

WE ARE WILDCATS



STUDENT HANDBOOK 2019-2020



Student Handbook

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Introduction

IWU Mission

Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship and leadership.

Student Responsibility for Items in Handbook

IWU students are responsible for the behavior expectations and policies set forth in this handbook. All students should be familiar with and abide by the expectations set forth in this publication.

Right to Amend

Please note the University reserves the right to revise the policies and statements included in this publication at any time. The Student Handbook is subject to updates and efforts will be made to inform the campus community of such revisions.

Education in Community

Indiana Wesleyan University is a Christ-centered academic community whose mission is to develop students in character, scholarship, and leadership. As Christian scholars and educators, we are called to seek deeper understanding of our identity as beings created in the image of God, to use our gifts of inquiry and teaching to contribute to the well-being of our world, and to personally grow more mature and complete in our love for God and others.

We are committed to the holistic growth and development of our students. Central to the growth and development provided by the residential learning experience are the discipline, encouragement, and accountability we receive when we choose to align ourselves with a community that collectively pursues Christlikeness in an academic environment. Although each member of the community is an individual free moral agent, we believe that the pursuit of intellectual and spiritual growth is enhanced by life within a healthy community of faith. As members of such a community we welcome discussions of different viewpoints and experiences, but we commit ourselves to uphold the common behavioral standards of our Christian community. Such a focus mandates that we love God with all our heart, mind, soul, and strength while also loving our neighbors as ourselves.

In order to best serve all students, and to create a place of scholarship and learning that honors Christ, Indiana Wesleyan University is committed to maintaining an environment in which every community member experiences respect for their dignity and worth. In practice, this means that we refuse to condone disparaging language, harassment or bullying of one another. Failure to uphold this commitment to maintain a respectful environment will lead to appropriate corrective action.

Diversity Statement

IWU, in covenant with God's reconciling work and in accordance with the Biblical principals of our historic Wesleyan tradition, commits to build a community that reflects Kingdom diversity. We will foster an intentional environment for living, teaching, and learning, which exhibits honor, respect, and dignity. Acknowledging visible or invisible differences, our community authentically values each member's earthly and eternal worth. We refute ignorance and isolation and embrace deliberate and courageous engagement that exhibits Christ's commandment to love all humankind.

A bias incident is conduct, language, or expression motivated by personal bias toward another person's actual or perceived race, color, ability, ethnicity, gender, gender identity/expression, national origin, religion, sexual orientation, or veteran status.

If you have experienced or witnessed a bias incident, please fill out the Bias Incident Report form on the IWU Portal. For emergencies, call Campus Police at 765-677-4911.

Parent Partnership

Our community takes seriously the opportunity to help students gain competence and learn the skills necessary to be effective leaders in the world. Such an endeavor cannot be achieved by University efforts alone; we believe that it is most successful when there is a partnership between the student, parents, and Indiana Wesleyan University. With this in mind, we expect students to take responsibility for their learning, choices, and actions; therefore, we intentionally engage them as adults. We also understand this is a transitional period for many of our students and believe that parents often still play a vital and influential role in the development of their children as they manage new independence.

Indiana Wesleyan University wants to partner with parents in providing that guidance and support; we hope that parents will support their student as they learn and seek to maintain, and take responsibility for, their commitment to the IWU community values and standards. It is our hope that, alongside the support parents provide, we can share the responsibility of providing a rewarding educational outcome for our students.

*It should be noted that Indiana Wesleyan University complies with FERPA (the Family Educational Rights and Privacy Act), which is a federal law designed to protect the privacy of student education records. It also provides guidelines for appropriately using and releasing such records. As such, IWU respects the right of the student to determine parental involvement while, simultaneously, encouraging students to communicate openly with their parents. Students can provide consent to release education records by completing a FERPA Release form on the IWU Portal.

Chapel

Chapel is the central point of community for Indiana Wesleyan University where the most students and faculty gather with the greatest frequency. It is the space where we deliberately celebrate the God who draws us together in order to better shape us into Christ-likeness.

Our purpose is to meet people wherever they are in their spiritual journey and lead them into a growing relationship with Jesus Christ in order to change the world.

Chapel Policies and Procedures

Chapel Attendance

All students are required to attend chapel, held once each day on Monday, Wednesday, and Friday between 10:05am and 11:00am in the chapel Auditorium.

Students should come prepared to encounter God. Students are encouraged to refrain from studying or using electronic devices for purposes other than participating in worship (i.e. scripture and note taking). In addition, food and drinks are not permitted in the auditorium.

Attendance for Chapel is registered as students exit the auditorium at the end of Chapel. A student must be prepared to scan his or her ID card upon exiting to be counted present. Attendance is not registered for any student scanning out early. All students must arrive to chapel by 10:15am to receive credit.

Attendance credit will not be given to students without student IDs. Students who forget or lose their student ID card will be able to receive credit - one time per semester - by submitting detailed notes of what happened in chapel (including an outline of the message if appropriate) to the Chapel Office, located in the Chapel Auditorium. To receive credit, chapel notes must be submitted within 24 hours of that specific chapel date. If a student ID card does not scan properly, stop by the Chapel Office to report the problem immediately.

Students are granted a total of six unexcused chapel absences per semester. These unexcused absences may be used at the student's discretion. Alternate chapel credit opportunities are also available through the semester (e.g. Awaken, Coram Deo, Breathe).

Any additional excuses (for events such as family/medical emergencies or professional development) are granted through the Student Engagement Office. A student must submit an Excused Absence Request Form for approval. Absences needed for class sponsored trips and experiences are granted through Academic Affairs. Students are encouraged to exercise wisdom when using their allowed absences.

Attendance Exemptions

All resident students are required to attend Chapel. Attendance is also required for all full-time commuting students under 23 years of age with classes both immediately before AND immediately after the Chapel period (e.g., if a student has M, W, F classes at 8:55am and 11:05am, then that student is required to attend the chapel service offered on those days. Conversely, if the student has a class at 8:55am and their next class is not until 12:10pm, that student is eligible for a chapel exemption).

An online Chapel Exemption Form must be completed and approved by the Office of the Dean of the Chapel for those students who will be consistently absent from chapel due to: student teaching; work schedules (must obtain a supervisor's signature); practicum; internship opportunities relating to the student's major area of study; or a commuter student whose schedule falls under the above requirements. **Students granted exemption for one day a week will be allowed four absences per semester and students granted exemption for two days a week will be allowed two absences per semester.**

Students are strongly encouraged to submit exemption requests within the first three weeks of the semester to avoid complications with his or her attendance record. **Any student in need of an exemption, including commuter students who meet the aforementioned schedule requirements, must apply for a chapel exemption as no one is automatically exempt from chapel.**

Attendance Tracking

Students are responsible for monitoring their own Chapel attendance online through the IWU Portal. To check your chapel attendance record, log in to the IWU Portal. Under the Menu in the top left corner, click on IWU-Marion Students, IWU Life, then Chapel, then Chapel Home. Click on the drop down title Chapel Forms and Attendance and then click on Review your Chapel attendance.

Students will periodically receive courtesy attendance updates. Students who exceed the allowed chapel absences will be notified of such at the end of each semester. Attendance information is available for advisors, coaches, music directors, etc.

Students who exceed the allowed chapel absences for the semester will be required to make up chapels through the following process: listen to two chapel recordings and complete two forms to make up one excessive chapel absence. Recordings from the current semester or the semester during which the absences occurred will not count toward chapel make-ups. Recordings are available online via the chapel page on the IWU Portal. Makeup forms are processed in two working days on average. Note that delays are likely during holidays/breaks, May term, summer months, and registration weeks.

In addition, students who exceed the allowed chapel absences for any given semester will be subject to the following:

- A registration hold will be placed on the student's account until all excessive chapel absences are made up (see Chapel Accountability section). For example, chapel holds from the Fall semester will prevent registration for classes for the following May, Summer, Fall, and all subsequent terms. Chapel holds from the Spring semester will prevent registration for classes for the following Spring semester and all subsequent terms.
- A student who incurs a chapel hold for multiple semesters may be asked to meet with Dean of the Chapel, a member of the Chapel team, or a representative of the Student Conduct Office.
- Excessive Chapel absences will not prohibit students who have otherwise completed a degree from receiving a diploma but will result in a hold on his/her account. Graduates with a chapel attendance hold attempting to register for courses at IWU should contact the Chapel Office.

Attendance Integrity

Students who attempt to defraud the chapel attendance system have committed an Honesty/Integrity violation. A student who falsifies his or her chapel attendance in any manner, including falsified information on chapel make up forms, will not receive credit for the falsified chapel and may be required to meet with a representative of the Chapel Office or the Director of Student Conduct and Community Standards.

Campus Safety and Parking

Campus Police

Indiana Wesleyan University is a security-minded university and is privileged to have its own police department registered with the Indiana Law Enforcement Academy. The overall goal of the Indiana Wesleyan University (IWU) Campus Police Department is to provide a safe and secure campus for our students, faculty, staff, and visitors. Campus Police Officers provide 24 hour coverage, 365 days a year. All Campus Police Officers are certified through the Indiana Law Enforcement Academy (ILEA) with full arrest authority. All Campus Police Officers undergo continual training through the Sheriff's Office in accordance with ILEA standards.

It is the mission of the Indiana Wesleyan University (IWU) Camps Police Department to provide a safe and secure learning environment for the University community. Campus Police personnel work together with the University community to enhance the quality of life by providing proactive policing aimed at maintaining human rights, protecting property, and promoting individual responsibility that is Christ-centered and encourages teamwork, problem solving, fair and impartial costumer service, and consistency.

For non-emergency Campus Police assistance, call 765-677-2109; for emergencies dial 765-677-4911. The Campus Police Office is located in the Student Center, room 148. The Director of Campus Police and Emergency Management is Chad Beights. He can be reached at 765-677-2497, or in person at the Student Center, Suite 282.

Annual Security Report

In accordance with the Jeanne Clery Act, IWU Campus Police in cooperation with several departments, compile the IWU Annual Security Report. The full report can be accessed electronically on the IWU Campus Police portal page.

This report includes information on crime statistics, timely warning and emergency notification procedures, missing student notification procedures, IWU policy information, as well as information about safety at IWU. Policy statements cover alcohol and drug use, crime reporting and prevention, sexual assault, domestic and dating violence, stalking, and other safety related measures. Anyone wishing for a paper copy of the Annual Security Report may contact the Office of Campus Police at 765-677-2109.

Bicycles

All bicycles kept on campus must be registered with Campus Police. To register your bike, log on to the IWU Portal. On the Campus Police page, select parking on the right, and complete the parking registration form. Bicycle registration is free and valid for four years.

IWU is not responsible for damage to any student bicycle kept on campus. Bike owners assume all responsibility. All bikes should be secured and properly stored in a bicycle rack. Bikes secured to other locations, including but not limited to light poles, trashcans, tables, trees, etc. will be confiscated by IWU Campus Police.

Abandoned bicycles found on campus that are registered with campus police will be kept for 60 days. The owner will be notified via email to retrieve their bicycle. All non-registered bikes found on campus will be confiscated and stored for 30 days and, if not claimed, donated. All bicycles that have reached the maximum hold date will be donated to a charitable organization. If you would like to officially donate your bike, contact the Campus Police office at 765-677-2109 to make arrangements.

Emergency Telephone System (ETS)

Emergency Telephone Code Blue Call Boxes are located throughout campus and are painted blue with a blue light on top. They are marked "EMERGENCY." The blue lights are activated when a call is made. Upon pushing the button and activating the box, direct contact is made with IWU Campus Police who will assist with the emergency.

Code Blue Call Boxes are located between Center Hall and Lot 24, Lot 11, between The North Lodge and Lot 9, between Ott and Lot 3, and between Wesley Seminary and Lot 2.

In the event of an emergency:

- Push the button
- Campus police will answer
- State the nature of emergency and help requested

How to Report Crimes and Safety Related Incidents

In emergency situations at the Marion campus, dial 765-677-4911 for Campus Police, and for all other locations dial 9-1-1 for local emergency personnel. Calls are answered 24 hours a day, 7 days a week, 365 days every year by the Campus Police Office or the Officer on duty. Campus Police, local police and fire or medical departments will respond immediately and according to your needs.

In addition to reporting incidents by phone, Marion campus students have the option of visiting the Campus Police Office in person, Suite 148 of the Barnes Student Center.

Incidents can also be reported through our online Incident Report Form. Instructions for how to complete this form can be found under "Reporting an Incident (p. 39)" in the Student Conduct Process section of the Student Handbook.

