This handbook contains current University policies pertaining to student academic life at DePauw University. It is a supplement to information provided in the University Catalog and on the DePauw web site. 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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University Mission, Vision and 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

DePauw Gold Commitment

Starting with first-year students who enter DePauw in or after August 2018, the DePauw Gold Commitment assures students that DePauw will provide a distinctive and relevant liberal arts education that results in a life of meaning and means. We guarantee that our liberal arts education will lead to a successful next step after graduation. If not, DePauw will provide a first professional opportunity or an additional term of tuition free. In order to be eligible for this guarantee, students must make a commitment as well. Specifically, students must fully participate in the portfolio of rigorous academics and robust experiences, mentored and supported by strong advising, be a good community citizen and graduate on time and in good standing. Details of these expectations are described below.
Academic and Co-Curricular Standards
1. Graduate within 8 semesters [ten (10) semesters for those in a dual degree program].
2. Adhere to the standards set out in the DePauw University Academic Integrity Policy (as defined in the Student Handbook) with no lapses that result in an entry in the student’s permanent record.
3. Fulfill the requirements of the Experience Portfolio.
4. Participate in career discernment and preparation program during the six months subsequent to graduation if still looking for a post-graduation opportunity.

Community Citizenship Standards
1. Remain a student in good standing (as defined in the DePauw University Student Handbook) throughout enrollment with no violation of the University’s Title IX Policy that results in deferred suspension or suspension or community standards infraction that results in deferred suspension or suspension as defined in the Student Handbook.
2. Have no criminal conviction other than traffic violations.
3. Fulfill all financial obligations to DePauw by date of graduation.

Student Academic Life

Student Academic Life Mission
Student Academic Life 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

A 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.
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.

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 all updated sections to the University standards and regulations. Students, as adults, are expected to know University regulations. Formal University action may be taken for violation of the University's Code of Conduct.

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. At DePauw, we have a vital interest in the character of our students and may regard off-campus behavior as a reflection of a student’s character and their fitness to continue to be a member of the student body.

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 charges 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.
Medical Amnesty Policy (MAP)

I. Philosophy

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

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

The Policy is reliant on students calling 9-1-1 or DePauw Police when an individual needs medical attention due to the excessive use of alcohol or the use of other drugs. 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 be charged through the Community Standards process.

II. Policy

The Medical Amnesty Policy 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 help. In situations where an individual is unconscious or unable to walk on their own, students should remain where they are until DePauw Police or EMS 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, the Medical Amnesty Policy then eliminates Community Standards charges that involve violations of the University’s alcohol and drug policies.

The MAP 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.
III. Eligibility

1. The Medical Amnesty Policy:
2. Applies when enforcement of the Code of Conduct could involve allegations of:
   a. University Alcohol Policy
   b. University Drug Policy
3. 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 (Reference “Student Group Responsibility” section of the Student Handbook for context of “organizational” action)

The Medical Amnesty Policy 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
   i. 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)

IV. Review for MAP Eligibility

Each situation in which students have called for medical assistance for another individual will be evaluated by staff from the Office of Substance Abuse Prevention & Education and the Community Standards Office. These staff members will review the information received and/or determine if more information needs to be gathered to make a determination of eligibility for medical amnesty.

The staff will evaluate the details of the circumstances, determine if the situation qualifies as a MAP call and which students and/or organizations will be offered amnesty from Community Standards charges 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 Academic Life/Dean of Students or their designee(s).
V. MAP Follow-up Requirements

The Medical Amnesty Policy 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 MAP will be required to complete specified follow-up actions in lieu of Community Standards charges. 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 BASICS program at no cost for the first incident; 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 BASICS program at no cost for the first incident; 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 MAP 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.

VI. Indiana Lifeline Law and Medical Amnesty Policy

DePauw’s MAP has some similarities to the State of Indiana Lifeline Law, but also contains specific differences. It is important that students understand the similarities and the differences between the two and the protections afforded under each. For more on Indiana’s Lifeline Law visit: www.IndianaLifeline.org

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 Sexual Misconduct and Interpersonal Violence Policy
3. Violation of the Alcoholic Beverage Policy for Students
4. Violation of the Policy on the Use of Drugs
5. Violation of, assisting, attempting, encouraging, planning or enabling any University policy, agreement or regulation
6. Violation of the Harassment Policy
7. Conduct which materially interferes with another student’s academic experience, threatens or endangers the health or safety of any member of the University community, or any other person including but not limited to physical or verbal assault, threats, intimidation, coercion, or retaliation.
8. Disorderly conduct including, but not limited to, public intoxication; lewd, indecent or obscene behavior; destroying, damaging or disrupting University property or the property of others
9. Unauthorized entry, use or occupation of University facilities or University living units, rooftops, or approved student housing facilities.
10. Unauthorized possession or use of University property or the property of another person or entity
11. Initiating or causing any false report, warning or threat of fire, explosion or other emergency
12. Lying, misrepresenting facts, acts of dishonesty or knowingly providing false information in connection with any investigation or disciplinary proceeding
13. Forgery, alteration, counterfeiting or 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
14. Unauthorized use, possession or storage of any weapon (see Weapons Policy)
15. Unauthorized use or possession of unregistered fires, fireworks or incendiary, dangerous or noxious devices or materials
16. Misuse of, or tampering with, fire alarm systems, fire extinguishers, smoke detectors or other safety or security equipment, or reckless behavior that causes a fire alarm
17. 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
18. Unauthorized use of University or other computer systems or programs or the information contained therein
19. Failure to participate in, failure to comply with or interference with the University’s community standards process
20. Violation of, or hosting a guest who violates, any University, local, state or federal law, ordinance or regulation
Student Group Responsibility

DePauw student organizations/groups 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 group; consequently, policies, procedures and sanctions set forth in this section apply to student organizations collectively as well as to individual students.

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.

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

- Members of the group act in concert, or the organization provides the impetus for violation of University policies and procedures.
- A violation arises out of a group-sponsored, financed or endorsed event.
- A group 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 group.
- The incident occurs at an off-campus facility leased/rented/used by the group for an off-campus event.
- A pattern of individual violations is found to have existed without proper or appropriate group control, remedy or sanction.

If one of the preceding situations exists, and the group refuses to disclose, or withholds, information related to individual members of the group responsible for a policy violation, then University action may also be initiated against the group.

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.

Community Standards Process

I. Philosophy

NOTE: The University has a separate process for sexual misconduct; see “Sexual Misconduct and Interpersonal Violence Policy and Process” 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 and promoting respect for the rights of others.

To provide an educational process that encourages personal and professional development, students are not entitled to have legal counsel or parents appear with them at any stage of the community standards investigation, intake, or hearing process.

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; and
5. uphold the non-academic rules and regulations of the University.

