of a hearing and sanctions will be determined by the Administrative Hearing Officer. RFW staff may consult with the Dean of Students to determine appropriate sanctions.
      b. As part of an informal resolution process, the Administrative Hearing Officer may impose appropriate sanctions up to and including suspension and probation, but not withdrawal of recognition. The Administrative Hearing Officer may recommend and refer a withdrawal of intramural team or club sport recognition to the Director of Recreation, Fitness and Wellness and/or the Dean of Students Office.
      c. By pleading responsibility and accepting the terms of the determined sanctions, an individual, intramural team or club sport forfeits the right to appeal.
   2. To plead NOT responsible for the violation and request a formal hearing:
      a. In the case of minor or moderate offenses, the Administrative Hearing Officer may choose to hear the case, refer to the Intramural Advisory Council or refer the case to Director of Recreation, Fitness and Wellness and/or the Dean of Students Office.

m. Violations on the basis of the victim’s sex/gender
### E.1.3 RECREATION, FITNESS AND WELLNESS CONDUCT PROCESS AND SANCTIONS

<table>
<thead>
<tr>
<th>Non-Reportable</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction Range:</td>
<td>Verbal Warning, Record Infraction (technical foul, yellow/red card or low sportsmanship rating) Loss of Privileges, Restitution or Forfeit Fine. Additional sanctions as determined by RFW.</td>
<td>Written Warning, Loss of Privileges, Restitution, Educational or Service Sanctions or Probation. Additional sanctions as determined by RFW.</td>
<td>Loss of Privileges, Restitution, Educational or Service Sanctions, Loss of Club Sport Funding or Probation. Additional sanctions as determined by the Dean of Students.</td>
</tr>
</tbody>
</table>

**Initial Reviewer:**
- Recreation, Fitness and Wellness
- Recreation, Fitness and Wellness
- Recreation, Fitness and Wellness Office
- Dean of Students Office

<table>
<thead>
<tr>
<th>Types of Violations</th>
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<th>Types of Violations</th>
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<tbody>
<tr>
<td>Forfeit</td>
<td>Inappropriate Behavior</td>
<td>Assaults/Fights</td>
<td>Assaults/Fights</td>
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<tr>
<td>Inappropriate Behavior</td>
<td>Game Ejection</td>
<td>Alcohol-Related Issues</td>
<td>Alcohol-Related Issues</td>
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<tr>
<td>Rough Play</td>
<td>Disrespect to Staff</td>
<td>Drug Use</td>
<td>Drug Use/Distribution</td>
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<tr>
<td>Disrespect to Staff</td>
<td>Cheating</td>
<td>Hazing</td>
<td>Hazing</td>
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<tr>
<td>Abusing Facilities or Equipment</td>
<td>Abusing Facilities or Equipment</td>
<td>Repeated inappropriate Behavior</td>
<td>Sexual Assault/Abuse</td>
</tr>
<tr>
<td>Late Equipment Return</td>
<td>Club Sport Recruitment Infractions/ Violations</td>
<td>Repeated Infractions/Violations</td>
<td>Arson</td>
</tr>
<tr>
<td>Event No Show</td>
<td>Required Club Sport Event Attendance</td>
<td>Threats or Intimidation</td>
<td>Threats or Intimidation</td>
</tr>
<tr>
<td>Repeated Forfeits</td>
<td>Club Sport Paperwork/Failure to Renew</td>
<td>Theft</td>
<td>Theft</td>
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<tr>
<td>Club Sport Academic Performance</td>
<td>Vandalism</td>
<td>Vandalism</td>
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<tr>
<td>Club Sport Academic Performance</td>
<td>Club Sport Travel Infractions/ Violations</td>
<td>Club Sport Travel Infractions/ Violations</td>
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<tr>
<td>Club Sport Academic Integrity Issues</td>
<td>Club Sport Academic Integrity Issues</td>
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</tbody>
</table>

### 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, intramural team or club sport is found responsible of a violation(s) of the *Student Rights and Responsibilities: A Code of Student Behavior.*

1. **Written Warning** - A letter of notification or e-mail will be sent to the individual, intramural team or club sport leadership warning of more severe sanctions in the event of a repeat of the offending behavior.
2. **Loss of Privileges** - A specific privilege (i.e., participation) is restricted from the individual, intramural team or club sport; the administrative hearing officer shall determine the appropriate restrictions and the terms to reinstate the privilege.
3. **Restitution** - An individual, intramural team or club sport, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of or replacement of property or for medical bills related to injuries. Each member of the team or club sport may be held financially responsible through group billing.
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.
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.

