DEPAUW UNIVERSITY

2025-2026 Student Handbook

This handbook contains current University policies pertaining to Student Affairs at DePauw University. It is a supplement to information provided in the University Catalog and on the DePauw website. While every effort is made to ensure the accuracy of the information provided herein, DePauw University reserves the right to change any of the policies, rules, regulations and standards of conduct at any time as may be necessary in the interest of the University and its students.

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Section I: University Mission, Vision, Values, Rights and Responsibilities

University Mission, Vision, Values

MISSION
DePauw University develops leaders the world needs through an uncommon commitment to the liberal arts.

DePauw's diverse and inclusive learning and living experience, distinctive in its rigorous intellectual engagement and its global and experiential learning opportunities, leads to a life of meaning and means. DePauw prepares graduates who support and create positive change in their communities and the world.

VISION
As a great place to learn, live and work, DePauw will become a university of choice and distinction known for the integration of its rigorous liberal arts curriculum and robust co-curriculum and its unique commitment to the success of each student.

VALUES
CORE VALUES

- Student Focus
- Collaboration
- Curiosity
- Diversity
- Inclusion

RELATIONAL VALUES

- Commitment to Excellence
- Trust
- Integrity
- Respect

Student Affairs Mission

Student Affairs fulfills the University mission by advocating for the development of the whole person through partnerships that provide educational experiences to empower and support all students.

As a result of their DePauw University experience, students will develop experience in the following areas in unique and meaningful ways.

- Academic Excellence
- Critical and Reflective Thinking
- Meaningful Relationships
- Community Engagement

- Intercultural Competency
- Personal Wellness and Growth

Statement of Community: DePauw University

Being a student at DePauw University means being a part of a college community with a long and proud history in education, service and leadership. Students at DePauw are maturing adults who must learn, serve and lead in a diverse environment while preparing for future enterprises. As students we expect challenges from our professors and to meet those challenges with enthusiasm and dedication. As classmates we expect to learn from each other, respect our differences and celebrate our diversity. As citizens we expect to work for the betterment of our campus, our community, our nation and our world. Students commit themselves to these goals when they join our DePauw community.
(Adopted by Student Congress, May 8, 1998)

Student Rights, Responsibilities and Freedoms

DePauw University exists for the transmission of knowledge, the nurturing of integrity and the cultural development of its students. To attain these goals, free inquiry and free expression are imperative. These standards of academic and social freedom are outlined in the sections below. These policies, which the University holds in the highest regard, are designed to ensure that every student is given the opportunity and freedom to learn.

1. Each student has the right to use the room assigned to them at any time for studying and sleeping.
2. If it does not interfere with one's roommates' or hallmates' right to study or sleep, each resident has the privilege of using their room for recreational or social purposes.
3. Freedom of association: students are free and, in fact, encouraged to organize and join associations that promote their common interests.
4. Freedom of assembly, inquiry and expression: students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in any orderly manner, including organized protests that do not disturb the normal and essential functions of the University. Find the Demonstration Policy in its entirety on page 49 and the Freedom of Academic Expression of Students on page 101.
5. Student publications and the student press are financially and editorially separate from the University. *The DePauw*, the student newspaper, remains a forum for open student discussion on campus issues.
6. All students are provided the right of a fair process whenever it is suspected that a University regulation may have been violated.

Statement of DePauw University Values on Freedom of Expression

DePauw's statement of Freedom of Expression values has been developed through community conversations and by using model statements from other universities as a guide [1]

Our Mission and Transcendent Priorities

The DePauw University Mission is to develop leaders the world needs through an uncommon commitment to the liberal arts. Our mission rests on transcendent priorities that include:

- An unparalleled student experience that, in the spirit of the best liberal arts tradition, intentionally integrates students' academic and co-curricular learning.
- A strong community of educators with a deep commitment to teaching, scholarship, creative expression and co-curricular learning.
- A campus culture in which every student, regardless of identity, background or financial circumstances, thrives at DePauw and has full opportunity to participate in all aspects of a DePauw education.
- Freedom of Expression for all members of our campus community. Freedom of Expression refers to the right to hold opinions without interference and includes the "freedom to seek, receive, and impart information and ideas of all kinds…orally, in writing, print, art or through any media. Also, verbal and nonverbal behaviors that express a person's opinion, point of view or identity." (International Standards on Freedom of Expression Universal Declaration of Human Rights Article 19)
- A resolute commitment to diversity, equity and inclusion made explicit to those whom we invite to join our community; we should not be afraid to publicly state that these are aspirational values – that part of our mission is to figure out together what it means to study, work and live in a diverse, equitable and inclusive community.

Freedom of Expression and the Liberal Arts

DePauw University is committed to critical inquiry and the discovery and dissemination of knowledge through teaching, scholarship, and service. DePauw's Mission to "develop leaders the world needs" through "rigorous intellectual engagement" requires an environment in which everyone feels safe to present their diverse ideas, even those that may seem offensive or repulsive. Members of our community examine these ideas through thoughtful discernment and informed criticism, allowing our campus community to flourish in a dynamic world. All members of the DePauw community have a duty to support free expression at the university, to refrain from actions that reduce intellectual exchange and to guarantee the rights of others to question, defend, and express a wide variety of beliefs and ideas.

Freedom of Expression refers to the right to hold opinions without interference and includes the "freedom to seek, receive, and impart information and ideas of all kinds…orally, in writing, print, art, or through any media. Also, verbal and nonverbal behaviors that express a person's opinion, point of view or identity." (International Standards on Freedom of Expression Universal Declaration of Human Rights Article 19)

The heart of a liberal arts education is the free exchange of ideas as we engage in teaching, learning, scholarship, creative expression and service. This approach means an educational environment where

members of our community are able to express, explore, challenge, refute and debate ideas with those who hold different views than their own, or when those ideas make us uneasy, uncomfortable or even angry. The ideas of different members of the University community will often quite naturally conflict but it is not the role of the University to shield individuals from ideas or opinions they find unwelcome, disagreeable, or even offensive. Viewpoint diversity is essential for rigorous collective inquiry as scholars seek deeper understanding. It is for the individual members of the community, not for the institution, to make judgments for themselves and act on those judgments, not by seeking to suppress speech but by openly contesting ideas they oppose. Free speech may expose one to truths and untruths, but to make a commitment to connect one's claims to reliable evidence is the basis of scholarship.

This commitment to free and open inquiry in all matters guarantees all members of the DePauw community the broadest latitude to speak, write, listen, challenge, and learn[2]. Except for any legal limits on disruptive speech as described below, DePauw fully respects and supports the freedom of all members of the University community to discuss, without fear of retribution, inside of and outside of the classroom, any issue that presents itself.

The open and respectful exchange of ideas, where every member of our community, including guests, are afforded the opportunity to share their ideas, experiences, and perspective, is the best way for us to strengthen our values as a liberal arts university and to develop in our students the skills and fortitude to study, live and work in the inclusive community we desire to build for DePauw and for the world.

Community Expectations and Responsibilities

We expect all members of the DePauw community to uphold these values of freedom of expression. Indeed, we are each encouraged to do so in partial fulfillment of our responsibility as an institution of higher learning to seek the truth wherever it may lead. We also expect all members of the DePauw community to consider the great responsibility to our residential community these values confer. We must be ever mindful of the powerful duality of words. They can wound as well as illuminate and teach. We do not have a speech code at DePauw and we have protections for academic freedom for faculty and students. We hope members of our community will consider carefully the use of words that may harm others. Some words and phrases may be particularly offensive or painful to members of certain groups and for those who have been historically marginalized. All community members are expected to embrace responsibility for their expression; anonymity can be a detrimental barrier to free and open exchange. Legal protections for free expression, including confidentiality, may sometimes supersede the values of civility and mutual respect and we encourage members of the community to consider these values carefully in exercising their fundamental right to free expression.

Importance of Diversity, Equity and Inclusion to Freedom of Expression

A commitment to free expression must be built on a foundation of inclusion and equity. Diversity is a necessary condition for the coexistence of different ideas and perspectives, a necessary condition for every member of our community to feel welcomed, affirmed, and respected. In a community marked by true inclusion and equity, even fierce debates about a range of differences of opinions and perspectives are not experienced as personal attacks on one's very humanity and sense of well-being and belonging.

Rights of Non-Disruptive Protest

Speakers are frequently invited to lecture at DePauw by members of our community, and we will not restrict such invitations to speak at DePauw because some members of our community disagree with a speaker's subject matter. During such lectures, we are committed to providing opportunities for members of the audience to have the chance to question, or even contest, the views of the speaker at the conclusion of the program.

On occasions when members of the DePauw community strongly disagree with the speech of others or view the expression of certain ideas as harmful, members of our community may respond by openly and vigorously contesting ideas expressed that they oppose with non-disruptive counter speech or protest. Our community members may not suppress speech, obstruct events, or otherwise interfere with the freedom of others to engage in their own permitted acts of expression. We have a solemn responsibility to protect lively and fearless freedom of debate and deliberation and also to protect that freedom when others attempt to restrict it. The broad protection of freedom of expression is particularly necessary for speakers and messages who represent a minority, opposition, or unpopular opinions or challenge authority and the status quo.

Rights and Responsibilities of the University

Our commitment to freedom of expression does not mean the University must itself remain neutral to ideas or beliefs expressed. As an institution, we have a responsibility and the autonomy to communicate our values and principles.

To sustain our values of freedom of expression, we must regularly review and renew our commitment to these principles with our faculty, staff, student body, and alumni through ongoing discussion. Resources that deepen our understanding of freedom of expression will enable each of us to develop tools for engaging in robust and challenging dialogue.

It is also important that those who seek to join our community, as students, scholars, and employees or as guests to our campus, understand these values.

Footnotes

1. Guided by University of Maryland's Statement of Free Speech Values, University of Chicago's Chicago Principles, and University of Richmond's Statement on Free Expression.
2. Adapted from the Report from the Committee on Freedom of Expression at the University of Chicago, 2014.

Section II: Expectations for Student Behavior

Expectations for Student Behavior

As responsible members of the community, DePauw students are expected to maintain the University's highest ideals of academic and social conduct and are responsible for knowing the published regulations and standards of the University. These guidelines express expectations of student behavior, convey a respect for group living and provide for protection of individual rights.

At the start of each academic year, the student body will be informed via email of University standards and regulations. The Handbook is a living document and edits are made to the Handbook throughout the academic year as warranted. The most current Handbook can be accessed on DePauw's website. At the start of the spring semester, the University will email a link to the current Handbook to all students. Students, as adults, are expected to review, to understand, and to live up to all University regulations. Formal University action may be taken for violation of the University's Code of Conduct and will follow the procedures set forth in the current Handbook.

Often, DePauw's involvement in student conduct issues focuses on conduct that occurs on University premises; however, off-campus behavior that adversely affects the University community and/or the pursuit of its objectives may also result in University action. Likewise, off-campus conduct that significantly affects the individual student (for example a student with off-campus criminal charges) or others may also result in University action. At DePauw, we have a vital interest in the actions of our students and may regard off-campus behavior as a reflection of a student's fitness to continue to be a member of the student body.

In addition to following on-campus expectations, students are expected to follow state and federal laws. Likewise, students traveling away from campus on DePauw-sponsored activities or off-campus study programs are expected to comply with the laws of the state, country, or province they are visiting. A violation of such laws may result in University action against the student. Students participating in off-campus study programs are also expected to comply with the policies of the host institutions, and a violation of such policies may result in University action.

University Code of Conduct

Students are expected to conduct themselves in a manner supportive of the educational mission of the University. Students are subject to this code whether a violation occurs on or off University premises.

Students are also responsible for the behavior of their guests. Because the actions of guests also impact members of the DePauw community, students assume responsibility for those they host in the community.

While it is neither possible nor necessary to specify every instance of conduct that could result in University action against a student, the following list includes examples of conduct that may subject a student to University action:

1. Violation of the Academic Integrity Policy
2. Violation of the Title IX and Sexual Misconduct Policy and Procedure
3. Violation of the Alcoholic Beverage Policy for Students
4. Violation of the Policy on the Use of Drugs
5. Violation of the Tobacco Policy
6. Assisting, encouraging, facilitating or enabling others to violate University policy
7. Violation of the Harassment Policy
8. Violation of the Weapons Policy
9. Conduct which materially threatens another person: including but not limited to, endangering the health or safety of any member of the University community, physical assault, threats, intimidation, coercion, or retaliation.
10. Disorderly conduct including, but not limited to, public intoxication; public nudity, lewd, indecent or obscene behavior; destroying property, or conduct that disrupts the normal and essential functions of the University
11. Damaging University property or the property of others
12. Unauthorized entry, use, occupation or accessing roofs of University facilities, University-owned living units, or University approved student housing and related structures
13. Unauthorized possession or use of University property or the property of another person or entity
14. Initiating or causing any false report
15. Lying, misrepresenting facts, acts of dishonesty or knowingly providing false information in connection with any University process, investigation, or Code of Conduct violation
16. Forgery, alteration, or counterfeiting: including but not limited to misuse of any University document, instrument of identification or access device, or misrepresentation of the University outside of the campus to obtain something of value including a service, or possession of false identification documents
17. Violation of the Fire Safety Policy
18. Disregarding or failure to comply with the directive of a hearing body, University officials or DePauw Police officials acting in accordance to their duties and/or failure to identify oneself to these persons when requested to do so
19. Unauthorized use of University or other computer systems or programs or the information contained therein
20. Failure to participate in or failure to comply with the University's community standards process
21. Violation of, any University policies, ordinance or regulation
22. Violation of, any local, state, or federal law, ordinance, or regulation

Medical Amnesty

Philosophy

The health and safety of DePauw students is of the highest priority. DePauw recognizes that students may be reluctant to seek immediate emergency medical attention for themselves and/or their peers when needed because of concerns that their behaviors may be a violation of University alcohol, drug and tobacco policies. The primary focus of Medical Amnesty is to address barriers that may prevent students from receiving the medical attention that they and/or their peers require. Medical Amnesty may be applied to individual student actions and/or student organizations.

Medical Amnesty is part of DePauw's comprehensive approach to reducing the harmful consequences caused by the excessive use of alcohol or other substances. It also places the emphasis on education in order to reduce the likelihood of future occurrences.

Medical Amnesty is dependent on students calling 9-1-1 or DePauw Police when an individual needs medical attention due to the excessive use of alcohol or other substances. It is not expected that students know in detail the signs and symptoms of alcohol or drug intoxication but that they call 9-1-1 or DePauw Police when concerns arise for the health and safety of an individual. Students or organizations who do not call for help for a peer in need of medical attention may require the student or organization to go through the Community Standards process.

Policy

The Medical Amnesty requires that students:

1. **Call.** Contacting 9-1-1 by call or text or calling DePauw Police at 765-658-5555 is the first step to medical amnesty.
2. **Stay.** Students must stay with the individual needing medical assistance. In situations where an individual is unconscious or unable to walk on their own, students should remain where they are until DePauw Police or emergency medical professionals arrive.
3. **Cooperate.** Cooperation implies giving correct identification information, answering any questions to the fullest of one's knowledge and complying with requests of officials on site.

If the previous steps are taken, Medical Amnesty then eliminates Community Standards actions that involve violations of the University's alcohol, drug and tobacco policies as long as individuals and organizations have on-going cooperation with follow up actions related to receiving amnesty.

Medical Amnesty is not intended to shield or protect repeated violations of the Code of Conduct. In cases where repeated violations of the Code of Conduct occur, DePauw reserves the right to take Community Standards action on a case by case basis regardless of the manner in which the incident was reported. Additionally, DePauw reserves the right to initiate Community Standards proceedings in any case in which the violations are egregious. If the conduct engaged in creates an obligation for DePauw to report the conduct under either State or Federal law, DePauw will make the required report.

Eligibility

1. Medical Amnesty: Applies when enforcement of the Code of Conduct could involve allegations of:
   a. University Alcohol Policy
   b. University Drug Policy and University Tobacco Policy

Eliminates Community Standards consequences for:

a. The assisted individual

b. Any student(s) calling for medical help for a peer by actively contacting 9-1-1 or DePauw Police, remaining with the person in need of medical attention and cooperating with officials upon arrival

c. Organizations calling for medical help for a guest or member by contacting 9-1-1 or DePauw Police, remaining with the person in need of medical attention and fully cooperating with officials upon arrival

Medical Amnesty does not:

1. Preclude Community Standards action regarding other code of conduct violations, such as:
   a. False identification
   b. Causing or threatening physical harm
   c. Sexual violence
   d. Damage to property
   e. Harassment
   f. Hazing
   g. Disorderly conduct
   h. Alcohol and/or Drug Policy violations that may have occurred outside of the context of the call for medical assistance

2. Apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University employees. (i.e. DePauw University Police, faculty, administrative staff, residence hall staff)

Review for Medical Amnesty Eligibility

Each situation in which students have called for medical assistance for another individual will be evaluated by the Assistant Vice President for Student Affairs and the Director of Community Standards. These staff members will review the information received and/or determine if more information needs to be gathered to make a decision on eligibility for medical amnesty. The situations that will be reviewed are 1. If a student calls DePauw Police directly for themselves or others or 2. If a student contacts a Resident Assistant in their residence or a Resident Assistant on Duty and that Resident Assistant immediately calls DePauw Police.

The staff will evaluate the details of the circumstances, determine if the situation qualifies for Medical Amnesty and which students and/or organizations will be offered amnesty from Community Standards action in exchange for required follow up actions. The final decision on eligibility for amnesty under this policy is made by the Vice President for Student Affairs.

Medical Amnesty Follow-up Requirements

Medical Amnesty places an emphasis on education to reduce the likelihood of future situations that compromises the health and safety of students. As such, individuals and organizations that qualify for Medical Amnesty will be required to complete specified follow-up actions in lieu of Community Standards action. Failure to complete required follow-up actions within the set timeline will normally result in revocation of amnesty.

The assisted student will be assigned alcohol and/or drug education activities (e.g., participation in alcohol class/session at no cost; case-by-case interventions for subsequent incidents). Additional

assessments, treatment programs and/or parent involvement may be assigned by DePauw University depending on the level of concern for student health and safety.

Students calling for medical help by contacting 9-1-1 or DePauw Police that were in violation of an alcohol or drug policy at the time of the call will be assigned alcohol and/or drug education activities (e.g., participation in alcohol class/session at no cost; case by-case interventions for subsequent incidents). Additional education requirements may be assigned depending on the level of concern for student health and safety and number of repeated incidents.

Organizations that called for medical help by contacting 9-1-1 or DePauw Police that were in violation of an alcohol or drug policy at the time of the call are required to take steps to address any concerns related to the need for a Medical Amnesty call, such as educational follow up (e.g., working with staff to evaluate and update event management procedures, group training sessions for members of the organizations related to alcohol and drugs or bystander intervention). Multiple incidents and concerns for health and safety may result in higher level interventions such as notification of Inter/National Headquarters and/or Chapter Advisors.

Student Organization Responsibility

Individual students are afforded education opportunities and held responsible for their actions through the community standards process. Some violations may also include organization accountability in addition to individual accountability.

DePauw student organizations are expected to adhere to the Code of Conduct and to other applicable policies. Failure to do so may result in University action being initiated against the organization.

Officers of student organizations are responsible for assuring the organization’s compliance with regulations and may be held accountable for failing to do so. They are also responsible for representation of their group when University proceedings are initiated.

Organization violations of DePauw's policies and procedures may occur when any one of the following situations exist.

- Members of the group act in concert
- The organization provides the impetus for violation of University policies and procedures
- A violation arises out of a group-sponsored, financed or endorsed event
- Organization leader(s) has knowledge of the act or incident before or while it occurs and fails to take corrective action
- The incident occurs on the premises owned or operated by the organization
- The incident occurs at an off-campus facility leased/rented/used by the organization for an off-campus event
- A pattern of individual violations is found to have existed without proper or appropriate organization control, remedy or sanction

Community Standards reviews the incident details, and when multiple of the above situations exist the more likely the Community Standards process will be initiated for the organization. If one of the preceding situations exists, and the organization refuses to disclose, or withholds, information related to

individual members of the group responsible for a policy violation, then the community standards process may also be initiated for the organization.

Some DePauw student organizations belong to a governing council that adopts policies and procedures applicable to its organizations and their members. For example, fraternities and sororities have organized councils such as NPHC, IFC, MGC and Panhellenic. DePauw expects that council policies and procedures will be followed and enforced by the student organizations and councils.

Interim and Immediate Actions

In certain circumstances, the Vice President for Student Affairs or a designee may impose an interim or immediate action for an individual or an organization prior to or without the University taking Community Standards action.

I. Return to Living on Campus After Hospitalization

In situations where a student has been hospitalized for at least two nights, the Vice President for Student Affairs, or a designee, will issue follow-up requirements, in writing, for the ability to return to living on campus. These requirements are designed to support student success living on campus and coordinating access to health services. These requirements are based on consultation from DePauw Health and Wellness and/or Counseling Services.

Students will be notified by email of the follow-up requirements, including specific actions required, deadlines, and the rationale for these action steps. The student may request, in writing, a reasonable extension or may request a modification of the requirements. This request should be submitted within 48 hours of being released from the hospital.

The Vice President will verify compliance with requirements. Failure to comply by deadlines will result in a notice providing additional timeframes to meet the requirements.

Students should respond in writing to the Vice President requesting modifications of these requirements. If a student continues to fail to comply with these requirements, then student actions will be reviewed for Code of Conduct violations as outlined in the institution's Community Standards procedures.

II. No Contact Directives

At times it becomes necessary to restrict a student’s or organization's privileges and prohibit contact with specified individuals by issuing a “no contact” directive. A University no contact directive is issued by the Vice President for Student Affairs or a designee. This directive is issued when it is believed necessary to protect a person’s safety and preserve a peaceful environment for all students to work, study and live on campus. Violation of a “no contact” directive is considered a violation of the University Code of Conduct and may result in University action that could include interim suspension from the University.

The Vice President shall review any No Contact Directives upon written request of the students in cases where new information is available. The Vice President may continue the No Contact Directive for a designated period and/or may determine conditions for the termination of the No Contact Directive.

III. Interim Housing Reassignments

The Vice President for Student Affairs, or a designee, may issue interim housing reassignments to students if necessary to diffuse issues which have arisen in the living unit, to protect the student or other students with whom the student lives or to promote the safety and well-being of the student or other members of the University community. Interim Housing Reassignments may pertain to University-owned housing (i.e. residence halls, Rector Village, UOAH, etc.) and/or University approved housing (i.e. privately owned fraternities and sororities, etc.). In the event of an interim housing reassignment, the reassigned student shall immediately move their belongings to the place designated by the Vice President and shall not return to the previous housing location without written permission from the Vice President.

The Vice President shall review any interim housing reassignment upon written request of the reassigned students in cases where new information is available. The Vice President may continue the interim housing reassignment for a designated period and/or may determine conditions for the termination of the interim housing reassignment.

IV. Restrictions for Organizations

While Community Standards action is in process, organizations are not eligible for event registration.

The Vice President of Student Affairs may choose to place restrictions on an organization while it is in the Community Standards process. This decision will be based on criteria including, but not limited to, the severity of the alleged violation, the Community Standards history of the organization, the current sanction level of the organization, the organization's demonstrated ability to host safe and responsible events, and the safety or well-being of members and the greater campus community. The initial restriction decision of the Vice President of Student Affairs is final and may not be appealed.

The Vice President shall review any restrictions upon written request of the Organizations in cases where new information is available. The Vice President may continue any restrictions for a designated period and/or may determine conditions for the termination of the restrictions.

V. Interim University Suspensions

Interim University suspension may be imposed:

1. to ensure the safety and well-being of members of the University community or to preserve University property;
2. to ensure the student's own physical or emotional safety and well-being; or
3. if the student or organization poses a material threat of disruption of or interference with the normal operations of the University.

During any interim University suspension, the student may be denied access to academic classes, University- owned housing, University approved housing, campus facilities and to all other University activities or privileges for which the student might otherwise be eligible. Specific details of the interim suspension will be outlined in written communication to the student.

If an organization is placed on interim University suspension, the organization may be required to temporarily stop all organizational activities during the interim period. The organization may be denied access to all University activities and privileges for which the organization might be eligible. In certain

circumstances, organizational leadership may be restricted from communication with the organizational membership or students may be required to vacate organizational housing units.

Interim suspensions from the University shall be reviewed automatically by the Vice President for Student Affairs within seven (7) business days of the interim suspension. Upon review, the Vice President may continue the interim suspension for a designated period, may determine conditions for the termination of the suspension, may expel the student or organization if immediate expulsion is warranted, or take any other action in the best interest of the University.

VI. Immediate Expulsion

The Vice President for Student Affairs may immediately expel a student from the University without a determination from the Community Standards process if they determine that the student's conduct is so egregious that the student's presence at DePauw is no longer appropriate and the Community Standards process is unnecessary. The student will be notified in writing of the Vice President's decision, and parents or legal guardian will be similarly notified. Immediate expulsions are automatically reviewed by the President of the University.

Community Standards Process

I. Philosophy

NOTE: The University has a separate process for sexual misconduct; see "Title IX and Sexual Misconduct Policy and Procedure" for further details.

The Community Standards process is based on the belief that individual and group responsibility is a part of the educational process at DePauw. Upholding Community Standards can be helpful to students in encouraging individual responsibility and self-discipline, protecting the rights, freedoms and safety of members of the DePauw community, fostering respect for the rights of others, and promoting fair and equal treatment for all students.

The Community Standards process works with students as adults. Students over the age of 18 are legally recognized as adults. Within this context, the Community Standards process encourages personal and professional development of students.

Throughout the Community Standards process, students are entitled to consult with advisors or guardians of their choosing. Guardians and advisors are able to ask process questions to the Community Standards staff outside of intake meetings. Students are also able to ask process questions to the Community Standards Resource Team.

As an adult, students are expected to participate in Community Standards Intake Meetings. In general, advisors, guardians, and/or counsel are not permitted to attend Intake Meetings and Review Board meetings.

For Intake Meetings that may end up with a student or organization going through the Suspension Evaluation Process and/or if a student is also facing criminal charges, a DePauw faculty, staff, or student may serve as an official Advisor during the Intake Meeting. Advisors at the Intake Meeting may consult

with the student/organization, serve as an observer, and support the student. Advisors do not speak on behalf of the student or talk during the Intake Meeting. Students may request a short recess and talk with their Advisor. Students should notify Community Standards who their advisor will be 24 hours prior to their intake meeting.

In unique situations the Community Standards Representative may appoint a neutral Student Affairs staff observer to be present (not a staff member that is part of the Community Standards team). This Student Affairs staff observer does not speak on behalf of the student or talk during the Intake Meeting. Community Standards will let a student know who the staff observer will be 24 hours prior to the intake meeting.

For students under the age of 18, parents or guardians will be notified at the initiation of Community Standards actions. For students under the age of 18 with Intake Meetings that may end up with a student going through the Suspension Evaluation Process and/or if a student is also facing criminal charges, their parent or guardian may serve as an official Advisor during the Intake Meeting. Similarly, their parent or guardian may serve as an official Advisor during the Suspension Evaluation meeting.

The purposes of the community standards process are to:

1. Provide a fair, educationally valid process resulting in fair decisions that hold students accountable for their actions;
2. Establish basic procedural rights of the involved participants;
3. Protect the rights of members of the college community;
4. Promote the development of individual and group integrity;
5. Uphold the non-academic rules and regulations of the University; and
6. Promote fair and equal treatment for all students

II. Tenets of the Community Standards Program

- To regard each student as an individual, deserving individual attention, consideration, and respect
- To consider the facts fully and carefully before resolving any case
- To speak candidly and honestly to each student
- To hold each student to a high standard of behavior, both to protect the campus community and to promote student moral development
- To recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion and understanding
- To support students from a wide range of backgrounds, identities and experiences and to consider students' individual circumstances while meeting with them
- To contribute to the educational mission of the University by upholding policies, conducting programs, and offering education that contributes to the intellectual and moral development of students

III. Definition of Terms

1. Guest: The term "guest" means any non-DePauw community member who is present on University premises or at a University-sponsored activity. A student is considered to be hosting a guest if the guest is present in the student's residence, is responsible for the guest for a given period of time, or has invited the guest to campus.
2. Distribution: The term "distribution" means giving, exchanging, dealing or selling.

3. Event: The term “event” means any, occasion, function, or party in which a group of students or guests are gathered.
4. Hosting: The term "hosting" refers to any DePauw student or organization that formally or informally provides space for students, guests or events. A student is responsible as a host for their assigned residence and may be held accountable for violations that occur in their assigned residence regardless of the student's presence at the time of the violation.
5. Organization: The term “organization” means a group consisting of a number of students who are recognized by the University.
6. Possession: The term “possession” means holding, having on or about one’s person, having in one’s room or living area, or having in one’s vehicle.
7. Use: The term “use” means to take, deploy, apply, utilize or consume something
8. Providing: The term "providing" means to furnish, supply or make available to another individual.
9. Respondent: The term “respondent” refers to an organization or individual responding to an allegation of violating University policy.
10. Student: The term “student” means any person pursuing studies at the University, including: (a) a person not currently enrolled who was enrolled at the time of the alleged violation; or (b) a person who, while not currently enrolled, has been enrolled in the University and may reasonably be expected to seek enrollment at a future date; or (c) an accepted student who has paid a deposit.
11. University premises: The term “University premises” means buildings or grounds owned, leased, operated, controlled, affiliated with or supervised by the University.
12. University-sponsored activity: The term “University-sponsored activity” means any activity, on or off campus, that is initiated, aided, authorized or supervised by the University or by any groups recognized by the University.

IV. Community Standards Representatives

Community Standards Representatives (CSR) assume a variety of roles in the resolution of community standards violations. The typical Community Standards responsibilities are outlined below:

The Director for Community Standards manages the University community standards process on a day-to-day basis. This professional staff person is responsible for processing cases through the community standards system and serving as a resource regarding the community standards process. Specific roles may include: determining Community Standards action, conducting intake meetings, determining sanctions, office communication and chairing the Community Standards Advisory Board.

The Assistant Vice President for Student Affairs is responsible for the on-going supervision of the University Community Standards process, oversees the Review Board, and may conduct intake meetings when needed. The Assistant Vice President also serves as a resource to students and organizations regarding the Community Standards process. The Assistant Vice President also implements the Suspension Evaluation Process. Assistant Vice President makes determinations in instances where a student or organization denies responsibility and the potential violations that may end up in Expulsion, Suspension, or if a student is currently on Community Standards Probation. The Assistant Vice President will review the initial reports, notes from the intake meeting, denial statement, and other relevant information related to the incident. The Assistant Vice President will then have a Suspension Evaluation Meeting with the student. The Assistant Vice President will make a determination of responsibility and, if applicable, determine sanctions. Suspension Evaluation meetings will be recorded so there is a verbatim record in case of appeal.

The Vice President for Student Affairs is responsible for the overall supervision of the University community standards process, interim actions, and for hearing appeals of cases that have been addressed through the Community Standards process.

The titles Vice President for Student Affairs, Assistant Vice President for Student Affairs, and Director for Community Standards include their designee.

V. Community Standards Teams and Boards

T**he Community Standards Resource Team** will consist of trained Student Affairs staff members who will act as a resource to students. If desired, after a student receives a Community Standards letter, students may reach out to a Resource Team member to ask questions about the Community Standards process before meeting with the CSR.

The Community Standards Review Board will consist of the Assistant Vice President for Student Affairs or their designee and two students. Students are selected through an application process. The Review Board makes determinations in instances when a student or organization denies responsibility. The Review Board will consider the initial reports, intake meeting information, denial statement, and any other information if directly relevant to the incident presented. The Review Board will make a determination of responsibility and, if applicable, determine a sanction. In situations when a full Review Board cannot be timely constituted, the Review Board must have at least two members to make determinations.

VI. Reporting Procedures

Anyone wishing to report a potential violation of the University Code of Conduct may make a report to DePauw Police, Housing and Residence Life staff, Fraternity and Sorority Life staff, the Student Affairs Office, or other Student Affairs staff members.