Students at the Marion campus may also report any incident to an employee or Campus Security Authority. Campus Security Authorities include, but are not limited to all Resident Assistants, Resident Directors, Police Officers, Student Security Officers, and various other employees who have responsibilities for students. Campus Security Authority Officers are located within the following departments:

- Life Calling and Integrative Learning - Barnes Students Center, Suite 282
- Residential Learning - Barnes Student Center, Suite 282
- IWU Athletics, Rec and Wellness Center, Second Floor

RAVE Alert Notification System

RAVE Alert is the Emergency Notification System for the IWU Marion campus and National and Global sites. RAVE is used by IWU as a way to instantly reach mobile devices, e-mail, and social media when an urgent situation needs to be communicated. RAVE Alert notifications are specific to an individual's assigned IWU location(s). All faculty, staff, and students are automatically enrolled in RAVE using the @indwes.edu email address and the cell phone number provided to the University through the application process or employment process.

Activating a RAVE Alert

In the event of a Marion campus-wide emergency, such as violent crimes in progress, severe weather, or a fire, you should immediately contact Campus Police by dialing 765-677-4911. Campus Police will begin the process of issuing an alert, or emergency notification depending on the situation. Using the RAVE Notification system, all users at a defined location will be sent a message utilizing text messages, e-mail, or both.

Emergencies at regional centers or off site locations, please contact the staff at your location, any Campus Security Authority (CSA), or building manager. This staff will initiate the RAVE Notification system. If you are unable to locate an employee or a CSA is not available, call 9-1-1.

You can access your RAVE Alert account by visiting www.getrave.com/login/indwes. The log-in will be provided to you via email upon enrollment to the system. The username is your @indwes.edu email address and the password of your choice.

IWU Safe Ride

SafeRide is a free student transportation service operated by Student Security Officers employed with the Campus Police Department. SafeRide was established as an alternative to walking alone on campus by providing a safe non-threatening means of transportation. For more details, contact campus police at campuspolice@indwes.edu or call 765-677-2109.

To use SafeRide:

1. Dial 765-677-SAFE (7233).
2. Provide your name, current location, and where you want to go.
3. Wait for SafeRide to arrive, please remember your IWU ID.

SafeRide operates during the academic year, with the exception of break periods, May Term, and Summer Term. The hours of operation are everyday beginning at 7:00pm and ending at 12:30am.

If you need assistance after 12:30am, please call the officer on duty at 765-677-4911.

Parking

Indiana Wesleyan University seeks to provide adequate parking for students. All students are required to have a valid IWU Parking Permit on their vehicle to park on campus.

Student parking permits are \$50.00 and are valid for the academic year. Parking registration is online through the Campus Police portal page, under "parking", "student parking", "Click here to register your vehicle". The registration process will require all students to verify they have read the rules and regulations and are fully aware of their allotted parking areas. After registering for your parking permit, your student account will automatically be billed for the permit, **there is no payment required** at the time of registration. Questions about permits or the payment process should be directed to the Campus Police Office.

After registration, parking permit stickers must be picked up from the Campus Police Office. The permit (sticker) must be placed on the inside of the windshield in the lower passenger-side corner. The permit must be visible at all times while on campus. A missing or non-visible permit will result in a citation. Multiple violations (more than one) are subject to vehicle immobilization (\$25.00) and/or towing (\$60.00) at the registrant's expense. Additionally, five or more tickets in one academic year will result in a referral to the Office of Student Conduct and Community Standards.

Parking fines may be paid online through the student's account or in the Student Account Services Office located in the Barnes Student Center, suite 230.

If you wish to appeal a citation, you must complete the Ticket Appeals Form, located on the Campus Police portal page, and submit it to the Campus Police Office located in the Barnes Student Center, suite 148 within 10 days of issuance.

Lost and Found

There are several areas on campus that house lost and found items. Many buildings have their own temporary lost and found, which is typically located at a front desk. These locations will bring items to Campus Police at various times. You can check with Campus Police, located in suite 148 of the Student Center, concerning lost items.

When IWU student or staff ID's are turned in to Campus Police, we will email you advising we have your ID. ID cards that have been in Campus Police possession for 24 hours after the initial email will be shredded. Keys that are turned in with an IWU key are turned over to Facilities or Residential Learning, who will contact the owner. Clothing and water bottles (drink containers) will be kept for 2 weeks and then donated. Cell phones, jewelry, miscellaneous keys, and other items will be held for one month and then disposed of or donated to a charitable organization.

Abandoned bicycles found on campus that are registered with campus police will be kept for 60 days. The owner will be notified via email to retrieve their bicycle. All non-registered bikes found on campus will be confiscated and stored for 30 days and, if not claimed, donated. All bicycles that have reached the maximum hold date will be donated to a charitable organization.

Sensitive Crimes Policy

Indiana Wesleyan University has a zero tolerance policy towards sensitive crimes which include but are not limited to domestic violence, dating violence, sexual assault, or stalking. All reported incidents will be fully investigated within the university and may be reported to local law enforcement.

Policy Overview

Members of the IWU community, guests and visitors have the right to be free from sexual misconduct. Accordingly, all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. As part of the University's zero tolerance policy for sexual misconduct, when an allegation of misconduct is brought to an appropriate IWU official's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety, including no-contact order, restraining order, criminal trespass notice, modifying academic and living situations if requested and reasonably available. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion depending on the severity of the offense. The University will consider the concerns and rights of both the reporting person and the person accused of sexual misconduct.

Other related Offenses include but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation
5. Domestic Violence
6. Dating Violence
7. Stalking

Reporting Procedures

Criminal Complaint

File a police report with Campus Police or a local law enforcement agency. You may contact Campus Police by dialing 765-677-4911 or speaking with them in person at the Campus Police Office located in Suite 148 of the Barnes Student Center. Please contact outside law enforcement agencies directly or Campus Police can assist you.

Confidential University Reporting

Students desiring confidentiality of an incident should:

- Fill out an online Incident Report Form
- Speak with free on-campus counselors
- Speak with the IWU Campus Victims Advocate Dr. Katti Sneed (765-677-3305 or katti.sneed@indwes.edu). Students can also expect confidentiality from the IWU Health Center.

Non-confidential University Reporting

Students are encouraged to speak to Campus Security Authorities or officials of the institution to make formal reports of incidents. While, notice to any faculty or staff member is official notice to the institution, below is a list of the most common places students report incidents. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

- Director of Student Conduct and Community Standards
- Dean of Students
- Dean for Residential Learning
- Resident Directors

- Campus Police
- Or complete an Incident Report Form

Additional Resources (These resources offer confidentiality, provided the individual is not a minor)

- Rape, Abuse, and Incest National Network (RAINN)
- National Sexual Assault Hotline: 800-656-4673
- IWU Center for Student Success Counseling (free): 765-677-2257
- IWU Graduate Counseling Center (free): 765-677-2571
- Life Center Counseling: 765-674-2208
- Marion General Hospital ER: 765-660-6680*
- IU Health Ball Memorial Hospital ER: 765-747-3241*
- Hands of Hope Shelter: 765-664-0701 / 800-434-8973
- Cornerstone Behavioral Health Center: 765-662-3971
- IWU Health Center (academic year only): 765-677-2206
- 911rape.org
- Office of the Dean of the Chapel: 765-677-1771
- The National Domestic Violence Hotline 800-799-SAFE (7233)

Wildcat Health Clinic

The Wildcat Health Clinic is committed to the promotion of physical, emotional, and spiritual health and wellness of the IWU community; through offering high quality, affordable health care and treatment of acute and minor illness and injuries, and promoting wellness through health education and preventative care. The Wildcat Health Clinic is open 8:00am to 4:00pm, Monday through Friday and is staffed with Registered Nurses, a full-time Nurse Practitioner and a part-time doctor.

Excused Absences

Excuses from class are defined in each course syllabus and are at the discretion of the faculty member and the College of Arts and Sciences. It is the policy of the Wildcat Health Clinic to provide students with documentation for the following circumstances **ONLY**: an acute contagious illness or an illness requiring an extended period of recuperation. Students needing excused absences due to hospitalization should complete an Excused Absence Request form.

Health and Immunization Policy

All students, including graduate students, who attend Indiana Wesleyan University's Marion residential campus, are **required** to provide a completed Health Form, including proof of immunity, and TB Screening and TB Test if indicated. Student will be directed to the Med+Proctor website to create an account using their IWU email, complete the health form and upload all necessary documentation. **For questions or difficulty using Med+Proctor, please use Med+Proctor's 24 hour chat line located on their website.**

Necessary documents include:

- A completed Health Form (physicals are optional)
- TB Test if indicated
- Record of two MMR (Measles, Mumps, Rubella) vaccines
- Record of a current (within 10 years) Tetanus Pertussis, Diphtheria (Tdap) vaccine
- Record of a meningitis MCV4 given after age 16 and before age 21
- Meningitis B (optional)
- Varicella (optional)
- Hepatitis A (optional)

These must be received by July 15 of the incoming year for fall semester, and December 1st for spring semester. Instructions for Med+Proctor can be found on the Wildcat Health Clinic Wildcat Health Clinic Portal Page.

Proof of immunization may be provided through the following options:

- Completed immunization records signed by health care provider
- Immunization record forwarded from high school, college, or university
- Copy of a local health department immunization record
- Immunization record maintained by the student or parent (cannot be a baby book record)

Immunization Exemptions

- **Medical Necessity:** Documentation from a medical provider that states the nature and probably duration of a medical condition or circumstance that contraindicates immunization(s).
- **Personal Objection:** A signed waiver stating an objection to the vaccination requirements.

Note: The Health and Immunization Exemption policy **does not** apply to majors requiring vaccinations. An exemption or objection may impact a student's ability to continue in that major.

In the event of an outbreak of any vaccine-preventable diseases covered by this policy on or near campus, students holding exemptions or objections will be temporarily excluded from all campus activities, classes, residence halls, or the campus of Indiana Wesleyan University at the discretion of the Medical Director and/or the Board of Health until the outbreak is declared to be over.

Makeup of any classes due to such absences is at the discretion of each professor.

International Students

All international students are required to have a test for Tuberculosis (TB) once they arrive in the United States. We require the **QuantiFeron Gold TB or the T-Spot test**. Test may be obtained at the Wildcat Health Clinic.

Students who do not comply with the Health and Immunization policy will not be allowed to register for the next semester, attend classes, or reside on campus the first day of that semester until required information has been submitted to the Wildcat Health Clinic.

Sharps Disposal

To prevent injury due to an accidental exposure to a contaminated needle, syringe, or lancet we ask that students dispose of all sharps in a rigid puncture-resistant container with a secure lid and labeled “Sharps”. Approved “Sharps Disposal Containers” may be obtained in the Wildcat Health Clinic free of charge or a thoroughly rinsed, heavy plastic detergent/bleach bottle with a screw cap may be used. Containers should be stored in a secure location. All full containers are to be disposed of by bringing them to the Wildcat Health Clinic during normal business hours, **DO NOT** throw container in the trash. Also, **DO NOT** throw loose needles in the garbage, attempt to bend, break, or remove needles from the sharps container, flush needles or syringes, or use glass containers to dispose of needles.

Residential Learning

Mission of Residential Learning

Residential Learning cultivates an educationally purposeful, spiritually transformative, and relationally-driven residential community rooted in Christ.

Community

Resident students live in a Christian community where they have the opportunity to develop deep, genuine, life-long friendships. In these communities, the students learn to embrace differences and seek unity (not uniformity) while learning that worth comes from being a child of God. The student learns that as a believer, we are called to take an active role in fostering community in our world. Each member of the community has responsibility to the other members of the community.

Residential Learning Programming

The staff in each residence area provides opportunities for students to gather and develop intellectually, spiritually, socially, and emotionally. Some examples of such activities include special speakers, panels, and faculty discussions. Residential Learning programming focuses on development and varies in approach between living areas, with first year students receiving distinctly different programming opportunities from seniors.

Residence Hall Leadership

Assistant Resident Director

Each hall has 1 Assistant Resident Director (ARD). The ARD serves as a resource and support for RAs, coordinates hall Front Desk operations, and supports the Resident Director in providing leadership to hall initiatives and programming.