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- Cases that are major in nature and scope, or where the violations may result in more serious sanctions, will be referred to the Dean of Students Office.
E.1.5 APPEALS PROCESS

A. Individuals, intramural teams or club sports have the right to appeal decision, at the Recreation, Fitness and Wellness (in Non-Reportable and Minor violation cases) or at the Dean of Students (in Moderate and Major Violation cases) level. Decisions at the “Appeals” level are final.

B. All appeals of individuals, intramural teams and club sports disciplinary decisions must be directed to the online form. All appeals request are submitted via the online Disciplinary Appeal Form available through the Dean of Students website at www.usi.edu/deanofstudents/code. All appeals must be received with 48 hours or (2) business days.

C. All submitted appeals request will be reviewed by the Dean of Students Office and referred to the appropriate reviewing official (Director of Recreation, Fitness and Wellness/Designee or the Dean of Student or designee).

D. In cases where the Director serves as the Administrative Hearing Officer, the Associate Provost for Student Affairs or designee will review the appeal. The Dean of Students serves as the primary appeals officer for cases heard at that level. In cases where the Dean serves as the Administrative Hearing Officer, the Provost or designee will review the appeal.

E.1.6 UNIVERSITY DISCIPLINARY PROCESSES AND REFERRALS TO THE DEAN OF STUDENTS

A. The Dean of Students office serve as a central place of advocacy and support for all students and may reach out to students to provide support through the University CARE Team. The Dean of Students is also responsible for upholding Community Standards and the Code of Student Behavior. Students who participate in Intramural Sports or Club Sports are subject to the University of Southern Indiana’s Community Standards of behavior in addition to Recreation, Fitness and Wellness standards.

B. All allegations related to the following issues MUST be reported to the Dean of Students prior to adjudication to determine appropriate level of follow-up and to meet University, state and federal compliance requirements:
   1. Arson
   2. Assaults/fights
   3. Alcohol, drug and/or distribution
   4. Hazing
   5. Sexual Abuse
   6. Theft
   7. Vandalism
   8. All Title IX Related Allegations:
      a. Conduct which threatens or endangers the health or safety of any person based on sex
      b. Dating Violence
      c. Discrimination on the basis of gender or ethnic identity
      d. Domestic Violence
      e. Gender Identity
      f. National Origin
      g. Retaliation (direct or through a third party)
      h. Sexual Harassment (including stalking)
      i. Sexual Misconduct (e.g., consent, incapacitation, force or coercion)
      j. Threats and Intimidation (implied or direct)
      k. Sexual Violence/Assault (e.g., rape, sodomy, sexual assault with an object, fondling, incest, statutory rape, dating violence, domestic violence or sexual exploitation)
      l. Threatening or causing physical harm, extreme verbal abuse
      m. Violations on the basis of the victim’s sex/gender

C. All evidence shall be submitted to the Dean of Students Office for review. Once the appropriate level of response is determined, the individual, intramural team or club sport will be given the opportunity to respond to the evidence and present witnesses or other evidence to support their case. The Dean of Students or designee will determine responsibility and assign appropriate 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 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 it is appropriate to disclose information beyond the minimum seven years period. For more information, please contact the Dean of Students or call 812-464-1862.

UNIVERSITY CONDUCT PROCESS

4.1 Purpose
This document establishes complaint resolution procedures in order to better serve students, faculty and staff. The purposes of the complaint resolution procedures include:
To provide for the education and personal growth of the student;

To provide for fair inquiries concerning alleged violations of the Student Rights and Responsibilities: A Code of Student Behavior;

To determine through fair procedures whether or not any individual student has actually violated a regulation in the Student Rights and Responsibilities: A Code of Student Behavior;

To allow for consideration of extenuating or mitigating factors where a violation has been found to exist; and

To determine a conflict resolution that will be appropriate and will also help the student involved make a positive contribution to the University community.