When an incident occurs, reports generated by University employees, DePauw Police or other law enforcement agencies may be forwarded to Student Affairs and Community Standards.

VII. Review of Reports

The Community Standards Office determines whether it appears individuals or organizations violated the Code of Conduct. The Director for Community Standards determines an appropriate course of action and if the Community Standards process is initiated.

If the Community Standards Process is not initiated, other actions may be taken to address student actions, including educational conversations. The Community Standards Office may send a letter documenting the incident. Individual students or organization representatives have the option to respond to this letter by requesting a meeting with the Director for Community Standards

In some situations, a (CSR) may request that an organization representative involved in an incident meet with a staff member to gather more information prior to deciding whether a Code of Conduct violation may have occurred. This information gathering allows the student and staff member to discuss the incident.

Due to confidentiality, Community Standards does not directly share reports with other offices. A request can be made to the Vice President for Student Affairs should an office need to review reports and the Vice President for Student Affairs makes final decisions.

VIII. Community Standards Process for Individuals

If the Community Standards Office needs more information, there may be additional information gathering, which may include, but is not limited to: meetings with individuals through the Community Standards process, DePauw Police investigation, or additional reports received from offices or organizations.

If it is determined that there appears to be a Code of Conduct violation, the Community Standards Office will prepare a letter describing the alleged violation. In most cases, the letter will require that within two business days of receipt of the letter the student must contact the Community Standards office to sign-up for an intake meeting. Students should complete their intake meeting within five business days of receipt of the letter.

In some instances, in the discretion of the Director for Community Standards a Formal Warning or Review letter may be sent to allow for students to accept responsibility without an intake meeting.

Incidents involving multiple students or students living in a group living environment (e.g. Rector Village or University-owned apartments and houses) the CSR may decide to conduct a joint intake meeting for violations that appear to have shared responsibility. In these situations, a student may request an individual intake meeting as an alternative.

For students who are currently listed as an active member of an intercollegiate athletics team, Residents Assistants, or First-Year Mentors, because they are leaders within Student Affairs and representatives of DePauw University, their coach or supervisor will be copied on their Community Standards letters.

At the intake meeting, the CSR and the student will review the report that led to the alleged violation. If a student desires to review Community Standards documents prior to or after the intake meeting, they can schedule a time to come to the office and review documents. Students may bring an Advisor or parent/guardian with them to review the documents outside of the intake meeting. Students that desire to see Police reports that have been forwarded to the Putnam County Prosecutor's office need to contact the Prosecutors office to coordinate document review.

Because reports and incidents involve more than just one person and due to the privacy of others information, students are not permitted to record, photocopy, photograph, or reproduce materials from the Community Standards intake meeting.

In some situations, an intake meeting may occur over multiple meetings. If a student desires the intake meeting to occur over multiple sessions, they should request to do so either before their intake meeting or during their intake meeting.

Students will have the opportunity to discuss the incident, allow for the student to share information, answer questions and ask questions, clarify the Community Standards process, and ask about sanctioning guidelines in the student handbook.

At the end of the intake meeting the students are required to formally admit or deny the alleged violation. In the event that a student attends an intake meeting but declines to officially respond to their alleged violation, the process will proceed as if the student has accepted responsibility for violating the Code of Conduct.

Based upon a student's decision to formally admit or deny the alleged violation:

1. If a student admits violating the Code of Conduct, the CSR will decide the sanction using the sanction guidelines in the Student Handbook.

2. If a student denies violating the Code of Conduct, they will have the opportunity to provide a written denial statement with any evidence within 2 business days to the Community Standards Review Board. If no denial statement is provided, the CSR will determine the sanction as though the student had accepted responsibility. If a denial statement is provided, the CSR will determine either that the alleged violation(s) will be documented (no finding of responsibility) or the alleged violation(s) will be forwarded to the Community Standards Review Board.

3. If a denial statement is submitted within two business days, the Community Standards Review Board will meet.
    - The Review Board will consider the initial report, Intake Meeting information, student denial statement, and other information if directly relevant to the incident.
    - The Review Board then determines if there is a preponderance of evidence that a student is responsible for violating the Code of Conduct.
    - If there is not a preponderance of evidence, the individual is found not responsible.
    - If there is a preponderance of evidence, The Review Board will determine sanctions based upon the sanction guidelines in the Student Handbook.
4. If a denial statement is submitted within two business days and the typical sanction may potentially be Expulsion or Suspension they will meet with the Assistant Vice President for Student Affairs.
    - The Suspension Evaluation Process will consider the initial report, intake meeting information, student denial statement, and other information if directly relevant to the incident.
    - The Assistant Vice President for Student Affairs will also hear directly from the responding student and be able to ask them questions during a Suspension Evaluation Meeting.
    - A DePauw faculty, staff or student may serve as an Advisor during the Suspension Evaluation meeting. The Advisor may attend the meeting as an observer or support, but not talk during the meeting. The student may request a short recess to talk privately with the Advisor.
    - After the Suspension Evaluation Meeting has concluded, the Assistant Vice President for Student Affairs then determines if there is a preponderance of evidence that a student is responsible for violating the Code of Conduct.
    - If there is not a preponderance of evidence, violations may be dropped or documented.
    - If there is a preponderance of evidence the Assistant Vice President for Student Affairs will determine sanctions based upon the sanction guidelines in the Student Handbook.

Failure to schedule or attend an intake meeting or a Suspension Evaluation Process meeting constitutes a violation of the University Code of Conduct and will result in the appropriate sanction being levied as though the student accepted responsibility for the violation. In certain circumstances, failure to schedule or attend a meeting may also be considered an additional violation of the University Code of Conduct and may result in additional Community Standards action.

IX. Community Standards Process for Organizations

The Community Standards Office reviews reports and information to determine if there may have been a violation of the Code of Conduct for individuals and/or organizations, these are not mutually exclusive.

The Community Standards Office consults the Student Handbook's Student Organization Responsibility section for the framework of determining if there may be organizational accountability.

If the Community Standards Office needs more information, there may be additional information gathering, which may include, but is not limited to: meetings with individuals through the Community Standards process, DePauw Police investigation, or additional reports received from offices or councils. Organizations may submit additional documentation or investigation information to the Community Standards Office.

If the Community Standards Office determines to not proceed with the Community Standards process, information may be forwarded to the Fraternity and Sorority Life Office for follow-up, to the organization's governing councils for council accountability processes, or educational interventions may be utilized. The CSR may also determine to provide an official documentation letter without sanctions instead of initiating the Community Standards process.

If it is determined that it appears an organization violated the Code of Conduct, the Community Standards letter will be sent to the president and advisor of the organization. In most cases, the letter will require that within two business days of receipt of the letter that the Organization President must contact the Community Standards office to sign up for an intake meeting. Organizations should complete their intake meeting within five business days of receipt of the letter.

In some situations, an intake meeting may occur over multiple meetings. In some instances, in the discretion of the Director for Community Standards, a Formal Warning letter may be sent to allow for the Organization to accept responsibility without an intake meeting.

Because the Fraternity and Sorority Life (FSL) office and Chapter Advisors help chapters with education and compliance, the Director of FSL and the Chapter Advisor will be copied on the organization's Community Standards letters. The Community Standards Office and Student Affairs also reserves the right to notify Fraternity and Sorority Headquarters about alleged incidents and Community Standards processes.

The organization president is responsible for attending the intake meeting or designating other student representatives to respond on behalf of the organization. The advisor may communicate with the Community Standards office at other times to clarify community standards processes and procedures. The advisor of the organization is not allowed to be present during the intake meeting.

At the intake meeting, the CSR and organization representative will review the report(s) that led to the alleged violation, discuss the incident, allow for the organization to share information, ask questions, and answer questions, and clarify the Community standards process. Because reports and incidents involve more than just one person and due to the privacy of others information, students are not permitted to record, photocopy, photograph, or reproduce materials from the Community Standards intake meeting.

At the end of the meeting the organization representative is required to admit or deny the violation of the Code of Conduct. In the event that the organization representative attends an intake meeting but declines to officially respond to the alleged violation, the process will also proceed as if the organization has accepted responsibility for violating the Code of Conduct.

1. Should the organizational representative choose to admit to the violation of the Code of Conduct, the organization will be given two business days to prepare a self-sanction proposal based on the

sanction guidelines for organizations in the Student Handbook. If the organization does not submit a self-sanction proposal by the specified timeframe of two business days, Community Standards will determine the sanctions.

If approved by the CSR, the self-sanctions will be implemented; if not approved, the organization has one business day to draft a second proposal after conversations with the Community Standards Office. If the second sanction proposal is not approved by the CSR, then the CSR will determine an appropriate sanction based on the sanction guidelines for the organizations in the Student Handbook.

2. If the organization representative denies violating the Code of Conduct during the intake meeting, they will have the opportunity to provide a written denial statement with any evidence within two business days to the Community Standards Review Board. If a denial statement is provided, the CSR will determine either that the alleged violation(s) will be documented (no finding of responsibility) or the alleged violation(s) will be forwarded to the Community Standards Review Board. If no denial statement is provided, the CSR will determine the sanction as though the organization had accepted responsibility.

3. If a denial statement is submitted within two business days, the Community Standards Review Board will meet.
    - The Review Board will consider the initial report, Intake Meeting information, organization's denial statement, and other information if directly relevant to the incident.
    - The Review Board then determines if there is a preponderance of evidence that the organization is responsible for violating the Code of Conduct.
    - If there is not a preponderance of evidence, the Organization is found not responsible.
    - If there is a preponderance of evidence, The Review Board will determine sanctions based upon the sanction guidelines in the Student Handbook.

4. If the denial statement is submitted within two business days and the typical sanction may potentially be Expulsion or Suspension, the organization representative will meet with the Assistant Vice President for Student Affairs.
    - The Suspension Evaluation Process will consider the initial report, intake meeting information, organization's denial statement, and other information if directly relevant to the incident.
    - The Assistant Vice President for Student Affairs will also hear directly from the responding organization representative and be able to ask them questions during a Suspension Evaluation Meeting.
    - A DePauw faculty, staff or student may serve as an Advisor during the Suspension Evaluation meeting. For Greek organizations, the Advisor may also be the officially listed chapter advisor with the Office of Fraternity and Sorority Life. The Advisor may attend the meeting as an observer or support, but not talk during the meeting. The organization representative may request a short recess to talk privately with the Advisor.
    - After the Suspension Evaluation Meeting has concluded, the Assistant Vice President for Student Affairs then determines if there is a preponderance of evidence that organization is responsible for violating the Code of Conduct.
    - If there is not a preponderance of evidence, violations may be dropped or documented.
    - If there is a preponderance of evidence the Assistant Vice President for Student Affairs will determine sanctions based upon the sanction guidelines in the Student Handbook.

Failure to schedule or attend an intake meeting or a Suspension Evaluation Process meeting constitutes a violation of the University Code of Conduct and will result in the appropriate sanction being levied as though the organization accepted responsibility for the violation. In certain circumstances, failure by an organization representative to schedule or attend a meeting may also be considered an additional violation of the University Code of Conduct and may result in additional Community Standards action.

X. Appeals

Community Standards decisions, for individuals and organizations, may be appealed to the Vice President for Student Affairs. Appeals must be filed in writing with the Vice President within three business days of receiving the written notification of the sanction letter.

The Vice President will decide whether or not there is a basis for appeal and, if so, upon consideration of the appeal may change any determination. The decision of the Vice President is final.

Sanctions determined by a CSR may be appealed to the Vice President for Student Affairs. Because the student or organization admitted violating the Code of Conduct, declined to participate, or failed to attend an Intake Meeting, the only basis for appeal is appropriateness of the sanction.

Findings of responsibility and sanctions by the Community Standards Review Board or Suspension Evaluation Process may be appealed to the Vice President of Student Affairs based on the following:

1. new evidence not reasonably available at the time of the original Review Board or Suspension Evaluation Process responsibility determination the absence of which can be shown to have affected the determinations; or
2. procedural error that can be shown to have affected the determination of the Review Board or Suspension Evaluation Process; or
3. errors in the interpretation of University policy so substantial as to deny the respondent a fair community standards process or,
4. appropriateness of sanction

If a student submits additional information beyond their appeal letter, The Vice President will determine if materials submitted are relevant and if they will be considered during the appeal.

XI. Sanctions

Students are expected to complete all required sanctions associated with the final outcome of the community standards process. Failure to complete any portion of a sanction may result in required follow-up actions by students. Incomplete previous sanctions will be considered when sanctioning for future Code of Conduct violations. Failure to complete a sanction while on Probation may result in additional Community Standards action and a current sanction being moved to Suspension.

Sanctions for Individuals

Any combination of the following sanctions or other sanctions may be determined through the Community Standards process. Multiple and/or repeated violations will result in increased sanctions. The sanctions listed are not inclusive but merely serve as guidelines.

Expulsion: The most severe sanction for violation of the University Code of Conduct shall be expulsion, resulting in immediate dismissal and permanent separation from the University. Parents or legal guardians will receive notification of the student's change of status. A student who has been expelled is not

permitted to visit the University or attend any functions on campus without written permission from the Vice President for Student Affairs. Student expulsions are automatically reviewed by the President of the University.

For students expelled from the University, tuition, fees and residence hall room and board are neither refunded nor remitted, in whole or in part.

Violations warranting expulsion include, but are not limited to:

- Behavior that results in the death of an individual (hazing, alcohol, violence, arson, etc.)
- Possession or use of weapons that may cause significant physical harm to the lives of others
- Dealing or distributing large quantities of narcotics, marijuana, illegal substances, or controlled substances
- Catastrophic property destruction

Suspension: The second most severe sanction for violation of the University Code of Conduct shall be suspension, resulting in immediate dismissal from the University for at least the remainder of the semester in progress and/or a specified period of time thereafter. Parents or legal guardian will receive notification of the student's change of status. Any additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. During this time the student is not permitted to be on campus, live in University Approved Housing or attend any functions on campus without written permission from the Vice President for Student Affairs.

For students placed on suspension from the University, tuition, fees and residence hall room and board are neither refunded nor remitted, in whole or in part.

Violations warranting suspension include, but are not limited to:

- Dealing or distribution of narcotics, marijuana, illegal substances or other controlled substances
- Possession of narcotics, marijuana, illegal substances, or other controlled substances accompanied by paraphernalia indicating ability or intent to distribute or deal
- Intent to deal or distribute large quantities of narcotics, marijuana, illegal substances, or other controlled substances
- Use or possession of drugs that may cause significant harm or are in large quantities
- Repeated use and/or possession of narcotics, marijuana, illegal substances or controlled substances
- Repeated substance violations
- Driving while under the influence of alcohol/drugs that impacts yourself or others
- Physical assault
- Hazing, direct physical harm to others
- Harassment based on race, gender, sexual orientation or religion (serious and/or repeated)
- Threats (serious and/or repeated)
- Theft resulting in significant monetary or property loss
- Possession or use of firearms, fireworks, ammunition or explosive materials
- Significant destruction of property
- Tampering with fire alarm system
- Conduct that materially threatens another person.
- Possession or use of weapons that may cause physical harm to others
- Material and substantial disruption of normal and essential functions of the University
- Additional Code of Conduct violations while on probation

Probation: A violation of the University Code of Conduct determined to be at probation will result in a minimum of four weeks on probation up to one full year. In addition, probation may include educational requirements, additional sanctions, or loss of privileges. Probation is a period of specific notice of essentiality to adhere to the Code of Conduct. Violations of the University's Code of Conduct while on probation may result in suspension. Because probation could lead to suspension, parents or legal guardians will receive notification of the student's probation status unless students of legal age make a written and justifiable request within one business day of receiving your written notification of the sanction letter to not notify parents.

After probation is completed, if found responsible for violating any additional University policies or failure to comply with other requirements stipulated as part of Probation, the student may be placed on probation or moved to a higher sanction level.

Violations warranting probation include, but are not limited to:

- High risk alcohol violations (i.e. excessive consumption of alcohol or providing excessive amounts of alcohol to others)
- Driving while under the influence of alcohol/drugs that impacts yourself
- Multiple alcohol policy violations
- Multiple incidents of use or possession of marijuana, marijuana paraphernalia, or illegal THC products
- Sharing of marijuana or illegal THC products
- Use of marijuana
- Possession of marijuana above one gram
- Use of illegal THC products
- Possession of illegal THC products above one gram
- Use of a large amount, or repeated use, of provable as lower than .3% THC products
- Possession of a large amount, or repeated violations, of provable as lower than .3% THC products
- Multiple marijuana or illegal THC violations in the same incident
- Disorderly, lewd or indecent conduct
- Destroying University property or the property of others
- Intentional damage of University property or the property of others
- Harassment based on race, gender, sexual orientation or religion
- Failure to comply with the directive of a hearing body, University official or law enforcement officer
- Failure to identify oneself to University officials or DePauw Police when requested to do so
- Falsification, distortion or misrepresentation of facts, information and/or documents
- Lying, acts of dishonesty within a University process, investigation, or Code of Conduct Violation
- False reporting
- Possession of false identification (e.g., driver's license)
- Unauthorized possession of property, that impacts others (i.e. safety, financial impact, impacts functionality, etc.)
- Unauthorized entry
- Repeat or significant violation of Housing and Residence Life policies
- Misuse or falsely pulling a fire alarm
- Misuse or tampering with a smoke detector or fire extinguishers
- Not evacuating a space during a fire alarm
- Smoking in the living unit
- Public indecency

- Public nudity that impacts others
- Conduct that materially threatens another person
- Possession of weapons that may cause physical harm to others
- Theft
- Material and substantial disruption of normal and essential functions of the University
- Additional Code of Conduct violations after previously receiving a Review
- Additional Code of Conduct violations after previously receiving a Formal Warning
- Significant violation of University ordinance or regulation

Review: A violation of the Code of Conduct determined to be on review will consist of a 4-6 week period of reflection observation and review. In addition, review may include educational requirements or additional sanctions. If found responsible for violating any additional University policies or failure to comply with other requirements stipulated as part of the review, the student may be moved to a higher sanction level.

- Alcohol violations with increased consumption/ BAC, hard alcohol, and/or drinking games
- Multiple lower-level alcohol policy violations
- First time low-level possession of marijuana (i.e. under one gram, a joint)
- First time possession of marijuana paraphernalia
- First time low- level possession of illegal THC product (i.e. one small THC item)
- Low level use or possession of products provable as lower than .3% THC
- Being in a room other than your own where controlled substances or narcotics are used or accessible
- Unauthorized use of University facilities, living units, or rooftops
- Unauthorized possession of property, that does not significantly impact others (i.e. unclear that it was someone else's property, no financial impact, item returned before investigation initiated, etc.)
- Unintentional damage of University property or property of others
- Public nudity that does not impact others
- Repeated violation of or multiple violations in conjunction with the Campus Publicity and Display Policy
- Repeated violation of Housing and Residence Life policies
- Violation of University ordinance or regulation

Formal Warning: A written notification of a Code of Conduct violation and warns against any potential violations of University policy in the future. Formal warnings may include educational requirements or additional sanctions. Any minor level violation could be placed in this category. If found responsible for violating any additional University policies or failure to comply with other requirements stipulated as part of the formal warning, the student may be moved to a higher sanction level.

- Lower-level alcohol use or possession violations (i.e. small quantities of beer, lower BAC, etc)
- Alcohol paraphernalia
- Noise policy violations
- Parking violations
- First time use or possession of underage tobacco
- Violation of Campus Publicity and Display Policy
- Violations of Housing and Residence Life policies
- First time fire safety hazards (e.g. candles, extension cords, string lights)
- Knowledge of lower-level policy violations in your room/residence

Documentation: A written record documenting that an incident occurred. Documentation is not a decision on individual responsibility. However, documentation may be considered if future violations

arise that the individual has received information and notification about the University's Code of Conduct and University policies.

Additional Sanctions:

Other sanctions for individuals may include, but not limited to:

Educational Sanctions: Sanctions that may require an individual to write a paper, plan and present a program, have an educational conversation with a designated staff member, attend a class or complete other educational requirements.

Alcohol and/or Drug Education: Students may be required to complete alcohol and drug education. Community Standards and DePauw Counseling Services work together to provide alcohol education, marijuana education, alcohol and drug assessments, and partner with local centers for additional drug and alcohol education.

Community Standards Intervention Program: Students may be required to work with a selected staff member for a semester or up to a year. The student will work on setting goals and receive support and resources to change behavior to continue to succeed at DePauw
University property restrictions: Students may be restricted from certain University facilities or property for a designated period of time.

Living unit expulsion: Permanent separation of the student from the living unit.

Living unit restriction: Separation of the student from the living unit for a designated period of time, after which the student is eligible to return. Conditions for reassignment may be specified.

Fine: A monetary penalty to discourage future violations. Fines may also be utilized when students fail to complete other required sanctions.

Restitution: Compensation for loss or damage to University Property. This may take the form of appropriate service and/or monetary or material replacement.

Service: Designated work performed for the benefit of the University community.

Loss of privileges: Denial of specified privileges for a designated period of time, such as off-campus study, participation in formal Greek recruitment, participation in on campus Winter Term, holding campus leadership positions or participation in other DePauw activities.

Restorative justice: A formal process with the opportunity to make amends with the members of the community who were impacted by the policy violation through structured dialogue.

Discretionary sanction: CSR determines as appropriate related to specific violations.

Sanctions for Organizations

Any combination of the following sanctions or other sanctions may be determined through the community standards process. Multiple and/or repeated violations can result in increased sanctions up to and including expulsion from the University. The sanctions listed are not inclusive but merely serve as

guidelines. The Vice President for Student Affairs reserves the right to intervene with organizations that demonstrate disregard of the policies or processes.

Organizations are expected to complete all required sanctions associated with the final outcome of the community standards process. Failure to complete any portion of a sanction may result in required follow-up actions by Organizations. Incomplete previous sanctions will be considered when sanctioning for future Code of Conduct violations. Failure to complete a sanction while on Probation may result in additional Community Standards action and a current sanction being moved to Suspension.

Expulsion: The most severe violation of the University Code of Conduct by an organization may result in dismissal and permanent separation of the organization from the University. Organization expulsions are automatically reviewed by the President of the University.

Violations warranting expulsion include, but are not limited to:

- Additional Code of Conduct violations while on organizational suspension
- Code of Conduct violations so egregious that the organizations' presence at DePauw is no longer desired on campus.

Suspension: The second most severe violation of the University Code of Conduct by an organization may result in suspension of the organization from the University for a minimum of one full academic year up to five full academic years. Any additional violations or failure to comply with other requirements stipulated during this period may result in expulsion.

Violations warranting suspension include, but are not limited to:

- Additional Code of Conduct violations while on organizational probation
- Multiple major Code of Conduct violations during same incident
- Hazing, direct physical harm to others
- Conduct that threatens or endangers the safety of others
- Harassment
- Physical assault
- Alcohol violations that result in significant harm or secondary effects
- Major fire safety violations
- Drugs, organization provided, distributed or sponsored

Probation: Repetitive or serious violations of the University Code of Conduct may result in Organizational Probation. Probation is a period of observation and significant restrictions and requirements may be put in place. The probationary period will not end until the conditions of the probation have been met. Any additional violations or failure to comply with the requirements stipulated during this period can result in suspension or an increase in the length, severity or requirements of the probation. The length of the probationary period for organizations may range from four weeks to one full year. Fines for organizations on probation may range from $1000 to $2500.

Social restrictions while an organization is on probation may include 1) no group parties or co-sponsored social events that allow alcohol to be present; 2) no group parties or co-sponsored social events; 3) loss of all group and campus-wide event privileges except philanthropy and service; 4) loss of all group and campus-wide event privileges; 5) any of the guidelines listed in Review.

Violations warranting probation include, but are not limited to:

- Additional Code of Conduct violation while the organization is on review
- Violations of the hazing policy

- Conduct that threatens the safety of others
- Threats or intimidation
- Significant fire safety violations
- Destroying University property or the property of others
- Intentional damage of property
- Public nudity that impacts others
- Failure to comply with the directive of a hearing body, University officials or DePauw Police officials
- Failure to identify oneself to University officials or DePauw Police officials when requested to do so
- Falsification, distortion or misrepresentation of facts, information and/or documents
- Multiple significant Code of Conduct violations during same incident
- Repetitive pattern of alcohol violations
- Alcohol violations that result in harm or secondary effects and organization was not implementing proper safety risk management initiatives
- Alcohol violations related to hard alcohol use or providing hard alcohol at registered events
- Drug violations, organization enabled
- Significant violation of University ordinance or regulation

Review: Moderate and/or first-time violations of the University Code of Conduct may result in the organization being placed on Organizational Review. Organizational Review is a period of institutional support in which the sanctions for the organization will focus on education. Requirements may be implemented to assist the organization in corrective actions associated with the violation. The length of the review period for organizations will typically range from four weeks to twelve weeks, but may extend to a full semester. Fines for organizations on probation may range from $250 to $1000. Review level fines may be utilized for educational initiatives with the chapter.

In order to assist organizations in successfully achieving the guidelines established while on Review, the organization will select a support person from the Fraternity and Sorority Life staff. This support person will serve as a resource to the organization, providing them guidance and support for implementing new practices and procedures in support of the University Code of Conduct. The Review time period is not complete until organization leadership has completed all meetings and trainings with their designated support person.

Guidelines may be put in place for the organization during the review period. These may include, but are not limited to: 1) the requirement to implement additional safety management guidelines at registered events; 2) the requirement to utilize third party vendors or BYOB at registered events; 3) attendance restrictions; 4) the requirement to host a non-alcoholic event prior to registering an event with alcohol.

Violations warranting Review include, but are not limited to:

- Additional Code of Conduct violations after receiving a formal warning
- Multiple lower level Code of Conduct violations during same incident
- Repeated noise violations
- Unauthorized entry, use of University premises, campus living unit, or roof tops
- Unregistered alcohol parties with additional violations
- Possession of common containers
- Low level fire safety violations
- Organization to organization "pranks" that violate policy
- Lewd, indecent, obscene behavior
- Public nudity that doesn’t impact others

- Unintentional damage of University property or the property of others
- Alcohol violations that result in high level of harm or secondary effects, and organization can document and verify the implementation of proper safety management initiatives
- Low level alcohol violations in which organization was not implementing proper safety management initiatives
- Drugs, lower level marijuana
- Violations of Fraternity and Sorority Life's New Member Education and Intake Policies

Formal Warning: A written notification of a Code of Conduct violation and warns against any future violations of University policy. Formal warnings may carry educational sanctions and a fine of $250.

Violations warranting formal warning include, but are not limited to:

- Noise violations
- Alcohol violations that have low risk
- Low level alcohol violations in which organization can demonstrate effective safety management practices
- Campus or neighborhood disruption
- Incidents with minimal chapter involvement
- Unregistered alcohol party with no additional Code of Conduct violations
- Organization marketing materials/attire that violates University policy

Documentation: A written record documenting that an incident occurred. Documentation is not a decision on organizational responsibility. However, documentation may be considered if future violations arise that the organization has already received information and notification about the University's Code of Conduct and that the action is a violation of the University policies. Documentation may include suggested educational initiatives.

Additional Sanctions:

Other sanctions for organizations may include, but are not limited to:

Educational Sanctions: The goal of this alternative is to promote safety and education by creating and presenting solution-focused information to chapters in engaging ways. Actively involving representatives from the chapter in co-designing the educational conversation will allow tailored programming that addresses the specific problems that resulted in policy violations.

University property restrictions: Organization may be restricted from certain University facilities or property for a designated period of time.

Living unit expulsion: Permanent separation of the organization from the living unit.

Living unit restriction: Separation of the organization from the living unit for a designated period of time, after which the members are eligible to return. Conditions for reassignment may be specified.

Fine: A monetary penalty for property damage, theft or other violations that result in disruption or risk to others. Fines may also be utilized when organizations fail to complete other required sanctions.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Service sanction: Designated work performed for the benefit of the University or local community.

Loss of privileges: Denial of specified privileges for a designated period of time.

Discretionary sanction: CSR determines as appropriate related to specific violations.

Community Standards Process Records

I. Family Educational Rights and Privacy Act

Access to records and release of information and notification shall be construed and applied in a manner consistent with the Family Educational Rights and Privacy Act, as amended from time to time.

II. Access to Records

Documents: The parties shall have the right to inspect and review the documents being presented at the Intake Meeting. All requests to inspect and review documents outside of the Intake Meeting shall be made in writing to the CSR. Any review of documents shall be with the supervision of a Student Affairs staff member.

Record Retention: Records related to the Community Standards process for a student will be maintained for six years from graduation or last date of attendance, after which records are destroyed or permanently deleted and cannot be accessed for reporting, unless being preserved pursuant to an ongoing litigation hold. An organization's file will be maintained for six years after the school year in which the incident occurred, unless an ongoing litigation hold required preservation for a longer period.

Petition to Expunge or Amend Community Standards Records: In pre-determined timelines, an Individual student may seek to expunge or amend their Community Standards records regarding Probation and/or Suspension by submitting a written petition to the Vice President for Student Affairs. The Vice President will consider the following factors in evaluating a petition to expunge or amend:

- The nature of the violation(s) and the severity of any damage, injury, or harm resulting from it.
- Successful completion of the sanction;(s);
- The conduct of the student subsequent to the violation;(s) (including but not limited to further Community Standard action, medical withdrawal, alcohol/drug treatment, successful graduation from DePauw, etc.);

- The present demeanor of the student

Timing of Petition to Expunge or Amend Community Standards Records:

1. Amend Probation: In the event a student has only one probation, while they were a first- year student at DePauw, the student may petition to Amend Community Standards records at the end of successfully completing their junior year. To be eligible for amending, the student must not have had any other Code of Conduct violations of any level. If granted, the amending takes effect immediately. Amending includes changing sanction to Review level and expunging the previous Probation.
2. Expunge Probation (s): In the event a student has a Probation that occurred as a Sophomore, Junior or Senior, or multiple Community Standards sanctions, the student may petition for expungement of the Probation(s) upon graduation from the University.
3. Expunge Suspension: In the event a student has a suspension, the student may petition for expungement upon graduation from the University.

All decisions regarding expungement or amending petitions are final. There is no appeal of the Vice President's decision regarding a petition to expunge Community Standards records.

Effect of Expungement of Community Standards Records: Expungement means that Community Standards records at issue will be destroyed or permanently deleted and thereafter cannot be accessed for reporting.

III. Release of Information and Notification

- The Vice President for Student Affairs or designee is responsible for the release of any information relating to University Community Standards cases.
- Parents or guardians may be notified when a student is placed on probation, suspended or expelled through the Community Standards process. Parents or guardians may be notified of prior formal warning or review violations if a student has additional violations or is later placed on probation, suspended, or expelled. Parents may be notified of prior student requests to not notify parents of previous Probations if a student has additional violations or is later placed on probation, suspended, or expelled. Parents may be notified about other disciplinary action or violations at the discretion of the Assistant Vice President for Student Affairs or designee.
- Names of students being investigated for Code of Conduct violations or who have formal action taken through the Community Standards process will not be released.
- Notification regarding organization Community Standards actions, sanctions or any other Community Standards information may be shared with an organization's advisors, alumni governing board, (inter)national headquarters, governing council, House Corporation, parents of members, or publicly at the discretion of Community Standards.
- Students who have received Documentation, Formal Warning, or Review are considered in good standing with Community Standards. Documentations, Formal Warnings and Reviews are not shared with other offices inside the University or external to the University.
- Employers, representatives of graduate/professional schools, other institutes of higher education, or other governmental or private agencies will be informed of all code violations of probation or higher if information is requested and a release has been signed, according to the record retention policy above.
- Upon written request, in violations of University policy that also constitute a crime of violence as defined by the Family Educational Rights and Privacy Act (FERPA) (such as arson, assault, burglary, criminal homicide, malicious destruction of property, kidnapping, robbery), the victim/s

of that violation may be notified concerning the final results of the Community Standards process. This notification is limited to the name of the accused student, the alleged violation committed, and the sanction imposed against the accused student, if Probation or higher. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for notification purposes.