II. Definition of Terms

1. Community Standards Council: The Community Standards Council (CSC) consists of a pool of faculty, staff and students who receive training regarding issues involving student and organizational conduct. Hearing boards will be appointed by the community standards representative.
2. 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.
3. Distribution: The term "distribution" means giving, exchanging or selling.
4. Event: The term “event” means any planned or unplanned, occasion, function, or party in which a group of students or guests are gathered formally or informally.
5. Hearing boards: Hearing boards are comprised of members from the Community Standards Council. The hearing board that hears organization cases will be composed of five members selected from the Community Standards Council, including one faculty member, one professional staff member and three students. In special circumstances, an organizational hearing board selected from the Community Standards Council, may be composed of one faculty member, one professional staff member and one student. In the event that circumstances prevent selection of a hearing board composed of persons who have not evaluated the conduct of an individual or organization previously, a board may be composed of one or more persons who have evaluated previously the conduct of the involved students or organizations.
6. Hearing chair: Hearing chairs are University faculty or staff members who are appointed by the Vice President for Student Academic Life or designee to serve in this capacity. The hearing chair organizes, administers and chairs the hearing. The chair facilitates discussion during the deliberations, but does not cast a vote regarding the outcome of the case.
7. Hosting: The term "hosting" refers to any DePauw student or organization that formally or informally provides space for students, guests or functions. A student is responsible as a host for their assigned residence and may be held accountable for violations that occur on campus regardless of the student’s presence at the time of the violation.
8. **Organization:** The term “organization” means a group consisting of a number of students who are recognized by the University.

9. **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.

10. **Providing:** The term “providing” means to furnish, supply or make available to another individual.

11. **Respondent:** The term “respondent” refers to an organization or individual charged with a violation of University policy.

12. **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.

13. **University premises:** The term “University premises” means buildings or grounds owned, leased, operated, controlled, affiliated with or supervised by the University.

14. **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.

III. **Roles of Administrators**

University administrators assume a variety of roles in the resolution of community standards violations. The typical roles of these administrators are outlined below:

The Community Standards Representative (CSR) manages the University community standards process on a day-to-day basis. This professional staff person is responsible for training Community Standards Council members, processing cases through the community standards system, determining charges, organizing hearing boards when there is a case to be heard and serving as a resource regarding the community standards process.

The **Dean of Campus Life** is responsible for the on-going supervision of the University community standards process. They also appoint faculty, administrative staff members and students to the Community Standards Council in consultation with the Student Academic Life Committee and the Vice President of Student Academic Life.

The **Vice President for Student Academic Life** is responsible for the overall supervision of the University community standards process, interim actions, and for hearing appeals of cases that have been adjudicated through the community standards process.

The titles Vice President for Student Academic Life and Dean of Campus Life, Community Standards Representative (CSR) include their designee.

IV. **Interim Suspensions and Interim Housing Reassignment**

In certain circumstances, the Vice President for Student Academic Life or a designee may impose an interim University suspension or interim housing reassignment for an individual or an organization prior to the University taking further action. The Vice President’s decisions regarding interim housing reassignments are final and not subject to further review.
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 University housing, to the campus (including classes) 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 maybe 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.

Review of Interim University Suspensions

Interim suspensions from the University shall be reviewed automatically by the Vice President for Student Academic Life 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.

Interim Housing Reassignments

The Vice President for Student Academic Life, 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. 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 student.

V. No Contact Directives

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 Academic Life 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.

VI. Community Standards Council

The Community Standards Council (CSC) will be appointed each academic year to hear non-academic student conduct cases and will consist of a pool of faculty, professional staff, and students who receive ongoing training regarding issues involving student conduct.

The Dean of Campus Life, in consultation with the CSR, will appoint all faculty, professional staff and student members of the Community Standards Council.

From the Community Standards Council, hearing boards will be appointed by the Community Standards Representative or designee to hear the following cases:

Individual cases: A hearing board composed of three members of the Community Standards Council including one faculty member, one professional staff member and one student will hear cases involving charges brought against an individual or multiple individual for suspension level cases.

Organizational cases

A hearing board composed of five members of the Community Standards Council including one faculty member, one professional staff member and available students will hear cases involving charges brought against a student organization.

Special cases

A hearing board composed of three members of the Community Standards Council including one faculty member, one professional staff member and one student will hear organizational cases under one of the following circumstances:

1. a hearing board cannot be fully constituted;
2. timing makes it difficult to have an expeditious hearing; or
3. the case involves highly sensitive information and the respondent agrees to have the case heard as a special case.

Decisions regarding use of a hearing board are final.

The Vice President for Student Academic Life or a designee will appoint hearing chairs each year to organize, administrate and chair the board hearing each case. The chair does not give an opinion of the case or vote during deliberations.

The absence of not more than one member of a five-person organizational hearing board shall not be cause for delay or adjournment of a hearing.
VII. Reporting Procedures

Anyone wishing to report a violation of the University Code of Conduct may make a report to DePauw Police, Campus Living and Community Development staff, the Student Academic Life Office, or other Student Academic Life staff members.

When an incident occurs, reports generated by DePauw Police, Greencastle Police, Campus Living and Community Development Staff or others will be forwarded to Community Standards. The Community Standards Representative or designee determines whether charges should be brought against individuals or organizations.

If charges are not brought, other actions may be taken to address Code of Conduct violations. The Community Standards Representative or designee 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 CSR.

In some situations, the Community Standards Representative may request that the individual student or organization representatives involved in an incident meet with a staff member to gather more information prior to deciding whether a proceeding should be initiated. This meeting allows the student and a staff member to discuss the incident. After this meeting, the staff member determines an appropriate course of action.

VIII. Community Standards Process for Individuals

If it is determined that charges should be filed for an individual, the Community Standards Representative will prepare a letter describing the charges. In some cases, the letter will request that the student schedule an intake meeting within two days of receipt of the letter.

Incidents involving multiple students or students living in a group living environment (Rector Village or University-owned apartments and houses) may be given the opportunity to have a joint intake meeting for violations that appear to bear shared responsibility. In these cases, a student may request an individual intake meeting as an alternative.

Failure to schedule or attend an intake meeting constitutes a violation of the University Code of Conduct and may result in an additional charge or appropriate sanction being levied as though the student accepted responsibility for the charge. In the event that a student attends an intake meeting but declines to respond to their charge, the process will also proceed as if the student has accepted responsibility for the charge. Materials from the intake meeting are not permitted to be photocopied, photographed, or reproduced in any way.

At the intake meeting, the Community Standards Representative will review the report that led to the charge and discuss the options with the student. The student will have an opportunity to admit or deny the charge, and:

1. If a student charged as an individual admits to the charge, the CSR will decide the sanction.
2. If a student charged as an individual denies the charge, they will have the opportunity to provide a written statement with any evidence contradicting the original report within 2 business days.
3. The CSR will then determine whether there is a preponderance of the evidence (more likely than not) and take an appropriate course of action such as assign sanctions, drop charge(s), document, etc.

Students are expected to complete all required sanctions associated with the final outcome of their community standards case. Failure to complete any portion of a sanction will result in the student being placed on probation if a formal warning was initially received, remaining on the assigned level of probation, or suspension until the sanction is successfully completed. In addition, failure to complete a sanction constitutes a policy violation and may result in additional charges and sanctions.