Resident Assistant

Each residential unit has a Resident Assistant (RA). The RA is there to serve the students by building community and helping them to develop holistically. Each RA:

- Develops friendships for in-depth growth and discipleship
- Plans educational programs and social activities
- Develops community in his/her unit
- Works with Hall Chaplains to provide unit devotions and other spiritual activities such as small groups, and Bible studies
- Holds unit community accountable to IWU Community Standards and University Policies

Residence Hall Chaplain

The Hall Chaplain (HC) serves within the leadership staff and works with the Associate Dean of Chapel to implement a ministry program for the hall. This may include:

- Hall prayer, accountability or Bible study groups
- Discipleship friendships
- Evangelism
- Peer mentoring
- Worship Nights

Residential Learning Policies

Alcoholic Beverage Containers

No alcoholic beverage containers, including cans and bottles, will be permitted anywhere on campus. Alcohol advertisements on posters or clothing are not permitted. (See University Policies)

Antennas (Outside)

No outside aerial antennas for radio or television are permitted. Students may not run cables of any kind outside of the confines of their room.

Bicycles

Bicycles can either be stored in student rooms or in the bicycle racks outside of each residence area. All bikes must be registered with Campus Police. Due to fire regulations, bikes cannot be stored under any circumstances. Bikes are not to be ridden in the residence halls or any other building on campus (See Bicycles in the Campus Safety and Parking section).

Candles

All Candles are prohibited. This includes wickless gel candles, candle or wax warmers, and decorative candles.

Changes to Rooms and Furnishings

No changes to rooms are allowed, (e.g., painting, hardware, fixtures, etc.) In addition, students are not permitted to build lofts of any kind in the residence halls.

Checking In

Students are not to directly move into their rooms without first reporting to the assigned hall or area and the appropriate Resident Director. The Resident Director will issue the room key. The Resident Assistant will have the student complete a room condition report that indicates the condition of the room and the furniture. The room condition report will be used for check-out and the assessment of any damages if applicable. Students must successfully complete all elements of Wildcat Check-In before moving into the halls.

Checking Out

Residents must check out in person with their RA in the event of a room change, withdrawal, or at the end of the year. Students will turn in their key, and their room will be inspected according to the room condition report.

Damages will be assessed and charged to the responsible student(s). The residents will sign an updated room condition report at the time of their check-out. Failure to follow this procedure can result in an administrative charge for improper checkout. Students need to schedule a checkout time with their RA at least 24 hours in advance of their departure time.

Cinder Blocks

Cinder blocks are not allowed in Residence Halls. The use of cinder blocks creates unsafe furniture situations and causes damage to the floors. Commercial plastic bed risers are allowed provided that they raise the bed no more than 12 inches off of the ground.

Collect Phone Calls and Additional Phone Services

Residents are not to accept collect phone calls on their student phone line. While most long distance providers block collect calls from our student phones, occasionally a collect call will get through. Students will be charged for the accepted call plus a \$25.00 administrative fee. Acceptance or request of additional phone services not provided by the university is not permitted. Students will be charged any fees related to the service and an additional \$25.00 administrative fee.

Damages and Repairs

The maintenance system at IWU is student initiated. The work order request form is available on the Facilities Services online Portal page.

Any damage to student rooms or residence hall common areas should be reported to a residence hall staff member immediately.

The repair cost for any damages in a student room will be shared by the occupants of that room unless an individual assumes responsibility for them. All damage fees will be added to students' accounts through the Student Accounts Services office.

Persons found responsible for damages occurring in common areas will be held financially responsible for repairs and may be subject to further Student Conduct sanctions. Damages occurring in other areas for which the responsible person cannot be determined will be billed in the following ways:

- Those within a specific floor will be billed to all members on that floor, the cost being divided equally;
- Those occurring in public areas, such as lobbies and lounges, will be billed to all residents of the hall, the cost being divided equally.
- All repairs will be made by IWU Facilities Services or by a contractor hired by the University.

Dart Boards

Dart boards may not be installed in rooms or lounges; their installation and use damages walls and doors.

Decoration Guidelines in Rooms

Room personalization and decorating is encouraged. At the same time, the following guidelines must be followed:

- Students are not permitted to use nails or tacks anywhere in their rooms except on bulletin boards. White putty (“Plasti-tak”) and 3M brand “Command adhesive” mini hooks and hangers are the only materials that may be used for hanging. Other types of adhesives such as tape, picture hangers, decals, etc. may not be used since they are damaging to most surfaces. The University reserves the right to require removal of decorations (posters, etc.) deemed to be inappropriate. Posters that display people or products (e.g. alcoholic beverages, R-rated or inappropriate videos) which are in conflict with the values and standards of Indiana Wesleyan University are not deemed acceptable. In particular, men and women displayed in posters should be wearing attire that would be modest and within the attire expectations of Indiana Wesleyan University.
- As a fire safety measure, students may not hang curtains or material across rooms to create barriers or room separators. All furnishings and decorations must allow for unobstructed egress in an emergency situation.
- No decorations may be hung from the ceiling or cover the ceiling or light fixtures. Additionally, nothing may be hung from the fire sprinkler system pipes or other pipes in rooms.
- Due to the increased fire hazards/risks that they present, hay, leaves, sticks, live Christmas trees, large posters, or tapestries, lava lamps, or flammable items are not permitted anywhere in University buildings. The use of retardant decorations is desirable in decorating residence halls or other buildings.
- Christmas lights must be UL approved, fused, and in-line (no icicle style lights). Lights must not come in contact with combustible materials (bedding, curtains, etc.)
- The maximum amount of wall space that can be covered by decorations is 10 percent.
- Students may not decorate outside of their room, with the exception being the room door.

Decoration Guidelines for Halls

The following rules apply for hallway and Front Desk decorating:

- No decorations may be left on the floors in hallways or stairwells.
- Wall decorations must be at least 12 inches below the ceiling. Exit signs must be visible at all points in the hallway.
- No decorations may hang across the hall or across doorways.

- No decoration may stick out from the wall more than 2 inches.
- The maximum amount of wall space that can be covered by decorations is 10 percent.
- No decorations requiring electricity may be used in hallways or corridors.
- No glass or other sharp materials may be used in hall decorations.

Door Locking

For security reasons, the main doors and end doors to each hall are to remain locked 24 hours a day. Exterior doors may not be left propped open. Students have 24-hour access to their own assigned residence hall using their Indiana Wesleyan University issued ID card. From 7:00 a.m. until the appointed curfew time, all students, faculty, and staff members will be able to access the halls utilizing their Indiana Wesleyan University issued ID card.

Electrical Appliances

The use of electrical appliances is limited because of sanitation, safety, and circuit overload. No microwaves (except for the Microfridge rental program), open-coiled appliances, hot plates, George Foreman type grills, toasters, electric fry pans, crock pots, sun lamps, infrared lights may be used in student rooms. Residence hall students are not permitted to cook meals in their rooms. Air conditioning units are not allowed due to insufficient wiring in the halls. However, electric fans that are less than 5 years old are permitted. Keep in mind that overloaded circuits present the danger of fire.

Lamps and lighting sources must not exceed 60 watts. Bulbs or lighting elements must have a lamp shade. Exposed bulbs and Halogen lights are not permitted. All sources of lighting must be kept clear of combustible items such as blankets and pillows.

Appliances allowed in student rooms such as hot air popcorn poppers, hair dryers, curling irons, irons, etc. must bear the American UL or Canadian SA Underwriter's Laboratory seal of approval and must be less than 5 years old. Appliances of this type should be unplugged when not in use. Electrical appliances may not be mounted to University property.

Students may bring a refrigerator to use in their student room. The refrigerator must not exceed 5 cubic feet, must be less than 5 years old, and must be plugged directly into the wall outlet. Refrigerators must be unplugged during extended break periods (Christmas and Spring Break).

Emotional Support Animals

In compliance with the Fair Housing Act, Indiana Wesleyan University will review requests for emotional support animals in University housing on a case-by-case basis. Requests should be made to the Director of Disability Services in the Center for Student Success. Requests can be initiated by calling 765-677-2257 or emailing center4success@indwes.edu. The Director of Disability Services will work with the person making the request to collect required documentation and to determine if the request will be granted.

Empty Rooms

Periodically, complete rooms will open up after consolidation occurs. These rooms are to remain empty to be used for emergency situations - such as extreme roommate conflicts, health or mental issues, or other various RD appointed uses. It is the goal of the University to be good stewards of all resources - and keeping the room open will save on utilities and other energy related costs.

Exit Signs

Exit Signs must be visible from any point in the hall. Any damage occurring to exit signs must be immediately reported to the Resident Director. Students responsible for damaging exit signs will be financially responsible.

Extension Cords/Power Strips

All extension cords must be grounded (3-prong), URL approved, and maximum of 6 feet in length. Power strips or multi-plug adapters must be surge protected and must be plugged into a wall outlet. No more than one power strip may be used per outlet receptacle. A power strip is required when using more than two appliances at any wall receptacle.

Fire and Tornado Emergency Procedures

Fire drills will be held throughout the year to insure that residents will be able to evacuate the halls quickly. Anyone in a hall at the time of an alarm must participate in the drill. Fire and tornado procedures will be posted in each residence hall unit and every student apartment.

Fire Hazards

Candles and incense are not to be used in the residence halls or apartments. Combustible liquids of any type are not to be used or stored in the residence halls. Due to the high fire potential, Halogen lights are not permitted in University housing.

Fire Safety Equipment

Anyone tampering with fire alarm systems or fire protection equipment (e.g. fire extinguishers) will be charged \$500 and may be immediately dismissed from the University. If a deliberate incident occurs in a residence hall and the responsible party cannot be identified, the hall's students may be charged. Any theft of equipment, criminal mischief to equipment, or false reporting of a fire will be prosecuted to the fullest extent of the law. (See "Fire Safety Equipment" in University Policy section)

Food

Any food should be kept in sealed containers on a shelf or in refrigerator and not on windowsills or building ledges.

Furnishings

Residence hall lounge furniture may not be moved into student rooms. Room furniture may not be removed from assigned suites. Furniture is not allowed outside of apartment buildings.

Guest Housing

Same-gender guests are permitted in the residence halls. For security reasons, all overnight guests should be registered with the appropriate RD. Guests using a resident's room must have permission of the resident whose bed they use. Guests staying for more than two nights must receive permission from the Resident Director. Guests are under the same residence hall regulations as residents. Their hosts are responsible for their actions. A guest failing to comply with regulations will be asked to leave the hall immediately.

Non-familial minors are not permitted to stay overnight in the residence halls unless they are prospective students hosted through an official Admissions program or visit.

Hallways

Extra furniture, decorations, or belongings should not be stored in hallway or landing area due to National Fire Protection Association (NFPA) regulations.

Health and Safety Inspections

Health & Safety inspections may be conducted two or more times each semester in the residence halls and apartments. Additional inspections may be conducted at the discretion of the RD.

The purpose of a Health & Safety Inspection is to discover and eliminate health and fire hazards in order to ensure the well-being of the resident. However, the staff may also take note of, and follow up on, violations of the Community Standards and University Policies. It is also an opportunity to communicate any room or building concerns directly to the RD and RA. When possible, Residents are encouraged to be present during the inspection. Residential Learning staff may conduct inspections with or without the presence of a resident at the scheduled inspection time.

Health & Safety Inspections are generally preceded by at least a twenty-four hour posted notice. However, such notice is not required. Any health and safety violations found during an inspection will result in either a written warning or a fine. Appeals of Health & Safety Inspection findings are handled through the RD of each building.

Holiday and Vacation Breaks

All campus residences will be closed during Thanksgiving, Christmas, and spring break vacations. Room charges do not include these vacation periods. There is no food service offered during these break periods. The University will assist international students and missionary dependents in finding off-campus housing during vacation times upon request.

Housekeeping

Each residence hall has a housekeeping staff that is responsible for the cleaning of public lounges, hallways, and public lounge bathrooms. Housekeepers are only expected to clean that which is a result of normal everyday residential living. Additional cleaning beyond the norm, such as the results of pranks or carelessness, will be the responsibility of the residents in that living area. Please note that all hair following haircuts should be cleaned up immediately.

Keys

If students lose their room key during the semester, they must notify the RD or RA who will assess a fee for a new room lock and key (mandatory replacement). Loss of other University keys will also result in replacement fees. Any student found with an unauthorized key will be subject to the Student Conduct Process.

Kitchens

All residence halls are equipped with a kitchen. Residents are responsible to keep the kitchen clean and to respect the property of others (e.g. food). Utensils are not to be removed from the kitchen. All cooking is expected to take place in a residence hall or apartment kitchen.

Lofts

Students are not permitted to build or buy lofts for any residence hall area. The only approved lofts are rental lofts provided through the Housing office. Students must store University provided bed ends not in use within resident's room.