Section III: University Policies

Alcoholic Beverage Policy for Students

(Approved by the President's Cabinet, August 2018)

Section I: Philosophy

Excessive alcohol consumption is an unfortunate part of the student social culture on campuses today. The principles expressed in this policy are intended to guide the DePauw community in all matters regarding the use, misuse, and abuse of alcohol. This policy is intended to serve as a basis for institutional rules and regulations, as a guide for individual and group decision-making, and as a community standard for behavior.

Our primary objectives are to support the educational mission of the University and for students to succeed academically. We do this by helping our students make responsible decisions regarding alcohol use. We commit ourselves to promoting a community that values, teaches, and models healthy life choices and to creating conditions that provide a safe environment for living and learning. We direct our greatest educational efforts toward curbing high-risk alcohol use. We expect our students to follow Indiana law regarding alcohol consumption. Members of the DePauw community who are 21 or over and decide to use alcohol are expected to do so responsibly. Any student using alcohol may be subjected to University Community Standards action for behavior that places them or others at risk or otherwise violates this policy.

We work to help our students become responsible citizens and make informed decisions by: educating students on the behaviors that define high-risk drinking; developing a culture on campus that challenges high-risk alcohol use; reducing secondary effects of alcohol use that impact student success; empowering students who serve as advocates for reducing high-risk drinking on campus; reaching the majority of first-year students during the first two weeks of the semester with accurate information about the risks of alcohol use as well as University policy; identifying high-risk populations and developing specific interventions for these populations; sponsoring non-alcoholic social events and programs; offering healthy living housing so that students who choose to not use alcohol can live in an environment where their lifestyle is supported by their peers; teaching students and staff intervention skills and focusing on their responsibility to intervene when others are engaging in high-risk behaviors; building relationships with student organizations and their leadership relative to their engagement with alcohol issues on campus; providing resources that will assist students who have alcohol abuse issues; using technology and creative strategies to reach our students; holding students accountable to their choices and behaviors; and engaging faculty, staff, alumni, and parents in these efforts.

We are a campus that strives to provide a safe and healthy environment that allows for a positive academic and social experience. To this end the University expects that:

- Students will take responsibility for their actions in *a community where alcohol is consumed responsibly.*
- Students will not drink to excess and will eliminate the serving of hard alcohol.

- Students and organizations will intervene when signs of excessive drinking appear and *excessively intoxicated students will be cared for and will not be allowed into parties or served alcohol.*
- Students will call DePauw Police or 9-1-1if concerned about the safety of others and *hosts will embrace responsibility for their guests*.
- Students will exhibit civility and responsibility in social settings *and show respect for the physical environment.*

Student Affairs staff will address students' behavior when policy violations occur and will act to correct the situation. University Community Standards action will result from policy violations. DePauw Police may make arrests or issue citations as a result of violations of state law

Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment or prevention programs are promptly instituted. Students or organizations who request help as they attempt to address excessive drinking issues before any Community Standards actions are instituted will not face Community Standards action.

Section II: Medical Amnesty

Medical Amnesty applies to situations involving alcohol where Call. Stay. Cooperate has been enacted. In the same spirit of Medical Amnesty, DePauw Police Officers follow the Indiana Lifeline Law for students who call for emergency attention for their peers who have been consuming alcohol.

Section III: Laws of the State of Indiana

Any violation of the laws of the State of Indiana regarding alcohol is grounds for University Community Standards action. It is important for members of the community to understand that while we operate under standards that best serve our community, we are not exempt from state law. Under the laws of the state of Indiana, it is illegal to:

- Possess, consume, or transport any alcoholic beverage if under the age of 21;
- Provide, sell, or furnish an alcoholic beverage to a person under the age of 21;
- Operate a vehicle while intoxicated or with a blood alcohol content of .08 percent or higher;
- Become publicly intoxicated;
- Provide alcohol to an intoxicated person;
- Sell any alcoholic beverage without a license;
- Possess a false identification or in any other way make a false statement about one's age, if under 21, for the purpose of procuring an alcoholic beverage;
- Furnish false or fraudulent evidence of identification to a minor (under 21 years of age) for use in procuring an alcoholic beverage;
- Refuse to be chemically tested for blood alcohol level if stopped for suspicion of operating a vehicle while intoxicated; and
- Be present in a bar or liquor store where the primary purpose of business is to sell alcohol if you are under the age of 21.

The above information on state laws is intended only to provide a brief summary of some relevant Indiana statutes. Students are personally responsible for awareness of the law.

In addition to criminal penalties, civil liability may be incurred by one's behavior under the influence of alcohol or by the behavior of another person to whom one provided alcohol. Members of the DePauw Police and other local police forces have the power of arrest and can, and do, arrest students for violations of Indiana law.

Section IV: University Policies

This Policy governs all matters concerning alcohol on campus, regardless of whether or not the academic year is in session.

Individual and group responsibilities are not mutually exclusive. If violations occur, Community Standards action may result for individuals and organizations for the same incident or event. Individuals are responsible for their own alcohol consumption and any associated behavior.

Students are responsible for the behavior of their guests. Because the actions of guests also impact members of the DePauw community, students assume a degree of responsibility for those they host in the community.

Examples of conduct which can lead to Community Standards action for DePauw students can include:

1. Being excessively intoxicated, regardless of age;
2. Participating in or sponsoring drinking games or drinking contests;
3. Use, possession or serving of alcoholic beverages in any nonresidential University-owned and operated property. The only exception to this policy is the Inn at DePauw and events that have gone through the appropriate approval process through the Vice President of Student Affairs.
4. Consuming alcohol outdoors in the vicinity of any University-owned property or Greek living unit. Tailgating is allowed at home football games and must adhere to all guidelines outlined by the Athletic Department Tailgating Guidelines. Designated areas of the Inn at DePauw are an exception to this policy.
5. At no time is alcohol permitted in a common area within university-owned residence halls.
6. Behavior involving alcohol that places themselves or others at risk or otherwise contradicts the philosophy of this policy
7. Hosting events involving alcohol that do not adhere to the expectations listed in Section V.
8. First year students attending events involving alcohol. First year students may attend events involving alcohol after Fall Break. The specific date will be communicated each year by the Director of Student Involvement. Students in attendance at events with alcohol must still abide by the policies in the Student Handbook.

Section V: Responsible Management of Events Involving Alcohol

Hosting social events assumes a degree of responsibility taken on by hosts as well as those distributing alcohol at an event. Students are responsible for fostering the safety and well-being of others. In addition to hosts (individuals or organizations), others such as servers, social chairs, etc. may also be subject to Community Standards action. All events involving alcohol hosted by a student organization must follow guidelines published by the Events Registration Team.

1. The possession, sale, or use of alcoholic beverages by a student organization, or while on a fraternity or a sorority chapter premises during a fraternity or a sorority chapter sponsored or hosted event, or during any event an observer would associate with a student organization, must be in compliance with any and all applicable laws of the State of Indiana, Putnam County, and the

City of Greencastle and must follow either BYOB or Third Party Vendor guidelines available from the Events Registration Team.

2. Events involving alcohol consumption may not be held during times when regularly scheduled classes are in session, the evening before a day on which classes or exams are regularly scheduled, or during the period following the end of classes and through the end of finals. Parties, events and other situations where alcohol is served or where students are consuming also may not be held during any early arrival periods. Events involving alcohol may not occur until after the first five academic days of classes each term.
3. Events hosted by student organizations where alcohol is served or consumed must be registered in advance with the Event Registration Team. Events hosted by students in University owned apartments, houses or Rector Village where alcohol is served or consumed must be registered in advance with the Housing and Residence Life Office. Events with alcohol may not be registered for University residence halls.
4. Events involving alcohol that are registered by the deadline are reviewed on a weekly basis by Student Affairs staff. Registrations may not be accepted if there were incidents at a prior event or the organization is in the Community Standards process regarding violations of the University Code of Conduct and/or University policies. Registrations may not be accepted if the event does not follow guidelines published by the Events Registration Team. Registrations may not be accepted at the discretion of the Event Registration Team.
5. For the purposes of this policy, an all-access or open event is defined as one which is open to all DePauw students and not limited to a guest list. A private event has a specified guest list, submitted following event guidelines.
6. In University-owned living units, any event involving alcohol at which 10 or more non-residents of the unit will be present must be registered.
7. Fraternity and sorority chapters hosting events with alcohol, no matter the location of the event, must do so in compliance with the guidelines and policies of their national organizations.
8. Neither University funds nor fees collected by the University may be used to purchase alcoholic beverages for an event. Pooling of funds to purchase alcohol beverages on behalf of student organizations is not permitted. Neither chapter funds nor fees, or living unit funds nor fees may be used to purchase alcoholic beverages for an event.
9. Public advertising of alcohol for a party or event is not permitted. This includes flyers, emails, internet sites, sheet signs, social media, etc.
10. Hard alcohol is prohibited unless sold on a per-drink basis at a private event by a licensed third party vendor. Living units hosting a registered event may not have any hard alcohol present in common areas, nor may it be served from or consumed in any part of the living unit. Any hard alcohol must be stored out-of-sight and be inaccessible to all guests.
11. With approval by the Event Registration Team, kegs may be permitted at some events. For fraternities or sororities, additional written approval by the chapter advisor and president of the house corporation is required. Other forms of common containers of alcohol are prohibited.
12. Hiring a third-party vendor to serve alcohol and/or security agencies to check IDs does not release a student organization from its responsibility to ensure compliance with the University's Alcoholic Beverage Policy for Students. Appropriate safety management procedures should be implemented even when organizations hire a third-party vendor.
13. A Greek chapter, Student organization, or group of students must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, students and/or organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event where alcohol is served on a drink by drink basis.

Policy on the Use of Drugs

The possession, use, or distribution of illegal drugs is prohibited. Likewise, the possession, use, or distribution of controlled substances without appropriate prescription is prohibited. The University expects its students to obey all state and federal laws regulating the possession and use of controlled substances. DePauw University upholds all Federal and State laws. Please refer to state and federal codes for a detailed summary of drug and controlled substance laws here. The University also has specific campus policies related to drug use and possession in addition to state and federal laws.

Violations of this policy will be processed by Community Standards and are also potentially subject to criminal prosecution based upon the Putnam County Prosecutor Office. The follow-up and sanctions for potential drug policy violations are determined based upon the severity and type of violation (i.e. use, type of drug, amount in possession, distribution, etc.).

Education and Support

DePauw's efforts to deter the abuse of recreational drugs include

- a continuing program of education emphasizing the risks associated with drug use/misuse/abuse such as: hallucinations, impaired judgment, dysphoria, mood swings, cognitive dysfunction, and psychosis.
- the availability of a non-punitive basis of support services (medical and personal counseling); and
- creating a climate where personal influence deters misuse/drug abuse.

The Health Promotion and Prevention Education Office can be contacted at 765-658-4268, Counseling Services are available at 765-658-4268 and medical resources available from DePauw Health Wellness Center at 765-658-4555 for any student who seeks support or consultation for issues related to substance use, misuse/and or addiction.

Chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment or prevention programs are promptly instituted. Students or organizations who request help as they attempt to address substance/drug use and/or chemical dependency issues before any Community Standards actions are instituted will not face Community Standards action.

Safe Communities

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the University will provide a drug and alcohol abuse prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to demonstrate high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the DePauw University community adversely affects the educational environment. Therefore, the University is committed to having a drug-free campus.

Campus Specific Policies

Recreational use or possession of illegal drugs, controlled substances, and THC products are not permitted even in the privacy of one's own room. Being present where illegal drugs, controlled substances, or THC are accessible or being used is also a violation of University policy. Students may also be held responsible for the drug violations of their guests or drug violations that occur in their residence.

Paraphernalia

Drug paraphernalia is not permitted on campus, in University property or in University approved living units. Items are considered drug paraphernalia if a person knowingly or intentionally possesses an instrument, device, or another object that the person uses for introducing in the person's body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance or enhancing the effect of a controlled substance.

Low Tetrahydrocannabinol (THC) hemp extract

Because the USDA states that hemp must contain less than .3% THC and the University and local law enforcement are unable to test these products for their percentage of THC, products that contain trace amounts of THC, including edibles, are not permitted on campus, in University property, or in University approved living units

Policy on the Use of Tobacco

The University expects its students to obey all state and federal laws regulating the use, possession and distribution of tobacco. Students may not sell to, distribute to, purchase for or permit the purchase of any tobacco, nicotine vapor, or alternative tobacco product to anyone under the age of 21. Also, no one under the age of 21 may purchase, use or possess any tobacco, nicotine vapor or alternative tobacco product. Tobacco products included in this policy are any products made of tobacco including cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis and wrappings. Also included are any noncombustible products containing nicotine that use a heating element or power source to produce vapor from nicotine in a solution or other form. This includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product and any cartridge of nicotine in solution or other form, including JUUL and similar products. Alternative nicotine products are also included in the policy, including any noncombustible product that contains nicotine whether chewed, absorbed, dissolved or ingested.

For all students, regardless of age, smoking of any product made of tobacco including cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis and wrappings, electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product and any cartridge of nicotine in solution or other form, including JUUL and similar products is not permitted inside all University buildings, and within 40 feet of those buildings. University outdoor facilities (e.g. Blackstock Stadium, athletic fields). Smoking is not permitted in University vehicles.

Criminal Law and Penalties:

Indiana laws that govern the purchase, acceptance use or possession of tobacco, an e-liquid, or an electronic cigarette by someone under 21 years of age can be found here.

Fire Safety

DePauw University strives to maintain a "fire safe" campus with the expectation that fire safety is everyone's responsibility. As fire safety is a growing concern on college campuses, The Department of Education adopted the Campus Fire Safety Act within the Higher Education Reauthorization Act (August 14, 2008). With these measures in mind, the University prohibits the following activities that may create unnecessary safety risks:

- Possession of and/or setting off fireworks and explosive materials
- Tampering with fire alarms, smoke detectors, fire suppression systems, fire extinguishers, and all fire safety equipment
- Blocking ingress and egress, including exits and stairwells

Within University Owned Housing units, additional restrictions apply on the following:

- Open flames such as candles and other flammable materials
- Unattended cooking
- Items in the hallways
- Disposal of hot grease or oil in trash cans and drains
- Various electrical appliances such as hot plates, toaster ovens, halogen lamps, stringed lighting, extension cords, etc. Items such as air fryers and insta pots are not permitted to be used within individual student rooms. These cooking items may be used in common area kitchens only.
- Tapestries, fabrics, flags, etc. cannot be hung on ceiling, obstruct lighting or cover smoke detectors in any way.
- Smoking within living units

Limited use of items such as air conditioners, grills, and fire pits may be allowed with approval and registration via the Housing and Residence Life Office.

Complete safety guidelines are available within the Fire Safety section of the DePauw Police Annual Report. This section also includes more detailed information regarding Housing and Residence Life policies under "Standards for Living Units at DePauw University" and "Housing and Residence Life Policies regarding Fire Safety in University Owned Properties." Each private Greek facility is required to also have a risk management and fire safety plan on file with the Fraternity and Sorority Life Office.

University faculty and staff are permitted to immediately rectify any situation that causes a fire safety risk (i.e, the prohibited and restrictive activities listed above).

In all instances, on University-owned property or in any approved student living unit, any activity deemed unsafe-- such as indoor or outdoor unauthorized use of open flames or dangerous flammable items that might risk injury to another or damage to property--is a violation of University Policy.

Violations of this policy will be processed through Community Standards and are subject to criminal prosecution.

Weapons Policy

Except as otherwise stated in this policy or as otherwise allowed by law, DePauw University prohibits the possession, carrying, transportation, and use of firearms and other dangerous weapons by persons on campus property. This policy applies to all persons on campus, including faculty, staff, students, contractors, and guests. Violators of this policy are expected to cooperate by forfeiting possession and control of the weapon until such time that it can be safely removed from campus. Violation of this policy by students may result in University sanctions up to and including expulsion. Violation of this policy by employees may result in University sanction up to and including termination.
As defined by IC 21-7-12-6(b), DePauw University, under the Indiana State Law, is an approved postsecondary educational institution, therefore, firearms are not permitted on DePauw University property per Indiana State Law and DePauw University policy.

Definitions

"Dangerous Weapon" is defined as:

- Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
- Any explosive device, including fireworks or ammunition.
- Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual. This includes knives with a fixed or folding blade and swords with blades no longer than 4 inches. Students are permitted to have pocket knives or utility knives designed for cooking.
- Personal use chemical defense sprays (less than ½ ounce) and small stun guns/tasers (less than 25,000,000 volts) are permitted to be possessed for emergency self-defense purposes only.

"Firearm" is defined as a:

- Pistol
- Handgun
- Rifles, including assault rifles
- Shotgun
- Pellet guns

"Campus" is defined as the real property owned, operated or controlled by the University, including all approved residential living units.

Exceptions

This policy does not prohibit use, carry or possession of dangerous weapons or firearms by (1) certified law enforcement officers acting within the scope of their employment; (2) private security, who with express prior permission of the Director of DePauw Police, possess firearms or dangerous weapons while in the employ of the University.

Gambling Policy

Any form of student gambling for money or property gain is not allowed on University-owned or approved property without an Indiana license to gamble.

Gambling is defined as risking money or other property for gain, contingent upon chance or the operation of a gambling device. It excludes bona fide contests of skill and legitimate business transactions.

Mobile Devices with Lithium-Ion Batteries/Battery Packs

Student operation, charging and/or storage of transportation devices with Lithium-Ion Batteries/battery packs (including, but not limited to hover boards, skateboards, scooters, Segways, etc.) is not permitted in any university-owned buildings unless the device is approved through the Office of Student Accessibility Services.

Campus- wide Hazing Prevention Policy and Program

Philosophy on Membership in Organizations and Teams

At DePauw University, we firmly believe that student organizations play a pivotal role in fostering belonging, inclusivity, and developmental growth for the student experience. These groups provide invaluable opportunities for personal growth, leadership development, and lifelong friendships. Students are able to engage in dialogue, learn shared-governance, celebrate diverse views, opinions, perspectives and experiences practice leadership, participate in service, and ultimately build community at DePauw.

Student organizations and teams are composed of members with different roles and responsibilities; such as organization officers, active members, new members, and team captains. These differences in membership can create a hierarchy, status, and power dynamic of membership within an organization.

We believe it is essential that within organizational hierarchy, DePauw student leaders emphasize shared power within the group, and not power over. While the goal of student leadership is to provide support, mentoring, and an uplifting culture, at times negative dynamics can occur that introduces a culture of hazing to the organization or team.

Hazing often manifests in the form of belittling, humiliating, or dangerous tasks required of new members seeking to join or maintain membership in an organization or team. These practices not only undermine the dignity and respect of individuals but also contravene the foundational values of trust and camaraderie that student organizations aim to build. Hazing can have severe and lasting negative impacts on individuals, including psychological trauma, physical injury, and in extreme cases, loss of life. When an organization requires members to participate in degrading, abusive, or humiliating behavior, or behavior that threatens emotional/physical harm, it is undermining the educational mission of all student organizations and teams, even when the students being hazed consent to the activity. At DePauw University, we strictly prohibit hazing in any form to ensure a safe and nurturing environment for all students.

When student organizations engage in hazing-free practices, they can truly flourish, creating spaces where all members feel valued and empowered to thrive. Our hazing prevention policy underscores our commitment to upholding these principles, ensuring that every student has the opportunity to participate in and contribute to their communities without fear or intimidation. By cultivating a culture of respect and inclusion, we can unlock the full potential of our student body and enrich the DePauw experience for everyone.

Definition of Hazing

Hazing is any action or experience committed during the course of initiation into or maintaining membership in a student organization, including clubs, Greek organizations, music groups, and athletic teams, whose membership includes at least two members who are enrolled at DePauw, whether the organization has been formally recognized by DePauw or not, that causes or creates a risk above the reasonable risk encountered in the course of participation in the organization of physical or psychological injury, including, but not limited to, whipping, confinement, causing a person to incur sleep deprivation, consume drugs or alcohol, or perform sexual acts, and any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.

Hazing is prohibited

DePauw prohibits hazing and any other activity that requires violation of University policy or federal, state or local law.

Hazing is also prohibited by Indiana criminal law. Indiana Code § 35-42-2-2.5 defines hazing as forcing or requiring someone, as a condition of group association, to perform an act that creates a substantial risk of bodily injury. Violations of the statute are generally punishable as a Class B misdemeanor, or if serious bodily injury results and/or a deadly weapon is involved, as a Level 5/6 felony.

Activities for New Members

Because hazing has been a particular problem when students are new to an organization or team, DePauw's policy on activities for new members is as follows:

DePauw recognizes the potential value of activities for new members in supporting students' personal, social, academic and intellectual development.

DePauw expects sororities and fraternities to adhere to the Fraternity and Sorority Life guidelines for new member education programs.

Elected and non-elected student leaders, officers, and team captains are deemed to have knowledge of all aspects of activities for new members. As a result, officers and captains are accountable for the actions of any person who is in charge of any part of new member activities.

DePauw expects all organizations and teams to conduct activities for new members in accordance with the policies of the University, the laws of the State of Indiana, the City of Greencastle, the policies of the student governing council if any, and the rules set forth for a student organization by its national organization, if any.

In addition, DePauw supports the statements of position on new member education, pre-initiation activities and related topics developed by national organizations of local chapters or units at DePauw.

Expectation of cooperation

Hazing most commonly occurs through the actions of individual students. Therefore, DePauw expects that an organization or team found to be hazing will cooperate in any investigation by identifying its members or others who are involved in hazing, and the extent of their involvement.

Additional sanctions may apply to an organization or team which:

- Fails or refuses to identify individual members involved in hazing,
- Fails or refuses to identify non DePauw Students such as alumni members involved in hazing,
- Tampers with supporting documents or evidence of hazing,
- Retaliates against anyone who acts to stop or report its hazing activity.

How to Report Incidents of Hazing

Students or other individuals may report to DePauw an incident that they reasonably suspect is an incident of hazing. They should direct their report under this policy to the Director of Campus Involvement Office. If the Director of the Campus Involvement Office is not available, or if the reporter is uncomfortable reporting the suspected hazing to the Director of the Campus Involvement Office, they may direct the report to the Vice President for Student Affairs.

Investigation of Hazing Allegations

For athletic teams, the Athletic Department and/or DePauw Police/Public Safety will conduct investigations unless it is deemed an investigator outside of DePauw University should be utilized.
For all other student organizations, the Campus Involvement Office and/or DePauw Policy/Public Safety will conduct investigations.

The procedures for investigation and for decisions regarding actions to take in light of the findings will follow the Community Standards process for individual students and student organizations described above, or, if the incident was allegedly committed by a non-DePauw student, the procedures set forth in other applicable university policies will be followed.

Responsibility regarding others involved in hazing

DePauw may require that an organization or team take or seek appropriate action against any person who is involved in hazing, but is either not a member or is not a current DePauw student, including but not limited to advisors, coaches, alumni and members of other chapters or from other campuses. Such action may include restricting or prohibiting further involvement with the organization or team. Similarly, DePauw can hold an organization or team accountable for hazing that is perpetrated by someone who is a non-member or current DePauw student.

Fresh Start program: End hazing through group-building alternatives

Leaders of an organization or team who are concerned that some of its activities do not comply with DePauw's hazing policy, can self-report the organization or team's activities and participate in the Fresh Start Program. To be eligible for the Fresh Start program, leaders of the group must self-report to the Vice President of Student Affairs or the Assistant Vice President for Student Affairs before concrete accusations are received or an investigation of hazing activities has begun.

The DePauw Fresh Start Program is an innovative initiative designed to empower student leaders to proactively address and eliminate hazing within their group. This program encourages leaders to self-report any instances of hazing, providing a confidential and supportive avenue to confront these harmful practices without fear of group sanctioning. By collaborating with a dedicated staff member, student

leaders will receive guidance and helpful resources to reform their organization's new member practices. The focus is on education, prevention, and rebuilding, helping organizations to develop positive, inclusive, and respectful traditions. Through the Fresh Start Program, DePauw aims to foster a culture of accountability and continuous improvement, ensuring that all student groups can provide safe and enriching experiences for their members.

In order to participate in the Fresh Start Program, student leaders must provide a complete disclosure of past actions and behaviors, as well as work collaboratively with University staff to help their group replace hazing behaviors with constructive, impactful, and intentional practices. With this disclosure, and full implementation of the new program co-created between the University staff member and student leader(s), the student group will not face disciplinary for the disclosed past activities. Groups are not eligible for Fresh Start after alleged hazing has already been reported by another party or a different member of the group. Groups may also not participate in Fresh Start if the alleged hazing is not reported by a leader of the group.

Hazing Reporting

In compliance with the Stop Campus Hazing Act, DePauw discloses all incidents of hazing (as defined above) that it receives (if any) and, following an investigation, for which it issues a finding of responsibility to an established or recognized student organization via a “Campus Hazing Transparency Report” available to the public on DePauw’s website. This report will include the name of the student organization found responsible, a description of the incident, when the incident occurred, the date an investigation commenced, the date the investigation concluded, and the date the student organization was notified of the finding of responsibility. The report will be updated, if needed, twice per year. Information added to the report will remain in the report for five years. DePauw also publishes on its website a resource containing statistics on all incidents of hazing (as defined above), and updates the resources, if needed, once per year. Additionally, DePauw will begin including all hazing incidents (as defined above) in the calendar year 2025 Clery Report that it submits in 2026.

Fraternity and Sorority New Member Education

Positive and uplifting new member education for fraternities and sororities is crucial in cultivating a supportive and dynamic Greek community at DePauw University. This approach prioritizes respect, inclusivity, and holistic personal development, ensuring that all new members are welcomed and valued from the beginning. By focusing on leadership skills, academic achievement, community engagement, and the rich traditions and values of the organization, new member education can foster strong bonds and a profound sense of belonging. Such a positive foundation not only enhances each member's individual experience but also strengthens the entire organization, promoting a culture of mutual support, integrity, and lifelong friendships. When fraternities and sororities introduce new members in a manner that uplifts and empowers them, it lays the groundwork for a more cohesive, vibrant, and thriving Greek community.

The University expects all fraternity and sorority chapters to conduct their new member education programs in accordance with the policies of the University, the laws of the State of Indiana and the City of Greencastle, the policies of governing councils and the guidelines set forth by their individual Inter/National organizations. DePauw does not condone any activity involving physical or mental hazing, either against a pledge/new member or active member, nor any activity that requires a new member to violate a University policy, any state or local statute, or the University hazing policy. A chapter or selected representative members may be subject to University action for any chapter or pledge class initiated activity that violates University policy.

Strategies for Hazing Prevention

Based on research into the root causes of and potential triggers for hazing behavior, DePauw has developed the following strategies to help prevent campus hazing from occurring.

- Education. All new students to DePauw are educated on the definition and dangers of hazing as well as how to report concerns. Additionally, students joining athletic teams, fraternities and sororities, and other student organizations are given hazing education specific to their organization and activity. New Member Educators and other student organization leaders go through an annual training on hazing prevention and strategies to create community without hazing.
- Reporting. Anyone with concerns about hazing may contact the Office of the Vice President for Student Affairs/Dean of Students at 765-658-4199 or file a silent witness form at https://www.depauw.edu/studentaffairs/campus-safety/depauwpolice/campus-safety-services/silent-witness/ to have their concerns investigated and addressed.
- Stop Campus Hazing Act. Additionally, DePauw fully complies with the Stop Campus Hazing Act with regards to the reporting, investigation, and education of hazing.

Air Travel Waiver

It is the policy of DePauw University to require that all employees or students who use air travel in connection with official University business use only established commercial airlines. In the event such a person, out of personal preference, elects to use private or chartered aircraft for official University business, they must sign a waiver.

Campus Publicity and Display Policy

The campus Publicity and Display policy is implemented on a content and viewpoint neutral basis. Additional questions, clarifications, or approvals regarding this policy should be directed to the Campus Activities Office or the Student Affairs Office.

1. All posted advertising, promotional materials, informational materials, or displays should clearly state or include the official name of the recognized student organization, agency, department, or individual sponsoring the event/program or responsible for the message. Publicity materials or displays that do not reflect this information will be removed. DePauw faculty, staff, or students may post materials promoting a cause and/or informational materials without identifying information on the designated bulletin board within the Student Union for up to five business days.
2. Indoor displays and publicity materials are restricted to designated permanent bulletin boards or poster kiosks unless there is prior approval from a sponsoring department within the building. Multiple postings will be removed. Residence hall and Rector Village approval is through the Housing and Residence Life office. Determinations of what violates posting guidelines will be made on a content- and viewpoint-neutral basis. Postings shall be limited to one (1) copy of each flyer per bulletin board.

3. Indoor displays and publicity materials are not to be placed or affixed to trash cans, benches, doors, glass surfaces, windows, walls, floors, and other surfaces. Any materials affixed to these surfaces in any way will be removed.
4. All sidewalk chalking must be water-based white or colored chalk and on horizontal surfaces only. Chalking must be clear of any overhang or awning so that it can be washed away by rain. Sidewalk chalk that interferes with use or other needs for the sidewalks may be removed by Facilities Management.
5. Outdoor campus displays and yard signs are permitted if approved by the Office of Campus Activities. The sponsoring organization must have the outdoor location reserved through the Facilities Management office. Display locations must be approved by the Facilities Management office to ensure displays do not damage landscaping or facilities so campus grounds may be maintained, outdoor displays are permitted to remain in place no more than five days, Monday through Friday. No overnight sleeping in tents or temporary structures is permitted.
6. Tree banner/sheet signs at the academic quad, Union Building living room, Bowman Park, or near residence halls should be legible and should not obstruct walkways. Trees in other locations may not be utilized without prior approval from the Facilities Management Office.
7. Lamppost banner displays are typically used for School of Music and Administrative banners. Limited use may be available to Student Organizations in special circumstances. Student organizations should contact the Office of Campus Activities with any further inquiries and for additional direction regarding their request.
8. For DePauw Residence Halls and University Owned Apartments and Houses, please see detailed publicity information located within the Housing and Residential Life Community Living Policies.
9. Non-DePauw University sponsors may not display publicity or informational materials on DePauw bulletin boards or on DePauw property. Displays or publicity must be from a sponsoring DePauw affiliated student, student organization or University department.
10. Student Organizations or University departments who wish to have event advertisements displayed on the digital displays in the Union Building should follow all digital sign policies listed on the web. Advertisements should include a picture and should have a minimal amount of text that includes date, time and location of the event as well as the event sponsor. All advertisements submitted by digital display must be approved by Campus Activities staff.
11. Campus offices, departments and student organizations are encouraged to utilize publicity via Campus Labs. All student organizations are required to have the event electronically approved on Campus Labs before it will appear to the public.
12. Sponsors are responsible for the prompt removal of all paper publicity materials after the event.
13. Violations of this policy may result in referral to the Community Standards process as well as financial charges related to damages or cleaning by Facilities Management.
14. All posted advertising, promotional materials, informational materials or displays must adhere to the University Code of Conduct and state and federal laws. While it is neither possible nor necessary to specify every instance in which a display on campus might be in violation of the University Code of Conduct, the following list includes examples of additional policies you should make sure your display/advertising is in compliance with: Academic Integrity policy, Harassment Policy, Alcohol Beverage Policy, Policy on the Use of Drugs, Fire Safety Policy, Electronics Communication Policy.

Critical Incident Management Team

As an institution, DePauw University is committed to being prepared to respond to a variety of critical incidents in an effort to maintain the health and safety of its students, faculty and staff. A critical incident is defined at DePauw University as an event that encompasses on-site emergency response to a threat to physical safety as well as ramifications that need to be addressed on a larger scale. Some examples of critical incidents include: but are not limited to: simultaneous multiple injuries on campus, bomb explosion, pandemic or other serious health issue, major tornado damage, hostage situation, active shooter, or major fire.

During and immediately following a critical incident the Critical Incident Management Team (CIMT) guides the University's response planning. The CIMT has three main purposes in the event of a critical incident:

- assess current needs in collaboration with the on-site command center
- coordinate and delegate responses and solutions to these needs
- minimize the long-term effects on the university community potentially caused by this critical incident by reacting quickly and efficiently in the short-term.