IX. Community Standards Process for Organizations

If it is determined that charges should be filed against an organization, the CSR will prepare a letter describing the charges. This charge letter will be sent to the president and advisor of the organization. In some cases, the letter will include a request for a representative of the organization to schedule a meeting with the CSR within two business days of the receipt of the letter. At the meeting, the president or other organization representative will be given additional information about the charge and the process for the organization to admit or deny the alleged violation.

Should an organization choose to admit to the violation, the organization will be given three business days to prepare a self-sanction proposal. The self-sanction proposal will be considered by the Community Standards Office. If approved, the self-sanction will be implemented; if not approved the organization may draft another proposal after conversations with the Community Standards Office and/or the Office of Fraternity and Sorority Life. If the second sanction proposal is not approved by the CSR, then the CSR will determine an appropriate sanction. If an organization chooses to deny responsibility for the alleged violation, a hearing will be held to determine responsibility and the sanction, if applicable. The president and advisor of the organization will be provided with written notification of the time, date and location of the hearing.

Student organizations are expected to complete all required sanctions associated with the final outcome of their community standards case. Failure to complete any portion of a sanction will result in the organization remaining on the assigned level of review, probation, or suspension until the sanction is successfully completed and documentation is provided Student Academic Life. In addition, failure to complete a sanction constitutes a policy violation and may result in additional charges and sanctions.

Restrictions for Organizations

While charges are pending, organizations are not eligible for event registration.

The Vice President of Student Academic Life 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 decision of the Vice President of Student Academic Life is final and may not be appealed.
X. Hearing Rules and Expectations

These rules apply to proceedings involving organizations or suspension level cases for individual students. Whenever a hearing is to be held regarding an alleged violation of the University’s Code of Conduct, the charged student or organization ("respondent") shall be given at least 72 hours’ notice of the charges and of the date, location, and time of the hearing. Failure of the respondent to attend the hearing may result in the case being heard in the respondent’s absence.

All hearings shall be closed to everyone except the hearing board, appropriate staff, the respondent, advisor to the respondent (if student desires) and witnesses during the actual time of their testimony.

The respondent is entitled to be present at the hearing, to hear and respond to evidence regarding the charges, and to present witnesses and other evidence. The respondent is entitled to be accompanied by a DePauw faculty or staff hearing advisor who is not a member of the respondent’s family. For organizational cases, the official chapter advisor may serve as the hearing advisor even if they are not a faculty, staff or student. The hearing advisor may not address the hearing board, but may consult with the respondent prior to and during the course of the hearing.

The hearing process is important to students, organizations, and the greater DePauw Community. Consequently, it is important that all available information be presented first hand to the board whenever possible. Witnesses, those called by either the University or the respondent, are expected to participate in Community Standards hearings. Witnesses must be members of the DePauw faculty, staff or student body unless the hearing chair rules that others may appear. The respondent must give names of all relevant witnesses to Community Standards at least 48 hours prior to the hearing. It is the responsibility of the respondent to notify all witnesses of the date, time, and location of a hearing. If witnesses fail to appear, the hearing shall be held in their absence. If available, the hearing board may call additional witnesses or seek further evidence relating to a case if the board desires clarification or further information.

Respondents are to refrain from having contact with hearing witnesses contacted by the Community Standards office. Retaliation against witnesses who cooperate with an investigation or participate in a hearing is prohibited. Contact or retaliation may include, but is not limited to physical, verbal, or written threats, face to face or phone interactions, sending messages through others, and electronic and social media messages either sent directly to the witness or indirectly related to the witness. Any student or organization who fails to maintain this standard may be charged through the Community Standards process.

University hearings are administrative, rather than criminal, in nature. Rules of evidence and the criminal standard of proof do not apply. Boards are expected to weigh the evidence and determine responsibility based on a preponderance of evidence, meaning more likely than not.

All evidence and testimony presented to the hearing board is expected to be truthful, accurate and complete. Failure to give truthful and complete testimony at a hearing may result in additional charges.

All relevant information will be admissible. The hearing chair, in consultation with the board, will determine relevance. It is the responsibility of the hearing board to consider impartially all relevant testimony and evidence, determine the facts and recommend appropriate sanctions if the respondent is found responsible for the alleged violation.
The hearing chair will audio-record the hearing. The deliberations of the hearing board are not recorded. Following a hearing, students or organizational representatives may request to review the recording in the Student Academic Life Office for purposes of preparing an appeal. Hearing audio records will not be released to students, and copies will not be made for students. The order of procedures of the hearing will normally be as follows:

1. introductions and reading of the charge
2. opening statement
3. witnesses supporting the charge
4. witnesses by the respondent
5. closing statement

Following the hearing, the hearing board will meet in private session to deliberate whether the respondent is responsible or not responsible for the charge based on the board’s judgment of the preponderance of the evidence.

A majority vote determines the responsibility in the event of a tie vote, the outcome of the hearing will be determined as not responsible.

If the respondent is found responsible for the violation, the hearing board will recommend a sanction to the Dean of Campus Life and will take into consideration any prior violations.

When the decision is reached, the hearing chair will read the recommendation into the audio recorder and written notification will be prepared.

The respondent will then receive written notification of the recommendation of the hearing board and decision by the Dean of Campus Life. This notification will also include information on the appeal process.

All participants in the hearing process, including hearing chairs, board members, advisors, and witnesses are expected to maintain strict privacy regarding all details of the case. These details include, but are not limited to, the identity of the respondents, board members and witnesses and details regarding the charges, outcome, and nature of the case. Hearing materials are not permitted to be photocopied, photographed, or reproduced in any way. Hearing materials are to be returned to the chair at the close of the hearing. Any student hearing participant who fails to maintain strict confidentiality may be charged through the Community Standards process.

XI. Appeals

Community Standards decisions may be appealed to the Vice President for Student Academic Life or designee. Appeals must be filed in writing with the Vice President within 72 hours of receiving the written notification of the decision.

The Vice President or their designee 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 or their designee is final.
Sanctions Determined by Hearing Board

The respondent or the CSR may appeal the decision of a hearing board based on one or more of the following:

1. new evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have affected the outcome; or
2. procedural error that can be shown to have affected the outcome of the hearing; or
3. errors in the interpretation of University policy so substantial as to deny the respondent a fair hearing; or
4. appropriateness of sanction; or
5. extenuating or unusual circumstances.

Sanctions Determined at Intake Meeting

Sanctions determined by the CSR may be appealed to the Vice President for Student Academic Life or designee. The only basis for appeal is appropriateness of the sanction.

XII. Sanctions

Sanctions for Individuals

Any combination of the following sanctions or other sanctions may be imposed through the Community Standards process. Multiple and/or repeated violations can 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 guardian will receive notification of the student’s change of status. The Vice President for Student Academic Life may 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 desired 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. 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 Academic Life.

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.)
- Dealing and distributing large quantities of illegal 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 term
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 visit the University or attend any functions on campus without written permission from the Vice President for Student Academic Life or designee.