Lounges

The main lounges in the residence halls are open to opposite sex guests until midnight on Sunday through Thursday; 2:00 AM on Friday; and 1:00 PM on Saturday. The lounges open at 7:00 AM, Monday through Friday and 8:00 AM on Saturday and Sunday. Lounges are to be used for relaxing and socializing and for entertaining visitors and friends. Excessive public displays of affection (PDA), loud music and/or talking and sleeping in the lounges are inappropriate.

Apartment areas may be open to opposite sex visitors for extended hours; exact hours and policies will be communicated by the RD and RAs.

Meals During Illness

Any serious illness should be reported to the RD and the University nurse by the student or roommate. The student can make arrangements for a sick tray at meal times by picking up a sick tray card from the RA and having one of his/her friends get the meal from the Baldwin Dining Room.

Mentoring Minors Policy

Students participating in mentoring programs and working with minors (Kids Hope, Big Brother/Sister Programs, etc.) must abide by the Indiana Wesleyan University Protection of Minors Policy.

Interactions with minors should always take place in the presence of others and be restricted to public areas (Student Center, Residence Hall Lobbies, etc.). Activities where minors are present should involve two or more adults. Non-familial minors are not permitted in individual residence hall rooms unless they are prospective students hosted through an official Admissions program or visit.

Mentoring students are responsible for the actions of and must accompany their minor mentees at all times while on campus. Guests must abide by university policies and standards while on campus.

Musical Instruments

Any practicing or playing of musical instruments in the residence halls or apartment areas during quiet or courtesy hours is prohibited.

Open House Hours

Open houses provide resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere.

As always, but particularly during open house hours, it is expected that students will conduct themselves with discretion and respect the rights of others. They must be careful to maintain a Biblical standard of morality and be sensitive to community standards of good taste and decency. Residential Learning will publish each residence hall's schedule for open house.

The RAs will provide supervision during open house hours. Open houses are not intended to provide complete privacy. Therefore, in order to maintain a suitable environment during open house hours:

- All guests must register at the front desk (except at apartment areas, Lodges and South Townhouses);
- Doors must remain fully open;
- A significant source of light (lamp or overhead light) must remain on while guests are present;
- Excessive or offensive public displays of affection (PDA) must be avoided;
- Noise levels must stay within quiet/courtesy levels.

Personal Furniture

Bedroom furniture is provided in all housing areas. Students are responsible for the removal, storage, or disposal of any furniture they bring to campus. If the furniture is left, the student is responsible for the disposal costs.

Pets

Resident students are not permitted to have pets on campus. Students who bring animals into their rooms or apartments are subject to a mandatory carpet cleaning charge and a non-compliance fine.

The only exceptions are fish within a fish tank of 10 gallons or less, and Emotional Support Animals.

Students hoping to have an emotional support animal on campus can refer to the "Emotional Support Animal" policy in this section.

Quiet Hours/Courtesy Hours

Since study and proper rest are vital factors for success at the University, quiet and courtesy hours have been established as a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs.

Quiet hours are in effect from 10:00 PM to 10:00 AM every day. All residents are expected to refrain from causing any noise or disruption that would infringe on the ability of fellow students to study or sleep. Noise should be kept at a low level with room doors closed. The use of headphones for stereos is recommended during this time. Students who refuse to cooperate with the RA or who continue to violate the policy will be referred to the Resident Director.

Courtesy hours, when residents are expected to be considerate of the needs of others and comply with one another's requests to reduce noise levels, are always in effect.

Residence Hall Meetings

Hall, unit, and apartment meetings will be held periodically to communicate important information, to make critical decisions and to set goals that the unit wants to accomplish during the year. Residents are required to attend and permission for an absence must be secured from their Resident Director in advance of the meeting time or sanctions and/ or fines will be administered.

Room Changes

In order to maintain stability and the opportunity to build healthy relationships between roommates, room change requests during the semester may only be made with sufficient reason. The Residential Learning team will facilitate a roommate mediation process with the students involved. The University will not consider roommate change requests based on actual or perceived race, color, religion, national origin, age, disability, or perceptions based on the profiles/ information found on the Internet. If a situation arises where a change is necessary, the Housing Change Request process may begin. This process ensures all parties affected by the change are notified (roommate, RA's RD's and the Director of Housing). Due to the amount of communication that is required, the process may take up to two weeks to complete.

Housing change requests between semesters are only allowed to consolidate rooms being vacated at the end of the semester.

Room Search Policy

The University reserves the right to have authorized personnel open and inspect student rooms for damages, regulation violations, cleanliness and illegal items. The student will be notified of the search thereafter, and confronted if anything against University policy is found.

Severe Weather Warnings

University personnel are kept informed of weather conditions through the National Weather Service. Normal class schedules will be maintained during a weather alert unless otherwise directed. In the case of a tornado, students should stay indoors and follow the appropriate tornado procedures until an "all clear" is issued.

Staying Off-Campus

All students who will be away from their on-campus housing assignments overnight are requested to sign out at the hall front desk and provide the location and contact information for where they will be staying. This allows the University to contact the student in case of emergency (e.g. illness, accident, or crises situation). All students are required to uphold the community standards and university policies of Indiana Wesleyan University while staying off campus.

Storage

Personal belongings must be kept in a student's room or suite. Students may not store any of their belongings in the residence halls during the summer. No provision is made for the storage of motorcycles, mopeds, or flammable items in the residence halls. Items remaining in a student's room or apartment after checkout may be disposed of at the resident's expense, donated to charity, or become property of the university.

Telephones

Telephones are not provided in student rooms. However, students may request a phone for their room. Any form of telephone misuse, including tampering with phone lines will lead to disciplinary action.

Life Safety phones are provided on each floor of the residence halls and Lodges and in the common areas of the Townhouses. These phones are for emergency communication only. Any tampering or usage of the Life Safety phones other than for their intended purposes is prohibited.

Television

The University provides cable TV in the residence hall/area TV Lounges (not individual apartment/suite lounges). This cable TV is provided for the common and beneficial use of the residential community.

While residential student rooms/suites/apartments offer access to a cable TV hook-up, students are responsible for individual room/suite/apartment cable contracts and expenses. During select times at the beginning of each semester, students may order cable through our local provider, spectrum. Only approved IWU plans may be ordered. For information on the available plans, time frame in which plans may be ordered, or Spectrum contact information, contact the Housing Office at housing.indwes.edu.

Content viewed on Cable TV, whether in a room/suite/apartment or in a residence hall/area TV Lounge, must align with the principles and values as expressed by the Media Policy (See “Media Policy” in University Policies section). In general, content should contribute to the well-being of the individual and the community-at-large and should be selected using wisdom, discernment, and good stewardship. Cable content viewed in the residence hall/area TV Lounge is subject to additional limitation as discerned by Residential Learning professional staff.

Visitation by the Opposite Sex

Except during open house hours, individuals, other than authorized university personnel, are not to enter the student rooms, hallways or stairwells of the residence halls of the opposite sex without prior permission of the RD.

Waterbeds

Students are not permitted to have waterbeds in the residence halls.

Water Balloon Slings

Water balloon slings or launchers are not permitted on campus.

Water, Snow and Sports

Students are not permitted to throw or spray water, snow, shaving cream, etc. within, into or out of a residence unit. Due to the possibility of injury and damage, students are not allowed to play sports in the hall.

Windows

Windows are not to be used for entering or leaving the residence hall. Talking out of the windows should not be disruptive to roommate/suitemates or other community members. Open windows are not to be used to transmit music to the community outside the residence hall. The University reserves the right to limit the quantity and type of items displayed in or on room windows so as to maintain an attractive appearance of the building. Screens are not to be removed from residence hall windows. Under no circumstances are the windows and/or screen fasteners to be broken, bent, moved or removed. Residents of rooms where screen fasteners or screens have been removed are responsible for the cost of replacing/repairing the damages. Absolutely no items are to be thrown from student windows.

Withdrawal or Dismissal

Students withdrawing or dismissed from the University must check out of their rooms within 24 hours. Students who are dismissed or suspended are not permitted back on campus unless they have received written permission from the Office of the Dean of Students.

Housing

Housing Eligibility

New or readmitted students enrolling in a traditional undergraduate academic program at Indiana Wesleyan University must be at least 16 years of age and under the age of 25 at the time of initial enrollment to qualify to live in University undergraduate housing. Returning students who are already living in or approved to live in University undergraduate housing at the time of their 25th birthday qualify to remain in University undergraduate housing until they graduate from IWU or separate from the University.

Students must maintain a course load of at least 9 onsite (not online) credit hours to remain eligible to live in University undergraduate housing. Students falling below 9 onsite credit hours during the semester must work with the Director of Housing to file an exemption or make arrangements to move out of their assigned housing within 48 hours.

Housing Exemption

Undergraduate students 16-22 years of age are required to live in University undergraduate housing unless they are married, are the legal guardian of a minor, are taking less than 9 onsite (not online) credit hours, or living with a legal guardian within 60 miles of the Marion campus of Indiana Wesleyan University. Students who meet these criteria are eligible for exemption and may complete an Off-Campus Housing Application.

A Housing Exemption Appeal process is available to students who experience significant financial need, have a documented mental/emotional/physical health needs that cannot be met by living on campus, or personal crisis. Consequently, the criteria to be considered for the exemption to live off campus must be of the magnitude that would clearly jeopardize continued enrollment at IWU. The Housing Exemption Appeal packet is available under the Forms section on the Housing page of the portal.

Apartment Eligibility

A student is apartment eligible if they have attained 60 credit hours by the end of May Term or is 21 by the start of the upcoming fall semester.

Continous Graduate Housing

Students residing in University undergraduate housing may elect to extend housing eligibility if continuing in a residential graduate program the following semester. Students meeting the continuous enrollment criteria should contact the Director of Housing to inquire about availability.

Married Housing

Indiana Wesleyan University offers a limited number of apartments for married students. To be eligible, one of the residents must be an IWU CAS student has successfully completed at least 60 credit hours or is 21 years old. Spouses of residents must also be at least 21 years old.

The university also owns a number of rental properties in the local area. Contact the Office of Property Management at 765-677-3388 to inquire. See "Housing Exemption" to confirm off-campus eligibility.

Housing Processes

New Student Housing Process

New students are housed according to tuition deposit date, the earlier receiving more priority. Students may select a roommate by mutually requesting one another on the housing application by appropriate deadlines. If no roommate is selected, the Housing Office makes assignments based on personal preferences stated on the online application.

Once a student has been housed, the assignment is final. The University will not consider roommate change requests based upon actual or perceived race, color, religion, national origin, age, disability, or perceptions based on personal profiles/information found on the Internet.

Housing Selection Process

A completed housing application for the Academic Year is required to sign up for housing. When requesting roommates or suitemates, a student must list the other students on the roommate requests tab. Students are given a login time and may select their room online at their designated time.

When self-selecting a room/suite, a suite must be filled. Students must sign up in a groups of 2, 4, 6, or 8 (depending on the size of the desired suite). Students without roommates and suitemates must sign up during the "open selection" dates.

Once a student selects his/her room, the assignment is final. Students will not be able to move or change their assignment (either online or by request).

Returning students may be able to reserve a space in their room or suite in designated freshman/returning student areas for any incoming fall student by indicating this desire on the housing application. The new student must be an accepted student with a housing application submitted by room selection dates and an incoming roommate request form must be submitted by the appropriate deadline.

Room Selection for Returning Students (Fall Term)

Students who participate in Housing Selection are given login times, with earlier times given to those with more credits earned. Apartment selection login times are based on the 4-6 members' average number of credits earned by the end of Spring semester. Selection for all other areas is based on the total number of earned credits of the individual signing up the group.

Single Rooms

Students with a documented need or disability may request a housing accommodation for a single room through the Center for Student Success. Decisions regarding single room accommodations are made by the Director of Disability Services in consultation with the Director of Housing and will be dependent on availability and severity of need.

Consolidation

Periodically, residents may find themselves in an under-assigned room with no roommate. Residents are not guaranteed a single room if a roommate moves out. The Housing Office and Resident Director reserve the right to assign new residents to all under-assigned rooms as necessary, at any point in the semester. Multiple under-assigned residents in the same unit may be asked to consolidate if deemed necessary by the Housing Office. Resident Directors will facilitate any required consolidation moves.

This policy does not address all scenarios and individual situations may be worked out with the Resident Director and the Director of Housing. This policy does not apply when there is only one under-assigned room in a unit or during the final four weeks of a semester.