It is expected that all DePauw community members will follow directives issued by CIMT during the course of responding to a critical incident. Students who fail to comply with directives issued by CIMT or other University officials related to a critical incident response may be addressed through the Community Standards process.

Right to Demonstrate Policy

(Approved by the President's Cabinet August 15, 2017)

Campus Demonstrations

DePauw University values the rights of students to gather, speak, and demonstrate. The University also recognizes that important learning is often facilitated by these activities, even if the ideas are unpopular. Therefore, the University affirms the right to demonstrate. Read more about a student's rights, responsibilities and freedoms in the beginning of the Student Handbook and about the Freedom of Academic Expression of Students on at the end of the Student Handbook.

We encourage the exchange of ideas in an environment of respect and civil discourse. Furthermore, we recognize that rights of one individual or group to gather, speak, and peaceably demonstrate should not infringe on the ability of others to live, learn, and work in our community. Infringement includes, but is not limited to, actions such as physically limiting egress or ingress, creating a physically unsafe environment, or preventing a scheduled campus event, activity or class from occurring.

DePauw students are free to support causes in a non-violent manner, including organized demonstrations that do not materially and substantially disrupt the normal and essential functions of the University. To be considered a disruption, demonstration actions need to be more than simply creating discomfort and unpleasantness or temporarily interrupting University operations. The Vice President of Academic

Affairs, or their designee, will determine if normal and essential academic functions have been materially and substantially disrupted. The Vice President of Student Affairs, or their designee, will determine if normal and essential campus functions have been disrupted.

Demonstrations may not endanger the physical safety of any individual or destroy property. The Director of DePauw Police or the head of the Demonstration Response Team, or their designees, will determine if the demonstration needs to end or be modified because of physical safety or property damage.

Counter demonstrations should not prevent other people from gathering, speaking, and peacefully demonstrating. For the safety of the community, counter demonstrations must occur at least 20 feet away from the initial demonstrators. The Demonstration Response Team will work with counter demonstrators to verify a University approved distance has been reached. Counter demonstrations are also held to the guidelines of this demonstration policy.

This policy covers demonstrations that occur on University property and areas adjacent to campus. Actions or inactions on the part of the University that enable individuals and groups to gather, speak, and peaceably demonstrate, live, learn and work, do not imply that the University endorses or renounces a specific message.

Non-DePauw Demonstrators

Demonstrators who are not part of the DePauw student, faculty, or staff community must be sponsored by an academic or administrative department or by a DePauw Student Government recognized student organization to demonstrate on University property. The sponsoring department or organization should reserve the demonstration location through normal University procedures.

Violations of this policy by individuals who are not affiliated with the university may be subject to trespass citations, civil action, and/or criminal prosecution.

Demonstration Location

Demonstrations that occur on University property are under the jurisdiction of University policies, procedures, and applicable laws. Students are permitted to demonstrate on University property as long as individuals' actions comply with University guidelines and policies, and applicable laws.

Non-DePauw demonstrators who have been sponsored by a University department or Student Government recognized organization, are permitted to demonstrate at the University location that has been reserved by the sponsoring department or organization.

All other Non-DePauw demonstrators are not permitted to demonstrate on private University property. This restriction includes private sidewalks that run through campus.

Demonstration Response

The Demonstration Response Team will be at the demonstration to check- in with students, communicate with students, and verify that University policies are being upheld.

University administration may be at the demonstration to determine if the demonstration materially and substantially disrupts the normal and essential functions of the University.

DePauw Police Officers and/or other law enforcement agencies may be present to address any violations of law, including damage to property and conduct that endangers the physical safety of individuals. DePauw Police will be assessing if the demonstration violates Indiana code related to tumultuous conduct, disorderly conduct, unlawful assembly, rioting, or any other state or federal laws.

Staff at Demonstrations

Some staff have designated roles during a demonstration, such as DePauw Police, or members of the Demonstration Response Team. Staff members serving on the Demonstration Response Team are serving in the role of ensuring safety and communicating with students, not as participants in the demonstration.

Demonstration Logistic Support

If you would like help in planning logistics to help ensure a demonstration is in compliance with University policies, you may contact the Assistant Vice President for Student Affairs.

If students have questions before a demonstration occurs about what type of actions may materially and substantially disrupt the normal and essential functions or endanger physical safety or property, they may ask questions of the Assistant Vice President for Student Affairs. They may also ask these clarifying questions to the Demonstration Response Team during a demonstration. During a demonstration, The Demonstration Response Team is responsible to articulate to demonstrators about University policy violations that are occurring.

During a demonstration, students may experience behaviors that make them uncomfortable, but are not a violation of the law or University policies. In these instances, University offices such as Campus Involvement, Spiritual Life, CARE, Counseling Services, Dean of Students, DePauw Police, Student Affairs, Center for Diversity and Inclusion and Women's Center are available to provide individual support and assistance.

Eligibility for Campus Activities

Student Activities

Adopted by the Faculty Committee on the Management of Academic Operations on March 13, 1978

To be eligible to participate in student activities on campus, the following requirements must be met:

1. The student must be enrolled as a regular undergraduate or have been approved to audit classes and engaged in auditing one or more classes. A graduated student may petition to be declared eligible for certain activities but may not participate in intercollegiate sports (see the director of athletics and recreational sports for more information).
2. The enrolled undergraduate student must be making timely progress toward earning a degree (see the Satisfactory Academic Progress standards).
3. The student on Community Standards disciplinary probation may be ineligible for some activities.
4. Certain activities and organizations have additional requirements, but all are welcome to demonstrate their mastery of those requirements (i.e.try out) The organization leadership is responsible for conducting and participating in the appropriate educational training of its members.

Greek Letter Organizations

IFC, Panhellenic, MGC and NPHC fraternities and sororities: To be eligible for participation in a fraternity or sorority, the following requirements must be met:

1. To be eligible for initiation into a fraternity or sorority, an individual must be a regularly enrolled undergraduate student in good standing at DePauw during the semester(s) that they participate in a new member education program.
2. All active members of fraternities and sororities are required to be regularly enrolled undergraduate students of the University. If a fraternity or sorority initiates a new member/pledge into membership without obtaining the necessary authorization from the Office of Fraternity and Sorority Life, that fraternity or sorority may face University Community Standards action.

Eligibility for Student Organizations

To be a recognized organization by DePauw University a student organization must meet the following criteria:

- The student organization must have a DePauw employed advisor
- The student organization must be open to all DePauw students regardless of any students' race**,** gender, sex, religion, sexual orientation, sexual or gender identity, disability, or national origin.
- Have a written constitution or other governing document detailing the purpose and operations of the organization. This document must include a nondiscrimination statement.
- Student organizations must select leadership through democratic election processes

Campus Noise Policy

Event Planning

Having a wide variety of educational, social, and cultural events on campus is an important part of the DePauw community.

The University and its recognized organizations have an obligation and a responsibility to themselves and the surrounding community to provide an atmosphere and environment that is conducive to the normal functioning of both. The right to express oneself is limited by its effect on the rights of others. All campus groups, as well as outside agencies who use our facilities, must accept the responsibility of good citizenship.

It is important to establish good mutual relations with residents of your neighborhood the year round. Canvas the neighbors immediately surrounding your living unit prior to any noise-making event. Enable the neighbors to call the living unit representatives directly with any noise concerns. Extend a personal message of apology and a written note to any neighbor complaining about noise following an event.

It is University policy, suggested by students, to strongly discourage weekday events that will create noise issues and to encourage closed events whenever possible.

The following guidelines are issued to encourage responsible social functions and curb excess noise. These recommendations are solely for University policy. City and state laws also may apply.

Guidelines Regarding Events

All sponsoring groups shall follow the following guidelines:

1. It is expected that out-of-doors events that will create noise situations end at 10 p.m. per the Greencastle city noise ordinance. Set limits on the time span for all functions and adhere to those limits.
2. Events likely to create noise-causing situations are not permitted during class hours, except by permission through the Office of Student Affairs. At other times, such events cannot begin earlier than 11 a.m.
3. Courtesy hours are in effect during class hours. Students and organizations are expected to comply if any noise from an event or non-event has been determined to be disruptive to academic courses during this time period.
4. At no time should speakers or sound systems be in windows or outside living units, unless permission is granted through the Office of Student Affairs.
5. Living unit president(s) are expected to act promptly and responsibly on all complaints and concerns voiced by an outside agency (DePauw Police neighbors, Student Affairs, etc.). The president(s) of all living units participating in noise-creating functions share in the responsibility for any event. In all cases of disputed responsibility, the host living unit shall assume primary responsibility. It is suggested that to help alleviate problems of responsibility the host group allow only a designated person or persons access to the volume controls. Predetermine acceptable levels of sound by checking with your immediate neighbors prior to any event. Then stay within those levels. Devise internal sanctions to discourage others from deviating.
6. Individuals or organizations sponsoring all campus events (such as concerts, music, or other events open to all) on campus may be required to pay for event security. Event security expectations are found on the DePauw Police website. Event registration requirements are also listed on the DePauw Police website.
7. Events involving alcohol should refer to the Alcohol Policy Section V: Responsible Management of Events Involving Alcohol.

Information Regarding City of Greencastle Requirements

The Greencastle Common Council meets the second Thursday of each month at 7 p.m. Any request for street closings, exception to Noise Ordinance, etc.to be approved by the Greencastle Common Council must be submitted on the appropriate form to the Clerk-Treasurer, City Hall, 1 North Locust Street, Greencastle, IN 46135, at least 14 days prior to the meeting. Requests should be directed to the City of Greencastle.

Permission must be granted by DePauw Police prior to the request being submitted to the Clerk-Treasurer.

Please be sure to have a representative available for the meeting at which the request will be discussed to answer any questions the Council may have.

If you have any questions, please feel free to contact Greencastle Clerk-Treasurer at (765) 653-9211 between 8 a.m. and 5 p.m. or DePauw Police at (765) 658-5555. Additional information is available on the DePauw Police site.

Security Camera Policy

DePauw University respects the privacy of the university community and strives to balance that with the safety needs of the university community. Security cameras are utilized to enhance the safety, security, and quality of life of students, faculty and staff.

Security camera footage will be utilized in incidents that include hurting another person, damage to property, University-owned building and property security, significant parking violations, or violations of the law. More detailed examples of these categories are listed in the policy below. If the incident is in the above categories, the DePauw University camera system will be used to investigate. The limited times when cameras are used in real-time are for emergency or severe situations when active criminal behavior is occurring.

The DePauw Police Department and Office of Public Safety are responsible for the oversight and implementation of DePauw's Security Camera Policy. To meet the above philosophical approach, the University will utilize the cameras in the following manner:

1. The placement of security cameras in common spaces is limited to uses that do not violate a reasonable expectation of privacy. DePauw defines this as cameras located outdoors and certain locations inside DePauw buildings. Inside DePauw buildings, cameras should only be located in common area spaces such as stairwells, elevators or lobbies and limited use in some hallways. Permanently mounted security cameras are not to be placed in any bathrooms, on residence floors, on residence hallways, residence bedrooms, or on library bookshelves.
2. Examples of when security cameras footage will be utilized include, but are not limited to, hurting another person (e.g, physical assault, harassment, stalking, sexual assault), damage to property (e.g. vandalism, criminal mischief, disruption to property), University-owned building security (e.g. burglary, breaking and entering, propping doors, blocked ingress/egress, suspicious person, fire safety, unauthorized use), significant parking violations (e.g. parking in restricted areas, multiple repeat violations, fraudulent use of permit or ticket), violations of the law (e.g. theft, weapons violations, arson, public indecency, civil disturbance).
3. Any diversion of security technologies and personnel for other purposes (i.e. monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by these guidelines.
4. DePauw's use of security cameras does not imply, or guarantee, that cameras will be monitored in real time. Security cameras are primarily designed for investigation purposes. In limited circumstances, when a report has been received that a potential criminal activity is actively occurring or an emergency situation, cameras may be accessed in the moment. However, in other situations, cameras are not used for general real time surveillance.
5. To maintain student privacy, information obtained through the use of security cameras will be used exclusively for the five categories listed above. Security camera footage will only be released, when authorized by the Chief of Police/Director of Public Safety, to the Title IX office,

Community Standards Office, Dean of Students Office, other law enforcement agencies for criminal investigations, or to the Putnam County Prosecutor Office for criminal charges.

6. The review and recording of security cameras in public areas will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy, the Sexual Harassment Policy and other relevant policies. This policy prohibits the use of recording or monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (i.e., race, gender, sexual orientation, national origin, disability, etc.).
7. Camera recording and/or monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in security camera recording and monitoring will be appropriately trained and supervised in the responsible use of this technology. Violations of security camera monitoring and/or recording referenced in this policy will result in disciplinary action consistent with policies and handbooks governing employees of the university.
8. Typically, camera footage will only be retained in conjunction with criminal investigations, community standards, or official safety reports (i.e. fires, etc.). Camera footage is not stored longer than 30 days, unless part of an official DePauw Police report. Record retention of reports and student files is covered in the Student Handbook section titled Access to Records.

Animal Policy

For the health and safety of the University community, students are not permitted to have animals for any length of time in University owned buildings, with the exception of service animals and emotional support animals. All Emotional Support Animal accommodations for students require authorization/approval from the Student Accessibility Services office.

As defined by Title III of the Americans with Disabilities Act, DePauw University accommodates service dogs. A service dog is defined as any dog individually trained to do work or perform tasks for the benefit of an individual with a disability. Students with service dogs are permitted to bring their service dog in all areas of a public space.

Emotional support animals are permitted in residential buildings as approved by the Accessibility Services office.

Individuals with service dogs or approved emotional support animals are responsible for their animals at all times. The University does not permit animals if they fundamentally alter the essential nature of the programs, services, or activities that the University provides, such as by lowering academic standards or significantly interfering with the safety or health of others. If fundamental alteration is found, the University will consider whether alternative adjustments can be made to accommodate the student's disability.

Electronic Communications and Acceptable Use Policy

Policy can be found online.

AIDS Policy

AIDS Policy can be found in the Academic Handbook

Image Release Policy

From time to time, DePauw University may authorize its employees or agents to make still or moving images and/or recordings of students in a variety of university-related activities, such as participation in campus life, courses or university events. The University may display or publish this material in various locations, including on the website, in printed publications or in broadcasts.

Images and videos taken in public spaces and/or at public events do not require authorization for publication. Your presence in or around DePauw facilities and/or properties, as well as at off-campus university-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by DePauw University, and waives any claims or rights, whether in law or in equity.

Students are responsible for notifying the University's Office of Communications and Marketing by contacting communicate@depauw.edu, if they do not wish the University to use their images or recordings for any reason.

Immunization Policy

Information on required immunizations, and how to submit immunization records or an immunization exemption, can be found at https://www.depauw.edu/campus-life/wellness/depauwhealth/students/immunization-requirements/.

All students are required to submit a completed immunization record to the DePauw Health Wellness Center via secure email (depauwhealth@hendricks.org) or secure fax (765-658-4558). The immunization records must be on official medical office letterhead or state immunization registry stationary. Records that are pulled from an individual's private health portal will be accepted only if their name and date of birth are clearly visible.

All records must have the student's legal name, date of birth, DePauw ID number and a phone number where the student can be reached with questions. All records must be submitted in English.

- Students entering for the Fall term must submit complete records by August 1.
- Students entering for Winter or Spring term must submit complete records by January 2.

If a student does not provide their immunization records or are not in compliance with University standards, a registration hold will be placed on the student's account for the following academic semester.

Students may submit a medical or religious waiver directly to DePauw Health (depauwhealth@hendricks.org); all waivers are due by August 1 for fall term entry, January 2 for winter term entry and January 15 for spring term entry.

In the event, there is an outbreak of a medical condition on campus for which there is a documented immunization (i.e. mumps), students who are not immunized or under-immunized may be asked to leave campus and/or quarantine from other students until it has been determined that the threat of illness has passed. This is common and consistent with how other campuses manage non-immunized populations.

Questions about immunization requirements should be directed to depauwhealth@hendricks.org.

Insurance Requirement

DePauw University requires all students to have primary health insurance.

- Students with U.S. or dual citizenship must provide proof of primary insurance by completing a waiver by August 29 or securing the plan from the university. Students who do not have primary health insurance through a parent, guardian or individually, can purchase coverage from EIIA at https://www.eiia.org/institution/depauw-university/.
- Students with citizenship from countries other than the U.S. are automatically enrolled in the university's insurance plan and may not waive insurance provided by DePauw University. Enrollment into the insurance plan for students with citizenship from countries other than the U.S. will take place on August 1.

All students are automatically billed for the university insurance in July; students eligible for and submitting a successful waiver will have a credit issued to their student account. If a student fails to complete a waiver by the deadline, the student will be enrolled automatically in the university's plan and the charge will remain on the student's account. Once enrolled in the university's plan, a student may not cancel per rules with the insurance carrier.

Students participating in intercollegiate athletics must have insurance coverage for intercollegiate athletics and must also annually disclose their personal health insurance information to the Sports Medicine Staff. Students participating in intercollegiate athletics may purchase additional insurance coverage to cover injuries sustained during intercollegiate athletics. Student-athletes should contact their head coach or head athletics trainer, Kara Campbell, for more information.

Questions about the health insurance requirement for students should be directed to studentinsurance@depauw.edu.

Leaving the University

A student may determine that it is in their personal, academic, or financial best interest to leave the university. There are three types of mid-semester withdrawals: withdrawal, medical withdrawal and leave of absence. All students, except graduating seniors, who are leaving the University are requested to notify personnel in the Office of the Registrar or the Office of Student Affairs.

Any student who has received student loans must have an exit interview with the Student Financial Aid Office prior to withdrawal. You can find more information about the refund policy here.

Withdrawing from a course

More information about adjustments in registration can be found in the University Catalog under Academic Polices.

Withdrawal (non-medical)

Students who wish to leave DePauw University for non-medical reasons must notify personnel in the Office of the Registrar before departing campus.

Medical Withdrawal Policy

Purpose

A Medical Withdrawal is initiated by a student when the student's medical condition interferes with their ability to function successfully, safely, or independently in the university environment. It is expected that the student is taking time away from school to receive treatment, to focus their time and resources on improving their health, and eventually return to the University with a significantly improved chance of academic and personal success.

Guidelines for Medical Withdrawal

1. The term "medical" is broad and includes illness, injuries, or conditions that are mental or physical.
2. Medical Withdrawal may occur prior to the beginning of a semester or during a semester. The deadline to apply for a Medical Withdrawal during a term is the last day classes are in session for the given term. Medical Withdrawal cannot be taken retroactively.
3. It is expected that the time a student takes away from the University will be used for treatment and recovery. In order to increase the likelihood of success upon returning to campus, most students will need one or two full semesters away in order to receive appropriate care and to demonstrate a sustained period of stability.
4. Medical Withdrawals are considered complete withdrawals, thus they are "all or none", not selective withdrawal from some classes. If the student is already enrolled in courses for the following semester, those course registrations will be canceled. The student can register for classes for the semester of return after they have been approved to do so through the readmission process.
5. The Medical Withdrawal process is facilitated by the CARE Team. Students seeking a Medical Withdrawal will start the process by reaching out to the CARE Team at care@depauw.edu.
6. A completed Medical Withdraw request application will be submitted to the Medical Withdrawal Committee by the Director of the CARE Team and will contain the following:
    1. a completed online request form with personal statement

2. submitted documentation from an outside treating health care professional, to DePauw Health and/or DePauw Counseling Services, within 30 days after the date the request form is submitted.

Medical Withdrawals are approved by the Vice President for Student Affairs and the University Registrar, after recommendation from the director of DePauw Health and/or the director of DePauw Counseling Services. This committee will evaluate the application based on whether the request and submitted documentation demonstrates that the student has a diagnosed condition, that the condition is being treated, that the condition did cause significant impairment in the student's ability to perform to their typical/expected academic level, and that the student is pursuing treatment to prevent the condition from impairing academic performance in the future.

Please note: If medical documentation is not submitted by a healthcare provider within 30 days, the withdrawal will move forward without the medical approval.

Financial Implications:

1. **Tuition Refund**

A student who withdraws during the semester will receive an adjustment to tuition on a percentage basis from the first day of class. The chart below shows the amount of tuition returned to a student depending upon when the student withdraws.

Time of Withdrawal	Percent of Charges Refunded
Week One	100%
Week Two	90%
Week Three	80%
Week Four	70%
Week Five	60%
Week Six	50%
Week Seven to the end of term	0%

If a student withdraws from the University, a refund of tuition costs will be applied to the student account. Students who pay tuition via the monthly payment plan or who have not paid their account in full and withdraw before the amount is paid in full are NOT relieved from payment of the amount due and will be credited according to the refund schedule above.

2. There is no refund for the room charges. Board charges will be refunded based on usage throughout the semester regardless of the reason for withdrawal/leave. The board adjustment is calculated beginning the day the residence hall room is totally vacated.
3. A student who takes a Medical Withdrawal during a semester and is receiving financial aid will have a per diem pro-ration adjustment made to non-federal financial assistance. Federal law specifies how to determine the amount of federal assistance to be retained by a student who withdraws during a semester. The amount of federal assistance to be retained is determined on a per diem proration. If a student completes 30 percent of the semester, 30 percent of federal assistance is retained on the student's account. You can read more about Federal Title IV Awards Refunds here. For questions, contact the Office of Financial Aid, financialaid@depauw.edu.

Completion of Coursework:

1. Students do not receive academic credit for a semester during which a Medical Withdrawal is recorded. Students taking a Medical Withdrawal, after week one, receive a grade of "W" for all enrolled courses.
2. The student is not eligible to pre-register within their registration window for the following semester. If the student is already enrolled in courses for the following semester prior to their withdrawal, their withdrawn status will forfeit their course registration. Students can register for the classes for the semester of return after they have been approved to do so through the readmission process.

Internationals Students:

- A Medical Withdrawal may affect one's legal status. International Students holding visas should consult with International Student Affairs before applying for a Medical Withdrawal to make sure they meet the immigration regulatory requirements.

Vacating the Residence Hall Room:

- A student taking a Medical Withdrawal will need to vacate their on campus residence within 48-hours of submitting their request form. Students who live in a Fraternity or Sorority should work with their housing corporation for their move-out timeline.
- The University does not provide storage.
- During the time of a medical withdrawal, students are not eligible to secure housing for the following semester. If housing is already selected, it will be forfeited.

Returning from a Medical Withdrawal:

The decision to readmit a student who had withdrawn for medical reasons will be based on the student's ability to be part of the University and resume the academic rigors required of DePauw University students. The University will work with each student, their health care provider(s), and family to determine what (if any) reasonable accommodations can be provided by the University to facilitate the student's successful resumption of their academic requirements and other campus activities.

Many students and their families are eager to return to campus to continue their academic progress. However, returning too soon can have an adverse effect on your ability to do well. **Most students who take a medical withdrawal will need one or two full semesters away** to receive appropriate care and to demonstrate a sustained period of stability before they return. We encourage students to complete this assessment, alone or with their families, to help them think through the transition back to DePauw.

Applications to return from a medical withdrawal will be reviewed by the Medical Withdrawal Committee. The Office of the Registrar communicates the outcome to the student, student's academic advisor and other relevant offices. Students will be able to register for courses and secure housing once they are readmitted to DePauw. A student's tuition account must be paid in full from their prior enrollment before a student will be allowed to return to campus.

For the Committee to review applications, applications must include all the required supporting documents by the deadlines stated below. Please see the Returning from a Medical Withdrawal Checklist for detailed information about the necessary documentation outlined.

- For Semester I (Fall and Winter terms):
  - **July 1-** Readmission application, which includes a letter to the VP for Student Affairs
  - **August 1** – Letter from medical provider sent to Counseling Services or DePauw Health and Wellness
    - Please note in order to have the most recent information about your health, if this letter is sent too soon, you may be asked to provide updated information from your medical provider.

- For Semester II (Spring and May terms):
  - **December 1-** Readmission application, which includes a letter to the VP for Student Affairs
  - **January 1** – Letter from medical provider sent to Counseling Services or DePauw Health and Wellness
    - Please note in order to have the most recent information about your health, if this letter is sent too soon, you may be asked to provide updated information from your medical provider.

Student Leave of Absence Procedure

A student in good academic and social standing may be granted a Leave of Absence for up to two semesters. (Good standing includes the status at the end of the semester prior to the leave.) The student must have definite plans to return to DePauw within one year. A leave can be granted for many non-medical reasons, such as study or research purposes, personal/family issues. The benefit of the Leave of Absence policy is primarily for registration, financial aid and housing purposes. In addition, the student will continue to have access to e-mail and Student e-Services (advising transcript and searchable schedule of classes). The Registrar and Vice President of Student Affairs give final approval for each leave.

Note:

- Although students may be off two semesters, the grace period for student loan repayment begins after one semester's absence.
- Students who are taking a leave of absence are held to the same behavioral standards as current students while on a leave.
- A leave of absence is not for medical reasons. If you need to leave for medical reasons please check out the medical withdrawal process and/or contact the CARE Team.

Process for Requesting a Leave of Absence

1. **International Student Affairs**: International students should contact intlstudents@depauw.edu before completing this request and to receive further instructions on updating their immigration record for the requested Leave.
2. **Office of the Registrar:** If you have any questions about the process of taking a Leave of Absence, or questions about transfer credits if you plan to study at another U.S. college during

their leave. The Office of the Registrar is located in the Julian Science and Mathematics Center, 2 E. Hanna Street. You can contact them via email at registrarsoffice@depauw.edu, or by phone at 765-658-4141.**Complete the Application** for Leave of Absence (see below).

3. **Financial Aid Office**: If you have loans, you must also complete a loan exit interview with a representative from the Financial Aid Office. If you have loans and plan to enroll in another school, you must have the other school complete an in-school deferment form. The Financial Aid Office is located at 204 E. Seminary St. You can contact them via email at financialaid@depauw.edu, or by phone at 765-657-4030.
4. **Payment Services Office**: Contact the Payment Services Office to pay any outstanding balance on your account. The Payment Services Office is located at 204 E. Seminary St., or you can contact them by email at paymentservices@depauw.edu, or by phone at 765-658-4015

Processing a Leave of Absence

After consulting with the Student Affairs Office, the Office of the Registrar notifies campus offices of the Leave of Absence by placing the student's name on the withdrawal list. The withdrawal list will provide 'Leave of Absence' and the length of leave. The student is changed to a special status (such as 'V') after grades are produced. [The 'V' status indicates the student plans to return to DePauw within one or two semesters.] This status is significant for housing, registration and financial aid (loans, scholarships, etc.) purposes. The student's name is placed on the readmit list for the semester they plan to return as a pending readmit (meaning the name is placed on the list for tracking purposes but notification is not sent to campus offices until the student verifies they are returning).

Returning from a Leave of Absence

It is the student's responsibility to notify the Office of the Registrar of their intent to return.

For the request to be reviewed, it is required that the Leave of Absence Return form be complete and include all the necessary information by the deadlines stated below.

- For Semester I (Fall and Winter terms) ... July 1
  For Semester II (Spring and May terms) ... Dec. 1

1. The student completes the Leave of Absence Return form. It is to the student's advantage to complete the process prior to registration for that term however; as the form must be received before the student may register for classes or arrange for University housing. The form is available on the Web and in the Office of the Registrar.
2. The Registrar, in consultation with the Vice President of Student Affairs or designee, processes the form and notifies the student that they are approved to return. The student must have met all financial obligations to the University before returning.
3. If the student studied elsewhere, an official transcript and the Dean of Students Recommendation (form available in the registrar's office) are required prior to taking formal action.
4. The Office of the Registrar notifies the student and campus offices of the returning student.

The student contacts:

- Their advisor for the RAC number for registration.
- Housing and Residence Life or the president of their fraternity/sorority for housing arrangements.
- The Financial Aid Office, if appropriate.
- The Payment Services Office. Any unpaid balance due on the student's account must be resolved before their return to DePauw University.

If the student decides not to return to DePauw, they need to notify the Office of the Registrar. If nothing is heard from the student by the beginning of the semester of intended return, the student's status will be changed to a regular withdrawal.

* Students must refile the FAFSA as normally required. A maximum of 180 days (one semester) in one 12-month period is allowed for Title IV loans before the grace period begins.

Whistleblower Policy: Protection for Those Reporting Fraudulent, Dishonest, or Unlawful Behavior

DePauw University requires its trustees, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The University's internal controls and operating procedures are intended to deter and prohibit activity that is contrary to University policy, or is in violation of federal, state or local laws and regulations. This policy is intended to protect any student or employee who engages in good faith disclosure of an alleged action or omission, reasonably believed to be a violation of laws, regulations, or the University's policies or procedures, by a University official or employee. Violations may include, but are not limited to:

- A violation of a federal, state, or local law;
- Fraud or financial irregularities;
- Violation of any University policy;
- Fraudulent financial reporting;
- Forgery or alteration of any documents;
- Unauthorized alteration or manipulation of computer files;
- The use of University, property, resources or authority for personal gain or for non-University-related purpose except as authorized or provided under University policy;
- Authorizing or receiving compensation for services not received or services not performed;
- Requesting reimbursement for expenses not incurred;
- Authorizing or receiving compensation for hours not worked;
- Activities endangering the health and safety of others.

This policy prohibits retaliation in any form against an employee or student who in good faith reasonably believes and reports such alleged violations to the University's attention. However, any employee or student who knowingly makes false accusations of misconduct shall be subject to disciplinary action. This policy also prohibits retaliation in any form against an employee or student who participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation under this policy by the University, the Audit and Risk Management Committee of the Board of Trustees, or government agencies. Any employee or student who takes any actions whatsoever in retaliation against an employee or student of the University who has in good faith and with reasonable belief of a violation raised any question or concern or made a report under this policy shall be subject to discipline, up to and

including termination of employment. Any employee or student who encourages others to retaliate also violates this policy and will be subject to such disciplinary action.

The University will investigate any reported violation of laws, regulations, policies, or procedures by a University official or employee. Anyone found to have engaged in such violations is subject to disciplinary action, up to and including termination of employment, subject to applicable University procedures. All members of the University community are expected and encouraged to report possible violations through appropriate University procedures published elsewhere or by contacting the Vice President supervising the university official or employee whose conduct is in question; however, anyone concerned about possible retaliation may use the special reporting mechanisms of this policy ("whistleblower reporting"). Regardless of how the report of possible violations is filed, any concern about apparent retaliation for reporting a possible violation should be reported through the procedures outlined in this policy

Reporting and Investigation
This section applies both to whistleblower reporting and to reporting retaliation against whistleblowers.

Reports of suspected violations can be made confidentially and/or anonymously. The University will investigate such reports, but the promise of confidentiality cannot be assured, depending on the nature of the violation and the course of the investigation. Efforts within legal limits will be made to protect the confidentiality of the source. To the extent possible, any report or complaint should be factual and contain as much specific information as possible setting forth all of the information about which the employee or student has knowledge. In conducting the investigation, the University may retain outside legal or accounting expertise.

Staff members should direct their reports under this policy to the Director of Human Resources. If the Director of Human Resources is not available, or if the staff member is uncomfortable reporting the suspected violation to the Director of Human Resources, they may direct the report to the Vice President for Academic Affairs.

Faculty members should direct their reports under this policy to the Vice President for Academic Affairs. If the Vice President for Academic Affairs is not available, or if the faculty member is uncomfortable reporting the suspected violation to the Vice President for Academic Affairs, they may direct the report to the Director of Human Resources.

Students should direct their reports under this policy to the Vice President for Student Affairs. If the Vice President for Student Affairs is not available, or if the student is uncomfortable reporting the suspected violation to the Vice President for Student Affairs, they may direct the report to the Vice President for Academic Affairs.

Supervisors and Department Chairs who receive reports of suspected violations under this policy should not investigate those reports but should forward them to the Director of Human Resources or Vice President for Academic Affairs, as indicated above.