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

4.2 Student Rights and Due Process in the Conduct Process

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

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

4.2.2 Conduct Process
Students alleged to have violated any University policy, including student organization and Housing and Residence Life policies, will be subject to the University Conduct Process. See Section B for University housing policies and Section C for student organizations and activities policies. In situations where an outcome is likely to yield sanctions of suspension or expulsion (see Section 4.6.1) from the University, a pre-hearing will be scheduled to review the conduct process and review the applied charges.

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

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

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

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

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

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

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

4.3 Initiation, Investigation, and Disposition of Complaints

4.3.1 Documentation/Reporting Alleged Violations of University Policy
Any alleged violation should be reported as soon as possible following the discovery of the suspected inappropriate behavior. Any potential violations of University policy may be reported in the following manner

- A report may be filed with USI Public Safety
- A report may be filed with the USI Housing and Residence Life
- A report may be filed with the USI Dean of Students

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

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

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

4.4 Student Behavior Resolution Procedures

4.4.1 Conduct Authority
The Dean of Students is charged with the development and administration of the University of Southern Indiana student conduct process. Under the supervision of the Dean of Students, the following individuals will be charged with the execution of conduct proceedings:

- Assistant Dean of Students
- Director of Housing and Residence Life
- 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 (except in cases where sexual misconduct is alleged, 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 a University hearing board is to be convened, the dean of students or his/her designee will select the board from the groups identified below (except in cases where sexual misconduct is alleged, in which case, students will be excluded):

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

4.4.3 University Conduct Process
In cases involving potential suspension or expulsion from the University, the student may request a hearing before the University Hearing Board (see 4.4.2). 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).
- A recording of the hearing is made for the purpose of retaining a verbatim record of the proceedings.
- The University representative bringing charges against the student will present his/her testimony to the University hearing board.
The student will be given the opportunity to respond to the charges and to present materials associated with the violation.

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

The University representative and accused may ask questions of the witnesses through the chair of the University hearing board.

The University hearing board members may ask questions of the witnesses, the student and the University representative.

The University representative and accused may summarize evidence and testimony through closing statements.

The University hearing board will deliberate over the information and reach a decision generally within five (5) business days as to whether or not the student is responsible or not responsible for the violation(s).

Students will be notified of the outcome in writing by the chairperson of the board. Any sanctions associated with the outcome will be included in the written notification. Additionally, the appeals process will be outlined and included in this notification.

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

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

- **Charges Dropped:** If the alleged conflicts prove to be unfounded, no action will be taken against the student. All written materials will be retained for a minimum of seven years and then destroyed.

- **Not Responsible:** The finding of the facts of the case found that it was NOT “more likely than not” that the student was responsible for the violation(s). No action will be taken against the student. All written materials pertaining to that charge will be retained for one year and then destroyed.

- **Responsible:** The finding of the facts of the case found that it was “more likely than not” that the student was responsible for the violation(s). Sanctions, restrictions, and/or stipulations can be imposed (see 4.6). All written materials will be retained for a minimum of seven years and then destroyed, except in the case of suspension or expulsion and/or at the discretion of the Dean of Students, which becomes a matter of permanent record. See also sections 4.6-4.9.

4.6 Sanctions, Restrictions, and Stipulations

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

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

The following is a list of possible sanctions:

- **Warning (Written):** A student may be given a written warning. A written warning is a letter that makes a matter of record any incident in violation of the code. Subsequent code violations will normally result in more severe sanctions.

- **Probation:** Probation is a specified period of review and observation during which the student must demonstrate the ability to comply with University policies, and any other sanctions as outlined above and/or conditions which have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Notification may be given to other University officials as necessary. Probation may be supervised or unsupervised. Further inappropriate behavior may result in additional sanctions to be assigned, including suspension or expulsion.

- **Emergency Suspension:** A student may be temporarily and immediately suspended, pending a hearing, when the student’s actions or threats of action poses a threat to themselves or to others, or to the University’s educational mission or property or to the health or safety of University community members. No hearing will be required before the emergency suspension is imposed; however, a review of the emergency suspension will be held within five (5) working days following the notification. The adjudication process will proceed in a timely manner.