Cancellation

Withdrawal from classes automatically cancels a student's housing assignment. If students want to change from a residential to commuter student, a new off campus application must be submitted and parent documentation received (if applicable) before a housing assignment is cancelled.

Meal Plans

Meal plans are selected on the student's housing application and can be changed until the end of drop/add. In addition, meal plans can be changed at the end of fall semester. Freshmen are required to purchase a full meal plan. All residential students are required to have a meal plan (partial or full). Points roll over from fall semester to spring semester. Unused points at the end of the spring semester expire.

Meals expire at the end of each semester. If a student withdraws or is dismissed from the University, points and meals expire at the end of the current term without refund.

Student Conduct and Community Standards

Student Conduct Philosophy

As part of the Division of Life Calling and Integrative Learning, the Office of Student Conduct & Community Standards aspires to guide, equip, and empower students toward the pursuit of their life calling. We desire for our students to be in the most advantageous situations to thrive during their college experience. Toward those ends, the Office of Student Conduct helps to create a conducive living and learning environment by upholding the values and standards of the IWU community and encourages students to act with character and integrity in all areas.

Moreover, just as God does not anticipate perfection of us, we do not expect perfection of our students. In the event that students are found to be in violation of University policies, the Office of Student Conduct & Community Standards handles each case individually and at the lowest level of accountability necessary. It is our hope that students learn through their time at IWU to hold themselves personally accountable, as well as help to hold their peers accountable. In the event that these forms of accountability go unutilized, or the offense is severe enough that peer accountability is not effective or appropriate, the conduct process will be initiated.

The Office of Student Conduct & Community Standards serves individuals by creating educational space for discussion and reflection and has the fundamental task of engaging students in difficult conversations. The process provides an opportunity to discuss with students their goals (relationally, educationally, professionally, and spiritually), to explore how their values impact their actions, and to examine how their decisions and actions effect both themselves and others.

The primary goal of the conduct process is the growth of the student, not the penalty. As a result, since each student is an individual with unique needs, and at different growth stages, it is possible that cases involving similar violations may result in differing outcomes, sanctions, and/or assignments.

Finally, because we recognize the vital and influential role parents often play in the lives of students, students are encouraged to communicate openly with their parents throughout involvement in the conduct process. Should a parent find their student engaged in the conduct process and have questions the student cannot answer, or desire more information, please contact the Office of Student Conduct to discuss the completion of a FERPA Release form.

Student Definition and Classifications

Definition of a Student

For the purposes of student conduct at Indiana Wesleyan University, a student is defined as any person who is registered for, or enrolled in, a traditional undergraduate program, either full-time or part-time, on the Residential Campus.

Classifications

- Students who are under the age of 25 OR choose to live in a residential facility on campus are expected to abide by the Community Standards and University Policies set forth in this handbook.
- Students who are 25 years or older AND do not live on campus are expected to abide by the Community Standards and University Policies when they are on campus, in the presence of IWU students defined in the preceding bullet point, or while attending university-related events. Additionally, any violation of federal or state law may be addressed by the institution through the conduct process.

Term

Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship and leadership. A specific set of standards and policies have been developed to help assure that the University fulfills its mission through education, nurturing personal growth, and maintaining a campus-wide atmosphere conducive to learning and academic excellence.

Students are held accountable to these policies and standards at all times during academic terms in which they are *enrolled* (fall and spring semesters, May term, summer term, online, etc...), which can include:

- On and off campus, while at home, traveling abroad, etc...

- Fall Break, Thanksgiving and Spring Break
- Any time, even outside periods of enrollment, during which they are actively representing or engaged in a formal relationship with the University (i.e. athletics, employment, etc...).

Outside of these instances, when not an active member of the local IWU community, specifically during Christmas break and Summer break, students are encouraged to continue to uphold biblical principles which inform our community standards and are expected to abide by the standards of the local community in which they find themselves, including state and federal laws. IWU does reserve the right to interact with behavior, occurring when students are not actively connected to the institution (through enrollment, employment, university representation, etc...), that would violate the code of conduct.

One of the many roles of higher education is to create a responsible citizenry; the above approach seeks to do so by calling students to be upstanding citizens and community members in the various communities they find themselves while also encouraging them to exercise their faith and discernment to make conscientious and informed decisions. As responsible citizens of our community, students voluntarily agree to abide by University guidelines and standards in exchange for the benefit of being a part of the Indiana Wesleyan University community.

Student Leadership Position Definition

A student leadership position is typically defined as a position, which could be paid or unpaid, where a student is required to do one or more of the following:

- Manage high levels of responsibility (i.e. could include duties such as handling confidential information, managing keys/access, etc..)
- Lead and/or supervise others
- Model and enforce policies
- Contribute considerable cultural and community influence

Individual offices and departments will utilize the guiding principals above to determine which positions within their respective areas are considered to be student leadership positions.

Community Standards and University Policies

The following policies apply to all students in the IWU community. Additionally, students may be held responsible for the action of their guests and should, therefore, make sure that guests are aware of university policies and standards.

Students, faculty, and staff are encouraged to report any potential policy violation. For more information on reporting, please see the "Reporting an Incident (p. 39)" section.

Assault

A person commits an offense of assault by intentionally, knowingly or recklessly causing bodily injury to another, or intentionally or knowingly causing another to reasonably fear imminent bodily injury.

Cohabitation

Students are not permitted, whether on or off campus, to live or spend the night with someone of the opposite sex or with someone they are in a romantic/physical relationship with. This includes, but is not limited to, sharing combined sleeping space, sleeping together in a car, etc... This does not include spouses or family members.

Dancing

With regard to dancing, students are expected to use discernment to avoid environments and activities that could compromise their character and integrity. Students are not permitted to go to dancing events at bars, nightclubs, or locations where alcohol is sold or provided (with the exception of weddings or other family hosted events). Student dancing should not be sexually suggestive in nature (this includes but is not limited to groping, grinding, and touching of sexually related body parts such as the breast, buttocks, or genital areas).

Only recognized campus entities (including departments, residence halls, student organizations, teams, etc.) can host an on-campus event with dancing. Campus entities must receive the prior approval of the Life Calling and Integrative Learning Office and comply with all University policies. Additionally, in order to minimize disruption and adhere to fire safety building capacity guidelines, dancing events cannot be hosted in residence hall rooms/suites/apartments.

Demonstrations

As a Christ-centered academic community committed to developing students in character, scholarship, and leadership, Indiana Wesleyan University encourages its members to explore and discuss ideas freely and fully. Those desiring to host a demonstration must complete a registration process through the Office of Life Calling and Integrative Learning (LCIL) and also observe the following guidelines:

- All demonstrations must be peaceful, orderly, and respectful of others.
- Only current IWU students may organize, lead, or participate in demonstrations on campus.
- Demonstrators may not impede the freedom of the University community. The guidelines above provide a general understanding of the expectations for hosting a campus demonstration. More comprehensive guidelines and information about the registration process can be requested from the Office of the Dean of Students by calling 765-677-1989.

Discrimination

Because we believe Scripture supports the worth and dignity of all persons, Indiana Wesleyan University strives to be a place where all members of our community are respected, valued, and appreciated for their diversity and role in the University. Discrimination includes but is not limited to distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, sex, color, national or ethnic origin, disability, age, veteran status, or genetic information that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Disruptive Behavior

Disruptive behavior or language that either (a) negatively impacts the ethos of the community (i.e. profanity, vulgarity, disorderly conduct, etc.); (b) hampers the growth of others; or (c) threatens the safety and well-being of others.

Note: Depending on the severity and impact of the behavior or language, a violation may limit a student's enrollment and/or ability to remain in University Housing. In such circumstances the University reserves the right to restrict or administratively remove students who:

- exhibit little or no control in adhering to University policies;
- are unable to carry out the normal routine of campus life;
- threaten to harm others, have a health or physical condition that reaches a critical level and becomes life threatening; are disruptive to the living and/or learning environment on campus (i.e. create undue emotional or physical stress for others); or place consistent unrealistic expectations on the time and energy of other students, faculty or staff.

Dress Code

Modesty is the prevailing theme for community member attire; this is meant to be a reflection of the mission of the university and our biblical mandate to love and respect both ourselves and our brothers and sisters in Christ. All community members are expected to select clothing consistent with the values of the university. Attire which is sexually provocative, too revealing, or displays advertisements or language violating or encouraging the violation of community standards is not acceptable. Below are general, minimum guidelines regarding attire:

- Tops (includes shirts, tops of dresses, etc...)
 - Should be worn in public places
 - Should not reveal the torso in any fashion (includes midriff, cleavage, sides, and mid/lower back)
- Bottoms (includes shorts, skirts, dresses, etc...)
 - Should cover undergarments and be modest in appearance

- Swimwear
 - Should only be worn in the Recreation & Wellness Aquatic Center and only outdoors on-campus as part of an institutionally-sanctioned activity or event
 - Shorts for men
 - One-piece suit for women or two-piece providing equal coverage
- Footwear
 - For safety and health reasons, appropriate footwear should be worn in campus buildings.

Concerns regarding modesty or other dress code concerns may be addressed by University faculty or staff and could result in referral to the office of Student Conduct and Community Standards.

While the above policy reflects broad parameters for community attire, individual faculty and staff members may establish different and more specific standards for particular campus settings and/or programs they are responsible for based on professional standards or appropriateness for specific occasions and activities. This includes, but is not limited to, student employees, compensated student leaders during the term of their responsibility, athletes, and those representing Indiana Wesleyan University in a public way. In the event that the attire required for a particular campus setting and/or program does not meet the dress code requirements, immediately following such activities students should change into attire that meets the guidelines provided above.

Failure To Comply

Students are expected to comply with day-to-day policies and procedures as listed in the appropriate university handbooks. Students are also to comply with reasonable and lawful requests, whether written or verbal, by University personnel acting in performance of their duties. A University official includes, but is not limited to, Campus Police officers, faculty members, staff members, and student residence hall staff.

Fire Safety Equipment

Anyone tampering with fire alarm systems or fire protection equipment (e.g. fire extinguishers) will be fined \$500 and may be immediately dismissed from the University. Any theft of equipment, criminal mischief to equipment, or false reporting of a fire will be reported to law enforcement and the individual or group subject to penalties associated with the offense.

Fireworks

Due to the risk involved with explosives, fireworks, firecrackers, or any other explosives are prohibited for student possession or use on campus.

Gambling/Games of Chance

IWU students are prohibited from gambling and/or participating in the exchange of money, goods, or services by betting or wagering. This includes, but is not limited to games of chance such as poker, casino games, raffles, bingo, lotteries, etc.

Harassment

Unwelcome conduct or language that is so severe, persistent, or pervasive, that it creates an intimidating, hostile or offensive environment for academic pursuits, campus life, university employment, or university activities. Examples include: injurious nicknames/titles, slurs or negative stereotyping; threatening, intimidating, derogatory, or hostile acts; denigrating jokes; verbal, written or graphic material that degrades or shows hostility or aversion toward an individual or group; or severe, persistent slander or malicious gossip. It also includes interfering with or blocking a person's legitimate movement or access, the use of profanity or vulgarity to convey hostility toward others and pranks or horseplay intended to embarrass or humiliate others.

Harm to Person

No student shall cause physical harm or threaten to cause physical harm to any person. In addition, no student shall take any action which creates a danger to the health, safety, or personal well-being of others.

Hazing

Hazing is both against Indiana Wesleyan University Policy and a violation of Indiana State law as cited in Indiana Code: 35-42-2-2. For the purposes of this policy “Hazing” means forcing someone, with or without their consent; and as a condition of association with a group or organization; to perform an act, in any context and anywhere, whether the act be physical, mental, emotional or psychological, which subjects another, to anything which may abuse, mistreat, degrade, humiliate, discomfort, ridicule, harm, or intimidate.

Honesty and Integrity

Students are expected to be truthful in all situations and refrain from activities involving personal and academic dishonesty.

Hosting Gatherings

In effort to provide safe environments, and in support of local laws and ordinances, all students, hosting gatherings on or off campus, are expected to ensure that their event does not disturb or impact the peace of others or provide, promote, or allow substances, activities, or behavior in violation of university policies or local laws and ordinances. This includes but is not limited to: excessive noise; violent, offensive, disorderly behavior, or quarrelsome conduct; providing or allowing prohibited substances or the space in which to consume such substances; traffic obstruction of public or private streets by crowds of vehicles; litter; etc. Any student who hosts or participates in such an activity may be subject to disciplinary process.