The **Vice President for Student Affairs, Director of Human Resources** and **Vice President for Academic Affairs** who receive reports of suspected violations under this policy should immediately forward them to the President who shall designate a coordinator to investigate the suspected violations. The procedures for investigation and for decisions regarding actions to take in light of the findings will follow other relevant university policies and procedures if the suspected violation is covered

by another policy; otherwise appropriate procedures will be selected by the Coordinator after consultation with the President.

The **Coordinator** of the investigation of the suspected violations will report findings to the President who will share findings of violations and actions taken with the Chair of the Board of Trustees and the Chair of the Audit and Risk Management Committee.

Exceptions: *If the investigation is of the President, the* ***Vice President for Student Affairs, Director of Human Resources*** *or* ***Vice President for Academic Affairs*** *who receives the report should forward the report to the Chair of the Board of Trustees who shall designate a coordinator whose consultation on procedures will be with the Chair of the Board of Trustees, and the decision on action will be made by the Chair of the Board of Trustees. If the investigation is of a trustee, it will be handled by the Chair of the Board of Trustees with the advice of the Chair of the Audit and Risk Management Committee.*

On an annual basis, the **University** will provide the Audit and Risk Management Committee a summary of all reports under this policy. The Whistleblower Policy was approved by the Audit and Risk Management Committee and effective as of January 1, 2007. Anonymous reporting of violations of this policy can be made by calling Campus Conduct Hotline at (866) 943-5787. Campus Conduct Hotline is a confidential, independent call-in service for Whistleblower reporting.

Harassment Policy

Statement on Non-discrimination and Harassment

DePauw University is enriched by the many experiences and perspectives each person brings to the University. The University does not discriminate on the basis of race, color, creed, sex (including gender identity, gender expression, pregnancy, childbirth, and or pregnancy-related conditions), sexual orientation, religion, age, ancestry, national or ethnic origin, veteran or military service status, disability, genetic information (including family medical history), or on the basis of any other category protected under federal, state, or local law, in connection with admission or access to, treatment in, or application for or employment by, the University and its programs and activities. The University prohibits any such discrimination in any education program or activity it operates. Harassment, whether verbal, physical or visual, that is based on any of the above-identified characteristics is a form of discrimination. Harassment is a violation of the University's Code of Conduct and includes conduct that is sufficiently severe, pervasive, or objectively offensive, and that is carried out because of the victim's protected characteristics, so as to exclude an individual from participating in or being denied the benefits of the University's educational programs or activities. Further, harassment based on sex that violates Title IX includes sexual assault, domestic violence, and violence as defined by the Violence Against Women Act, as well as acts conditioning the receipt of a benefit on the individual's participation in unwelcome sexual conduct. Where discrimination or harassment is found to have occurred, the University will take reasonable steps to address the matter and take appropriate remedial action. The University will not retaliate against, nor tolerate retaliation against, any person for reporting discrimination or harassment or participating in any investigative process.

The University provides reasonable accommodations requested by applicants, students and employees with disabilities and for sincerely held religious beliefs, observances, and practices.

Questions, concerns, or complaints regarding the University's nondiscrimination policy, or its policy prohibiting retaliation may be directed to the Director of Human Resources, who can be reached at:

Studebaker Administration Building
313 S. Locust Street
Greencastle, IN 46135
(765) 658-6395
hr@depauw.edu

To report Title IX or other sex-based harassment, contact the Title IX Coordinator (www.depauw.edu/studentaffairs/title-ix/). To report other forms of discrimination, contact HR (www.depauw.edu/offices/human-resources/). If desired, reports may instead be made to the above individuals in person, by mail, or by phone. For questions, concerns, or complaints about the university's compliance with Title IX or other federal nondiscrimination laws, contact the U.S. Department of Education Office of Civil Rights.

DePauw University Title IX Office
Studebaker Administration Building
313 Locust Street
Greencastle, IN 46135
(765) 658-4220
titleixcoordinator@depauw.edu

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Reporting Procedure

Any employee, student or guest who believes that they either witnessed or have been subjected to behavior that violates this policy is encouraged to and has a responsibility to immediately report the suspected policy violation. The University cannot investigate and take appropriate action if the behavior is not reported.

Students should immediately report suspected policy violations to the Office of Student Affairs by email at studentaffairs@depauw.edu. If the Vice President for Student Affairs is unavailable or the student is uncomfortable reporting the suspected policy violation to the Vice President, the student may report the suspected violation directly to the Director of Human Resources at hr@depauw.edu or the Vice President for Academic Affairs at VPAA@depauw.edu. Students should report suspected policy violations involving sexual harassment or discrimination based on sex to the Title IX Coordinator at titleixcoordinator@depauw.edu.

Complaints of inappropriate behavior by a Vice President of the University should be directed to the President of the University and/or the Director of Human Resources. For cases of sexual harassment, reports may be made directly to the Title IX Coordinator.

Investigation and Resolution of Complaint

Given the nature of the type of conduct prohibited by this policy and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, the University takes every complaint of harassing behavior seriously and each report shall be investigated. The investigation will be conducted in as confidential a manner as circumstances permit to protect all parties involved, including witnesses. The University will not tolerate any retaliation against anyone who makes a report of harassing behavior or cooperates in an investigation of any complaint under this policy.

The responsibility for determining the need for and degree of administrative action to address a harassment complaint varies and is based upon the group to which the accused belongs. These groups include: faculty, staff, students and guests. The following chart delineates the process for Harassment complaints that are not subject to the University's Title IX and Sexual Misconduct Policy and Procedure:

Complainant	**Accused**	**Investigating Responsibility**	**Disciplinary Responsibility**	**Guidance**
Student	Student	Office of Student Affairs	Office of Student Affairs	Student Handbook; Community Standards Process
Staff or Guest	Student	Office of Human Resources; Office of Student Affairs	Office of Student Affairs	Student Handbook; Community Standards Process
Faculty	Student	Academic Affairs; Office of Student Affairs Office of Human Resources	Office of Student Affairs	Student Handbook; Community Standards Process
Student	Staff or Guest	Office of Student Affairs; Office of Human Resources	Human Resources	Employee Guide

Student	Faculty member	Office of Student Affairs; Academic Affairs Office of Human Resources	Vice President for Academic Affairs and Dean of Faculty	Academic Handbook

Complaints of harassment against any Vice President should be directed to the President of the

University and or the Director of Human Resources. Harassment complaints against a Vice President of the University will be investigated by the Director of Human Resources. The Director of Human Resources and President will determine the need and degree of administrative action for Harassment complaints against a Vice President of the University.

Violations of this policy will result in appropriate disciplinary action, up to and including discharge or dismissal. Please help us maintain a comfortable learning and work environment free from Harassment.

(Endorsed in principle by the faculty in March 1999; established as University policy April 1999; revised August 2003; revised August 2011; revised August 2018, revised August 2019, revised August 2021)

Rights and Procedures for Students

The rights of students who report or are accused of sexual harassment are outlined in the Title IX and Sexual Misconduct Policy and Procedure.

Students who believe that they are a victim of another form of Harassment have the following rights:

- To consult with a campus advocate. An advocate can be a faculty member, staff member or student whom the alleged victim trusts. The advocate may participate in the complainant's communications with the Office of Student Affairs.
- To privacy, to the extent practical given the University's need to conduct an investigation.
- To request and receive from the Office of Student Affairs: a. a room change within two working days b. an e-mail address change within one working day. NOTE: It is not necessary that a formal complaint be filed to receive these accommodations.
- Generally, to request that the University take or not take action regarding the complaint. An investigation into the facts alleged in the report usually will not be undertaken until the report becomes an official complaint at the request of the complainant. However, the University reserves the right to proceed without the complainant's consent when there appears to be an imminent threat to the safety of the complainant or any other member of the University community.

Formal Complaint Procedure for Students

Options for resolution of a report of sexual harassment by one student against another student, and the procedures for formal investigation and determination of responsibility for a violation, are outlined in the Title IX and Sexual Misconduct Policy and Procedure.

If a student wishes to file a Harassment complaint (other than sexual harassment) against another student, a formal complaint should be filed with the Dean of Students or Director of DePauw Police. Once a formal complaint is filed, the process will proceed as follows:

1. Review of Complaint: Initial reports will be reviewed by the Vice President of Student Affairs to determine whether the complaint, if substantiated, would support a Harassment charge. If so, the Vice President of Student Affairs will cause an investigation to be conducted.
2. Investigation: Investigation will be conducted by a designee of the Vice President of Student Affairs and/or the DePauw Police. If the investigation does not eliminate the possibility of violations of this Policy, the Vice President of Student Affairs will refer the matter to Community Standards and/or the Putnam County Prosecutor's Office. Notwithstanding the outcome of the investigation, the matter may be referred to other Student Affairs Departments for resources, support, and education.
3. Community Standards: Charges of Harassment referred to Community Standards will be processed as outline in the Community Standards Process.

Reasonable Accommodations for Disabilities, Pregnancy, Childbirth, or Related Conditions

The University is committed to ensuring equal access to all academic programs, services, and activities for students with disabilities, as well as for students who are pregnant, have recently given birth, or are experiencing medical or common conditions related to pregnancy or childbirth. Consistent with the Americans with Disabilities Act (ADA), Title IX, and Section 504 of the Rehabilitation Act, as applied to educational settings and applicable state law, the University will provide reasonable accommodations that support a student's ability to fully participate in University life unless the accommodation would fundamentally alter an academic program or impose an undue hardship.

Requesting an Accommodation
Students seeking an academic or campus-life accommodation related to a disability, pregnancy, childbirth, or a related medical condition should contact the University's Student Accessibility Services Office. Students and staff will engage in an interactive process to determine what accommodations may be appropriate.
When needed, students may be asked to provide medical documentation describing how the disability or medical condition affects participation in classes or University activities. All medical information will be kept confidential, maintained in separate files, and shared only with University personnel who have a legitimate need to know, as allowed by law.

Non-Discrimination and Non-Retaliation
The University strictly prohibits discrimination, harassment, or retaliation against any student for:

- having a disability or medical condition,
- being pregnant or recovering from childbirth,

- requesting an accommodation, or
- receiving an approved accommodation.

Students who believe they have experienced discrimination, harassment, or retaliation should use the procedures described in the student handbook and the Title IX and Sexual Misconduct Policy to report.

Timely Response

In accordance with Indiana law (Ind. Code § 22-9-12-3), when a student submits a written request for an accommodation related to pregnancy, childbirth, or a related medical condition, the University will provide a timely response. Students who request or receive accommodations for these reasons will not be penalized or denied access to any University program or activity.

DePauw University Title IX and Sexual Misconduct Policy and Procedure

DePauw University (the "University") is committed to fostering an environment that values and respects every member of our campus community. In alignment with this commitment, the University maintains a Title IX and Sexual Misconduct Policy (the "Policy") that ensures fairness, impartiality, and the absence of bias or conflict of interest for all parties involved. Consistent with Title IX requirements, the respondent is presumed not responsible until a determination is made at the conclusion of the process.

The University is enriched by the many experiences and perspectives each person brings to the University. The University does not discriminate on the basis of race, color, creed, sex (including gender identity, gender expression, pregnancy, childbirth, and or pregnancy-related conditions), sexual orientation, religion, age, ancestry, national or ethnic origin, veteran or military service status, disability, genetic information (including family medical history), or on the basis of any other category protected under federal, state, or local law, in connection with admission or access to, treatment in, or application for or employment by, the University and its programs and activities. The University prohibits any such discrimination in any education program or activity it operates. Harassment, whether verbal, physical or visual, that is based on any of the above-identified characteristics is a form of discrimination. Harassment is a violation of the University's Code of Conduct and includes conduct that is sufficiently severe, pervasive, or objectively offensive, and that is carried out because of the victim's protected characteristics, so as to exclude an individual from participating in or being denied the benefits of the University's educational programs or activities. Further, harassment based on sex that violates Title IX includes sexual assault, domestic violence, and violence as defined by the Violence Against Women Act, as well as acts conditioning the receipt of a benefit on the individual's participation in unwelcome sexual conduct. Where discrimination or harassment is found to have occurred, the University will take reasonable steps to address the matter and take appropriate remedial action. The University will not retaliate against, nor tolerate retaliation against, any person for reporting discrimination or harassment or participating in any investigative process.

The University provides reasonable accommodations requested by applicants, students and employees with disabilities and for sincerely held religious beliefs, observances, and practices.

Questions, concerns, or complaints regarding the University's nondiscrimination policy, or its policy prohibiting retaliation may be directed to the Director of Human Resources, who can be reached at:

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(765) 658-6395
hr@depauw.edu

To report Title IX or other sex-based harassment, contact the Title IX Coordinator (www.depauw.edu/studentaffairs/title-ix/). To report other forms of discrimination, contact HR (www.depauw.edu/offices/human-resources/). If desired, reports may instead be made to the above individuals in person, by mail, or by phone. For questions, concerns, or complaints about the university's compliance with Title IX or other federal nondiscrimination laws, contact the U.S. Department of Education Office of Civil Rights.

DePauw University Title IX Office
Studebaker Administration Building
313 Locust Street
Greencastle, IN 46135
(765) 658-4220
titleixcoordinator@depauw.edu

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

This Policy informs members of the University community about the University's prohibition against Title IX Sexual Harassment, which includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking, as well as other forms of Sexual and Gender-Based Harassment, Sexual Exploitation and Retaliation (collectively, "Prohibited Conduct"). It provides information about resources, reporting options, and prompt and equitable resolution options.

Scope

This Policy governs the conduct of faculty, staff, students, alumni, members of the Board of Trustees (Trustees), volunteers, and other participants while engaged in University programs and activities. It also governs the conduct of third parties, including visitors and third-party contractors and vendors.

In this Policy, the individual reported to have been harmed by Prohibited Conduct is referred to as the Complainant. The individual who is reported to have committed Prohibited Conduct is referred to as the Respondent.

This Policy applies to acts of Prohibited Conduct that occur both in the United States and in the University's education program or activity. The term "education program or activity" includes all of the University's operations, including events or circumstances over which the University exercises substantial control over both the Respondent and the context in which the conduct occurs; and any building owned or controlled by a student organization that is officially recognized by the University. The University's education program or activity can include on-campus, off-campus, or online conduct, and applies to employment and admissions. Examples include University-sponsored, University-funded or otherwise University-supported study off campus, research, internship, mentorship, summer session, conferences, meetings, social events, or other affiliated programs or premises.

The Policy also applies to Prohibited Conduct that occurs outside of the United States, but in connection with the University's education program or activities, such as University-sponsored, University-funded or otherwise University-supported study abroad programs.

Under certain circumstances, the Policy may also apply to instances in which the conduct occurred outside of the education program or activity, but where the University otherwise regulates the conduct,

the conduct has or could have a continuing impact within the University's education program or activity, or the conduct may have the effect of posing a serious threat to the University community.

If the Respondent is not an employee or student, DePauw University's ability to take disciplinary action will be limited and is determined by the context of the Prohibited Conduct and the nature of the relationship of the third party Respondent to the University. A visitor or third-party who is accused of violating this Policy may have their relationship with DePauw University terminated and/or be permanently barred from the University or subject to other restrictions for failing to comply with this Policy.

In instances where the University does not have disciplinary authority over the Respondent or the conduct is unconnected to a University education program or activity, the University will take steps to support a Complainant or other campus community members by offering reasonably available Supportive Measures and provide assistance in identifying external reporting mechanisms.

Federal Jurisdictional Requirements Unique to Title IX Sexual Harassment | The Title IX regulations apply to specific forms of sexual harassment that occur in an education program or activity in the United States as outlined below. Where conduct occurs outside of the education program or activity, outside of the United States, or would not meet the definition of Title IX Sexual Harassment, the University is required to dismiss any allegations in a formal complaint under Title IX.

However, in keeping with the University's educational mission and commitment to foster a learning, living, and working environment free from discrimination, harassment and retaliation, the University can move forward under the same resolution process for Sexual and Gender-Based Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and other forms of Prohibited Conduct that occur outside of Title IX Jurisdiction (e.g., not in the United States, or as noted above, outside of the education program or activity).

Title IX Sexual Harassment

Title IX Sexual Harassment is Prohibited Conduct on the basis of sex that constitutes one of the following:

1. Sexual Harassment: (A) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the Complainant equal access to the University's education program or activity; or (B) An employee of the University conditioning the provision of an aid, benefit, or service of the University on a Complainant's participation in unwelcome sexual conduct.

2. Sexual Assault: Having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity (see below for definition of consent and incapacitation). Sexual contact includes:

a. sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g., penis, finger, hand, or tongue) or an object, or requiring another to penetrate themselves with a body part or an object, however slight; or

b. sexual touching of the private body parts, including, but not limited to, contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification.

3. Dating Violence: violence committed by a person—

a. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and

b. where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

4. Domestic Violence: felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the Indiana domestic or family violence laws, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

5. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

a. Fear for their own safety or the safety of others; or

b. suffer substantial emotional distress.

6. Title IX Retaliation: Conduct, including intimidation, threats, coercion, or discrimination, against an individual for the purpose of interfering with any right or privilege secured under Title IX or its implementing regulations, or because the individual has made a disclosure or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX Resolution Process. The exercise of rights protected under the First Amendment does not constitute Title IX Retaliation. A good faith pursuit by either party of civil, criminal or other legal action does not constitute Title IX Retaliation.

Other Forms of Prohibited Conduct

1. Non-Consensual Sexual Contact: Physical contact of a sexual nature, or the touching of the private body parts of another person, regardless of whether the contact is for the purpose of sexual gratification, by one person against the will of or without the consent of another.

2. Retaliation: Conduct, including intimidation, threats, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured under this Policy, or because the individual has made a disclosure or complaint, testified, assisted, or participated or refused to participate in any manner in a Resolution Process. The exercise of rights protected under the First Amendment does not constitute Retaliation. A good faith pursuit by either party of civil, criminal or other legal action does not constitute Retaliation.

3. Sexual Exploitation: Nonconsensual use of sexual activity involving one or more persons for one's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and the behavior does not otherwise constitute another form of Prohibited Conduct under this Policy. Examples of sexual exploitation include prostituting another student, non-consensual video or audio taping of sexual activity, sharing consensual video or audio taping of sexual activity without all parties' consent, allowing others to secretly watch sexual activity without all parties' consent, and knowingly transmitting a sexually transmitted infection.

4. Violation of a No Contact Directive: Engaging intentionally in conduct or communication with an individual, whether directly or indirectly, or otherwise acting in contradiction to the explicit terms of the No Contact Directive, after having been directed by the University to have no contact with the stated individual.

5. Voyeurism: Knowingly or intentionally looking at or observing another individual, who has an expectation of privacy, in a clandestine, surreptitious, prying, or secretive nature without the consent of the other person.

Conduct under this Policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent.

Report

Here are the avenues for reporting incidents of Title IX and Sexual Misconduct:

- ***Disclosure to Title IX Coordinator:*** Disclose incidents of conduct prohibited under this Policy directly to the Title IX Coordinator or the Coordinator's designee, the Deputy Title IX Coordinator [See Appendix A Title IX Coordinator definition.]. An individual may disclose Prohibited Conduct:

  In person: Studebaker Administration Building
  313 Locust Street, Greencastle, IN 46135
  Phone: 765-658-4155
  Email: titleixcoordinator@depauw.edu
  Web:www.depauw.edu/studentaffairs/title-ix/report-an-incident-of-sexual-misconduct/
- ***Disclosure to an Employee:*** Disclose incidents of conduct prohibited under this Policy directly to an Employee (including students employed as resident assistants who receive disclosures in their roles as resident assistants), who are obligated to report the disclosure to the Title IX Coordinator;
- ***Disclosure to a Confidential Resource:*** Seek assistance from a Confidential Resource, who is not required to report the disclosure to the Title IX Coordinator. University employees who are Confidential Resources include licensed counselors, medical professionals, and ordained clergy acting in a pastoral care capacity. Complainants and other disclosing individuals can reach DePauw Counseling Services at 765-658-4268, DePauw Health at 765-658-4555, and the Center for Spiritual Life at 765-658-4615.
- ***Disclosure to a SASA:*** Disclose, as students, incidents of conduct prohibited under this Policy to a Sexual Assault Survivor Advocate (SASA), who will not report the incident(s) the student discloses to the Title IX Coordinator or any other official (other than anonymous statistical information for Clery Act purposes) except (i) where the student consents to the report; (ii) in the

event that the Complainant is under age 18; (iii) in an extreme case of immediate threat or danger; or (iv) if compelled by court order; and/or

- ***Disclosure to DePauw Police:*** Report incidents of conduct that may violate state law to DePauw Police (the University's police department), who are obligated to report the disclosure to the Title IX Coordinator and/or to another appropriate external law enforcement agency, 765-658-5555.

An individual may make a disclosure to the University, to law enforcement, to neither, or to both. Complainants and other disclosing individuals are encouraged to disclose any violation of this Policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. There is no time limit for disclosing; an individual may disclose Prohibited Conduct under this Policy at any time without regard to how much time has elapsed since the incident(s) in question.

Intake

Supportive Measures | Supportive Measures are non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to the University's Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter Prohibited Conduct.

Supportive Measures are offered as appropriate, as reasonably available, and without fee or charge, to both the Complainant and the Respondent. Supportive Measures are available to the Complainant and the Respondent regardless of whether the Complainant makes a Formal Complaint. A Formal Complaint is a written and signed (or e-signed) complaint about Prohibited Conduct that includes a request that the University commence an investigation. The options for Supportive Measures will be discussed upon receipt of a disclosure and will be outlined in writing. Examples of Supportive Measures that may be implemented include, but are not limited to:

- providing access to counseling;
- issuing mutual no contact directives to each of the parties;
- assisting in requesting a criminal protective order;
- changing student housing;
- extensions of deadlines or other course-related adjustments;
- rearranging class or work schedules if available;
- assisting with local law enforcement; and,
- adjustments to DePauw University job responsibilities or extracurricular activity responsibilities.

The availability of Supportive Measures will be determined by the specific circumstances of each disclosure.

The University will consider a number of factors in determining which measures to take, including:

- the needs of the student or employee seeking Supportive Measures;
- the severity or pervasiveness of the disclosed conduct;
- any continuing or disproportionate effects on the Complainant;
- whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and,
- whether judicial measures have been taken to protect the Complainant (e.g., protective orders).

The University will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

Any Supportive Measure cannot be punitive in nature and will not unreasonably burden the other party. Requests for Supportive Measures may be made to the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of Supportive Measures and coordinating the University's response with the appropriate offices on campus. The Title IX Coordinator has the discretion to provide and/or modify any Supportive Measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of Supportive Measures. The University will maintain the confidentiality of any Supportive Measures provided under this Policy to the extent practicable and will promptly address any violation of Supportive Measures.

Initial Assessment | Upon receiving notice of Prohibited Conduct, the Title IX Coordinator will conduct an initial assessment by promptly contacting the Complainant to address any immediate physical safety and emotional support needs, discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, provide a copy of the Policy, and explain to the Complainant their rights under the Policy and their options for addressing the Prohibited Conduct. The Complainant may request Supportive Measures only, or may make a Formal Complaint. Alternatively, as described below, the Title IX Coordinator may determine that it is appropriate to file a Formal Complaint even in the absence of a Formal Complaint filed by a Complainant. After the filing of a Formal Complaint, the Complainant may decide to seek either formal or informal resolution. The Complainant and Respondent are always entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

As part of the initial assessment, the Title IX Coordinator will be responsible for determining whether the disclosed conduct falls within the scope of the Policy. Once an assessment has been made, the Title IX Coordinator will determine resolution options.

The University will seek to complete the Initial Assessment as promptly as possible, typically within ten (10) business days. There may be circumstances, however, where the Initial Assessment takes longer based on the availability of the Complainant or other necessary information, the need to gather additional information, or other factors outside of the University's control. The University also understands that a Complainant may need additional time to make decisions regarding their options, which may impact the timing of the conclusion of the Initial Assessment.

The Title IX Coordinator will document each report or request for assistance, including requests for Supportive Measures, as well as the response to any such report or request; and will review and retain copies of all reports generated as a result of any investigation. The University will maintain the records in accordance with the provisions found in Appendix A Record Retention.

Overview of Resolution Processes

The University is committed to providing a prompt, thorough, equitable, and impartial resolution of all reported violations of this Policy. To implement this Policy, the University has developed a formal and an informal resolution process to resolve reports of Prohibited Conduct.

Informal Resolution | An informal framework that includes informal or restorative options for resolving formal complaints that typically do not involve disciplinary action against a Respondent.

Formal Resolution | Formal procedures that involve an investigation, adjudication and, if appropriate, the imposition of sanctions.

In all formal and informal resolution processes, the University will treat Complainants and Respondents equitably by offering Supportive Measures when the University has notice of potential Prohibited Conduct, and by following either the formal or informal resolution process before the imposition of any disciplinary sanction against a Respondent. Upon receipt of a report of Prohibited Conduct, the University will conduct an initial assessment of the available information and consider the Complainant's stated interests, as well as the University's compliance obligations, in determining how to proceed. A report of Prohibited Conduct may be resolved through: provision of Supportive Measures only; pursuing the formal resolution process, which involves a prompt, equitable and impartial investigation, a live hearing, and an appeal; or, in the event that a formal complaint is filed, pursuing an informal resolution process, which requires the voluntary and written consent of the Complainant, the Respondent and the University. The Complainant and Respondent are always entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

Resolution Option: Informal Resolution

Informal Resolution is a voluntary process that may result in the parties and the University agreeing on a resolution of the allegations of a Formal Complaint in lieu of an investigation and/or adjudication. Where the parties agree to consider an Informal Resolution and the Title IX Coordinator concludes that it may be appropriate, the University will work with the Complainant and Respondent to craft an Informal Resolution process based on the unique circumstances of the parties and the disclosed Prohibited Conduct. Both parties must agree to the Informal Resolution process voluntarily and in writing. An Informal Resolution may be requested at any time between the making of a Formal Complaint and the commencement of a Decision Panel Meeting to determine responsibility. Informal resolution will not be permitted to resolve reports of an employee engaging in Title IX Sexual Harassment against a Student.

Potential outcomes of an Informal Resolution include but are not limited to targeted or broad-based educational programming or training, supported direct confrontation of the Respondent through restorative justice or mediation practices, and/or indirect action by the Title IX Coordinator. Measures designed to assist the Complainant with accessing the educational, extracurricular, and/or employment activities of the University and to eliminate a potential hostile environment may also be included regardless of whether they disproportionately impact the Respondent, if agreed to by the parties. An Informal Resolution does not necessarily involve the Respondent admitting to a Policy violation or the University taking disciplinary action against the Respondent; however, the parties may agree on a resolution that includes such elements. The University will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of Informal Resolution. The decision to pursue Informal Resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time after a Formal Complaint is made.

If the parties are interested in pursuing Informal Resolution, the Title IX Coordinator will send written notices to the parties describing:

1. The details of the conduct at issue;

2. The requirements of the Informal Resolution;

3. The circumstances under which the parties are precluded from resuming a Formal Complaint arising from the same allegations;

4. The right to withdraw from the Informal Resolution process at any time prior to completion and resume the Formal Resolution process; and

5. The consequences resulting from participating in the Informal Resolution.

The Title IX Coordinator will maintain records of all disclosed Prohibited Conduct and conduct referred for Informal Resolution.

Resolution Option: Formal Resolution

Notice | 1. A Complainant may make a Formal Complaint of Prohibited Conduct if they are participating in or attempting to participate in the University's Education Program or Activity at the time the Formal Complaint is made. Alternatively, the Title IX Coordinator may file a Formal Complaint on behalf of a Complainant.

2. The Title IX Coordinator will ask the Complainant questions to gather information related to jurisdiction for the Formal Complaint and will then evaluate the available information surrounding the Formal Complaint to determine whether: (a) the conduct could, if proved, constitute a violation of Title IX Sexual Harassment; (b) the conduct occurred in the University's education program or activity, (c) the conduct occurred in the United States, (d) the Respondent is under the control of the University, (e) and the conduct occurred on campus or in a university-owned building or one operated by a registered student organization. If all five of the conditions above are met, the Formal Complaint will proceed as a Title IX Formal Resolution Process. The Title IX regulations require the University to dismiss some or all of the allegations in the Formal Complaint related to Title IX Sexual Harassment, including Sexual Assault, Dating Violence, Domestic Violence and Stalking, if these conditions are not met. While Formal Complaints falling outside of the Title IX regulations will be dismissed for Title IX purposes, where such conduct otherwise constitutes Prohibited Conduct and falls within the scope of this Policy, it will still be addressed and proceed to either the Formal or Informal Resolution process.

3. If the requirements of Paragraph 2 are met, the Title IX Coordinator will provide both the Complainant and Respondent with a written notice of allegations in the Formal Complaint that includes (a) a description of the Formal Resolution process (b) sufficient details of the disclosed conduct constituting a violation of the Policy to prepare a response, including the identities of the parties, if known, the disclosed conduct which could be a violation of the Policy, and the date and location of the disclosed conduct, (c) the potential Policy violations at issue; (d) a statement that the Respondent is presumed not responsible for the disclosed conduct and that a determination regarding responsibility is made at the conclusion of the Formal Resolution process (e) the name of the assigned Investigator and an opportunity to object to the Investigator on the basis of bias or conflict of interest; (f) a statement that the party may have an Advisor of their choice, who may be but is not required to be an attorney, and that if the party does not have an Advisor, the University will provide them an Advisor at no cost to ask relevant questions of the other party and witnesses; (g) a statement that the parties and Advisors may inspect and review evidence directly related to the allegations at the conclusion of the investigation phase; (h) a statement about preservation of evidence; and (i) the prohibition against retaliation. If, in the course of the investigation of the Formal Complaint, information is gathered that indicates that additional violations may warrant investigation as well, the Title IX Coordinator will send revised notice to the parties to include those potential violations. After notifying a Respondent of the Formal Complaint, the Title IX

Coordinator will also meet with the Respondent to explain the investigation/adjudication process, share available resources, and offer Supportive Measures.

4. If a Complainant or Respondent believes that the assigned Investigator(s) may have a conflict of interest or bias which could result in their inability to provide a fair investigation to the Complainant or Respondent, the Complainant or Respondent should notify the Title IX Coordinator immediately, in writing, of this concern, including an explanation or reason for the conflict of interest or bias. If the Title IX Coordinator determines an actual conflict exists, the Title IX Coordinator will assign a new Investigator.

5. At any time during the investigation or Decision Panel Meeting, certain circumstances may occur that make dismissal of a Formal Complaint appropriate, including written notification to the Title IX Coordinator that the Complainant wishes to withdraw the Formal Complaint, the Respondent is no longer enrolled in the University, or specific circumstances prevent the University from gathering evidence sufficient to make a determination of responsibility for the disclosed conduct. In such cases, written notice of the decision to dismiss will be provided to the parties, and such decision is subject to appeal as provided in this Policy.

Investigation | 6. The Investigator shall conduct a fair, impartial and thorough investigation, which may include, but is not limited to, interviews or written statements with the Complainant, the Respondent, and relevant witnesses, as well as collection of available evidence, including electronic and social media communications, documents, photographs, and communications between the parties. The investigation is designed to provide both parties a full, equal, and fair opportunity to be heard, to submit relevant inculpatory or exculpatory information, and to identify fact or expert witnesses. Neither party's ability to discuss the disclosed conduct under investigation or to gather and present relevant evidence will be restricted.

7. The Complainant and the Respondent are required to have an Advisor(s) to assist during the investigation and adjudication of a Formal Complaint. The Advisor may be an attorney. The University will provide a list of trained Advisors from its administrative staff, and can assist in connecting Complainants and Respondents with Advisors if requested. An Advisor may provide support, guidance or advice to the Complainant or Respondent, but may not otherwise participate in meetings except as provided below regarding questioning during a Decision Panel Meeting or unless requested to do so by the University. An Advisor may not in any manner delay, disrupt, or interfere with meetings and/or proceedings. Advisors should plan to make themselves reasonably available, and the University will not unduly delay the scheduling of meetings or proceedings based on the Advisor's unavailability. Advisors who are unable or unwilling to adhere to the University's expectations may not be permitted to continue participating in the Formal Resolution process.