- **Suspension:** A written notification of the termination of student status and exclusion from further enrollment for a specific period of time not less than one academic semester and not to exceed two academic years.
  - A student who has been suspended must vacate campus within the time frame established.
  - The notice will include the conditions for readmission which must be met prior to application for readmission. An interview with the Dean of Students or his/her designee will be required prior to acceptance of the student’s application for readmission.
  - The student’s eligibility for any refund of tuition/fees will be subject to the University’s normal withdrawal policy.
  - The student must leave University residences and may not be on University-owned or -controlled property or attend University events.
  - Suspension is a matter of permanent record. A permanent record indicates that student behavior files may be retained indefinitely.

- **Expulsion:** A written notification that the student is permanently ineligible to return to the University. The student must leave University residences and may not be on University-owned or -controlled property or attend University events. Petitions for re-enrollment will not be accepted. The expulsion will be recorded on the student’s transcript as “May Not Register” and is a matter of permanent record.
### University Conduct Range of Sanctions

<table>
<thead>
<tr>
<th>Offense (Hearing Count)</th>
<th>Possible Sanctions (non-AOD)</th>
<th>Possible Sanctions (Alcohol)</th>
<th>Possible Sanctions (Other Drugs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Warning or University Probation or University Suspension</td>
<td>Warning or University Probation or University Suspension</td>
<td>Warning or University Probation or University Suspension</td>
</tr>
<tr>
<td></td>
<td>Educational Sanction</td>
<td>Parental Notification</td>
<td>Parental Notification</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Alcohol Assessment ($75)</td>
<td>Drug Assessment ($75)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Housing Contract Termination</td>
<td>Housing Contract Termination</td>
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<tr>
<td></td>
<td></td>
<td>Loss of privileges</td>
<td>Loss of privileges</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Second</td>
<td>University Probation or University Suspension</td>
<td>University Probation or University Suspension</td>
<td>University Suspension</td>
</tr>
<tr>
<td></td>
<td>Educational Sanction</td>
<td>Parental Notification</td>
<td>Parental Notification</td>
</tr>
<tr>
<td></td>
<td>Loss of privileges</td>
<td>Alcohol Assessment ($75)</td>
<td>Drug Assessment ($75)</td>
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<tr>
<td></td>
<td>Other</td>
<td>Housing Contract Termination</td>
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<tr>
<td></td>
<td></td>
<td>Loss of privileges</td>
<td>Loss of privileges</td>
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<tr>
<td></td>
<td></td>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Third</td>
<td>University Probation or University Suspension</td>
<td>University Probation or University Suspension</td>
<td>University Suspension</td>
</tr>
<tr>
<td></td>
<td>Suspension</td>
<td>Parental Notification</td>
<td>Parental Notification</td>
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<td></td>
<td>Housing Contract Termination</td>
<td>Housing Contract Termination</td>
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<td></td>
<td>Loss of privileges</td>
<td>Loss of privileges</td>
<td>Loss of privileges</td>
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<tr>
<td></td>
<td>Other</td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Notes:**

- This chart is applicable to all USI students, regardless of housing status.
- The severity of the offense(s) will have an effect on what sanctions will be applied. For example, a student who is found in violation for using marijuana will most likely receive sanctions less severe than if the same student was found in violation for dealing marijuana.
- Educational sanctions can include the following: reflective paper, participation in an educational program, film/article reviews and follow up meetings.
- Loss of privileges can include the following: visitation in housing, recreation facilities use and participation in University events/organizations.
- "Other" sanctions can include: disciplinary fines, apology letters, housing assignment relocation, etc.

#### 4.6.2 Restrictions and Stipulations

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

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

#### 4.6.3 Offenses Motivated by Bias

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim’s race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status or inclusion in any group protected by federal, state and local law.
4.7 Appeals
Students found responsible for a violation of the Student Rights and Responsibilities: A Code of Student Behavior may appeal. An appeal from any decision, either administrative hearing or University hearing board, must be made in writing within two business days following the date the hearing record notification is assigned and notice is received by the student. The University Disciplinary Appeal Form can be found at www.usi.edu/deanofstudents/code.

Under Title IX of the Education Amendments of 1972 and the Violence Against Women’s Act the complainant may appeal in cases of sexual violence (Sexual Misconduct).