Students should be aware that gatherings at their residence may grow beyond their ability to control due to word of mouth or social and other electronic media. Students will be viewed as hosts in this type of situation and should consider these elements when planning their events. Should an event become unsafe, overwhelming, or uncontrollable, students are encouraged to immediately contact IWU Campus Police at 765-677-4911.

Additionally, see the Good Samaritan Clause for students who are in violation of university policies and simultaneously aware of an alcohol, drug-related, sexual assault, and/or medical emergency involving others.

Identification Cards

All students must have a valid IWU identification (ID) card and are only permitted to possess one IWU ID card at any given time. For general security identification purposes, IWU students are required to comply with requests for identification to any Indiana Wesleyan University official, Campus Police officer, or other emergency personnel acting in performance of their duties.

Persons may receive their card from Life Calling and Integrative Learning. An (ID) card is the property of Indiana Wesleyan University; however, it is the student’s responsibility to present the ID for food service, to use the Recreation and Wellness Center, to take attendance in Chapel, and for use of the Library. A fee will be assessed for any destruction or loss of your ID preventing it to be used in these areas.

Student ID cards should be treated just as a debit card which affects the student’s account. For protection, report lost or stolen cards so they may be deactivated. The Life Calling and Integrative Learning office will issue a temporary substitute when an ID card is lost. This allows the student to remain able to access their food service account and record chapel attendance.

A student will be given three business days to locate the lost or stolen card or obtain a new card at Life Calling and Integrative Learning (LCIL). There is a \$10.00 fee for a replacement ID card. After the three business days the student will need to obtain a new card from LCIL.

Media Policy

Media, in its various forms, may be the most significant influence in American culture today. Unfortunately, Judeo/ Christian ideals and principles are not prominent in many aspects of media industries. Although some would argue that media is often purely entertainment, in truth, it can be a powerful teacher, at times introducing us to values, lifestyles and behaviors otherwise outside of our personal experience. Often this is healthy, causing us to think more deeply or understand more fully. But sometimes this is unhealthy, causing us to be intrigued with sin issues and/or building images and addictions that will haunt us for the rest of our lives. Without purposefully constructing and utilizing critical thinking skills, consciences can be badly damaged and thoughtful selection almost non-existent.

This policy has been developed to help our community positively deal with this issue. Indiana Wesleyan University believes in encouraging students to exercise wisdom, discernment, and responsible stewardship in the personal and corporate uses of media and entertainment (including, but not limited to, music, drama, television, internet material, literature, movies, and video and internet games). Choices regarding leisure and entertainment are important aspects of our calling to glorify God in all areas of our lives; such decisions should be guided by the convicting powers of the Holy Spirit and biblical principles about careful use of time, purity of thought, and sensitivity to others. A primary point of reference for this policy is based on Philippians 4:8: “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.”

While rating standards/policies (i.e. MPAA movie rating system) and media review resources (i.e. pluggedin.com and commonsensemedia.org) for varying media are imperfect, they can serve as helpful guides in selecting and discerning consumption of media. Consumed media should contribute to spiritual, moral, intellectual, and physical well-being, and discretion and restraint used regarding that which is morally questionable or diminishes moral sensitivity (i.e. gratuitous violence or sexual content, media supporting/advocating for the denigration of others, etc.). As a community that cares for each other, dialogue with other community members (friends, roommates, resident assistants, resident directors, faculty, staff, etc.) is encouraged in order to challenge and support one another concerning appropriate uses of media and entertainment.

It should be noted that the following types of media and entertainment are not allowed for consumption by students at any time, whether on or off campus:

- Movies that are NC-17-rated, X-rated, or comparable (as deemed by University Personnel)
- Video games rated AO (Adults only)
- Pornography (see “Abstain from Pornography” in Community Standards for definition)

University personnel reserve the right to address concerns regarding any form of media or entertainment and students are expected to comply with any requests made.

Additionally, due to copyright laws films of any kind are not to be viewed in lobbies or other public areas unless they have received appropriate university approval and one of the following criteria is met:

A public performance license has been purchased (<http://www.mpa.org/protecting-creativity/#public>)

The setting falls within the narrowly defined face-to-face teaching activities, as outlined in the Federal Copyright Act, Title 17, section 110.1 (<http://www.copyright.gov/title17/92chap1.html#110>)

Obstruction

Obstructing the teaching and/or learning process in any campus classroom, building, or meeting area, or any University-sponsored activity, pedestrian or vehicular traffic, classes, lectures or meetings, obstructing or restricting another person’s freedom of movement or normal functioning, or inciting, aiding, or encouraging other persons to do so.

Outdoor Facility Use

The IWU grounds, sand volleyball courts, outdoor basketball court and prayer chapel are to be used by IWU faculty, staff, students and guests exclusively. Guests are defined as supervised paying conferees, friends and guest persons or groups sponsored by faculty, staff or students as well as unsupervised friends of the University with prior approval by a University Official. When prior approval is granted for unsupervised guests, use of the site must be reserved in advance through Conference Services.

Personal Property

The University assumes no responsibility and does not provide insurance or any financial protection for personal property of students, including items within residence halls. It is recommended that students obtain insurance protection against loss, damage, or theft of personal property. Information regarding such insurance is available through your personal property insurance carrier.

Pornography

For the purposes of student conduct at Indiana Wesleyan University, pornography is defined as printed or visual material containing the explicit description or display of sexual organs or activity, largely intended to stimulate erotic rather than aesthetic or emotional feelings. Viewing, possession, or distribution of such materials is prohibited.

Posting Policies And Procedures

Posted and advertised items are generally limited to events and activities sponsored by Indiana Wesleyan University.

In addition to the guidelines listed below, no adhesive of any kind should be used on glass, doors, painted columns, or walls (includes, but is not limited to sticky tack, masking tape, duct tape, and scotch tape).

All Personal classifieds (advertising items for sale, homes for rent, etc...) are limited to a designated area in the Student Center and must be approved and posted by the Office of Conference Services (see Student Center Posting Policy).

Interior

Barnes Student Center

Once university clubs, organizations, or groups have received appropriate supervisor approval concerning the design and content of their advertisement, the Office of Conference Services is responsible for approving, stamping, dating, posting, and removing ALL materials distributed or displayed inside/immediately outside of the Student Center. Items without the proper approval will be removed and discarded (see Student Center Posting Policies on the IWU Portal for more detailed guidelines and directions).

Other Campus Buildings

All interior advertisements (signs, flyers, posters, banners, table tents, etc...) for university clubs, organizations, and groups must be reviewed and approved for content by Life Calling & Integrative Learning (LCIL), located in suite 282 of the Barnes Student Center. A stamp will be placed on approved signs.

Individuals and groups whose advertisements are approved will be provided with a list that contains the number of signs needed for each building advertisement is desired in. The appropriate number of advertisements are to be supplied to LCIL; LCIL will deliver the advertisements to the corresponding building coordinators, and the respective building coordinators (or their designee) will hang the advertisements.

Items without the proper approval will be removed and discarded.

Notes

- Each building may have unique policies relating to hanging advertisements and the decision to hang an advertisement, including where in the building and method used, will be at the discretion of respective building coordinators.
- Signs and advertisements for academic programs, IWU theatre and musical performances, and other official IWU events do NOT have to be approved by LCIL, but should still be hung in the locations designated by building coordinators and according to building-specific hanging guidelines.

Exterior

All external advertisement (i.e. sidewalk chalk, banners, signs, flyers, etc...) must also be reviewed and approved by LCIL, with the exception of advertisement on/immediately outside of the Student Center (see Barnes Student Center posting policy above).

Sidewalk chalk should never be used on campus structures and should not be used within 25 feet of building entrances in order to avoid tracking chalk inside buildings.

Recreational/Motorized Equipment or Vehicles

Recreational equipment including, but not limited to rollerblades, skateboards, and scooters are not to be used indoors in any campus building. Use of this equipment (rollerblades/skates, skateboards, and non-electric/non-motorized scooters) is permitted on the sidewalks on campus when campus pedestrian traffic is light. For reasons of liability and damage, under no circumstances is jumping off curbs, up ramps, or run along seating, sidewalks, handrails, planters, fountains or retaining walls,

allowed on campus. Individuals not affiliated with IWU who violate this expectation will be issued a Trespass Warning by Campus Police and the campus will be off limits to them in the future.

Note: Prior to using an Unmanned Aircraft System (i.e. drone) on campus, students *must* obtain permission from the IWU Risk Management and Legal Affairs Office.

Note: Per policy released by IWU Risk Management in January 2016, the use, possession, or storage of hoverboards, swagways, IO Hawks, Skywalkers, and similar devices, is prohibited in IWU Facilities and on IWU property until safety standards associated with the devices have improved to satisfactory levels.

Retaliation

Acts of retaliation, which may include adverse action, intimidation, threats, and/or harassment, whether physical, communicated verbally, or communicated through writing (email, text, social media, etc.), against any individual for reporting or participating in any university investigation, are prohibited.

Sex and Human Sexuality

Community Expectations, Guidelines, and Resources Regarding Sexuality

Indiana Wesleyan University grounds all scholarship and learning in our shared faith in Jesus Christ, our understanding of Biblical truth, and our shared commitment to the behavioral commitments of our church community, The Wesleyan Church. We acknowledge that God has created us as male and female beings who are responsible to God for our understanding and expression of our sexuality. We believe that human sexuality is an expression of God's love. We affirm the goodness of sexuality, the importance of chastity and fidelity, and the centrality of the Christian sacrament of marriage. We affirm that God's plan for marriage and sexual fulfillment can only be found within the context of marriage between one man and one woman.

All employees of Indiana Wesleyan University, all undergraduate students studying at the University's residential campus, and all students living on the residential campus, therefore agree to abide by the Biblical standards of behavior articulated by The Wesleyan Church.¹ With regard to sexuality and marriage this means that we agree to refrain from inappropriate sexual relationships outside of marriage between a man and a woman.

Toward Family: "To follow the teachings of the Scriptures regarding marriage and divorce. We affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful." (Wesleyan Church Discipline, 2012, 265:5)

Human Sexuality: The Wesleyan church maintains a biblical view of human sexuality which makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. Yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice." (Wesleyan Church Discipline, 2016, 410:5)

Marriage and Family: We believe that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship which is divinely designed for the birth and rearing of children and is a covenant union made in the sight of God, taking priority over every other human relationship. We adhere to the teachings of Scripture regarding the sacredness of gender identity, sexual conduct, and marriage, and believe that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. (Wesleyan Church Discipline, 2016, 222.)

Forums for Prayer, Discernment, and Support

As a Christian university in the Wesleyan tradition, Indiana Wesleyan University calls all of its students, staff, and faculty to lives of faith, hope and God's love. Our community is committed to supporting all of its members in the midst of their particular journey to live flourishing lives of holiness.

Therefore, in order to best fulfill our calling to nurture the development of our students we provide forums for discernment, guidance, support and prayer for those who are seeking to understand their sexuality and wish to learn better how to live lives of sexual purity.

One resource for creating space for prayer, discernment, and support is the Safe Zone Advocate program. Safe Zone Advocates are faculty and staff who have been carefully selected, trained, and equipped to engage and support students who are seeking to more fully understand their sexuality and its connection to faith and learning. Students who wish to talk with a Safe Zone Advocate can do so by emailing SZA@indwes.edu, an email account managed by the Executive Director of the Office of Intercultural Learning and Engagement.

Public Displays of Affection

Engaging in excessive or offensive public displays of affection (PDA) must be avoided as they are not generally appropriate and could be disruptive to the workplace of learning environment. Such displays may include, but are not limited to, extended or suggestive kissing, lying/sitting on one another, touching under clothing, or touching of sexually related body parts such as the breast, buttocks, or genitals.

Sexual Activity

Engaging in, or the appearance of, sexual activity in relationships outside of marriage is unacceptable and prohibited. This may include, but is not limited to, sexual intercourse, groping, and touching of sexually related body parts such as the breast, buttocks, or genital areas. It may also include instances when students are found together in compromising or questionable situations/positions with someone of the opposite sex or someone they are in a romantic/physical relationship with; such situations/positions could include instances when doors are closed, when lights are off, and/or students are not fully clothed.

Mutual messages containing the explicit description or display of sexual organs or activity through any means, including but not limited to, electronic means such as texting or social media (Facebook, Snapchat, Instagram, etc.), is also considered a violation of this policy.

Gender Identity and Presentation

We also agree to refrain from gender presentation that is incongruent with one's birth documentation.

It is expected that all student housing at IWU will be assigned on the basis of one's birth documentation. The university reserves the right to provide alternate housing arrangements if, in its judgment, circumstances warrant such an approach.