8. The University, not the parties, is responsible for the burden of proof and the burden of gathering relevant evidence to the extent reasonably possible. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications, photographs, and other evidence. Both parties are encouraged to provide all relevant information in a timely manner to facilitate prompt resolution. In the event that a party declines or delays in voluntarily providing material information, the University's ability to conduct a prompt, thorough, and equitable investigation may be impacted. All parties or witnesses whose participation is invited will be provided written notice of the date, time, location, participants, and purpose of all meetings, including investigative interviews or Decision Panel Meetings, with sufficient time for the party to prepare to participate.

9. The Investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the Investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation. The University will not consider polygraph results.

10. In general, the University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, attorney, clergy member, or other recognized professional or paraprofessional acting or assisting in that capacity, and which are maintained in connection with the provision of services to the party, unless that party gives their voluntary, written consent to do so. In those instances, the relevant information from the records must be shared with the other party, and in so doing is not considered as a violation of educational, health, or other privacy rights of the consenting party.

11. The Investigator will review all information identified or provided by the parties and will determine the relevance of the information developed or received during the investigation.

12. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct. The Investigator (and the Decision Panel chair during a Decision Panel Meeting) will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

13. The sexual history of the Complainant is not relevant, except in two circumstances: (1) to show that someone other than Respondent committed the conduct; and, (2) where the Respondent alleges the sexual contact was consensual, evidence of the manner and nature of how the parties communicated consent in the past may be relevant in assessing whether consent was communicated in the reported conduct. As set forth in the consent definition, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent and, even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion.

14. Resolution is a voluntary process. The University will respect the choice of the Complainant or Respondent in how they choose to or not to engage with the Process. The University may, however, move forward with the investigation without the participation of a party or parties. No adverse inference will be drawn from a party's election to not participate.

15. The University may consolidate Formal Complaints of Prohibited Conduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the Prohibited Conduct arises out of the same facts or circumstances.

16. At the conclusion of the fact-gathering portion of the investigation, the Investigator will provide to each party and their Advisor, if any, the opportunity to review evidence that is directly related to the disclosed Prohibited Conduct, including any evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The parties will have ten (10) business days to submit a written

response to the Title IX Coordinator, which the Investigator will consider prior to completion of the investigative report. The Investigator will consider requests made in writing for additional witnesses or submission of new evidence, and the Title IX Coordinator will provide each party notice of the submission of additional information and provide an opportunity to review and respond at the Title IX Coordinator's discretion. The Title IX Coordinator will also consider written requests for additional time to review the evidence. The Complainant and Respondent are not permitted to remove evidence from its secure physical location, nor make copies, downloads, screenshots, printouts, photographs, or any other reproduction electronic or otherwise, of the information provided for review.

17. The Investigator will prepare an investigative report that fairly summarizes relevant evidence, both inculpatory and exculpatory, and provide the Complainant and Respondent, and their Advisors, with an opportunity to review the investigative report and provide a written response. Access to the final investigative report will be provided to each party and their Advisor at least ten (10) business days prior to the Decision Panel Meeting for the parties' review and written response.

Hearing and Determination | 18. Upon completion of the investigation of a Formal Complaint, the Title IX Coordinator shall assign a Decision Panel consisting of three (3) members (including the Decision Panel Chair) to hold a live meeting ("Decision Panel Meeting") during which they will review evidence and hear live statements from the parties and witnesses including answers to relevant questions. The Title IX Coordinator will provide the parties and all witnesses who will be requested to participate written notice including details on the date, time, and location of the Decision Panel Meeting, the anticipated witness list, and the names of the Decision Panel members, at least ten (10) business days in advance of the Decision Panel Meeting. The Title IX Coordinator will consider written requests from either party for a reasonable delay in the date of the Decision Panel Meeting, if such delay is necessary to maintain the fairness and integrity of the Formal Resolution Process. The request should be made no later than three (3) business days before the original scheduled date of the Decision Panel Meeting.

19. A party may add witness(es) to the list of those named in the notice only if they were not known at the time of the completion of the final investigative report. The party must provide the witness's name, contact information (if not a University student or employee), an explanation of why the witness was previously unavailable, and a brief description of what information the witness is expected to provide at the Decision Panel Meeting, at least three (3) business days prior to the date of the Decision Panel Meeting. The witness will be interviewed by the Investigator and an addendum to the investigative report completed. The Title IX Coordinator has the discretion to reschedule the Decision Panel Meeting to allow the parties equal and timely access to any new information.

20. If a Complainant or Respondent believes that an assigned Decision Panel member may have a conflict of interest or bias which could result in their inability to provide a fair determination regarding responsibility and/or sanctions to the Complainant or Respondent, the Complainant or Respondent should notify the Title IX Coordinator immediately, in writing, of this concern, including an explanation or reason for the conflict of interest or bias. If the Title IX Coordinator determines an actual conflict exists, the Title IX Coordinator will assign a new Decision Panel member. In no case will the Title IX Coordinator or other person who investigated the matter serve as a Decision Panel member.

21. The Decision Panel Meeting will be conducted with the parties located in separate rooms with technology enabling the Decision Panel and participants to simultaneously see and hear each other. If all parties and the Title IX Coordinator agree, the Decision Panel Meeting may alternately be conducted with all parties physically present in the same location. An audio or audiovisual recording or transcript of the Decision Panel Meeting will be created and maintained by the Title IX Coordinator and will be available

to the parties for inspection and review. No other recording of the proceedings will be permitted except that which is recorded and maintained by the University.

22. Decision Panel Meetings shall not be publicized or open to the public; only participants in the meeting (Decision Panel members, the parties, their respective Advisors of their choice (or, if necessary, selected by the University), and witnesses), the Title IX Coordinator, or another University employee as deemed appropriate by the Title IX Coordinator may be present. All participants shall hold matters relating to the Decision Panel Meeting in strict confidence. Witnesses are not permitted to attend Decision Panel Meetings to observe; their role is limited to giving their statements and answering questions.

23. The Complainant and Respondent have the opportunity to attend the hearing and to hear and respond to evidence and questions posed by the Decision Panel, and will be provided access to copies of all directly related evidence for reference at the hearing. The Complainant and Respondent may not directly question one another or cross examine any witnesses. Each party's Advisor is permitted to directly ask the other party and any witnesses relevant questions and follow up questions. The Decision Panel will determine whether any question to be asked by an Advisor is relevant prior to the party or witness answering. If a question is determined to not be relevant, the Decision Panel chair will explain the decision to exclude the question.

24. A party or witness is not required to respond to questions presented by the Decision Panel or by another party through their Advisor. However, regardless of whether a party or witness submits to such questioning, the Decision Panel may still consider previous statements made by the party or witness when making their determination. This includes statements made in this decision meeting, statements made to the Investigators, statements contained in submitted documents, and statements made to another party or witness. The Decision Panel chair may not draw any adverse inference from the decision of a party or witness to not participate at the hearing.

If deemed reliable and relevant by the Decision Panel chair, and not otherwise subject to exclusion under this Policy, the Decision Panel chair may consider the statements of persons who were not present at the hearing, or persons who were present at the hearing but who nevertheless were not subject to cross-examination. This includes, but is not limited to, opinions and statements in police reports or other official reports, medical records, court records and filings, investigation notes of interviews, emails, written statements, affidavits, text messages, social media postings, and the like.

25. At the conclusion of the Decision Panel Meeting, the Decision Panel will assess the credibility and weight of the evidence and make a determination regarding responsibility for a violation of University Policy. If the Decision Panel determines that the Respondent is responsible for violation of University Policy, it will also make a determination regarding appropriate sanctions/disciplinary actions to be given (see Sanctions/Disciplinary Actions below). Decisions regarding responsibility will be made by a preponderance of the evidence standard by majority vote of the Decision Panel. The decisions regarding responsibility and sanctions/disciplinary actions will be provided simultaneously in writing to the Complainant and Respondent and will include (a) identification of the disclosed Prohibited Conduct, (b) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held, (c) findings of fact supporting the determination, (d) conclusions regarding the application of this Policy to the facts, (e) a statement of, and rationale for, the result as to each potential violation of University Policy, including a determination regarding responsibility, any disciplinary sanctions to be issued to the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the Complainant, and (f) the procedures and permissible bases for the Complainant and

Respondent to appeal.

Sanctions/Disciplinary Actions | 26. If the Respondent is found to be responsible for a violation of the Policy, the Decision Panel shall determine sanctions to be imposed by Student Affairs, Human Resources, or Academic Affairs, depending on the Respondent's role at the University. The Complainant and Respondent may submit an impact or mitigation statement to the Decision Panel for consideration in its determination regarding sanctions/disciplinary action. Sanctions can range from formal warning up to expulsion/termination of employment. Any sanctioning level may also include completion of assigned educational requirements. Sanctions of suspension or expulsion for students carry with them a forfeiture of tuition, fees and residence hall room and board. Sanctions may also include disclosing previous violations in that notification. Additional measures, including no contact directives, no trespass orders and changes to residential and/or academic situations, may also be implemented upon a finding of responsibility.

In determining the appropriate sanction, the Decision Panel shall consider the following factors: the nature and violence of the conduct at issue; the impact of the conduct on the Complainant; the impact or implications of the conduct on the community or the University; prior misconduct by the Respondent, including the Respondent's relevant prior discipline history, both at the University or elsewhere (if available), including criminal convictions; whether the Respondent has accepted responsibility for the conduct; maintenance of a safe and respectful environment conducive to learning; protection of the University community; and, any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

Sanctions may be imposed individually or in combination. See Appendix B for examples of sanctions.

Communication of Outcomes | 27. Both the Complainant and the Respondent will be notified simultaneously in writing of the outcome of an investigation and determination of responsibility concerning sexual misconduct or interpersonal violence and of any appeal decisions following such determination. The University is committed to fulfilling its obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics citing the number of disclosed incidents of sexual misconduct and interpersonal violence and their disposition are included in the Annual Security and Fire Safety Report which can be found on the DePauw Police Website.

Appeals | 28. Any party may appeal the determination of responsibility or sanction imposed, or the dismissal of a Formal Complaint or any allegations therein, by filing their full and complete written appeal with the Vice President for Student Affairs (for students), Vice President for Finance and Administration (for staff or administration) or the Vice President of Academic Affairs (for faculty) within ten (10) calendar days of the date of the letter of notification of the decision being appealed, unless that time is extended in writing by the Vice President.

Appeals may be based only on the following reasons:

1. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter

2. Procedural irregularity that affected the outcome of the matter

3. Conflict of interest or bias of the Title IX Coordinator, Investigator(s), or decision-maker(s) for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter

4. Appropriateness of sanction

All materials supporting any appeal must be submitted at the time the appeal is filed. The Vice President will advise the non-appealing party in writing of the receipt of an appeal and will provide a copy of the appeal to the non-appealing party. The non-appealing party(ies) will have ten (10) calendar days from the date of their receipt of the appeal to respond in writing to the appeal. A copy of the response will be issued to the appealing party. No additional review or response to submissions related to the appeal may be made by either party after this point, unless requested by the Vice President. After receipt of the non-appealing party's response, the Vice President will determine the disposition of the appeal. For decisions involving expulsion as a sanction, the Vice President will confer with the President of the University as part of their determination process.

The Vice President may:

1. Affirm the action taken.

2. Reverse the decision and refer the case back for reconsideration.

3. Reverse the decision, in whole or in part, and vacate or modify any sanction.

4. Reverse or impose different sanctions.

The Vice President will simultaneously advise both parties in writing of the decision on appeal and the rationale for the result within ten (10) calendar days of submission of the non-appealing party's response. Decisions by the Vice President are final.

The determination regarding responsibility and sanctions become final on the date that the Vice President provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

Appendix A: Definitions

ADA Accommodations: It is the policy and practice of the University to provide reasonable accommodations related to the Title IX and Sexual Misconduct for Complainants and Respondents with officially documented disabilities. It is the responsibility of the Complainant and Respondent to inform the Title IX Coordinator of their disability, provide documentation of their eligibility for accommodations from Student Accessibility Services or Human Resources, and request the accommodation that they need. Complainants and Respondents may be required to sign a waiver of confidentiality to allow the Title IX Coordinator to communicate with Student Accessibility Services and Human Resources regarding the reasonableness of the requested accommodations. Accommodations are not retroactive.

Advisor: An individual who provides the Complainant or Respondent support, guidance or advice. An Advisor may be any person, including an attorney. An Advisor may be any individual of the party's choice or, if an Advisor is not chosen by the student, an Advisor will be assigned by the University. The University discourages having a witness serve as an Advisor**.**

Annual Review: This Policy reflects the University's good faith efforts to implement the legal requirements under the Title IX regulations issued in May 2020, to synthesize those regulations with other Federal law, including the Clery Act, and with state law applicable to students and employees. The University reserves the right to modify this Policy and the accompanying procedures as necessary to

comply with Federal or state law, and such modifications may be made before or during an ongoing resolution process.

Given the rapidly evolving nature of the legal requirements applicable to sexual misconduct, and the desire to provide accessible, effective, and legally compliant policies and procedures, the University will review this Policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the support and resources available to the parties, and assess the effectiveness of the resolution process (including as to the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed). The review will consider feedback from individuals affected by the Policy and will incorporate an aggregate view of reports, resolution, and climate.

Bias: A predisposition, inclination, or prejudice either for or against any person or group of persons that might affect the ability of an Investigator, coordinator, or decision maker to be fair and impartial.

Clery Reporting: Campus Security Authorities (CSA) include members of DePauw Police or other individuals who have responsibility for campus security, as well as other individuals to whom students or employees may disclose crimes, as well as individuals who have significant responsibility for student campus activities. They are all required to share non-identifiable information for consideration of Timely Warnings and inclusion in crime statistic data.

Any disclosure of alleged sexual misconduct or interpersonal violence shall be included in crime statistics in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). These statistics will be made without disclosing the names of either the Complainant or the Respondent. If the University determines that matters of public safety are involved, the University may disclose the name of a student or employee who poses an active threat to the campus in Timely Warning or Emergency Notifications if this information is necessary to address that threat.

Coercion: Unreasonable pressure to participate in an activity that is sufficient to overcome an individual's freedom of will whether to voluntarily consent to participate in the activity. Coercive conduct includes intimidation and express or implied threats of immediate or future physical, emotional, reputational, financial or other harm to the Complainant or other that would reasonably place an individual in fear and that is employed to compel someone to engage in sexual activity.

Complainant: The individual who is reported to have been harmed by Prohibited Conduct, regardless of whether the individual makes a Formal Complaint or participates in an investigation of Prohibited Conduct.

Confidential Resources and Confidentiality: Confidential resources are individuals who have the legally-protected ability to maintain the confidentiality of a disclosure. Confidentiality refers to the statutory protections provided to individuals who disclose information in legally-protected or privileged relationships, including professional mental health counselors, medical professionals, and ordained clergy ("Confidential Resources"). These Confidential Resources must maintain the confidentiality of communications disclosed within the scope of the provision of professional services. Confidential Resources will not disclose protected information unless: 1) given permission by the privileged party; 2) there is an imminent threat of harm to self or others; 3) the conduct involves suspected abuse of a minor under 18 years of age; or, 4) as otherwise required or permitted by law or court order. Similarly, medical and counseling records cannot be released without the individual's written permission or unless permitted or required consistent with ethical or legal obligations.

A Complainant or Witness may seek assistance from an individual who has the legally protected ability to maintain the confidentiality of the conversation. University employees who are Confidential Resources include licensed counselors, medical professionals, and ordained clergy acting in a pastoral care capacity. Complainants and witnesses can reach DePauw Counseling Services at 765-658-4268, DePauw Health at 765-658-4555, and the Center for Spiritual Life at 765-658-4615.

Consent: Clear, knowing, and voluntary agreement to participate in sexual activity. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent, and relying on nonverbal communication alone may not be sufficient to establish consent.

Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent do not imply consent to future sexual acts. Even in the context of a relationship, there must be mutual consent to engage in sexual activity each time it occurs. Consent to engage in sexual activity with one person is not consent to engage in sexual activity with any other person.

When it is unclear whether someone consents to activity, it is the responsibility of the person who initiates the activity to ensure that their partner clearly communicates consent. To continue to engage in sexual activity without consent from their partner is a violation of this Policy.

Consent can be withdrawn by either party at any point. Once consent is withdrawn, the sexual activity must cease immediately.

Consent must be mutually understandable. That is, a reasonable person would have to consider the words or actions of the parties to indicate that there was a clear agreement to engage in the given activity with each other at the same time.

Consent cannot be obtained through force, coercion, or taking advantage of another person's incapacitation. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent. Note: There is no requirement that a party actively resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Sexual activity that is forced is by definition non-consensual, but lack of physical force or coercion does not indicate consent.

Consent cannot be given by minors, by mentally disabled persons, or by otherwise physically or mentally incapacitated persons. Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated.

Education Program or Activity: Includes all of the University's operations, including locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which conduct occurs; and any building owned or controlled by a student organization that is officially recognized by the University.

Emergency Removal: The University may remove a Respondent from the University's education program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student, employee or other individual arising from the disclosed misconduct justifies such measures.

During any emergency removal, the Respondent may be denied access to University housing, to the campus (including classes), placed on paid or unpaid administrative leave and/or to any or all other University activities or privileges for which the Respondent might otherwise be eligible.

If an organization is placed on emergency removal, the organization shall be required to cease and desist with all organizational activities. The organization will be denied access to any or all University activities and privileges for which the organization might be eligible. In certain circumstances, organizational leadership may be restricted from communication with the organizational membership or students may be required to vacate organizational housing units.

Employee and Employee Disclosure: All individuals employed by DePauw University regardless of employment status or employee definition. Employees include 1) all part-time, full-time, term, interim, temporary, or on-call employees; 2) exempt and nonexempt employees; and 3) faculty, staff, student employees (for conduct committed in their role as an employee only, such as Resident Assistants), and administrators. All employees, except Confidential Resources, are mandatory reporters.

Different University employees have different abilities to maintain information as confidential. Confidential Resources are not required to share any information with the Title IX Coordinator. Sexual Assault Support Advocates must share information with the Title IX Coordinator but may be able to do so in a way that preserves the anonymity of the Complainant. Employees are required to immediately share with the Title IX Coordinator all known information, including the identities of the parties, the date, time and location, and any details about the disclosed incident.

External Reporting: Concerns about the University's application of Title IX and the Clery Act may be addressed to the University's Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov); the United States Department of Education, Office for Civil Rights, at (OCR@ed.gov or (800) 421-3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or (800) 669-4000).

Family Educational Rights and Privacy Act: Access to records and release of information and notification shall be construed and applied in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended from time to time, including parental notification and participation in Title IX or Sexual Misconduct Process where the Complainant or Respondent is a minor. The University will keep confidential the identity of any individual who has disclosed Prohibited Conduct, any Complainant, any Respondent, and any witness, except as may be permitted by the FERPA statute, regulations or as required by law (including by subpoena, court order, or search warrant), or to carry out the conduct of any Title IX or Sexual Misconduct Process.

Formal Complaint: A document filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the University investigate the conduct. Formal Complaints may be made for conduct that is prohibited in this Policy, in which case they will be addressed as outlined in this Policy.

Incapacitation: The inability, temporarily or permanently, to give consent because an individual is incapable of appraising or controlling their own conduct, physically unable to verbally or otherwise communicate consent or unwillingness to an act, asleep, unconscious, or unaware that sexual activity is occurring. People who are unconscious, asleep, unaware the sexual activity is occurring, incapacitated as a result of alcohol or drugs (whether consumed voluntarily or involuntarily), or who are physically or mentally incapacitated cannot give consent.

Incapacitation is an important and specific concept. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. A person who is incapacitated is incapable of recognizing what is going on around them. An incapacitated person is not able to recognize the sexual nature or extent of the situation they are in. To engage in sexual activity with a person one knows or should know is incapacitated is a violation of this Policy.

When alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs; the level of impairment must be significant enough to render the person unable to give consent. The impact of alcohol and other drugs varies from person to person, and a person's level of intoxication may vary based upon the nature and quality of the substance imbibed, the person's weight, tolerance, ingestion of food and other circumstances. A person's level of impairment may also change rapidly.

Intimidation: Communicating a threat to another person such that a reasonable person in such a circumstance would be placed in fear.

No Contact Directive: At times it becomes necessary to restrict an employee's, student's or organization's privileges and/or prohibit contact with specified individuals, or specific locations, by issuing a no contact directive. This directive is issued when it is believed necessary to protect a person's safety and preserve a peaceful environment for all individuals to work, study and live on campus. Violation of a no contact directive issued in relation to a reported violation of the Title IX Resolution Process or Sexual Misconduct is considered a violation of these policies and may result in University action that could include emergency removal from the University.

Obligation to Provide Truthful Information: DePauw takes disclosures seriously. Disclosures that are made in good faith, whether the outcome results in a finding of responsibility or not, are not considered to be false reports. However, if a Complainant, Respondent, witness, or third party who discloses a violation of this Policy is later found to have intentionally misled or made false claims of Prohibited Conduct under this Policy, they will be subject to disciplinary action.

Privacy and Confidentiality: Refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this Policy. Information related to a disclosure of Prohibited Conduct will be handled discreetly and shared with a limited circle of University employees or designees who need to know in order to assist in the assessment, investigation, and resolution of the disclosed conduct and related issues.

The University is committed to protecting the privacy of all individuals involved in a disclosure of Prohibited Conduct under this Policy. Except as otherwise permitted or required by law, as required to conduct an investigation or Decision Panel Meeting under this Policy, and as required in an external legal proceeding, the University will not share the identity of a Complainant, Respondent or witness. The University will also maintain as confidential any Supportive Measures provided to the Complainant and the Respondent, to the extent that maintaining such confidentiality would not impair the University's ability to provide the Supportive Measures. All employees who are involved in the University's response to harassment and discrimination, including the Title IX Coordinator, Investigators and adjudicators, receive specific training and guidance about safeguarding private information, including the protections set forth in Title IX, the Clery Act and Family Educational Rights and Privacy Act ("FERPA"). The University is precluded by law from restricting the parties' ability to discuss the allegations under investigation or to gather and present relevant evidence.

Record Retention: Files related to Title IX Resolution Process and Sexual Misconduct Policies, including but not limited to any Supportive Measures, investigation, formal hearing, appeal, informal resolution, and remedies will be maintained for seven (7) years from graduation, after which records are archived and cannot be accessed for reporting. An organization's file will be maintained for seven (7) years from the date the incident occurred.

Respondent: The individual or student organization who has been named in a complaint of Prohibited Conduct.

Sexual Assault Survivor Advocates ("SASAs"): Employees trained in sexual assault response and available to support students in crisis as well as refer them to various resources. These employees will not report incident(s) students discloses to them to the Title IX Coordinator or any other official (other than anonymous statistical information for Clery Act purposes) except (i) where the student consents to the report; (ii) in the event that the Complainant is under age 18; (iii) in an extreme case of immediate threat or danger; or (iv) if compelled by court order. The Complainant can call to connect with a SASA at 765-658-4650.

Standard of Proof: The standard of proof in the University's Title IX and Sexual Misconduct grievance resolution proceedings is the preponderance of evidence standard, which requires proving that it is more likely than not that reported sexual misconduct occurred, or that a claim has merit. If a Respondent is found responsible by the Decision Panel for a violation of the Title IX or Sexual Misconduct policies, the Decision Panel will determine sanctions to be issued.

Student: Any person pursuing studies at the University, including: (a) a person who is enrolled; (b) a person who is not currently enrolled, but who was enrolled at the time of the alleged violation; (c) a person who, while not currently enrolled, has been enrolled in the University and may reasonably be expected to seek enrollment at a future date; or (d) an accepted student who has paid a deposit.

Student Organization: A group consisting of a number of students who have followed the University requirements for recognition as a student organization.

Supportive Measures: Non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to the University's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter Prohibited Conduct.

Title IX Coordinator: The person designated and authorized to coordinate efforts to comply with its responsibilities under Title IX. This person retains ultimate oversight over those responsibilities and ensures the university's consistent compliance with its responsibilities under Title IX. As appropriate, a university may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees. At DePauw, the primary designee is the Deputy Title IX Coordinator.

Training and Education: The University is committed to the prevention of sexual misconduct and interpersonal violence through regular and ongoing education and awareness programs. All incoming students and new employees (faculty and staff) receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs. Individuals involved in the implementation of this Policy also receive regular, comprehensive mandated training on this Policy and related processes, which incorporates all required training, including specific training as required by the Clery Act and Title IX.

Appendix B: Sanctions/Disciplinary Actions

Sanctions for Individual Students

Expulsion: The most severe sanction reserved for the most serious violations of the Policy shall be expulsion, resulting in immediate dismissal and permanent separation from the University. Parents or legal guardians will receive notification of the student's change of status. The student will be notified in writing of the Vice President's decision, and parents or legal guardian will be similarly notified. Student expulsions are automatically reviewed by the President of the University. A student who has been expelled is not permitted to visit the University or attend any functions on campus without written permission from the Vice President for Student Affairs.

For students expelled from the University, tuition, fees and residence hall room and board are neither refunded nor remitted, in whole or in part.

Suspension: The second most severe sanction for violation of the Policy shall be suspension, resulting in immediate dismissal from the University for at least the remainder of the term in progress and/or a specified period of time thereafter. Parents or legal guardians will receive notification, in alignment with compliance to FERPA, of the student's change of status. Any additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. During this time the student is not permitted to visit the University or attend any functions on campus without written permission from the Vice President for Student Affairs.

For students placed on suspension from the University, tuition, fees and residence hall room and board are neither refunded nor remitted, in whole or in part.

Probation: A violation of the Policy may result in a minimum of four weeks on probation up to one full year. In addition, probation may include educational or other sanctions, and the student may lose privileges such as: off-campus study and living in University-owned apartments and houses, participation in rush and new member processes, and participation in on campus Winter Term. If found responsible for violating any additional University policies or failure to comply with other requirements stipulated during this period, the student may be moved to suspension status.

Formal Warning: A violation of the Policy may result in a written notification that documents the Policy violation and warns against any potential violations of University policy in the future. Formal warnings may include educational or other sanctions. If found responsible for violating any additional University policies or failure to comply with other requirements stipulated as part of the formal warning, the student may be moved to Probation status.

University Property Restrictions: Students may be restricted from certain University facilities or property for a definite period of time.

Living Unit Expulsion: Permanent separation of the student from the living unit.

Living Unit Suspension: Separation of the student from the living unit for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Fine: A monetary penalty for violations that result in inconvenience, risk or cost to others. Fines may also be utilized when students fail to complete other required sanctions.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Educational Sanctions: Sanctions that may require an organization or individual to write a paper, plan and present a program, attend a class or complete other educational requirements.

Community Service: Service for the benefit of the University or local community.

Loss of Privileges: Denial of specified privileges for a designated period of time.

Restorative Justice: The opportunity to make amends with the members of the community who were impacted by the Policy violation through structured dialogue.

Sanctions for Student Organizations

Expulsion: The most severe violation of the University Code of Conduct by an organization may result in dismissal and permanent separation of the organization from the University.

Suspension: The second most severe violation of the Policy by an organization may result in suspension of the organization from the University for a minimum of one full academic year up to five full academic years. Any additional violations or failure to comply with other requirements stipulated during this period may result in expulsion.

Probation: Repetitive or serious violations of the Policy may result in at least Organizational Probation. Probation is a period of observation and significant restrictions and requirements may be put in place. Prior to the end of the probationary period, the president of the organization is required to schedule a probation assessment meeting with the Dean of Students or designee. The probationary period will not end until the conditions of the probation have been met. Any additional violations or failure to comply with requirements stipulated during this period can result in suspension or an increase in the length, severity or requirements of the probation. The length of the probationary period for organizations may range from four weeks to one full year. Fines for organizations on Organizational Probation may range from $1000 to $2500.

Social restrictions while an organization is on probation may include 1) no group parties or co-sponsored events that allow alcohol to be present; 2) no group parties or co-sponsored events; 3) loss of all group and campus-wide social privileges except philanthropy and intramurals; 4) loss of all group and campus-wide social privileges.

Organizational Review: Moderate and/or first-time violations of the Policy may result in the organization being placed on Organizational Review. Organizational Review is a period of observation in which the sanctions for the organization will focus on educational guidelines. Requirements may be implemented to assist the organization in corrective actions associated with the violation. The length of the review period for organizations will typically range from four weeks to twelve weeks, but may extend to a full semester. Fines for organizations on Organizational Review may range from $250 to $1000.

Guidelines may be put in place for the organization during the review period. These may include, but are not limited to: 1) the requirement to implement additional safety management guidelines at registered

events; 2) the requirement to utilize third party vendors at registered events; 3) attendance restrictions; 4) the requirement to host a non-alcoholic event prior to registering an event with alcohol.

In order to assist organizations in successfully achieving the guidelines established while on Organizational Review or Probation, the organization will select a support person from an approved list of Student Affairs staff members provided by the Community Standards Office. This support person will serve as a resource to the organization, providing them guidance as they navigate the Community Standards process.

Formal Warning: A violation of the Policy may result in a written notification that documents the organization's Policy violation and warns against any future violations of University policy. Formal warnings may carry educational sanctions and a fine of $250.

Educational Sessions: The goal of this alternative is to promote safety and education by creating and presenting solution-focused information to chapters in engaging ways. Actively involving representatives from the chapter in co-designing the educational conversation will allow tailored programming that addresses the specific problems that resulted in policy violations.

University property restrictions: Organization may be restricted from certain University facilities or property for a definite period of time.

Living unit expulsion: Permanent separation of the organization from the living unit.

Living unit suspension: Separation of the organization from the living unit for a definite period of time, after which the members are eligible to return. Conditions for readmission may be specified.

Fine: A monetary penalty for property damage, theft or other violations that result in inconvenience, risk or cost to others. Fines may also be utilized when organizations fail to complete other required sanctions.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Community Service: Designated work performed for the benefit of the University or local community.

Loss of privileges: Denial of specified privileges for a designated period of time.

Disciplinary Action for All Employees

Termination of Employment: Removal of the Employee from their status as an active Employee of the University.

Suspension: Removal of an Employee from their position for a period of time, either with or without pay. Suspensions must be documented to the Employee's file in Human Resources. Salaried Employees can only be suspended for a full day's work (not for partial days) and can be suspended only in instances of severe or gross misconduct.

Formal Warning: A violation of the Policy may result in a written notification that documents the Policy violation and warns against any potential violations of University policy in the future. Formal warnings may include educational or other sanctions. Documentation goes to the Employee's file in Human Resources. If found responsible for violating any additional University policies or failing to comply with other requirements stipulated as part of the formal warning, the employee may be moved to Suspension status.

Case Conference: Discussion with the Employee of the Prohibited Conduct.

(Reviewed annually by the Title IX Coordinator, August 2025; Reviewed by legal, August 2025; Reviewed and endorsed by the President's Cabinet, August 2024)

Section V. Residential Living/Learning

Guiding Principles for How We Live at DePauw

DePauw is a fully residential liberal arts college that fosters opportunities for members of the community to live and learn with and from each other.

1. Campus and its facilities should be vibrant and conducive to building intellectual community, scholarship and social interaction among students, faculty and staff.
2. The residential experience should allow students to move from exploration in their first year, to engagement in the sophomore year, and finally toward experience and integration as juniors and seniors.
3. Living in community should contribute to identity formation and foster responsibility; therefore, DePauw should encourage and expect students to be members of several dynamic communities including, but not limited to, their class year, student groups, academic programs, residential units and the larger DePauw, Greencastle, and global society.
4. DePauw students should be part of a diverse community that encourages engagement with those who possess different temperaments, talents and convictions, with a goal of mutual respect, so that they will develop into thoughtful, compassionate, and responsible members of our civil society.
5. Students should develop shared experiences and participate in traditions across the University that encourage a lasting connection to DePauw.

Document written by the Student Affairs committee. The committee sought feedback from faculty, staff and students in the creation of this document (April 2010).