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 expulsion or suspension include, but are not limited to:

- intent to distribute or distribution of narcotics or other controlled substances
- use of possession of drugs that may cause significant harm, are in large quantities or are accompanied by paraphernalia indicating ability or intent to distribute
- repeated use and/or possession of controlled substances or narcotics
- repeated substance violations
- driving while under the influence of alcohol/drugs
- physical assault
- hazing (physical)
- 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 weapons, firearms, and ammunition or explosive materials
- significant destruction of property
- possession and use of fireworks
- misuse of or tampering with fire alarm system or falsely pulling a fire alarm
- 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 or other sanctions. Parents or legal guardian will receive notification of the student’s change of community standards status and any previous violations. 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.

Violations warranting probation include, but are not limited to:

- excessive consumption of alcohol or providing excessive amounts of alcohol to others
- alcohol use or abuse
- multiple lower-level alcohol policy violations
- repeat alcohol violations
- higher risk drinking behavior (e.g. consuming hard alcohol, drinking games)
- first time use or low level possession of marijuana or marijuana paraphernalia
- being in a room where controlled substances or narcotics are used or accessible
- disorderly, lewd or indecent conduct
- harassment based on race, gender, sexual orientation or religion
- failure to comply with the directives of a University official or law enforcement officer
- falsification, distortion or misrepresentation of facts, information and/or documents
- possession of false identification (e.g., driver’s license)
- unauthorized possession of property
- damage of property
- violation of Campus Living and Community Development policies
- misuse or tampering with a smoke detector
- violations after previously receiving a Formal Warning

**Formal Warning:** A written notification that documents the community standards violation and warns against any potential violations of University policy in the future. Formal warnings may include educational or other 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 Probation status.

- lower-level alcohol consumption or possession
- alcohol paraphernalia
- noise policy violations
- violations of Campus Living and Community Development policies
- first time fire safety hazards (e.g. candles, extension cords, string lights)
- knowledge of lower-level policy violations in your room/residence

**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.

**Discretionary 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, such as off-campus study and living in University-owned apartments and houses, participation in recruitment and new member processes, participation in on campus Winter Term and holding campus leadership positions.

**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 Organizations

Any combination of the following sanctions or other sanctions may be imposed 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 Academic Life or their designee reserves the right to intervene with organizations that demonstrate disregard of the policies or processes.

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 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 expulsion or suspension include, but are not limited to:

- Violations while on organizational probation
- Multiple major violations during same incident
- Hazing, direct harm to others
- Conduct that threatens or endangers the safety of others
- Harassment
- Physical assault
- Major alcohol violations without proper safety management
- Alcohol violations that result in significant harm or secondary effects
- Major fire safety violations
- Drugs, organization provided or distributed

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. Prior to the end of the probationary period, the president of the organization is required to schedule a probation assessment meeting with the Community Standards Office. 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 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 service; 4) loss of all group and campus-wide social privileges; 5) any of the guidelines listed in Review.

Violations warranting probation include, but are not limited to:

- Violation while the organization is on review
- Multiple major violations during same incident
- Violations of the hazing policy
- Conduct that threatens/endangers the safety of others
- Harassment, threats, intimidation
- Physical assault
- Major fire safety violations
- Failure to comply
- Falsification, distortion or misrepresentation of facts, information and/or documents
- Multiple significant violations during same incident
- Repetitive pattern of alcohol violations
- Alcohol violations while organization is currently on Review for alcohol violations
- Alcohol violations that result in high level of harm or secondary effects and organization was not implementing proper risk management initiatives
- Alcohol violations related to hard alcohol use or providing hard alcohol at registered events
- Drug violations, organization sponsored or enabled

**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 observation in which the sanctions for the organization will focus on education 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 probation 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 or BYOB 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 Review or Probation, the organization will select a support person from an approved list of Student Academic Life 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.

Violations warranting Review include, but are not limited to:

- Violations after receiving a formal warning
- Multiple lower level violations during same incident
- Repeated noise violations
- Unauthorized entry, use of University premises or campus living unit
- Unregistered alcohol parties
- Possession of common containers
- Low level fire safety violations
- Organization to organization "pranks" that violate policy
- Alcohol violations after organization has received formal warning for alcohol violations
- Lewd, indecent, obscene behavior
- Destruction of property
- 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

**Formal Warning:** A written notification that documents the organization’s community standards 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 or secondary impact
● Alcohol violations in which organization can demonstrate excellent safety management practices
● Residence hall disruptions
● Campus or neighborhood disruption
● Incidents with minimal chapter involvement
● Unregistered non-alcohol party
● Inappropriate organization marketing materials/attire

**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 as the organization has already received information and notification that action is a violation of University policy.

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

**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.

**Discretionary 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.
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

1. Documents: The parties shall have the right to inspect and review the documents to be presented to the hearing board prior to a hearing for the purpose of preparing for the hearing. All requests to inspect and review documents shall be made in writing to Dean of Students or designee. Any review of documents shall be with the supervision of a Student Academic Life staff member.

2. Audio recordings: All hearings before the hearing board shall be audio-recorded and the respondent shall be granted access to the recording of hearings under such circumstances as the Vice President for Student Academic Life may allow only for purposes of preparing an appeal.

3. Record Retention: A student’s file related to the Community Standards process and audio recordings will be maintained for six years from graduation or last date of attendance, after which records are archived and cannot be accessed for reporting. An organization’s file will be maintained for six years from the date the incident occurred.

III. Release of Information and Notification

- The Dean of Students 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 under this process. Parents or guardians may be notified prior to the outcome of the case in situations where the typical sanction is likely suspension. 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 or suspended. Parents may be notified about other disciplinary action or charges at the discretion of the Dean of Students of designee.
- Names of students being investigated or charged with University Code of Conduct violations will not be released.
- Notification regarding allegations, charges, sanctions or any other Community Standards information may be shared with an organization’s advisors, alumni governing board, (inter)national headquarters, governing council, parents of members, or publicly at the discretion of Community Standards.
- Employers and representatives of graduate/professional schools 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, the victim/s of that violation will be notified concerning the final results of the community standards process. This notification is limited to the name of the accused student, the violation committed, and any sanction imposed against the accused student. 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.
Upon written request, in circumstances where a violation is not a crime of violence, but has been determined by the Vice President for Student Academic Life or designee to have had a significant impact on another student/s, that student may also be notified concerning the final results of the community standards process. This notification is limited to the name of the accused student, the violation committed, and any sanction imposed against the accused student.

Major 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 charged through University Community Standards 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 served
  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 9-1-1 if 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.

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 charges.

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

Section II: Medical Amnesty Policy (MAP)

The University’s Medical Amnesty Policy applies to situations involving alcohol. In the same spirit of the
Medical Amnesty Policy, 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 charges. 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 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. Because students maintain their status when school is not in session, officially enrolled students will be held accountable for violations of University policy and regulations occurring outside the academic year.

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 charges for DePauw students include:

1. Becoming 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 Academic Life.
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. Consuming alcohol in the common areas of University residence halls that house first-year and/or sophomore students.
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 hosted by Greek chapters, either at the chapter living unit or at other locations. The University will set the date each academic year when first year students may attend events involving alcohol hosted by Greek chapters which will be published by the Office of Substance Abuse Prevention and Education.

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 ensuring 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.