Sexual Misconduct

Amnesty

The university strongly encourages students to report instances of sexual misconduct. Therefore, an individual who makes a good faith report of sexual misconduct, directed at them or another person, will not be subject to disciplinary action by the University of a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the University determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities.

Dating Violence

Violence, or the threat of violence, committed by any individual who is, or has been, in a relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on a consideration of the length and nature of the relationship and the frequency of interactions between the individuals within the relationship.

Domestic Violence

Violence, or the threat of violence, by an individual against another individual who: is or was a spouse; is or was sharing a living space (house, apartment, etc.); has a child in common with; is a minor subject to the control of; or is an incapacitated individual under the guardianship or otherwise subject to the control of the other individual.

Sexual Assault

Sexual assault is coercion or attempted coercion with or without the use of physical force for the purpose of sexual relations; or sexual contact or attempted contact to which any party involved does not give full and free consent. Force may include, but is not limited to, the use or display of a weapon, physical battering, or the immobilization of the other person.

Definition of Consent

Consent shall be defined as the affirmative and voluntary agreement to engage in a specific sexual act at a specific time. Consent is clearly communicated in words, or by voluntary actions, that are unmistakable in their meaning. Psychologically pressuring or coercing an individual or any attempt to take advantage of an individual under duress or when incapable of making a decision on his or her own is a direct violation of this policy. This includes situations in which an individual incapacitated by alcohol, drugs, and/or prescribed medications. Consent is an ongoing, mutual agreement and must be given for every sexual act. Consent cannot be assumed or implied based on silence, the absence of "no" or "stop", the existence of a prior or current relationship, or prior sexual activity.

The guidelines to support the University's response to a reported sexual assault are available in the Life Calling and Integrative Learning Office and in the Annual Security Report (found on the IWU health & Safety page).

Sexual Harassment

Sexual harassment is defined as unwelcome, gender-based conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in, or benefit from the University's educational program and/or activities. Sexual harassment can be carried out by a University employee, other students, as well as non-employee third parties. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same gender.

Examples of sexual harassment include:

- The distribution or showing of e-mails, text messages, pictures, or electronic content of a sexual nature;
- Propositioning or pressuring an individual for sexual activity;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Touching of a sexual nature;
- Performing sexual gestures or touching oneself in front of others;
- Spreading sexual rumors or describing sexual experiences; and,
- Telling sexual jokes.

Sexual harassment falls under three categories: quid pro quo, hostile environment, and retaliatory harassment.

Quid pro quo sexual harassment exists when there are: (1) unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and (2) submission to or rejection of such conduct results in adverse educational actions. An example of quid pro quo sexual harassment would be a faculty member lowering a student's grade for not submitting to sexual advances.

Hostile environment sexual harassment exists when an individual creates a contentious environment that is sufficiently serious enough that it denies or limits a student's ability to participate in or benefit from the University's programs. The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.

A statement concerning the University's position on sexual harassment is available in the Life Calling and Integrative Learning Office and in the Annual Security Report (found on the IWU Health & Safety page).

Social Media

The internet has provided many advances and opportunities for students to connect in cyber-communities, not only on the IWU campus but also nationwide and globally. Students must be careful that the material that is posted on their accounts falls within University expectations. In addition, students need to be aware that the material on their site is open to public viewing and potential employers, graduate schools, and others can obtain access to postings. In the interest of campus safety, students should avoid publicly posting any personal contact information including, residence hall, room number, phone number, class schedule, etc.

Solicitation

The rooms and facilities of IWU are not to be used to host parties, demonstrations, shows or ventures for the purposes of selling or soliciting by individuals or business entities. Furthermore, distributing/providing pamphlets, advertisements, or other goods or services are not permitted on University property without the approval of an appropriate University official. The University

will not assist commercial agents in contacting students, nor is it allowed to make student directories or campus postal facilities available.

Students, student groups, and off-campus persons selling or promoting commercial products or services are not permitted to sell door-to-door in the residence halls. The residence halls are not public or private venues for business ventures by students (including babysitting or solicitation of magazines, makeup, home décor, cookware, jewelry, etc.).

The only exceptions are:

- The use of appropriate venues for approved fundraisers and events sponsored by recognized IWU student organizations and university departments.
- University-approved use of specific, university-designated, entrepreneurial spaces.

Stalking

Intentional, repetitious, or continuous actions, directed at a specific person, individuals related/connected to that person, or a group of people, which would cause a reasonable person to feel frightened, harassed, threatened, or intimidated is prohibited. Examples include, but are not limited to, unwelcome communication (e.g. face-to-face communication, electronic communication, communicating through a third-party, written letter, gifts, etc...), threatening or obscene gestures, and following a person or group of people.

Student Acceptable Technology Use Policy

All technology usage at Indiana Wesleyan University is part of community life and therefore the Student Handbook applies to any and all uses. The Student Acceptable Technology Use Policy can be found, in full, on the IWU Support knowledge base website under "Forms and Procedures".

Substance Use

The possession and/or use of the following substances in any form are prohibited:

- **Alcohol:** Indiana Wesleyan University prohibits the purchase, possession and use of alcoholic beverages, powders, or alcohol substitutes (i.e. near beer). Additionally, students are not permitted to be in the presence of alcohol e.g. at a night club, bar, party, off campus house etc.
- **Illegal/Legal Drugs:** Indiana Wesleyan University prohibits the unlawful possession, use, sale, or distribution of illegal drugs, controlled substances or paraphernalia (including "rolling" papers, pipes, etc...) by students on or away from campus. Additionally, intentionally or recklessly inhaling or ingesting substances (i.e. nitrous oxide, glue, paint, K2, Spice, etc...) that will alter a student's mental state is also prohibited.
- **Prescription Drugs:** Students are expected to use legal prescriptions according to their prescribed purpose and dosage. Sharing or selling prescription drugs will be considered a violation of this policy. In addition, over the counter medications should only be used for their intended purposes.
- **Tobacco & Smoking Devices:** Indiana Wesleyan University prohibits the purchase, possession and use of tobacco products or tobacco substitutes in any form, as well as smoking devices including, but not limited to, hookah, vaporizers, juuls, etc.

Violators of this policy may be referred Campus Police for violations of local and state laws.

The following is a summary of the laws in Indiana that pertain to substance abuse. Dealing cocaine, marijuana, hash oil, hashish, narcotic drugs, a controlled substance or paraphernalia is also a felony. Alcohol possession or illegal consumption for minors (under the age of 21) is a misdemeanor offense.

Students should be aware of the risks associated with the use and abuse of alcohol and illicit drugs:

- Drinking and driving is a leading cause of injury and death.
- Alcohol can react dangerously with many medicines (both prescription and over-the-counter).
- Drinking and/or using drugs during times of emotional stress only makes problems worse.
- Drinking and/or using drugs can cause problems with law enforcement.
- Drinking and/or using drugs can negatively impact academic performance

Indiana Wesleyan University offers the following services to students who are dealing with alcohol and drug abuse problems:

The Center for Student Success has professionally trained counselors that can assist students in the beginning stages of a substance abuse problem. The Center for Student Success can use the assessment services of the Cornerstone Professional Treatment Services, Substance Abuse Center or the Wabash Addictions Center. Students may be referred to these community agencies if they are assessed as needing more intensive outpatient treatment or residential treatment. The Center for Student Success staff members are not specialists in the treatment of substance abuse and will usually work in conjunction with these agencies.

Theft

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community. Because theft is also a violation of the law, reports of theft will also be reported to Campus Police.

Use of Indiana Wesleyan University Identity

The Indiana Wesleyan University name, seal, logo, telephone numbers or address are reserved for official University business and may not be used for any other purpose including electronically (fax, internet, etc.) in advertising or for non- University sponsored events without explicit written permission.

Indiana Wesleyan University, as a tax-exempt organization, is prohibited from endorsing particular political candidates or political parties. Individuals, student groups, organizations, or other campus entities associated with our institution may not endorse or promote a political candidate, or a political party on behalf of, or as the official position of, Indiana Wesleyan University.

Unauthorized Entry or Use

Unauthorized entry to or upon, or use of College property, equipment or resources, including but not limited to the telephone system, mail system, computer system, vehicle keys, buildings and furnishings, ledges, roofs or fire escapes of College-owned or operated buildings, or the duplication or use of keys. Improper use of, or failure to use, designated exits is also prohibited.

Vandalism

Attempted or actual damage to, defacing of, or destruction of public property, University property or personal property is prohibited.

Verbal and/or Physical Altercation

It is the expectation that students will engage one another in civil discourse, recognizing that every person has a right to safety and security on campus. Yelling, the use of profane language, or engaging in negative physical contact (which includes but is not limited to punching, kicking, slapping, etc.) creates a hostile environment and is not acceptable.

Violation of the Law

An Indiana Wesleyan University student who violates local, state, or federal law, on or off campus, may also be subject to the Student Conduct Process. Registered/enrolled students are expected to report criminal charges and/or being arrested to the Director of Student Conduct within 72 hours of being arrested and/or criminally charged or convicted.

In keeping with scriptural admonitions to be under the authority of government, students are expected to uphold the local, state, and federal laws.

Weapons

The possession and/or use of weapons on school property or at any institutional function or event is strictly prohibited. In addition to firearms and ammunition, weapons include, but are not limited to: swords, knives with blades in excess of 3 inches (not including kitchen utensils used and kept in campus kitchens) switchblade knives, butterfly knives, air rifles, BB guns, air guns, firearm reproductions, slingshots, martial arts weapons, bow and arrows, paint ball guns, stun-guns, tasers, etc. Chemical

irritants such as pepper spray and mace, while not banned, should never be used in an inappropriate manner such as pranks or other activities. It should be understood that any object used to threaten, intimidate, or harm someone else may be interpreted as a violation of this weapons policy. Violators of this policy will be subject to the Student Conduct Process and may face criminal charges.

Student Conduct Process

We strive to handle each violation of policy at the lowest level of accountability necessary, some cases will be investigated and decided by Resident Directors (RDs) and others by the director of Student Conduct and Community Standards. A case is assigned to either an RD or the Director based on the nature and severity of the violation, as well as a student's conduct history with the institution. Once the determination is made, a student can expect the following process:

- The University Official will contact the student via their IWU student email and provide a scheduled meeting time. The scheduled conduct meeting is an opportunity for the following:
 - The student to be presented with the information in the report submitted
 - The student to ask questions
 - The student to present their own information regarding the report, including any "evidence" they would like to present, names of additional witnesses, etc.
 - The University Official to ask questions as part of the investigative process
 - If the University Official determines there is enough information to make a decision at the conduct meeting, the decision and sanctions will be shared at that time. If the official determines that more information or further investigation is necessary to make a decision, the decision will be made after the investigation is complete. This may include additional meetings with the student.
- The decision will be communicated with the student both in person and in writing (through a letter sent to the student in their IWU student email).
- If a student would like to request a review of a decision made by the Resident Director or Director of Student Conduct and Community Standards, instructions for this process can be found under the Student Conduct Case Review Process. Occasionally, due to new information or level of cooperation of a student, a case may be elevated from the Resident Director to the Director of Student Conduct and Community Standards before a decision is made. In the event that this occurs, the Director will determine which steps in the above process are necessary to repeat in order to provide a fair and timely process.

Reporting an Incident

Students, faculty, and staff are encouraged to report any incident that may need follow-up from campus officials. Examples include, but are not limited to, accident/injury, policy violations, CARE team concerns, crimes, etc. Any member of the campus community can submit an incident report. While IWU has elected to allow anonymous reporting, including a name is helpful for thorough follow-up. Incident reports are automatically routed to the most appropriate department such as Campus Police, Dean of Students, Student Conduct, Residential Learning, Center for Student Success, etc. Reports will be reviewed to determine appropriate next steps.

The Incident Reporting Form can be found on the Student Conduct page on the IWU Portal under "IWU Life".

Incident Report Tips:

- Do your best to include student ID numbers for all involved parties. If an involved party is not a student, please include their Driver's license/state ID number, if possible.
- Choose the corresponding violations as best you can. An administrator can alter these selections later if necessary.
- Try to use objective, factual language in the description of the incident. Keep in mind, the incident report may be read directly to an individual involved in an incident.
- If referencing any evidence that can be attached electronically, please attach it to the incident report (i.e. photos, videos, scanned copies, screen shots, etc.).
- If you would like to receive a copy of your report via email, please check the box adjacent to "Email me a copy of this report".

- Be sure to click "I'm not a robot" and then "submit report".