Student Living Unit Bill of Rights

The Student Living Unit Bill of Rights is a University policy outlining the rights of the students living in DePauw University approved housing and explains the responsibility that each student owes toward others and the University.

Any questions concerning this policy or infringements of it should be referred to the Housing and Residence Life Office. Each person, as a resident of DePauw University approved living units, possesses certain individual rights and responsibilities that shall be held in high regard. This document is intended to define minimum expectations of each student in exercising their freedoms and rights, without infringing on the rights of other residents. Each individual has the right to engage in those physical, educational and social pursuits that are a necessary part of their University life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure that others are free to pursue these same rights.

1. The primary rights of the living unit resident include:
    a. The right to read and study free from undue interference and distraction in one's room. One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions frustrate this basic purpose.

   b. The right to sleep, the right to one's personal belongings and the right to a clean environment in which to live. Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn, live and grow.
   c. The right for redress of grievances. Proper functioning of the academic living unit includes the right to initiate actions and referrals for impartial and fair adjudication of grievances. In exercising this right, the aggrieved student further holds the right to be free from fear of intimidation, physical and/or emotional harm and without the imposition of sanctions apart from the process.
2. Subordinate rights of the living unit resident are those that should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These subordinate rights include:
   a. The right to personal privacy. All persons shall be afforded freedom from interference, as well as the requisite amount of privacy in order to pursue their personal and academic activities.
   b. The right to host guests and visitors. All students should have the opportunity to maintain and cultivate personal contacts and relationships with both students and non-students alike. Guests and visitors are to respect all rights contained in these Residential Standards, as well as all other DePauw University policies and guidelines.

Formal Resolution of conflicts will be accomplished according to the procedures set forth in the Rights and Responsibility section of the Student Handbook. However, informal processes should be first considered as means for resolving conflicts.

Residential Living Requirement

DePauw University is a fully residential liberal arts college that values the educational opportunities that exist both inside and outside of the classroom environment. Undergraduate students are required to live and take their meals in University-related housing (residence halls, Rector Village, University-owned Apartments and Houses, and University-approved fraternities and sororities).

If applications for residence halls, Rector Village, University-owned Apartments and Houses (UOAH) or sororities and fraternities should exceed available vacancies, Housing and Residence Life approves other accommodations.

With approval of the chapter involved, fraternity-affiliated and sorority-affiliated persons who transfer from other institutions may petition Housing and Residence Life for permission to reside in the fraternity or sorority houses during their first year as a formally initiated member.

Students affiliating with a fraternity or sorority must notify the Housing and Residence Life Office, and housing will be arranged in accordance with University housing regulations.

Students who affiliate with a fraternity or sorority while residing in a University residence hall may not move into the Greek living unit until their housing contract expires or until permission has been granted for moving by Housing and Residence Life.

Students under the age of 17 are generally required to live with a parent or guardian. They are not permitted to live in campus residential facilities without the written consent of their parents/guardians and the Vice President of Student Affairs and Dean of Students.

The following categories of students are not required to live in University-related housing:

1. Married students
2. Students at least 23 years old by the first day of classes of the applicable academic year
3. Students with eight completed semesters
4. Students with a dependent child or children
5. Students enrolled in only one course
6. Students enrolled in an internship that is more than 50 miles from campus

Any student (except for those students on an approved off-campus study program) who meets these requirements must fill out an Out-In-Town (OIT) Housing Application with the Housing and Residence Life Office. As stated on the application, any student granted OIT permission is subject to University rules and regulations in the *Student Handbook*, *Residential Policies* or in any communication established by the Office of Student Affairs.

The OIT address and phone number must be on file in the Housing and Residence Life Office. Change of address at any time during the year must be reported as they occur. Supporting documentation may be requested by Housing and Resident Life to confirm student requests to be exempted from the residential requirements.

Once granted, OIT permission will be in effect for the entire academic year. It must be used for the entire year by the student receiving permission in order to remain in effect, unless the student is on an approved off-campus study program. OIT permission may not be traded or shared with other students not authorized to live in OIT. Students requesting OIT in subsequent years must apply with Housing and Residence Life each academic year.

Any student living OIT without permission or violating other residential living requirements may be subject to Community Standards and responsible for payment of full room and meal plan charges.

Standards for Living Units at DePauw University

All living units shall be subject to and shall comply with the following standards as conditions of each unit being an approved living unit for DePauw students. Student Affairs shall be responsible for determining if a living unit is in compliance with these standards. Failure to comply with the standards may result in penalties as set forth herein, including withdrawal of the University's approval as a qualified living unit. The Residential Standards document uniformly applies these standards to all living units.

I. All living units shall comply with the following standards.

1. Each unit shall provide proof of fire insurance and of fire safety inspections as are required by the designated insurance carrier for that unit.
2. Each unit shall conduct at least one fire drill each semester that shall be monitored by a designated DePauw administrator(s), in conjunction with DePauw Police. The DePauw administrator(s) will work with leaders in various residential units, including house managers, presidents, officers of housing associations and others, on fire safety issues for such units.
3. Each unit shall provide proof of general liability, personal injury and property damage insurance, with the amount of coverage to be approved by the University. Greek living units must comply with any and all insurance policy guidelines provided by their National Headquarters.
4. Each unit shall adopt a Damage Control and Assessment Plan and submit the plan to the Student Affairs Office. The plan shall provide that damages caused by individuals who can be identified shall be paid for by those persons. Damages that cannot be assessed to a specific individual or

individuals shall be paid for by all members of the unit, proportionately, in accordance with the provisions of the plan.

5. Public areas (inside and outside) and kitchen cleanliness inspections shall be conducted periodically by appropriate University officials, and in the case of Greek Living units, with a member of the house corporation. Other inspections regarding compliance with the Standards for Living Units may also be conducted by appropriate University officials. For Greek living units, advance notification to the house corporation of additional inspections will be made. Deficiencies shall be noted and shall be corrected in accordance with a plan for abatement or correction, which shall be proposed by the University, and agreed to by the unit.
6. Each living unit shall be assigned a University staff member to assist the living unit with compliance with these policies. The staff member from the Housing and Residence Life office shall meet regularly with members of the unit and shall advise on matters involving academics, social functions, adherence to University policies and rules and compliance with these standards.
7. Each unit shall provide an area within the living unit, outside their sleeping room, for quiet and study.
8. All officers or persons in leadership positions in each living unit shall participate in training programs and leadership programs as are determined, from time to time, by the Office of Student Affairs.
9. Each unit shall develop an internal dispute resolution process for persons living in that unit who violate unit rules. This process shall be filed with the Office of Student Affairs.
10. Each unit shall regularly review and adhere to the University's policies on the use/abuse of alcohol and other substances.
11. The first two weeks in August, each unit must supply documentation (contract or maintenance plan) that the kitchens, bathrooms and public areas of the unit will be maintained in a clean and orderly fashion. A copy of any such contract or maintenance plan shall be submitted to the Office of Student Affairs.
12. The first two weeks in August, each unit must supply documentation (contract or maintenance plan) that the grounds surrounding such unit will be maintained, appropriate to the season, on a year-round basis. A copy of any such contract or maintenance plan shall be submitted to the Office of Student Affairs.
13. Each unit shall require a written, signed room and meal plan contract in a form acceptable to the University from each member living in the unit each school semester or year, as applicable. Copies of an individual room and meal plan contract shall be submitted to the Office of Student Affairs within one week after the beginning of each school year. For Greek units, chapters must provide an occupancy list prior to the start of each semester.
14. Each unit shall collect fees for room and meal plan through the Director of the Business Office of the University or through an outside management firm approved by the Vice President for Finance and Administration.
15. All units must have professional staff working in the facility. The University shall have coordinators designated for each University-owned living unit. Each Greek unit shall employ a house director, acceptable to the University, who lives in the chapter house. All units shall prepare a written description of the duties of the position, which shall be submitted to the Office of Student Affairs for approval.
16. Each unit shall implement standard accounting and bookkeeping practices, which shall be developed with the assistance of the Vice President for Finance and Administration or use an outside professional accounting firm.
17. Each unit shall develop a plan, acceptable to the University, to ensure that the standards for living units are met during Winter Term, which shall provide for house director supervision of the living unit during Winter Term. This plan must be submitted to the Student Affairs Office prior to the start of Winter Term. Failure to develop, submit or adhere to the plan shall result in closing of the unit during Winter Term.

18. The Student Affairs Office shall work with the Housing and Residence Life Office to develop standardized plans and policies for University-owned units for compliance with the requirements of these administrative standards.
19. Each unit shall register any party where alcohol will be served, shall designate a specific area of the facility where consumption of alcohol is permitted, shall follow international/national fraternity/sorority and the Housing and Residence Life policies, shall follow University policies, and shall take reasonable steps to ensure that only persons of legal age may consume alcohol, as required by Indiana law.
20. All units shall have appropriate fire extinguishers throughout the living unit. The fire extinguishers shall be inspected and maintained on a yearly basis, or as otherwise required by any local or state ordinance, regulation or law.

II. The following standards are applicable to all units with capacity above 15 students.

1. All living units shall determine, in conjunction with its governing authorities and the University, the appropriate design and implementation of these Safety and Health Standards.
2. All units shall have a fire and smoke detection system. The fire and smoke detection system shall be hardwired into the building fire alarm system. The fire alarm system shall be monitored by DePauw Police and or a professional monitoring service located outside of the living unit, with call instructions for alerting the local fire department and DePauw Police. Access to the control panel shall be limited such that the student occupants will not be able to reset or deactivate the alarm system and systems should only be reset by the Greencastle Fire Department or DePauw Police. Documentation of the existence and monitoring of the system shall be provided to DePauw Police.
3. All units shall be equipped with a fire suppression system. The fire suppression system shall be installed in all new construction.
4. Sleeping/cold dorms, in which more than eight students sleep in a single room, shall have a minimum of two exits and appropriate ingress and egress, continuous airflow with fresh-air ventilation, appropriate space between beds, and ensure that there are no obstructions to the fire detection and suppression systems. A maximum capacity shall be designated for each sleeping/cold dorm.
5. Each unit shall comply with applicable building codes.
6. Each unit shall produce appropriate emergency response plans that shall include fire and weather emergencies. A copy of these plans shall be provided to all students living in the unit and to the Student Affairs Office.
7. Entry doors shall be equipped with swipe card security lock systems or equivalent security systems. Access rights shall be determined by each living unit.
8. All bathrooms, laundry facilities and kitchens shall have appropriate exhaust systems. All units are required to maintain satisfactory heating, ventilation and facility infrastructure.
9. An appropriate number of showers and stalls shall be properly functioning. All units are required to maintain clean, properly functioning bathroom facilities.
10. All units shall implement a plan for frequent and regular cleaning of the facility. Items that create health or safety hazards shall be immediately addressed.
11. Once a year designated University staff, with House Corporation representatives for Greek facilities, will conduct an analysis of structural and infrastructural needs of the living units. Major deficiencies in other facility areas will also be assessed. A plan to address these needs must be submitted by the House Corporation for Greek facilities, and approved by the University. If a health or safety issue, not specifically listed above, is identified in this process and determined to be significant by both the University and the House Corporation, it shall qualify for University support under programs developed for this purpose.

12. A Greek living unit, in its sole discretion, may evict five or fewer residents during the course of an academic year. If six but fewer than 15 residents are to be evicted at a single time during the academic year, the House Corporation for the Greek living unit shall give the University notice and justification for the eviction. If 15 or more residents are to be evicted at a single time during the academic year, then the House Corporation for the Greek living unit must obtain the approval of the Dean of Students. Justification for the purpose of eviction, may include, but is not limited to, violation of Community Standards, inappropriate behavior as defined by a guideline for membership, a breach/violation of the resident's housing contract, or unforeseen facility issues.

III. Penalties for failure to comply with the standards

Failure to adhere to the standards set forth above may result in a series of progressive penalties in circumstances where such penalties can reasonably be expected to bring about a change in a unit's behavior and adherence to the standards. It is understood, however, that a violation of any standard may subject the living unit to a penalty at any step of the procedure, including disqualification as an approved living unit, depending upon the nature and severity of the violation, past violations or failure to adhere or other relevant factors, including matters in aggravation or in mitigation of a penalty. Progressive penalties are as follows:

1. Warning or reprimand, which shall include a timeline for correction of the violation or adherence to the standard.
2. If the compliance is not addressed by a specified date, the University may hire contractors or the University Physical Plant to fix the facility issues and bill the House Corporation for these repairs. This would only be enacted if it was specified in the warning or reprimand letter, the issue pertains to health and safety issues, and the cost of the repair is not to exceed $2,000.
3. Fines against a unit are not to exceed $1,000 per infraction. Repeated infractions shall result in increasing dollar amounts of fines, but not to exceed $5,000.
4. Suspension of the living unit as an approved living unit for a minimum period of one semester and for a maximum period of two semesters.
5. Withdrawal of the University's approval of the living unit.
6. Each of the penalties may be accompanied by other sanctions necessary to secure compliance, e.g., a plan of correction, taking affirmative action, participation in programs and so forth.

These standards supplement all other published University rules and procedures dealing with student living units and student behavior. Any conflict between the rules shall be resolved by the Office of Student Affairs. Penalties for violations of these standards may be appealed to the Office of the President.

(*Approved in April 2007 by the Board of Trustees)*

Right of Inspection

All University officials are authorized to be on the property or the premises of University, fraternity or sorority buildings in the process of carrying out duties related to University housing regulations. Regular inspections of residence halls, suites, apartments, houses, and fraternity and sorority facilities may be conducted for fire, health and safety reasons, or compliance of University regulations, by University staff and/or local governmental agencies.

University-Owned Housing

Housing and Residence Life Office: Housing and Residence Life staff is a part of the Student Affairs division and is available to assist students with all aspects of life in University-owned housing and with adjustment to college. The staff includes professional staff as well as specially selected and trained upper-class student staff. Coordinators and student staff all live in housing units on campus.

Dining Service Office: Dining Service staff is responsible for the financial and physical operation of Hoover Hall and University food service. Questions concerning dining services should be directed to this office, located in Hoover Hall.

Contracts: Every student who lives in University-owned housing must complete a room and meal plan contract. Contracts are for the entire academic year and include both room and meal plan. Dates are set by academic year and published as a Housing Calendar on the DePauw University website. A student who moves from a University-owned living unit but remains enrolled in the University may terminate the contract obligations for Semester II by notifying the Housing and Residence Life Office - in writing - by December 1st of the current academic year. All such arrangements require approval by Housing and Residence Life.

Room selection and Housing Assignment: New students are provided information on the room assignment process after they have been admitted and have paid the enrollment deposits. Upper-class students who will be returning for the next academic year apply for housing through the Housing Application Process during the Spring term. This process focuses on who you live with and your preferences for housing versus where you specifically live. Returning students will be assigned housing that best meets the needs of the individual, individuals or group as well as the facilities and housing offered through DePauw University. Students wishing to move into a University-owned living unit after the placement process are assigned rooms from among the current vacancies. For more information, contact the Housing and Residence Life Office.

Common area damages and policy violations: Residents are held financially accountable for property destruction and/or policy violations that occurs in the public/common areas of their residential unit if those responsible cannot be identified. Billings for common area damages will be applied to students' accounts when the damages are identified. Billing is coordinated by Housing and Residence Life in partnership with the Business Office. Policy violations are submitted if and as they occur and it is encouraged that residents hold themselves, visitors, guests, and housemates accountable.

Damage charges: Students are charged during their occupancy for any damage done to their room or its furnishings. An inventory of the conditions and contents of the room is made when the student moves in. When vacating a room, the student must complete the room check-out process. Charges for damages found at that time (including any cleaning required above and beyond that caused by normal use) will be billed to the student. Any student who does not complete the room check-out process may be charged for improper check-out. Residents are held accountable for property damage that occurs in their room and/or the public areas of their residential unit. Residents may be charged for repair or replacement costs due to the removal or destruction of property in their residential unit (see Campus Living Residential Policies on the Housing and Residence Life website). Residents are responsible for the behavior of their guest(s) and/or students hosted, therefore, could be held responsible for any damages incurred or policies violated by their guest(s) and/or students hosted.

University-owned living units - openings and closings: Room occupancy is limited to the periods when the University-owned living units are open; students may not remain in their rooms when university –

owned housing is closed. Incoming first-year students may move into their university assignment on the date established by the University as opening day for first-year students. Returning students may move into the living units on the published date that University housing opens for returning students. For specific dates and times for University housing closings, please refer to the Housing Calendar on the Housing and Residence Life website. At the end of fall term, students must depart their assigned residence within 24 hours of their last final examination or by the designated date and time of housing close, whichever is first. At the end of the spring term, students not actively participating in commencement and students not approved to reside on campus for the summer must depart their assigned residence within 24 hours of their last final examination or by the designated date and time of housing closing, whichever is first. The final residence hall and Rector Village closing is 6 p.m. on the last day of final examinations for any student that is not a graduating senior, actively participating in commencement, or approved to be on campus for the summer. University-owned apartments and houses close at 11 a.m. on the day following Commencement.

Meal plan exceptions: All students who live in University-owned housing are required to be on the University meal plan unless special permission is given for an exception by the Office of the Vice President for Finance. Dining Services tries to give attention to special dietary needs validated by a physician. A student with a dietary need can consult with the dining service unit manager. In some cases, additional charges may apply if needs exceed regular offerings.

University-Owned Housing Policies: For further information on University-owned housing regulations, policies and procedures, consult the Campus Living Residential Policies. Information included on these web pages supplements the housing contract and *Student Handbook*.

Facilities Management: The Office of Facilities provides a variety of services to support the maintenance of the University's buildings, grounds, and utilities. In addition to activities described above, the Office manages major capital projects, for both renovation and new construction. Unless it is an emergency, Facilities Management staff may enter residential spaces between the hours of 9:00 AM - 9:00 PM to respond to submitted work orders or for maintenance and repairs.

University- Owned Living Unit Visitor Policy: A visitor is an enrolled DePauw student who is not assigned to or contracted for a particular room but is in that room or the living unit at the invitation of a resident. Residents hosting visitors should inform their visitors of policies and monitor their behavior in the living units. Any DePauw student visiting a residential community in which they do not live is considered a visitor of that residential community and is also required to observe all policies of that residential community. Hosts are required to escort their visitors in the residential community at all times. Residential communities include residence halls, Rector Village, and university-owned apartments and houses.

All visitors must leave the living unit when instructed by a University staff member. In addition, visitors whose length of stay has been deemed excessive or to be disrupting the rights of one's roommate(s) or suitemate(s) or living unit residents, may be asked to vacate the living unit. Each living unit has an open visitation policy unless the students residing in that living unit vote to establish visitation hours. Floor and hall lounges cannot be used to provide overnight accommodations for visitors. Visitors may stay with their host for no more than 3 nights in a 7-day period, not to exceed more than 12 nights in a semester.

Houses Owned by Fraternities and Sororities

Some Fraternities and sororities have received University approval to provide living and dining accommodations for their members on campus. To receive University approval, chapters must comply with the Student Handbook's Standards for Living Units at DePauw University as well as the Office of Fraternity and Sorority Life guidelines and procedures.

Fraternities and sororities that do not own a chapter house are able to apply for a UOAH for the use of their chapter during the Housing Application process.

In order to reside in a privately-owned fraternity or sorority house that is University approved, residents must be a currently enrolled student of DePauw of at least Sophomore status. If a student withdraws or takes a leave of absence from the University in the middle of a term, they must vacate the fraternity and sorority house at that time.

Fraternity and Sorority Life staff members support each fraternity and sorority that provides housing through contact with chapter officers, chapter advisors, house corporation officers, and national offices.

Guest Policy

Learning to live with other people in a community setting means taking responsibility for oneself and respecting the rights of others. As a part of this learning process, students in each living unit may invite guests to campus from time to time and may encounter guests invited by other students. A guest is any non-DePauw community member who is present on University premises or at a University- sponsored activity. Guests visiting students in a residence community are required to observe the policies of that living unit. Hosts are required to escort their guests in the residence community at all times. Should a guest be involved in a violation of University policy, the student hosting the guest will be held accountable for their guest's actions. Residents hosting guests should inform their guests of policies and monitor their behavior in the living units. Any DePauw student visiting a residence community in which they do not live are also required to observe all policies of that living unit.

All guests must leave the living unit when instructed by a University staff member. In addition, guests whose length of stay has been deemed excessive or to be disrupting the rights of one's roommate(s) or suitemate(s) or living unit residents, may be asked to vacate the living unit. Each living unit has an open visitation policy unless the students residing in that living unit vote to establish visitation hours. Floor and hall lounges cannot be used to provide overnight accommodations for guests. Guests may stay on campus for no more than 3 nights in a 7-day period, not to exceed more than 12 nights in a semester. Procedures for Greek living units may be in accordance with its local and Inter/National policies.

Section VI: Academic Policies and Procedures

The Academic Policies and Procedures in its entirety can be found in the Academic Handbook and Academic Catalog.

Freedom of Academic Expression of Students

Preamble

Freedom of Expression* is an integral part of a growing mind in a diverse, equitable and inclusive community. Furthermore, allowing students to share their thoughts and feelings openly in a responsible and respectful manner is vital to DePauw's Educational Mission. All students have the guaranteed right to question, defend, and express a wide variety of beliefs and ideas. Indeed, they are encouraged to do so in partial fulfillment of their responsibility to seek truth wherever it may lead. The exercise of this precious freedom requires a nurturing environment to allow exploration of diverse opinions, even those that may seem offensive or repulsive. Even so, as with all freedoms, there are recognized limits. Activities that are unlawful such as defamation, harassment and encouragement of violence are not condoned or sanctioned.

Moreover, to the extent justifiable privacy or confidentiality interests do not exist, students are expected to embrace responsibility for their expressions; anonymity can be a detrimental barrier to free and open exchange of ideas. Additionally, we must be ever mindful of the powerful duality of words. They can wound as well as illuminate and teach. Care should be exercised in word choice keeping in mind some words and phrases may cause discomfort and by doing so can reveal important concepts.

*Freedom of Speech refers to the individual right, guaranteed by the first amendment of the U.S. Constitution, to articulate ideas and opinions without fear of *government* retaliation, censorship or other sanction.
Freedom of Expression refers to the right to hold opinions without interference and includes the "freedom to seek, receive, and impart information and ideas of all kinds […] orally, in writing or in print, in the form of art, or through any media […]" (International Covenant on Civil and Political Rights Article 19)

I. In the Classroom

The professor in the classroom and in conference has the obligation to maintain an atmosphere of free discussion, inquiry, and expression, and should take no action to penalize students because of their opinions or because of their conduct in matters unrelated to academic standards. The professor also has the obligation to evaluate their performance justly.

A. Protection of the Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in particular courses of study. They may be required to know the particulars set out by the instructor, but they should be free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the basis on which students are measured.

Protection Against Unjust Grading or Evaluation. Students must maintain standards of academic performance set by the faculty if they are to receive the certificate of competence implied by the course credits and degrees. The student should have protection against unjust grading and evaluation due to error and prejudice. The basis of the final evaluation in any course should be available to the student on request. It is recommended that examinations be returned to students or kept for reference by the professor for at least one semester. The faculty should have an orderly procedure whereby student allegations of prejudice or error in the awarding of grades may be reviewed. See Academic Handbook

B. Protection Against Improper Disclosure. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation.

II. Student Records

DePauw University should maintain a carefully considered policy as to the information which should be part of a student's permanent educational record and to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Data from disciplinary and counseling files should not be available to unauthorized persons on campus or to any person off campus except for the most compelling reasons. No records should be kept which reflect the political activities or beliefs of students. Provision should also be made for periodic routine destruction of noncurrent disciplinary records. Faculty, administrative staff, and student personnel officers should respect confidential information about students which they acquire in the course of their work.

III. Student Affairs

In student affairs, certain standards must be maintained if the academic freedom of students is to be preserved.

A. Freedom from Arbitrary Discrimination. Colleges and Universities should be open to all students who are academically qualified. University facilities and services should be open to all students. Furthermore, DePauw University should use its influence to secure equal access for all students to public facilities in the local community.

B. Freedom of Association. The University should protect the freedom of students to organize to promote their common interests. Institutional intervention in the activities of student organizations that clearly hamper the implementation of established academic programs and student activities which violate stated university regulations are instances in which intervention might occur. Generally, however, institutional policies should be supportive, not restrictive, of student freedom.

1. Affiliation with an extra-mural organization should not of itself affect recognition of a student organization.

2. A student organization seeking University recognition must have a campus advisor of its own choosing. Institutional recognition should not be withheld or withdrawn

solely because of the inability of a student organization to secure an adviser. Employees serve the college community when they accept the responsibility to advise and consult with student organizations; they should not have the authority to control the policy of such organizations.

3. Student organizations may be required to submit a current list of officers, but they should not be required to submit a membership list as a condition of institutional recognition.

4. Campus organizations should be open to all students without respect to race, religion, creed, gender identity, sexual orientation or national origin.

5. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly or privately. They should also be free to support causes by non-disruptive counter speech or protest. What constitutes non-disruptive counter speech or protest is outlines in detail in the section labeled "Right to Demonstrate Policy" of the Student Handbook. In short, this includes "…support[ing] causes in a non-violent manner, including organized demonstrations that do not materially and substantially disrupt the normal and essential functions of the University. To be considered a disruption, demonstration actions need to be more than simply creating discomfort and unpleasantness or temporarily interrupting University operations."

6. Students should be allowed to invite and to hear any person of their own choosing. While the orderly scheduling of facilities may require the observance of routine procedures before a guest speaker is invited to appear on campus, institutional control of campus facilities should never be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or DePauw University.

C. Student Participation in Institutional Government. As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of regulations affecting student affairs. Student government should be protected from arbitrary intervention, such as removal or suspension of officers, by the withholding of funds, or by unilateral changes in the charter which defines the organization and competence.

D. Freedom of Student Publication. DePauw University should promote and sustain institutional policies which will provide students the freedom to establish their own publications and to conduct them free of censorship or of faculty or administrative determination of content or editorial policy, yet within the limits of the laws concerning libel and slander. Editors and managers should subscribe to canons of responsible journalism. At the same time, they should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and

then by orderly and prescribed procedures. Students should be free to establish, publish, and distribute publications without institutional censorship.

IV. Off-Campus Freedom of Students

While within the jurisdiction of the United States of America, the faculty and administration have an obligation to ensure that institutional authority and disciplinary powers are not employed to circumvent or limit the rights of students as members of the larger community.

A. Exercise of Rights. Students should enjoy the freedom of religion, speech, press and assembly, and the right to petition the authorities. Exercise of these rights on or off the campus should not subject them to institutional penalties.

B. Institutional Authority and Civil Penalties. Activities of students may upon occasion result in violation of law. In such cases, institutional officials should apprise students of their legal rights and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct from those of the general community should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of off-campus activity, such as those relating to class attendance, should be subject to no greater penalty that would normally be imposed o campus. Institutional action should be independent of community pressure. The University has no obligation to protect students from the penalties of law.

C. International Programs and Activities. When participating in DePauw University sponsored courses or activities that occur outside the sovereign boundaries of the United States of America, participants are subject to the local laws and regulations of the host country. Those laws and regulations may be in direct conflict with the freedom expression policies of DePauw University as well as those of the United States Constitution. Participants who violate local laws may be subject to criminal prosecution, detention or deportation by local authorities. DePauw University will have little recourse or resources to advocate or intervene for participants accused of violating local laws. In these circumstances, if the participant is a U.S. citizen, the participants' case will be turned over to the U.S. Department of State who will follow the protocols for response to an arrest of detention of U.S. citizens abroad. Other foreign nationals are advised to work with their respective foreign ministries for relief.

V. Procedural standards in Disciplinary Proceedings

The faculty has an obligation to see that students are not disciplined for alleged misconduct without adequate procedural safeguards. The following procedures are recommended to assure reasonable protection of the student, a fair determination of the facts, and the application of appropriate sanction.

A. Notice of Standards of Conduct Expected of Students. Disciplinary proceedings should be instituted only for violation of standards of conduct defined in advance and published through such means as a student handbook or a generally available

body of university regulations. Offenses should be as clearly defined as possible without the use of vague phrases.

B. Investigation of Student Conduct.

1. Except under emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as dormitories controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

3. Status of Student Pending Final Action. Pending action on the charges, the status of a student should not be altered, or their right to be present on the campus and to attend classes suspended, except for reasons relating to the safety of students, faculty, or university property.

C. Disciplinary Procedures. The formality of the procedures to which a student is entitled in disciplinary cases would be proportionate to the gravity of the offense and the sanctions which may be imposed. Both major and minor penalties would be assessed by the University under prescribed consistent procedures. In the case of a grave offense, where severe sanctions may be imposed, the student should, on their request, be given a formal statement in writing containing the particular reasons for the disciplinary action. The student should be given sufficient time to prepare a defense, have the right to an adviser of their choice, and to hear and have the opportunity to rebut adverse evidence, inferences or witnesses in a hearing presided over by an impartial party.

VI. Debate and Deliberation at Sanctioned University Events

Students and invited guests have the rights described above as well as the freedom to engage in non-disruptive counter speech or protest to thoroughly vet, critique and question ideas and views presented in any event through public opportunities. Those participating in the discussion should also abide by the standards articulated above.

(Originally approved April 18, 1996, updated April 11, 2022)

Expectations for DePauw Students

The Academic Expectations for students can be found in the Academic Handbook

Academic Calendar

The Academic Calendar can be found here on the website.

DePauw University's academic calendar consists of two semesters, each with a 15-week primary term and an optional 3-week extended term. Semester I includes Fall Term and Winter Term; Semester II includes Spring Term and May Term. A limited number of courses and programs are also offered during the Summer Session. Degrees are awarded in May and December.

Units of Credit and Course Load

Information about credits and course loads can be found in the Academic Catalog.

Academic Integrity

The Academic Integrity policy can be found in the Academic Handbook.

Class Attendance and Absences

DePauw is a residential college and students are expected to attend classes in-person. Regular attendance at class, laboratory and other appointments for which credit is given is expected of all students according to the guidelines established by individual faculty members. The university has no universal policy of "allowed cuts" or "free" absences from class sessions, although faculty members at their own discretion may make such policies in their respective courses. Faculty members may drop students from their classes or other appropriate action may be taken if absences are too frequent.

Under certain circumstances all students enrolled in a course will be exempt from this in-person attendance requirement. For example, some courses are always offered remotely, such as internship courses and courses offered jointly with another college. The university may also make a temporary partial or complete shift to remote instruction, for example in response to inclement weather or community illness. Other courses may be offered remotely (for some or all enrolled students) on a case-by-case basis with the approval of the VPAA and the faculty member teaching the course. Exceptions to the in-person attendance for individual students (as opposed to all students) are rare and occur only with the prior approval of the faculty member. Examples include accordance with ADA accommodations and/or appropriate communications from the CARE Team. In addition, in some classes, the curriculum and/or pedagogy, as determined by the instructor, may preclude this option entirely.

Absences for medical reasons: When an absence due to medical reasons will result in a student being unable to fulfill academic responsibilities--for example, papers and examinations--the student should notify the faculty member in advance. Each faculty member should let the students know how to give this notification. The faculty member and student should work out arrangements for possible extension or

makeup work. In cases where students are hospitalized, the University physician will, with the student's permission, notify the Office of Student Affairs. It is the student's responsibility to contact the faculty member; in addition, the faculty member will be notified by Student Affairs personnel.

If a student misses two or more weeks of class for medical or other reasons beyond the student's control, the student's faculty members, in consultation with a member of the Student Affairs staff, will decide whether the student may reasonably make up the missed work. As a general rule, students who miss two or more weeks of class may no longer be eligible to continue in the class. The final decision about whether a student may continue with a class rests with the faculty member subject to constraints set by other academic policies.

Absences for personal or psychological reasons: Occasionally Student Affairs staff will encounter students who must miss class for personal or emotional reasons. These cases include such events as death or illness of a family member or emergency psychological crisis. When possible, Student Affairs staff will ask the student to notify faculty members and indicate that faculty members may call Student Affairs staff for confirmation if such validation is deemed necessary. In some of these cases, the Student Affairs staff member has no real way to validate the student's statement. Maintaining such information over a period of time, however, could help determine possible patterns of dishonesty for an individual student. In some extreme emergencies, Student Affairs staff may notify faculty members directly.