4.7.1 Format of Appeal
An appeal shall be written and contain the student’s name, the date of the decision or action, and the reason(s) for the appeal. The appeal letter must specify in detail one or more of the following bases for appeal:
- Student’s/student organization’s rights were violated as a result of failure of due process (specify right believed to have been violated);
- Decision is arbitrary (no basis in University policy for decision) or capricious manner (the finding is against the substantial weight of the evidence);
- Significant new evidence is available that could change the outcome, and/or
- The appropriateness of the sanction is inconsistent with University community standards.

4.7.2 Suspension of Original Sanction Pending Appeal Review
A properly-filed notice of appeal suspends the imposition of sanctions until the appeal is decided, unless, in the discretion of the dean of students, the continued presence of the student on the campus poses a serious threat to themselves or to others, property or to the normal operation of the University.

4.7.3 Individuals Reviewing Appeals
The appeal will be reviewed by the appropriate appellate officer. For administrative hearing appeals, the following system is used:
- For appeals of decisions by University housing hearing officers, the appeals officer will be the assistant director of student conduct or designee.
- For appeals of decisions by the assistant director of student conduct, the director of Housing and Residence Life will review the appeal
- For appeals of the assistant dean of students, the dean of students will hear the appeal
- For appeals of the University hearing board, the dean of students will review the appeal.

4.7.4 Appeal Review Process
The appellate officer will review the written letter of appeal from the student and determine if one of the basis for appeal is present. If it is, a hearing of the appeal will be granted. The appellate officer shall review:
- The response from the hearing officer/body.
- Materials presented at the original hearing, and if available the recorded transcript of the hearing.

Appeals shall be decided upon the record of the original proceedings and upon the written briefs submitted by the parties. Decisions of the conduct bodies will be given great deference by the appellate decision maker. After reviewing these materials, the appellate officer may decide to do one of the following:
- Affirm the finding and the sanction imposed.
- If specified errors occurred, remand to the original decision makers to reverse the error, change the procedures and consider new evidence that could not have been discovered by a properly diligent accused before or during the original hearing, substitute new adjudicators or otherwise repair the grounds that gave rise to the appeal.
- Affirm the finding and reduce, but not eliminate or increase the sanction if found to be grossly disproportionate to the offense.
- Cases may only be dismissed if the finding is held to be arbitrary and capricious.

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

4.8 Student Behavior Records
In accordance with the Family Educational Rights and Privacy Act (Public Law 93-380), conduct records are considered to be “educational record” and all student behavior records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student. This disciplinary record will be separate from the student’s academic record, but will be considered a part of the student’s educational record and will be retained in the Dean of Students 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.

CAMPUS AND COMMUNITY RESOURCES

STUDENT SUPPORT

- Dean of Students Office – 812-464-1862, www.usi.edu/deanofstudents/
- Housing and Residence Life (Resident Assistant or Area Coordinator) – 812-468-2000, www.usi.edu/res
- Human Resources (Title IX Complaints) – 812-464-1815, www.usi.edu/hr/
- Public Safety – 812-492-7777 (emergencies) or 812-464-1845 (non-emergencies), www.usi.edu/security
- Student Development – 812-465-7167, usi.orgsync.com/
- Title IX Student Reporting - Dean of Students Office – 812-464-1862, www.usi.edu/deanofstudents/

OFF CAMPUS

- Albion Fellows Bacon Center (all answered 24 hours) - www.albionfellowsbacon.org/
  - Domestic & Sexual Violence Advocate 812-422-5622
  - Sexual Assault 812-424-7273
  - Toll-free 1-800-339-7752
- Deaconess Hospital – 812-450-5000, www.deaconess.com/
- Indiana Sexual Assault Resources and Information - www.rainn.org/get-help/national-sexual-assault-hotline
- Indiana State Police – Evansville District, 812-867-2079
- St. Mary's Hospital – 812-485-8000, www.stmarys.org/
- Vanderburgh County Sheriff's Office – 911
- Vanderburgh County Sheriff-HQ - 812-421-6200; Command Post 812-421-6201
- Vanderburgh County Jail - 812-421-6200 - www.vanderburghsheriff.com/default.htm
- YWCA – 812-422-1191; Toll-free 1-866-387-9922; www.ywcaevansville.org