Self-Report Process

In order to promote personal responsibility, the University may not seek the formal Student Conduct Process if a student who has violated a Community Standard or University Policy (e.g. attending a party where alcohol is served) voluntarily comes to a university official (i.e. Resident Director, Coach, Faculty Member, Director of Student Conduct) prior to the violation being reported. This may not apply to repeat or serious violations, criminal activity, or arrests.

The next step is for the student and the university official (if possible) to speak with the Resident Director or Director of Student Conduct and Community Standards to discuss the situation. A Personal Growth Plan will then be discussed and created. If the student chooses not to carry out the Personal Growth Plan, then the formal Student Conduct Process will follow.

Good Samaritan Clause

The Good Samaritan Clause acknowledges that, as members of this community, students have a responsibility to each other. It is expected that students take active steps to protect the safety and well-being of our community. The university is aware that students are sometimes reluctant, in alcohol, drug-related, or sexual assault emergencies, to seek medical or other assistance on behalf of themselves or another individual out of fear that they may face sanctions related to their own violations of university policy. Because such emergencies are potentially life-threatening, IWU seeks to create a culture of trust and care, paired with safety and responsibility, while reducing barriers that would prevent students from seeking assistance by implementing this clause.

The Good Samaritan Clause allows those students who, while in violation of the alcohol or drug policies, responsibly report alcohol, drug-related emergencies to the proper authorities for the intention of seeking medical or safety assistance for themselves or anyone in need of emergency care, to go through the Self-Report Process mentioned above.

It should be noted that this policy refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate university policies. Furthermore, it does not preclude disciplinary action regarding other violations of University standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc... It should also be noted that this policy does not prevent action by local and state authorities.

Right to a Support Person

Any student involved (victim or accused) in the conduct process will have the right to be accompanied by an individual of their choice, excluding an attorney or other legal representation. The student must provide the name of this individual to the Office of Student Conduct and Community Standards at least 24 hours preceding the hearing. The primary purpose of such an individual is for emotional and moral support. At no time may the accompanying individual participate directly in the hearing; he/she may only consult with the student.

Though the student conduct process does not typically allow a student to be accompanied by an attorney during the process, the University will allow such advisement if criminal charges are pending concurrent to the University proceedings. Proof of such charges must be presented to the Office of Student Conduct and Community Standards at least 24 hours preceding the scheduled hearing. During such time, the attorney may only advise his/her client and may not speak during the proceedings or serve as an active participant in the process.

The Office of Student Conduct and Community Standards has the right and authority to excuse an accompanying individual or attorney should his/her behavior be deemed inappropriate during the process.

Accommodations

Just as students with documented disabilities may be eligible for accommodations in their classes, accommodations may be available for Student Conduct hearings as well. Students with disabilities requesting accommodations should contact the Disability Services office (765-677-2257), which will work with the student and conduct officers to coordinate accommodations and ensure that proper documentation is on file.

Notification to Parents/Guardians

Students will be encouraged at all levels of the Student Conduct Process to share information with their parents. The University may notify parents of a student who has violated any laws or college policy governing the use or possession of alcohol or controlled substance, has been suspended, dismissed, or expelled from the college if the student is under the age of 21 at the time of disclosure. Furthermore, in cases involving serious injury and in situations deemed by the college to be an emergency, the college may notify the parents or guardian of a student.

FERPA

When a student is enrolled at an institution of higher education, a substantial amount of personal information and educational data (known collectively as education records) is accumulated, maintained, used and disseminated. Education records include, but may not be limited to, academic, financial, and student conduct files.

Concerning education records, Indiana Wesleyan University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal law:

- Affords the rights of student to review their own records and request amendments of records for inaccurate or misleading information. A student may request to review their education records (related to academic, financial, or student conduct) at any time by contacting the respective office.
- Protects the privacy of education records by prohibiting their unlawful disclosure. Access to a student's education records is limited only to those persons directly involved in the educational process, unless the student gives permission to release the information by completing a release request.

FERPA defines a student as an individual who has reached the age of 18 OR attends a postsecondary school at any age.

The University maintains a complete policy statement in accord with FERPA which can be obtained in the Records Office. The Records Office can be reached at 765-677- 2131 or at registrar@indwse.edu

Sanctions and Assignments

It is important for students to be given consistent and fair responses to misconduct yet also be dealt with in an individual manner. A student may receive more than the minimum consequences for a pattern of repeated misconduct, for a severe violation, for violation of probation, for not being truthful in the discipline process, for multiple violations at the same time, or for failing to comply with or being blatantly disrespectful toward university personnel. Below is a list of Sanctions and Assignments that may be applied in the event of a policy violation. This list is not exhaustive, other sanctions or assignments may be used at the discretion of the University official(s).

Warning Statuses

Verbal Warning

A student receives a verbal warning from a campus official and it is documented to reference for possible future violations.

Disciplinary Warning

A warning status into which a student is placed when the student is in jeopardy of suspension or dismissal from the University. It is assigned for a defined number of days or semesters. A Disciplinary Warning is typically issued after a first time violation, and is intended as a caution concerning future behavior. Students who violate Community Standards and/or University Policies, while having a Disciplinary Warning on their record, may have the new violation treated as a second offense, regardless of the nature of the offense. While being placed on Disciplinary Warning does not typically result in exclusion or removal from an activity or position, the decision to do so is based on whether the office responsible for said activity or position has determined a student's role to be a Student Leader (p. 27) position or has other internal policies. A permanent record is kept in the student's file.

Citizenship Probation

A warning status into which a student is placed when the student is in jeopardy of suspension or dismissal from the University. It is assigned for a defined number of days or semesters. Citizenship probation may involve exclusion or removal from certain

co-curricular activities or positions of leadership. The decision to exclude or remove a student from an activity or position is based on whether the office responsible for said activity or position has determined a student's role to be a Student Leader (p. 27) position or has other internal policies. A permanent record is kept in the student's file.

Separation Statuses

Suspension

A student is suspended from the University for a specified period of time (usually a semester or a year). In this case the student is to go home immediately and not return until the specified period has ended and a re-enrollment interview has been conducted by the Office of Student Conduct and Community Standards. A permanent record is kept in the student's file.

Dismissal

A student is dismissed from school immediately, and is not eligible to apply for readmission for a minimum of one year. In this case, substantial change would need to be documented for consideration of re-enrollment. A permanent record is kept in the student's file.

Expulsion

The permanent separation of a student from Indiana Wesleyan University. The procedures for a student's departure from the residence halls when expelled may be the same as for a dismissal, however with expulsions students are not allowed to return to the university.

Other Sanctions and Assignments

Community Service

A requirement to provide a service for a violation of a Community Standard and/or University Policy. This can be completed on campus or off campus at the discretion of the administrator assigning the sanction.

Essay/Letters Of Apology

Essays, letters of apology, or other related discretionary assignments may be assigned as reconciliation for a violation.

Interim Restrictions

A student may receive Interim Restrictions prior to the start and/or completion of the Student Conduct process. Interim restrictions may function in the same way as a suspension, however they are issued as a temporary sanction until a final decision is reached through the Student Conduct process. Interim restrictions may be issued when a student is determined to pose a threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or university property.

Interim Residence Hall Suspension

A student may be put on interim suspension from a residence hall or apartment when there is reasonable cause to believe that the continued presence of the resident in the residential community constitutes an immediate threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or to university property. In such cases, the student will be required to leave the residence hall or apartment immediately, regardless of time of day or time of year, and must remain away from the residence hall or apartment and its residents until a hearing can be held to determine the status of the resident as a member of the residential community.

Open House/Visitation Restriction

A student is suspended from visitation privileges for a specified period of time. This means that a student may not enter a residence hall occupied by members of the opposite sex or be anywhere in any residence hall with a member of the opposite sex, except for a public lobby or main lounge.

Residence Hall Suspension

A student may be suspended from living in a residence hall or apartment for a specified period of time when it has been determined that the student's behavior in the residential community is too disruptive to maintain a positive living and learning environment.

Residence Hall Suspension may also be issued if a student is determined to pose a threat to the emotional or physical health, safety or welfare of the resident, other residents or staff, and/or university property. In such cases, the student will be issued a set time by which they are required to be moved out of the residence halls. Students who wish to return to the residence halls after being issued a residence hall suspension may be asked to provide evidence that they are ready for such a privilege.

Restitution

A requirement for a student to compensate for a loss, damage, or injury that they are found to be responsible for. In certain circumstances restitution may also require the student to restore, clean, or repair something they are found to be responsible for.

Substance Use Assessment

A student is required to take a professionally designed assessment, at their own expense, related to their choices regarding substance use and/or abuse. The student must also sign and submit a release of information form to the assessment center allowing communication to occur between their office and select university officials.

Failure to Complete Sanctions or Assignments

Failure to complete sanctions and assignments may result in a new policy violation of Failure to Comply, prevent a student from registering for future courses, or result in administrative withdrawal from the university if the student is already registered for a future term. The response is based on the nature and severity of the original violation and timing within the academic semester.

Student Conduct Case Review Process

Requesting a Case Review

Students have the right to request a review of a decision and/or sanction imposed through the Student Conduct Process. Requests must be submitted, via the Case Review Request Form, by the student within 72 hours of notification of a Student Conduct decision.

A Case Review is not considered to be a re-hearing of a case, but rather an opportunity to review a case in light of the grounds presented for review.

Requests must state whether the student is requesting a review of the decision, the sanction, or both. The correspondence must also state the grounds for which the Case would be reviewed, which are limited to the following:

- Evidence related to the case is now available that was unavailable or unknown at the time of the initial student conduct meeting that could considerably affect the outcome.
- The University significantly deviated from its stated procedures in such a way that materially affected the fairness of the student conduct meeting.
- The sanction(s)/assignment(s) is substantially disproportionate to the severity of the violation.

Note: A plea for mercy, or simply disagreeing with a decision or sanction, without addressing at least one of the grounds above, will not meet the threshold for a Case Review to move forward.

For cases involving multiple individuals, requests must be submitted on an individual basis as each request will be reviewed separately. Additionally, the request must come from the student involved in the case; requests submitted by third parties, including legal representation, will not be considered.

Submitting a request does not guarantee that a case will be reviewed; the request provides information to determine whether or not there is a basis for a Case Review. Requests will be reviewed by the Dean of Students or his/her designee. *If it is determined that the request meets at least one of the grounds outlined above for a Case Review*, then the request will be forwarded to the Case Review Board (CRB) or the Director of Student Conduct & Community Standards, depending on who

made the original decision as outlined below. If it is determined that the request does not meet at least one of the criteria, a letter, which would include a rationale, will be sent to the student in their IWU email.

Case Review Process

If a request for a Case Review has been approved:

- Case Reviews for decisions issued by a member of the Residential Learning staff shall be considered by the Director of Student Conduct & Community Standards or her/his designee.
- Case Reviews for decisions issued by the Director of Student Conduct & Community Standards shall be considered by the CRB, which is comprised of trained faculty, staff, and students.

Note: Due to the sensitive nature of Title IX cases, Case Reviews for decisions issued in Title IX Cases shall be considered by a sub-set of the CRB, comprised only of trained faculty and staff.

The student's case will be added to the agenda of either the CRB or the Director of Student Conduct & Community Standards, and will be scheduled in a timely fashion contingent on scheduling availability. The student will be notified, at least 72 hours in advance, via their IWU email of the date their case will be considered.

Because a Case Review is an examination of all information presented in the case, and not a re-hearing of the conduct process, students, witnesses, and other involved parties do not attend these meetings. The student's request for a Case Review is presented, as well as other case-related notes and documentation. Any other written statements from students given 24 hours in advance of the Case Review meeting to the Dean of Students will also be presented for consideration with the other documentation.

Should the CRB or Director of Student Conduct & Community Standards feel they are unable to make a decision without further investigation, a student may be asked to attend a future meeting to answer questions. The CRB or the Director can make one of the following decisions regarding case:

- The results and sanctions from the original conduct process are upheld based on a proper finding and appropriate sanctions.
- The results from the original conduct process are not upheld; there are no sanctions.
- The results from the original conduct process are upheld but sanctions are disproportionate to the violation, sanctions are altered to be more appropriate (sanctions cannot be made more severe, with the exception of Title IX cases).

Once a decision has been made, the student will receive a meeting request. The student will also receive a letter in their IWU email that details both the decision and rationale given by the CRB or Director of Student Conduct & Community Standards.

The decision made by the CRB or Director of Student Conduct & Community Standards is the final decision in a conduct case; there are no further opportunities for review.