Early departure or late return from breaks: Faculty members are expected to hold class on the days immediately before and after breaks. Students will not be excused from class attendance or from taking examinations at their announced time to accommodate travel schedules. It is the responsibility of students and their families to make travel arrangements accordingly.

Conflicts with other courses: Whenever possible out of class requirements should be specified in the syllabus and/or the schedule of classes and the faculty member should provide options, or an alternative time, for students who have another class obligation scheduled at the same time. If there is a conflict between two course-related activities, the faculty members should resolve it. The Dean of Academic Programs, Assessment and Policies will be responsible for the resolution if an agreement is not reached.

(Adopted by the faculty November 1988, revised May 2005, revised May 2014. Minor revisions to update titles, July 31, 2019.)

Classroom Atmosphere Policy

The classroom atmosphere policy can be found in its entirety in the academic handbook.

Exchange of Ideas during Class

At DePauw University, academic discourse within the framework of our courses is of fundamental importance and faculty members should work to provide and maintain an environment that is conducive to learning for all students. We strive to encourage the free exchange of ideas always in an environment of respect and civil discourse. Inappropriate comments or behavior can sometimes seriously undermine that environment. For example, while students and faculty are encouraged to debate ideas and offer differing viewpoints, even when these exchanges are uncomfortable, they should recognize that personal attacks are unacceptable. The use or misuse of technology can also impact the ability to exchange ideas during class and faculty members generally have discretion to set guidelines for, and restrictions on, the

use of technology during class. See Appendix A of this policy for additional information, including limitations on the faculty member's broad discretion.

Resolving Conflicts

In addition to this Classroom Atmosphere Policy, DePauw University has other policies and protocols for reports and resolving some types of incidents. In particular, individuals who have concerns that may involve harassment should review the University Harassment Policy. Similarly, individuals who have concerns about conduct affecting members of the University community may submit a report through the University's online reporting portal. Other classroom atmosphere concerns are best addressed through this Classroom Atmosphere Policy. In some cases, it may be difficult for a person with a concern to categorize the nature of the incident. In addition, some incidents may span categories. Such difficulties should not dissuade individuals from reporting a concern using any of these policies and protocols. Individuals who are uncertain of which policy to use should follow the steps below.

Frank yet respectful informal discussions between faculty members and students are the preferred response to problems that are covered by this policy. However, each case is different and given these complexities faculty members or students who have concerns may wish to seek advice, as outlined below, to prepare for these discussions or to take other steps.

I. Options for Students

1. Get advice from resources including faculty advisors, department chairs, or staff members in a variety of offices including Academic Affairs, Multicultural Student Services, International Student Services and the Women's Center. Based on their judgment, these staff members may consult with, or encourage students to consult with, the Dean of the Faculty or the Dean of Academic Programs, Assessment and Policies. Students may also consult informally with either of these Deans as a first step.
2. Provide their input using the student opinion form that is administered at the end of the semester in almost all DePauw courses. When students feel comfortable doing so, they are also encouraged to talk with faculty members in person, either during the semester or after the course ends.
3. DePauw has a formal grade grievance policy that may be applicable depending on the nature of the student's concern. See Student-Initiated Grievance on Grading and Other Forms of Evaluation by Faculty
4. Students may file a formal complaint by submitting a signed letter to the Dean of the Faculty during the semester, or at any time after the course concludes.

When concerns are raised, Academic Affairs Administration will be responsible for follow-up, if warranted, which could include informal mentoring; formal improvement plans; faculty development opportunities; documentation placed in personnel files with a copy to the faculty member; and/or consideration during the annual re-appointment, renewal and compensation processes, which could have employment ramifications. Any necessary follow-up will be undertaken in accordance with DePauw' personnel procedures (see: Academic Handbook). Actions taken through these procedures are typically confidential.

Please note: This policy is not meant to cover behavior that occurs outside the classroom and/or involves harassment. Other policies are in place to handle those situations; the University's Harassment Policy are published in the Student and Academic Handbooks. Incidents of harassment should be reported immediately to the Vice President of Academic Affairs, the Dean of Students, Title IX Office or DePauw Police.

Revised and adopted by the Faculty, September 8, 2014. Minor revisions to update titles, July 31, 2019.

Appendix A:

Use of Technology during Class

Faculty members generally have discretion to set guidelines for, and restrictions on, the use of technology during class, with the goals of supporting learning while also minimizing distractions for all students. Expectations will naturally vary from course to course, instructor to instructor, and even from class period to class period based on differences in teaching and learning objectives. In many cases, faculty members will choose to allow students to use technology, but will limit this use to activities that support the learning process. In other cases, for example to minimize distraction, instructors may implement additional restrictions on the use of technology. In each case, faculty members may find it helpful to explain their expectations as part of the course outline or in other ways. Students will benefit from a clear statement of faculty expectations in this area, just as they benefit from a clear statement of faculty expectations with respect to attendance, academic integrity, and other policies.

> Notes: There are two exceptions to the broad discretion given to faculty members above.
> (a) The Americans with Disabilities Act gives students the right to use assistive technology or a suitable alternative if this has been determined to be an appropriate accommodation for their disability. ADA procedures require that such accommodations be reached by the Director of Student Accessibility Services in consultation with the student and that they be communicated in writing to the instructor with the student's consent. Instructors may work with students and the Director of Student Accessibility Services to determine the most effective way to implement the accommodation. Whenever possible, students should be allowed to use the assistive technology without disclosing their disability. For advice and guidance please consult with DePauw's Director of Student Accessibility Services.
> (b) DePauw University uses an electronic notification system to distribute campus emergency alerts via text messages. When class policies require phones to be stored out of sight and/or reach during class, phones should still be set to vibrate. Emergency messages will cause multiple phones to vibrate at nearly the same time.

Revised and adopted by the Faculty, November 7, 2016. Minor revisions to update titles July 31, 2019.

Conflict Between Class and Extracurricular Activities

DePauw University believes that both curricular and extracurricular activities make important contributions to the education of students. The University reminds students, however, that classroom performance takes priority over all extracurricular activities. When conflicts between regularly scheduled classes and academically approved extracurricular activities (approved by the Vice President for Academic Affairs) arise, all parties involved in such conflicts have certain responsibilities toward reducing, if not resolving them.

More information can be found in the Academic Handbook.

Credit by Advanced Placement or Exam

Students may establish up to eight course credits through the Advanced Placement program or regular placement testing prior to the start of classes. Generally, students receive credit for AP scores of 4 and 5 and International Baccalaureate higher-level scores of 5, 6 or 7. Advanced placement and credit is also available through international programs, such as the British A-Levels. Further information about advanced placement and credit by examination is available from academic departments, the Registrar's Office, and the University catalog.

Dean's List

Eligibility is based on the student completing at least three courses with a 3.5 semester grade point average or better with no incomplete or failing grades. Once incomplete grades are completed, eligibility is re-evaluated.

Declaring a Major

Students declare a major and choose a faculty advisor in the appropriate discipline by the sixth week of the second semester of the sophomore year. The student files this information with the Registrar's Office. (Music Performance majors have an extension until they are admitted to the program in May of their second year.) Advisors, staff in the offices of Student Affairs, Registrar, and Hubbard Center may assist students in making appropriate choices. Sophomores applying for off-campus study must declare a major before the off-campus application deadline.

The Academic Standing Committee will take appropriate warning actions in the case of students who have failed to declare their major by the end of the sophomore year. The committee may also require students who fail to demonstrate satisfactory progress toward the major to drop that major and select a new major before continuing at DePauw.

Examinations in Courses

Instructors schedule all but the final examination in their courses. No hour examinations may be given the last five class days of the fall or spring term except for laboratory portions of final exams. (Note: If Thursday is the last day of classes, this period includes the previous Friday.) Only assignments that substitute for a final exam should be given a due date during finals week and no assignments may be given a due date that is after the end of finals week. In addition, during the Fall and Spring terms, instructions for paper and project assignments due in the last five days of class should be provided at least 14 calendar days prior to the due date.

Final examinations during primary terms

An examination period is provided at the end of each primary term for instructors to give such examinations as they deem proper to cover the course work. Normally, a final examination should not exceed three hours. Final examinations are not to be given at any time other than that announced in the official schedule, although the laboratory portion of final examinations in science courses may be given in a regularly scheduled lab period in the last week of classes. The Vice President for Academic Affairs

must approve any requests to move an exam time for a whole class. Instructors may allow individual students with unusual circumstances (such as a death or serious illness in the family, postseason athletic events, or having three exams in one day) to take an examination at another time; problems involving transportation, family occasions and/or jobs, for example, are not sufficient grounds for changing an examination. No student may be excused from taking the final examination in any course in which an examination is a requirement for credit in the course.

Multiple or Conflicting Exam Policy

No student may be required to take more than two in-class final exams on the same day or choose between exams offered at the same time. Any student with three final exams in one day is responsible for trying to reach a solution by talking with the professors involved at least two weeks before the beginning of the final exam period. If none of the professors involved voluntarily agrees to give the student their exam on another day, the professor whose exam is scheduled second in the day will offer an alternative date for the exam. The student should obtain a multiple exam form from the Registrar's Office (or on the Web) to provide written verification to the professors involved that three final exams are actually scheduled and being given on the same day. When a student is in two courses whose designated final examination periods conflict, the student is responsible for trying to reach a solution by talking with the professors involved at least two weeks before the beginning of the final exam period. If neither of the professors involved voluntarily agrees to give the student their exam on another day or time, the professor whose course carries the lesser credit will offer an alternative time for the exam. If both courses carry the same credit, then the professor of the course that meets latest in the week will offer an alternative time for the exam.

(*approved by the DePauw University faculty, May 1, 2000; last modified, December 1, 2014*)

Grade Reports

Students may access their midterm and final grades through e-services. Students are encouraged to share their grades with their families. Staff in Academic Affairs, the Registrar's office and Student Affairs may discuss academic progress with parents or guardians of dependent students.

Midterm Grades: Instructors submit midterm grades the Monday of the seventh week of the Fall or Spring primary term for all students. Midterm grades are not permanent or final but serve as a basis for advising students of their progress.

Final Grade Reports: Students may access their final grades through e-services as soon as grade reports are processed, generally after 4:00 p.m. the day grades are due.

Graduation Requirements

Students have primary responsibility for understanding and making satisfactory progress toward graduation and all University and departmental requirements. Faculty advisors, the Registrar’s staff and

other professional staff are available to assist but not take over this responsibility. Specific graduation requirements are listed in the DePauw University Catalog. Students may review their progress toward graduation by accessing their advising transcript on the Web through Student e-Services (www.depauw.edu/e/index.asp).

Normally, students are subject to the graduation requirements in effect when they first enroll at DePauw. Transfer students must meet the requirements of the class with which they expect to graduate. If graduation requirements are changed, students have the option of graduating under the new requirements.

Guidelines for Requesting Letters of Recommendation

DePauw faculty members are generally pleased to write letters of recommendation for students they know well. These letters of recommendation are often crucial for admission to off-campus programs, RA and mentor positions, and graduate programs. Students who request letters should keep in mind that faculty members may have many requests for such letters, and that it takes significant time and effort to write each letter.

If you are asking a faculty member for a letter of recommendation, please pay close attention to the following guidelines:

- Make your request well ahead of the deadline (in most cases, at least one month ahead of time).
- Indicate in writing the deadline for the letter to be in the mail.
- Provide addressed envelopes and postage.
- Sign the waiver on the recommendation form. Waiving your right to see the recommendation will ensure confidentiality and allow faculty members to be frank in their assessment of your abilities. If you sign the form, your letters of recommendation will be taken seriously by the programs to which you are applying.
- Ask for recommendations only from faculty members who know your academic abilities firsthand. Generally, you should ask for recommendations from faculty members who have had you in at least one class. Faculty members can write strong letters of recommendation for students whose work they know well, but not for students they know only casually.

In addition to these basics, you should provide your recommender with the following:

- A written explanation of what you think should go into the letter, and a list of examples to illustrate your strength in relevant areas. (Law school forms, for example, often ask for examples of how the student has overcome adversity; medical school forms often ask about a student's writing and reasoning ability; off-campus applications may ask about a student's social maturity. Pay close attention to the qualities required by the program to which you're applying.)
- A written explanation of why you want to go to graduate school, work at a particular job, study off campus, join AmeriCorps, etc. It's critical that the faculty member understand your motivation and preparation for the program to which you are applying. (What are some of your reasons for wanting to study in Hungary? Why are you interested in

painting, in law, in biochemistry, in being an RA? What in your experience and academic life has led you to want this job or make this choice of graduate program?)

- An oral explanation of the points listed above. You should make an appointment to meet with the faculty member during office hours.
- A resume highlighting qualities and experiences most relevant to the program for which you are applying. Career Services can help you develop an effective resume; the Writing Center consultants can help make your application essays even more impressive. Take advantage of these useful campus resources.

Incomplete Grades

An incomplete grade (I) is to be used only when a student has not completed the requirements of the course for reasons beyond the student's control, such as illness or equipment failure in the case of laboratory classes. In addition, the class must have been essentially completed so that only an examination remains or a paper or project already well underway needs to be completed. An incomplete may not be given for failure to submit work on time because of inadequate planning or to extend time to improve a grade. Problems involving transportation, family occasions and/or jobs, for example, are also not sufficient grounds for assigning a grade of I.

The student must complete the work within the first two weeks (ten class days) of the following semester in which the student is enrolled at DePauw. Exceptions to the two-week deadline may be granted by the Petitions Committee. When the student completes the work, a letter grade is recorded. If the I is not completed within the time limit and the student has not been approved for an extension, the grade becomes an F.

Students who withdraw and return to campus more than a year (two semesters) following the incomplete may not complete the course. The grade will be converted to a W (Withdraw) provided the student demonstrates that the original I grade was for appropriate reasons.

Students may not graduate with an incomplete grade on their record.

Petitions

The Petitions Committee consists of three appointed faculty representatives and four administrators. They consider student requests for exceptions to academic regulations. The committee must balance upholding the academic policies in a consistent manner with making exceptions for students with special needs. Students file completed petitions in the Registrar's Office after obtaining appropriate signatures. However, the signatures do not guarantee passage, and, when the petition involves a request for class withdrawal, students should continue to attend classes until the committee makes its decision. Deadlines for schedule changes are very important, and the Petitions Committee expects students to adhere to them. Exceptions are seldom made in cases involving the pass/fail deadline, withdrawal from courses after the eighth week of classes, and entrance into a course after the second week of a primary term. Petition forms and information regarding the petitioning process may be obtained in the Registrar's Office. There is no fee to petition.

Readmission

Candidates who were previously enrolled at DePauw may apply for readmission through the Office of the Registrar. Readmission is evaluated on the basis of previous work done at DePauw, any subsequent course credits earned at another college or university, and other experiences since leaving DePauw. Medical and other information may be requested, and all previous financial obligations to the University must be paid in full before readmission will be considered. Deadline dates for readmission applications and accompanying documents are: July 1 for Semester I and December 1 for Semester II. Appropriate housing arrangements are made through Housing and Residence Life. Guidelines and application for readmission are available at http://www.depauw.edu/academics/academic-resources/advising/registrar/applying-for-readmission/.

Registration and Class Schedule Adjustment

The registrar's office produces a *Schedule of Classes* for each term that summarizes registration procedures and lists the courses offered, class meeting times, room assignments, and instructors. The final exam schedule is also available as a part of the Schedule of Classes. See my.depauw.edu/e/reg/soc-view.

Students who have not paid tuition and fees by the designated date may not be allowed to register for classes or may forfeit their class enrollment for the next semester. Students must receive permission from the Petitions Committee to begin classes after the first week of class and may be limited in their course loads. No student may enroll after the second week of classes. The act of registration indicates that the student intends to comply with the University regulations.

The University reserves the right to change a course and cancel any course for which enrollment is fewer than five students or for which satisfactory arrangements cannot be made. Most classes have enrollment limits to facilitate learning.

Adjustments in Registration. Students are responsible for the accuracy of their course registrations. They may check their class schedule at any time on Student e-Services. Students, in consultation with their advisors, make changes to their course schedule within the deadlines specified as follows:

- The add/drop period extends through the first six class days of the Fall and Spring primary terms. During this period, students may add or drop courses. The add/drop period for Winter and May term runs through the first day of classes.
- Adjustments involving withdrawal from a course after the add/drop period or changes in the grade or credit status (grade to pass/fail, pass/fail to grade, credit to audit) may be made until the end of the eighth week of classes for the Fall and Spring terms. For Winter and May terms this adjustment deadline is the end of the first week of classes.
- The deadline for adjustments in seven-week courses is the end of the fourth week of classes.

Adjustments after the above deadlines may be made only under extraordinary circumstances with permission of the Petitions Committee and a late adjustment fee may be assessed.

Prerequisites. Prerequisites follow course descriptions and are in italics. A prerequisite defines conditions under which a student may enroll in a course.

Religious Holy Days

DePauw University embraces the religious diversity of its students, faculty, and staff. Accordingly, faculty members are expected to excuse students from class and be flexible with respect to deadlines for required coursework in order to enable students to observe religious holy days. Faculty are also expected to make it possible for students observing holy days to make up any work they miss, provided arrangements are made in advance. Students are expected to notify their instructors of their intent to observe holy days at least one week in advance of these days. For the sake of this policy, "holy days" are defined as periods of time in which either:

a) activities required by normal class participation are prohibited by a religious tradition, or
b) a special worship obligation is required by a religious tradition.

Students with questions or concerns about this policy should contact the Office of Student Affairs.

(*Adopted by DePauw Faculty on May 7, 2018)*

Repetition of Course

Students may repeat one time a course in which the original grade is a D+ or lower provided:

- the advisor and department concerned approve the repeat;
- the repeated course is taken for a grade, if that is the way the original course was taken; and
- the course is repeated at DePauw.

In the case of repeated courses, only the second grade counts toward the cumulative GPA. The original grade and credit remain on the students' academic record, however. If credit was already earned in the course, no additional credit is given.

With the permission of the Petitions Committee, students may also repeat a grade of C- if it is needed to raise the major GPA to a 2.0. The above policies apply.

Transfer students who are required, on the basis of placement tests or official recommendation, to repeat courses for which they have credit elsewhere receive the credit and grade earned at DePauw. The original credit is rescinded. Courses voluntarily repeated carry the original credit and grade points.

Research Involving Human Subjects or Animals

The University's Institutional Review Board (IRB) reviews research with human participants prior to initiation of the project. The University's Institutional Animal Care and Use Committee (IACUC) reviews all procedures involving the use of vertebrate animals prior to initiation of the project. Please see https://www.depauw.edu/offices/academic-affairs/grants-and-research/irb/human-subject-participation/and https://www.depauw.edu/offices/academic-affairs/grants-and-research/iacuc/ for links to information about the approval process by the IRB before doing research with human subjects or by the IACUC before doing research with animals.

Satisfactory Academic Progress for Financial Aid and Academic Standing

Satisfactory Academic Progress (SAP) is used to determine financial aid eligibility and academic standing. The main goal of the SAP system is to make sure that all degree seeking students are making timely progress toward earning a degree.

Timely Progress: To graduate from DePauw with a Bachelor of Arts (B.A.) requires 31 course credits. The Bachelor of Music (B.M.), Bachelor of Musical Arts (B.M.A.) and Bachelor of Music Education (B.M.E.) degrees require 36 courses. The BA, BM, and BMA require a minimum 2.0 GPA cumulative and in the major. The BME requires a minimum 2.8 GPA cumulative and in the major.

Students pursuing the Bachelor of Arts, Bachelor of Music, Bachelor of Musical Arts, and Bachelor of Music Education degrees are expected to complete their degrees in eight semesters; students in the dual degree Bachelor of Music/Bachelor of Arts program have ten semesters to complete the degrees. *

Satisfactory Academic Progress Status: There are four SAP statuses:

- Satisfactory
- Warning
- Suspension
- Probation

Two primary measures are used to determine SAP status: academic performance as measured by grade point average and progress toward degree as measured by earned college credits applicable to the degree. GPA is referred to as a **qualitative measu**re; credits earned as a **quantitative measure**. The quantitative measures include both credits earned and percentage of credits attempted that are earned. The qualitative measures include both cumulative and major GPAs.

DePauw uses a graduated scale of minimum standards students must achieve to be in satisfactory standing.

Semester	1	2	3	4	5	6	7	8
Minimum Cumulative GPA	1.5	1.7	1.9	2.0	2.0	2.0	2.0	2.0
Major GPA				2.0	2.0	2.0	2.0	2.0
Minimum Credits Earned	2	5	9	13	17	21	25	29
Percent of Attempted Earned	50%	75%	75%	75%	75%	75%	75%	75%

Minimum GPA and Credit Earned:
Full-time students must earn at least 2.0 course credits and at least a 1.0 GPA each primary term (Fall and Spring). Students who fall below these primary term minimums are suspended.

Review Process:
At the end of each primary term, student performance is reviewed by members of the Financial Aid and Registrar's offices. Students who are meeting the above minimum standards are judged to be making satisfactory academic progress toward a degree.

Students who have been doing satisfactorily and then fall below any of the above standards are given a **warning** to improve performance. If they fail to meet the benchmark for the next semester or perform below the minimums for the primary terms, they are **suspended.** They may appeal the suspension (see Appeals Process below) or apply for readmission after spending some time away from DePauw.

Students who successfully appeal a suspension are placed on **probation.** In most cases, they will have one probationary semester to bring their performance into line with the satisfactory academic progress standards. If they fail to do so they are again suspended. However, some students who come close to reaching the target may be continued on probation.

SAP progress is evaluated at the end of the Fall and Spring primary terms in order to give students who are suspended a chance to submit an appeal before the beginning of the next semester. Status determinations are provisional until the extended term is completed.

Appeals of Suspensions:
Students who are suspended for failing to meet SAP guidelines may appeal their suspension in writing to the Academic Standing Committee, which includes representatives from the faculty, Academic Affairs, Student Affairs and Financial Aid. Usually, appeals are heard approximately two weeks after grades for the primary terms have been posted (approximately January 15 and June 10). In the appeal the student presents their case for continuing. If the student is behind in credit earned, the appeal should include a plan for catching up, which may include taking courses elsewhere over the summer. If the student has fallen below the minimum GPA standards, the appeal should include a plan for improving performance. Note that course work done elsewhere or online does count toward the quantitative, but not the qualitative measures, because course work done elsewhere does not count into DePauw GPAs.

Students who successfully appeal a suspension may continue on probation in the following semester. Those whose appeals are denied may apply for readmission after being away for a minimum of one semester.

* DePauw's academic calendar consists of two semesters each of which has a primary term and an extended term. Semester I includes Fall and Winter terms; Semester II Spring and May terms.

(Approved by the DePauw Faculty, Sept. 8, 2014)

Student Records Policy -- Access to Records and Release of Information

DePauw complies with the Family Education Rights and Privacy Act (FERPA) in maintaining and releasing information from student records. A full statement of the student's rights under FERPA may be found the Academic Handbook: https://www.depauw.edu/academics/academic-resources/advising/registrar/ferpa-notification/.

Contact: Office of the Registrar
765-658-4141

(University policy established 1975; updated periodically)

Registration Holds

Appropriate University offices may place holds for financial reasons on registration and/or diplomas after:

- giving the student written notice of the amount due and the consequences of the hold (i.e., no registration or ineligible to return to campus), and
- allowing 10 working days to pay or make satisfactory arrangements for payment.

A hold is placed on registration if a student loan is past due, delinquent or in a default status. Holds may also be placed for the following reasons:

- Unpaid University bills, including tuition, fees, room and meal plan, miscellaneous charges.
- Failure to have an exit interview with the Student Affairs Office whenever students cease enrollment at the University. This would include transferring or withdrawing from the University.
- Failure to contact the Financial Aid Office to discuss possible repayment obligations of current year awards whenever students cease eligible enrollment at the University for those awards. This includes withdrawing from the University or reducing the course load to less than three course credits.
- Failure to declare a major by the end of the sophomore year.

If students owe a debt from a previous semester, they need to pay their balance or develop a payment plan with Payment Services by two weeks before the start of classes for the upcoming semester. Otherwise they will be withdrawn from the university and will need to apply for readmission after making satisfactory financial arrangements with Payment Services.

Student Assessment of Teaching

In all classes the instructors request that students' complete anonymous evaluation forms at the end of the term. The primary purpose of these forms is to give instructors useful information about the course and teaching. The more specific students are about the effectiveness of the instructor or suggestions for improvement, the more helpful are the evaluations. Evaluations may also become part of information gathered for tenure and promotion decisions.

Most often if students have a concern and/or complaint about a course or teaching, they should first talk with the instructor. If they are uncomfortable doing so or feel they need further advice or assistance, they should consult with the appropriate department chair or an academic dean. Students may also consult with their academic advisor, who can help them identify appropriate resources. For matters involving a possible grievance, see the section of this handbook on grievances.

Remember, faculty members appreciate knowing they have done a good job. Students who particularly appreciate what a faculty member has done for them are encouraged to send a note at the end of the course with a copy to the department chair and the Vice President for Academic Affairs.

Student-Initiated Grievance on Grading and Other Forms of Evaluation by Faculty

The normal presumption at DePauw is that the faculty member alone is qualified to evaluate and assign grades to the academic work of students in their courses. For this reason, questions regarding a faculty member's grades are not normally subject to review. The following procedure is for exceptional cases only.

At all levels of the procedure outlined below, those who hear grade grievances are to be concerned only with whether the faculty member acted in a fair, reasonable manner and whether the faculty member used the same methods of evaluation for all students in the class.

In addressing a grievance:

The student must first attempt to meet with the faculty member involved, thus permitting an opportunity for an informal resolution of the case.

If the situation is not settled, then either the student or the faculty member may ask the chair of the department (or director of program) in which the course is taught to try to resolve the issue. If the course is cross-listed, both chairs/program directors will be asked. The student, faculty member, and department chairs may consult with the Dean of Academic Programs, Assessment and Policies to ask questions about procedure and to discuss the issues involved.

At the request of the student or faculty member, or on the chair's initiative, the chair(s) may appoint and preside over a special departmental committee, which will recommend a resolution to the grievance. If the faculty member involved is also the chair or program director, the Dean of Faculty will take the role of appointing and presiding over the special departmental committee.

Either the student or the faculty member may decide to appeal the departmental recommendation to the University Review Committee (URC). Such appeals must be made within two weeks after the departmental recommendation has been given. Arrangements for a hearing before the URC are made through the Dean of Academic Programs, Assessment and Policies.

The URC consists of three teaching faculty members, with the chair being a member who has served on prior hearings, and two students. Faculty and student members are chosen by the convenor from a pool of volunteers identified by the Student Academic Life Committee. The dean observes and records the hearing, but does not participate in committee deliberations.

The membership of this committee is made known to parties involved prior to a hearing. Student, faculty and administrative alternates are also designated for the committee. Either party can ask the dean to replace a committee member because of bias or conflict of interest. The dean shall decide if there are sufficient grounds to honor this request. If a committee member is unable to attend the hearing, or if a member is excluded because of potential bias or conflict of interest, an alternate will be asked to serve.

The decision reached by the URC is final. Appeals of the committee's decision, on procedural grounds only, may be made to the Vice President for Academic Affairs.

If the faculty member involved in the grade grievance is also the Dean of Academic Programs, Assessment and Policies, the Dean of the Faculty will stand in as the procedure advisor and URC

convener. If the Dean of Academic Programs, Assessment, and Policies is also the chair of the affected department, the Dean of Academic Services will stand in as the procedure advisor and URC convener. Further information, including the details about the hearing procedures, is available in the office of Academic Affairs. Hearing procedures are established and periodically reviewed by the Student Life Committee in consultation with the Vice President for Academic Affairs.

Time Line:

Neither a departmental review committee nor the University Review Committee may be convened to hear a grievance until after the student's full term of work has been completed and a final course grade has been given.

A student who has a grievance should talk to the faculty member as soon as possible after the disputed grade has been given, and no later than the last week of the first full primary term following the disputed evaluation.

The student must present an unresolved grievance to the department chair or dean within the first full primary term following the disputed evaluation.

Appeals of the departmental decision to the URC by either the student or faculty member must be made within two weeks of receiving a written decision from the department chair.

After a hearing, the decision of the URC will be delivered in writing to the student's mailbox (or home address if the semester is over) and to the faculty member within two working days after the committee has met.

A student or faculty member who wishes to appeal the URC decision on procedural grounds must do so in writing to the Vice President for Academic Affairs within three business days of receiving the decision from the committee. The Vice President for Academic Affairs will consult with the Vice President for Student Life while considering the appeal. The decision of the Vice President for Academic Affairs is final and will be communicated to both parties involved in the hearing, to the convener of the URC and to the chair of the URC.

(Adopted by the Faculty November 4, 2002; revised April 3, 2006; revised November 7, 2016. Minor updates to update titles on July 31, 2019. Minor updates to address conflicts of interest and cross-listed courses on September 18, 2019. Hearing Procedures are updated and revised periodically by the Academic Affairs administration in consultation with the Student Life Committee.)

Summer School

Students planning to enroll in summer sessions at other institutions should make arrangements in advance with the Registrar’s Office and their faculty advisors in order to ensure that transfer credit is received. Because May is such a busy month, applications should be completed and returned to the Registrar’s Office by early April, if at all possible.

Contact: Registrar’s Office, 765-658-4141
Registrar Forms

Timely Feedback

Timely and adequate feedback is essential to student learning. Faculty members are expected to respond to student work in a time frame and manner that allow students to learn from and apply this feedback to subsequent work.

(Approved by the Faculty, April 4, 2011)

Additional Contact Information

DePauw provides information to enrolled and prospective students as required by various governmental agencies. Much of the required information is included in this handbook and the DePauw University Catalog in the sections identified below. To obtain additional information on the indicated topics, please call or visit the appropriate individuals and offices. Please address all inquiries to the appropriate department at DePauw University, P.O. Box 37, Greencastle, IN 46135.

Accreditation – University Catalog or from the President's office, Administration Building, 313 S. Locust St. (765-658-4220).

Affirmative Action, Civil Rights and Equal Employment Opportunity Policies – University Catalog or from the Office of Human Resources, Administration Building, 313 S. Locust St. (765-658-4181).

Athletic Participation – Director of Institutional Research, Administration Building, 313 S. Locust St. (765-658-4156).

DePauw Police Director of Police, 101 E. Seminary Street (765-658-5555).

Cost to Attend – University Catalog or from the Vice President for Enrollment Management, 204 E. Seminary St. (765-658-4108).

Degree Programs Offered – University Catalog or from the Office of the Registrar, Julian Science and Mathematics Center, 4 E Hanna St. (765-658-4141)

FERPA (Family Educational Rights and Privacy Act of 1974) – University Catalog (Student Records Policy) or from the Registrar's Office, Julian Science and Mathematics Center, 4 E Hanna St. (765-658-4141)

Financial Assistance Information – University Catalog or from the Director of Financial Aid, 204 E. Seminary Street (765-658-4030).

Graduation Rates – University Catalog or from the Office of the Registrar, Julian Science and Mathematics Center, 4 E Hanna St. (765-658-4141)

Physical Facilities – Office of Communications, 101 E. Seminary St. (765-658-4628).

Refund Policy and Return of Title IV Grants or Loans – University Catalog or from the Director of Financial Aid, 204 E. Seminary Street (765-658-4030).

Student Accessibility Services –Office of Student Affairs, 408 S. Locust Street, Memorial Student Union. (765-658-6267).

Withdrawal from the University, Procedures for – University Catalog or from the Office of the Registrar, Julian Science and Mathematics Center, 4 E Hanna St. (765-658-4141)

Other questions may be directed to the Office of the Registrar, Julian Science and Mathematics Center, 4 E Hanna St. (765-658-4141).

The public is invited to submit comments concerning the University to The Higher Learning Commission, 30 N. LaSalle St, Suite 2400, Chicago, IL 60602