1. 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 full week of classes each term.
2. Events hosted by students or organizations where alcohol is served or consumed must be registered in advance with the Office of Substance Abuse Prevention and Education in the Memorial Student Union Building, room 002. Events with alcohol may not be registered for University residence halls.
3. Events involving alcohol that are registered by the deadline are reviewed on a weekly basis by Student Academic Life staff. Registrations may not be accepted if there were incidents at a prior event or an organization is in the process of responding to charges of 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 Office of Substance Abuse Prevention and Education.
4. 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.
5. 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.
6. All events involving alcohol hosted by a student organization must follow guidelines published by the Office of Substance Abuse Prevention and Education.
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, chapter funds nor fees, or living unit funds nor fees may be used to purchase alcoholic beverages for an event. Pooling of funds to purchase alcoholic beverages on behalf of the organization is not permitted. The possession, sale, use or consumption of alcoholic beverages, 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 fraternity or a sorority, 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 Office of Substance Abuse Prevention and Education.

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 at all events. 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. Hard alcohol may be permitted at private events with a licensed third-party vendor.

11. With approval by the Office of Substance Abuse Prevention and Education, 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 risk management procedures approved by the Office of Substance Abuse Prevention and Education apply even when organizations hire a third-party vendor.

Policy on the Use of Drugs

The possession and/or use 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. This means that the use of recreational drugs is not permitted even in the privacy of one’s own room. Being present where illegal drugs 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. DePauw’s efforts to deter the abuse of recreational drugs include

- a continuing program of education emphasizing the harmful facts about drugs such as: hallucinations, impaired judgement, 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 drug abuse.

Violations of this policy will be processed by Community Standards and are also subject to criminal prosecution. Penalties shall range from disciplinary probation to expulsion from the University. Counseling Services are available at 765-658-4268 and medical resources available from DePauw Health at 765-658-4555 for any student who seeks support or consultation for issues related to drug addiction and/or abuse.
Criminal Laws and Penalties

Possession of marijuana, hash oil, hashish, salvia, or synthetic cannabinoid

- **Class B misdemeanor**: the possession was intentional, the defendant intentionally grows or cultivates marijuana, or the defendant knows that marijuana is being grown on the defendant's property and fails to destroy the plants.
- **Level 6 felony**: the amount involved in the offense was more than thirty grams of marijuana; or five grams of hash oil, hashish or salvia.

(Indiana Code Section 35-48-4-11.)

Paraphernalia

- The intentional possession of paraphernalia for the purpose of injecting, administering, or introducing CDS (Controlled Drug Substance) into the human body is a **Class C misdemeanor**. If a person has a previous unrelated CDS conviction, the crime is elevated to a Class A misdemeanor.

(Indiana Code Section 35-48-4-8.3.)

Cocaine, Schedule I or II narcotics, and methamphetamine

- **Level 5 felony**: the amount of drug involved was 5 but less than 10 grams.
- The intentional possession of cocaine, Schedule I or II narcotics, or methamphetamine is a **Level 6 felony**, unless otherwise discussed above.

(Indiana Code Sections 35-48-4-6 and 6.1.)

Schedule I, II, III, or IV CDS (other than CDS discussed above, marijuana, hashish, and salvia)

- **Level 6 felony**: the possession occurred on a school bus, or within 500 feet of school property or a public park, or within 100 feet of a facility intended to support the treatment and recovery from substance abuse.
- The intentional possession of Schedule I, II, III, or IV CDS (other than CDS discussed above, marijuana, hashish, and salvia) is a Class A misdemeanor, unless otherwise discussed above.

(Indiana Code Sections 35-48-4-7.)

- The intentional procurement of a Schedule V CDS without a valid prescription is a Class A misdemeanor if the defendant obtains four ounces or more of a Schedule V CDS that contains codeine in a 48-hour period, the defendant obtains a Schedule V CDS using verbal misrepresentation, or the defendant obtains Schedule V CDS in any other unlawful way.

(Indiana Code Sections 35-48-4-7.)

Controlled Drug Substances (CDS) classifications

- Schedule I drugs (such as opiates, heroin and marijuana) have a high potential for abuse, no accepted medical use, or are unsafe for use in treatment, even under medical supervision.
Schedule II drugs (such as morphine, oxycodone and cocaine) have a high potential for abuse, have an accepted medical use with restrictions and may result in severe psychological and physical dependence if abused.

Schedule III drugs (such as codeine and anabolic steroids) have a potential for abuse less than Schedule I or II drugs, have an accepted medical use and may lead to low or moderate physical dependence and high psychological dependence.

Schedule IV drugs (such as alprazolam, diazepam and tramadol) have a lower potential for abuse than Schedule III drugs, have an acceptable medical use and may lead to limited psychological and physical dependence in relation to Schedule III drugs.

Schedule V drugs have the lowest potential for abuse, a currently accepted medical use, and likely to lead to only limited physical or psychological dependence. Schedule V drugs include medicines that have very small amounts of specified narcotic drugs.


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.

Fire Safety

DePauw University strives to maintain a "fire wise" campus with the expectation that fire safety is everyone's responsibility. Fire safety on college campuses is a growing concern to the point The Department of Education adopted the Campus Fire Safety Act within the Higher Education Re-Authorization 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

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

- Open flames such as candles and other flammable materials
- Various electrical appliances such as hot plates, toaster ovens, halogen lamps, stringed lighting, extension cords, etc.
- 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 Campus Living and Community Development 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 Campus Living and Community Development policies under "Standards for Living Units at DePauw University" and "Campus Living and Community Development 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 Campus Living and Community Development Office.

University faculty and staff are permitted to immediately rectify any situation.

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. Penalties may include sanctions up to suspension or expulsion.

**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 visitors. 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.

**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, including knives with a fixed or folding blade. 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 (less than 25,000,000 volts) are permitted to possess for emergency self-defense purposes only.

“Firearm” is defined as a:

- Pistol
- Handgun
- Rifles, including assault rifles
“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.

Hazing Policy

I. Philosophy on Membership in Organizations and Teams

Students join organizations as part of belonging to the DePauw community.

DePauw University has a long and proud history in education, service, and leadership. Our student leaders are developing skills that prepare them for their futures, while engaging in a diverse educational learning environment. Students are able to engage in dialogue, live in community, learn shared-governance, celebrate diversity, participate in service and experiential learning.

The recognized student organizations and teams at DePauw encourage personal development and intellectual engagement. Through membership in organizations and teams, students are provided opportunities, engaged in learning and their holistic development.

Organizations and teams have members with different roles and responsibilities: chapter officers, active members, new members, senior or alumni members, and team captains. These differences in membership can create a hierarchy, status, and power dynamic of membership within an organization.

Some of the leadership roles and more senior members can provide support, mentoring, and structure within an organization or team that is positive. However, these dynamics can also cause a negative impact in some cases. When members with higher status or seniority treat or restrict those with less power/voice within an organization or team, issues can arise pertaining to receiving full membership, participating in benefits of membership, or by assigning duties and responsibilities that are not required of more senior members.

With a hierarchy of membership, when newly initiated members or members of a certain class year, are required to participate in activities, it can be considered hazing. When an organization requires members to participate in degrading, abusive, or humiliating behavior, or behavior that threatens emotional/physical harm, it is problematic, even when the students being hazed consent to the activity. Examples of these behaviors can be observed during senior dinners, lavaliere and pinning ceremonies, or engagements. Others can be seen with athletic competition or chapter activities that place new members against active members.
II. Codes and statements of positions regarding hazing

**Association of Fraternity/Sorority Advisors**
Resolution on Hazing (Adopted November 20, 1979; Reaffirmed December 4, 1999)

Whereas, the members of the Association of Fraternity Advisors strongly believe in the principles of integrity, human dignity, and the worth of individual; and
Whereas, the members of the Association of Fraternity Advisors strongly believe in the principles of the fraternity movement; therefore, be it
Resolved, that the Association of Fraternity Advisors is strongly opposed to hazing in any form; and
Be it further resolved, that the Association of Fraternity Advisors acknowledges and supports all campus fraternity and sorority advisors and other campus administrators in their ongoing endeavors to eliminate hazing from their campuses; and
Be it further resolved, that the Association of Fraternity Advisors acknowledges and supports all NIC, NPC, NPHC and all inter/national fraternities and sororities in their ongoing endeavors to either eliminate hazing from their existing chapters of prevent hazing from starting in their newly-formed chapters.

**Association of Fraternity/Sorority Advisors**
Statement on Hazing and Educational Initiatives (Adopted December 1980; Reaffirmed December 4, 1999)

The Issue
One of the most controversial legacies left to the modern fraternity or sorority by past generations is the tradition of physical, psychological, or emotional testing of its potential members as a rite of passage to full membership.
The historical results have left a blemish on the record of otherwise fundamental successes and outstanding achievements rightfully attributed to American fraternities and sororities.
The placing of another in a situation which renders them open to physical or psychological harm is an anathema to any concept of brotherhood or sisterhood. Yet through the fraternity and sorority world, hazing arises when reason is clouded by tradition, when loyalty is equated with subservience, and/or where the ideal of brotherhood and sisterhood is misunderstood as something must be proven through the degrading of the individual.

**AFA Position Statement**
The Association of Fraternity Advisors solicits the assistance of all inter/national organizations and their officers, college and university administrators, and the undergraduate chapter members and alumni/ae in developing programs and/or policies which are constructive to the fraternity/sorority education of the new members and which forbid the practice of hazing.

It is the responsibility of the fraternity and sorority chapter and primarily its leaders, in conjunction with its inter/national organization, where appropriate, to protect its pledges/associate members, new members, initiates or other persons associated with it, from any hazing ceremony, activity, or practice conducted, condoned, or encouraged by current or alumni/ae members of the chapter. The Association of Fraternity Advisors further believes that it is the responsibility of the college/university and inter/national officials not only to enforce various laws, rules and policies against hazing, but also to provide examples of positive pledge/associate member/new member programs which include alternatives to traditional activities.
The campus fraternity/sorority advisor should play an active, positive, and consistent role as an educator to the fraternity/sorority community, assessing current practices and exploring educationally constructive ceremonies of induction while reinforcing established college/university policies and procedures. The Association of Fraternity Advisors also believe that each college/university and inter/national organization should adopt an office policy prohibiting hazing and provide resources and ongoing education to undergraduates and alumni/ae members related to the establishment of positive programming for all members.

In encouraging such positive and educational programming, the Association hereby affirms the position of being unequivocally opposed to any practice of mental or physical hazing.

**Definition of Hazing**

Hazing is any action or experience expected of new or current members of a student organization or team, regardless of their willingness to participate, that humiliates or degrades them, or risks emotional or physical harm.

**Hazing is prohibited**

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

**Student Group Responsibility**

The rules of Student Group Responsibility as set forth in this Student Handbook, also apply to hazing incidents.

**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 follow Campus Living and Community Development guidelines for new member education programs.

Executive officers of an organization and team captains are deemed to have knowledge of all aspects of activities for new members. As a result, executive officers and captains are accountable for the actions of any person who has 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**

An organization or team can only haze 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;
- Retaliates against anyone who acts to stop or report its hazing activity.

**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.

**Fresh Start program: End hazing through group-building alternatives**

Members of an organization or team who are concerned that some of its activities do not comply with DePauw’s hazing policy should obtain information about the Fresh Start program from the Fraternity and Sorority Life office.

The Fresh Start program includes confidential and complete disclosure of past actions, and assistance as the group develops positive activities to replace them. With this disclosure, and full implementation of the new program, the group will not face disciplinary action through the Community Standards process for the disclosed past activities.

**Information sharing related to hazing**

In order to promote transparency, safety, and accountability, the relevant details of hazing violations, and the consequences to the organization or team, are available by written request, provided that a public report would not cause additional harm to the students who have been hazed. Hazing will be reported at all sanction levels including formal warning and higher for six years.

**Fraternity and Sorority New Member Education**

DePauw University recognizes the potential value of new member education programs in supporting students’ personal, social, academic and intellectual development. DePauw endorses the "Statement on Hazing and Educational Initiatives," issued by the Association of Fraternity/Sorority Advisors, an organization of professional staff members from most major national fraternities. DePauw fraternities
and sororities are expected to adopt the principles outlined in the document. In addition, DePauw supports the statements of position on new member education and pre-initiation activities developed by each individual national fraternity and sorority with chapters located on the DePauw campus.

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.

**Harassment Policy**

**Definition of Harassment and Notice of Non-Discrimination**

The University is committed to a policy of equal opportunity for all members of the University community, including, but not limited to, members of the faculty and staff, students, guests of the University, and applicants for employment and admission. In this regard, the University reaffirms the right of its students to live and learn, and its employees to teach and work, in an environment free from harassment and inappropriate and/or offensive comments or conduct.

The University encourages a workplace and learning environment free of discrimination, harassment, and/or inappropriate treatment of any employee, student or guest because of any person’s race, sex, color, creed, religion, age, national origin, sexual orientation, gender identity, gender expression, veteran status, disability, or any category protected under federal, state or local law. To be unlawful, conduct must be sufficiently serious that it unreasonably interferes with an employee’s ability to work or a student’s ability to learn or benefit from the University's programming. The University does not, however, condone or tolerate any inappropriate conduct, whether by employees or non-employees, based on a person’s race, sex, color, creed, religion, age, national origin, veteran status, disability, sexual orientation, gender identity, gender expression, or any category protected under federal, state or local law.

Harassing conduct may include, but is not limited to:

- Ethnic, racial, religious, age, sex-related, or disability jokes, epithets, stereotypes or slurs.
- Foul or abusive language.
- Offensive graffiti, cartoons or posters.
- Insulting or derogatory nicknames.
- Mimicking another.
- Starting or spreading rumors.
- Teasing about religious or cultural observances, retirement, age, ability to learn, or absenteeism.
- Threatening or offensive mail, e-mail, voicemail or messages.
The University also recognizes the fundamental importance of the open and free exchange of ideas and opinion. It recognizes that conflicts may arise between individuals' desires to express their opinions and the right of individuals to be free from harassment. The University also recognizes that every act that might be offensive to an individual or a group is not necessarily a violation of the law or of this policy.

**Definition of Sexual Harassment**

DePauw prohibits any form of sexual harassment or discrimination on the basis of sex and enforces the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations through student and employee guidelines. DePauw is committed to providing students, employees and University guests an environment and workplace free of inappropriate comments or conduct of a sexual nature. Inquiries concerning the application of Title IX should be directed to the University's Title IX Coordinator.

Sexual or gender-based harassment is any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when one of the conditions outlined in a., b., or c., below, are present. Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression. Sexual or gender-based harassment may also include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve contact of a sexual nature, when one of the conditions outlined in a., b., or c., below, are present:

- a. Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of a person's instruction, academic standing, employment, or participation in any University program, activity, or benefit;
- b. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions; or
- c. Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits or deprives an individual from participating in or benefiting from the University's educational, employment, and/or campus-residential experience when viewed through both a subjective and objective standard.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. For example, a single incident of sexual violence may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

**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 Academic Life. The phone number for the Office of Student Academic Life is (765) 658-4199 or (765) 658-4270. If the Vice President for Student Academic Life 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 (765) 658-4181 or the Vice President for Academic Affairs at (765) 658-4359. Students should report suspected policy violations involving sexual harassment or discrimination based on sex to the Title IX Coordinator at (765) 658-4155.

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. Generally, complaints involving students only will be processed under the Community Standards or Sexual Misconduct and Interpersonal Violence process, and complaints involving non-students will be processed according to the procedures identified below.

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<thead>
<tr>
<th>Complainant</th>
<th>Accused</th>
<th>Investigating Responsibility</th>
<th>Disciplinary Responsibility</th>
<th>Guidance</th>
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<tbody>
<tr>
<td><strong>Student</strong></td>
<td>Student</td>
<td>Office of Student Academic Life; Title IX Coordinator</td>
<td>Office of Student Academic Life</td>
<td>Student Handbook</td>
</tr>
<tr>
<td><strong>Staff or Guest</strong></td>
<td>Office of Student Academic Life; Title IX Coordinator</td>
<td>Human Resources</td>
<td>Employee Guide</td>
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<td><strong>Faculty member</strong></td>
<td>Faculty</td>
<td>Office of Student Academic Life; Title IX Coordinator</td>
<td>Vice President for Academic Affairs and Dean of the Faculty</td>
<td>Academic Handbook</td>
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<td><strong>Staff or Guest</strong></td>
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</tr>
</tbody>
</table>
The President, Director of Human Resources and/or Title IX Coordinator will be responsible for investigating complaints and determining the need and degree of administrative action for complaints against a Vice President of the University.

Violations of this policy will not be tolerated and 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 inappropriate and offensive conduct.

(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)

Rights and Procedures for Students

Student Complainants’ Rights

The rights of students who report sexual harassment, or who are accused of sexual harassment, are outlined in the Sexual Misconduct and Interpersonal Violence Policy.

Students who feel that they are the 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 communicate with the Office of Student Academic Life on the complainant’s behalf.
- To privacy, to the extent practical given the University’s need to conduct an investigation.
- To request and receive from the Office of Student Academic Life:
  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. However, someone in the Office of Student Academic Life must be informed, either directly or through a campus advocate.

- 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 Sexual Misconduct and Interpersonal Violence Policy.
If a student wishes to pursue an official University charge of harassment (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. Composition of the Board: The board that hears harassment cases will be the community standards special cases hearing board and will be composed of one faculty member, one administrative staff and one student.
2. Procedure: The Dean of Students or Director of DePauw Police shall conduct a preliminary review of information gathered or reported with regard to the alleged violation. The results of the preliminary review shall be used by the Dean of Students or designee to determine whether a charge of harassment is applicable. If the Dean of Students or designee determines that a charge of harassment is applicable, they will explain the procedure to the complainant. If a charge is pursued, the procedures are the same as outlined in the Community Standards Process or the sexual misconduct process, whichever is applicable.

Sexual Misconduct and Interpersonal Violence Policy and Process

Definition and Statement of Policy

I. Preamble

Sexual misconduct and interpersonal violence (defined below) are a violation of University policy and, depending upon the conduct involved, may be a violation of state criminal law. Sexual misconduct and interpersonal violence include a broad spectrum of behaviors including but not limited to: rape, non-consensual sexual contact, sexual battery, sexual exploitation, sexual harassment, gender-based harassment, relationship violence (including dating and domestic violence), and stalking. The University prohibits retaliation against any persons who, in good faith, reports or makes a complaint of sexual misconduct. Collectively, these behaviors are referred to in this policy as prohibited conduct. The University does not tolerate any form of sexual misconduct or interpersonal violence, and will promptly investigate and respond to any report made to the Title IX Coordinator or the University police, DePauw Police. Conduct in violation of this Policy is subject to sanction by the University, up to and including expulsion. Conduct that potentially violates state law may result in criminal prosecution.

The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex or gender. The University has designated a Title IX Coordinator to oversee the implementation of this policy and to ensure compliance with Title IX of the Education Amendments of 1972 (Title IX) and relevant portions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VII of the Civil Rights Act of 1964, and other applicable law.

The purposes of this Policy are:

1. To provide a fair and impartial administrative process to investigate and address reports of prohibited conduct, resulting in prompt and equitable decisions reflecting the values of the DePauw community;
2. To establish and protect the rights of members of the DePauw community;
3. To promote the development of individual and group integrity;
4. To eliminate, prevent and address the effects of prohibited conduct in order to provide a learning, living, and working environment free from discrimination and harassment; and,
5. To enforce the non-academic rules and regulations of the University.

This Policy is overseen by the Title IX Coordinator. Reports of prohibited conduct can be made to the Title IX Coordinator or DePauw Police.

II. Scope

This Policy applies to conduct committed by a University student or student organization when the prohibited conduct occurs:

1. on campus;
2. in the context of a University-related program or activity, regardless of location, including, but not limited to University-sponsored study abroad, research, online or internship programs; or,
3. off campus and outside the context of a University-related program or activity, but has continuing adverse effects on campus or in a University-related program or activity.

Reports against University employees, including faculty, will be addressed under the University’s Harassment Policy.

III. Key Policy Definitions

Advisor: an individual who provides the Reporting Party or Respondent support, guidance or advice. An Advisor may be any person, including an attorney, who is not otherwise a party or witness.

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.

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. Additional guidance about Consent can be found in Section VIII.

Harassment: conduct that is unwelcome and unwanted, and that either intentionally or repeatedly threatens, alarms or places a person in fear for their safety or creates a Hostile Environment.

Hostile Environment: an environment where conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University’s educational, employment, and/or campus-residential experience when viewed through both a subjective and objective standard.

Incapacitation: a state where a person is incapable of giving consent because they are incapable of or unable to recognize what is going on around a person or not able to recognize the extent of the situation the person is in. Additional guidance about Incapacitation can be found in Section VIII.
**Intimidation:** communicating a threat to another person such that a reasonable person in such a circumstance would be placed in fear.

**Reporting Party:** the individual who is reported to have experienced prohibited conduct, regardless of whether the individual makes a report or participates in a Title IX investigation.

**Respondent:** the student or student organization who has been accused of prohibited conduct.

**Responsible Employees:** University employees who are required to immediately report prohibited conduct to the Title IX Coordinator. Unless otherwise designated as a Confidential Resource, all faculty and staff are considered to be Responsible Employees.

**Student:** 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.

**Student Organization:** a group consisting of a number of students who have followed the University requirements for recognition.

**Title IX Coordinator:** is the University employee who monitors the University’s compliance with Title IX, including receipt and review of reports and complaints under the University’s Sexual Misconduct and Interpersonal Violence Policy, overseeing the Title IX process (investigations, adjudications and sanctioning); ensuring appropriate education and training for students and employees; and ensuring appropriate action to eliminate, prevent and address prohibited conduct.

**Title IX Administrators:** are the University employees or other designees who conduct investigations and determine findings of misconduct.

**Voyeur(ism):** 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.

### IV. Reporting, Confidentiality, and Preservation of Evidence

DePauw strongly encourages anyone who experiences or witnesses prohibited conduct to talk with someone promptly about what happened so that they can get any support they need and so DePauw can respond appropriately.

**Options for Reporting or Seeking Assistance:**

A Reporting Party or witness may choose to:

- Seek assistance from a Confidential or Special Designated Resource;
- Report incidents of conduct prohibited under this Policy to the Title IX Coordinator or a Responsible Employee; and/or
- Report incidents of conduct that may violate state law to DePauw Police (the University’s police department), or the appropriate law enforcement agency.
An individual may make a report to the University, to law enforcement, to neither, or to both. Campus Title IX processes and law enforcement investigations operate independently of one another, although the University will coordinate information with DePauw Police.

**Employee Reporting Responsibilities:**

Different University employees have different abilities to maintain information as confidential. Confidential Resources, as defined below, are not required to share the information with the Title IX Coordinator. All other University employees, referred to as Responsible Employees, are required to immediately share all known information, including the identities of the parties, the date, time and location, and any details about the reported incident with the Title IX Coordinator. Responsible Employees include all faculty, all staff (excluding those designated as Confidential or Special Designated Resources), all administrators, including Student Academic Life and DePauw Police personnel, and Resident Assistants (RAs).

Responsible Employees may provide support and assistance to a Reporting Party, witness, or Respondent, but they cannot promise confidentiality or withhold information about prohibited conduct. Even when information is shared by a Responsible Employee with the Title IX Coordinator, the Reporting Party may still request anonymity, or that no investigation be pursued. The Title IX Coordinator will then determine whether the Reporting Party’s request can be honored (see below).

**Seeking Assistance from a Confidential Resource:**

A Reporting Party or witness may seek assistance from an individual who has the legally-protected ability to maintain the confidentiality of the conversation. These individuals are referred to in this Policy as Confidential Resources. University employees who are Confidential Resources include licensed counselors, medical professionals, and ordained clergy acting in a pastoral care capacity. Confidential Resources will not disclose protected information unless: 1) given permission by the patient/client; 2) there is an imminent threat of harm to self or others; 3) the conduct involves suspected abuse of a minor under 18 year of age; or, 4) as otherwise required or permitted by law or court order. A person’s medical and counseling records are privileged and confidential documents. All University students have access to Confidential Resources that they may use for support and guidance regardless of whether they make a report to the University or participate in a University investigation. Reporting Parties 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.

**Special Designated Resources:**

In order to foster increased reporting, DePauw University has designated Sexual Assault Survivors’ Advocates (SASAs) as Special Resources who have the ability to receive reports and share information with the Title IX Coordinator in a manner that preserves the anonymity of the Reporting Party. SASAs are permitted to share reports with the Title IX Coordinator in a manner that initially excludes personally identifiable information about the Reporting Party or witness. In the event that the SASA and/or the Title IX Coordinator determine that the reported conduct poses a potential threat to the health or safety of any campus community member, the SASA may be required to share personally identifiable information. Additionally, unlike Confidential Resources, who have statutorily-protected legal confidentiality, records maintained by SASAs may be subject to release by court order, search warrant or subpoena. If a Reporting Party has concerns or uncertainties about reporting an incident, including the confidentiality of discussions, the Reporting Party can call a Sexual Assault Survivors’ Advocate (SASA) at 765-658-4650 for assistance.
**Reporting Prohibited Conduct to the Title IX Coordinator:**

DePauw strongly encourages Reporting Parties and witnesses to immediately report incidents of sexual misconduct to the Title IX Coordinator. The University will make reasonable efforts to investigate and address reports of prohibited conduct, regardless of how the information was brought to the University's attention or the extent to which the Reporting Party wishes to participate or be involved. A report can be made in person, by telephone, or online as follows:

Title IX Coordinator: Juliann Smith  
Email: titleixcoordinator@depauw.edu  
Phone: 765-658-4155  
Online: Report An Incident Of Sexual Misconduct

**Timeframe for Reporting:**

Reporting Parties and other reporting individuals are encouraged to report 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 reporting, however, and reports under this Policy may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the Respondent is no longer actively enrolled at the time of the report, the University may not be able to take disciplinary action against the Respondent. However, the University will still seek to meet its Title IX obligations by providing support for the Reporting Party and taking steps to end the prohibited conduct, prevent its recurrence, and address its effects. In addition, the University will assist the Reporting Party in identifying and contacting law enforcement and other external enforcement agencies.

**Amnesty:**

The University prioritizes the reporting of prohibited conduct and recognizes that students may be reluctant to make a report because of concern about personal conduct consequences. Students making a report (whether a Reporting Party or a witness) will not be charged under the University's Community Standards process for a violation of the University's alcohol or drug policy involving personal consumption at the time of the alleged misconduct.

**Reporting Potential Criminal Conduct to Law Enforcement:**

A Reporting Party has the right to report, or decline to report potential criminal conduct to law enforcement, and the University will upon request assist a Reporting Party in contacting law enforcement at any time. Under limited circumstances posing a threat to health or safety of any University community member, the University may independently notify law enforcement.

If a criminal complaint is made, it must proceed via the county, state or federal criminal justice system. DePauw Police Officers are fully sworn law enforcement officials and may take reports and complete criminal investigations. Students interested in filing criminal charges may also seek assistance directly from other law enforcement agencies. DePauw Police will assist the Reporting Party with the involvement of local police. The filing of criminal charges does not preclude pursuing the administrative Sexual Misconduct process.

In instances where a criminal complaint is made against a current student, a concurrent Title IX administrative process will also commence. DePauw Police investigators will share available information with Title IX Administrators to aid in the administrative process.
Definitions of crimes under the Indiana Criminal Code can be found here:
http://iga.in.gov/legislative/laws/2017/ic/titles/035#35-42-4

Anonymous Reporting:
An individual can make a report of prohibited conduct to the University without disclosing one’s name at http://www.depauw.edu/studentacademiclife/title-ix/report-an-incident-of-sexual-misconduct. Depending on the level of information available about the incident or individuals involved, the University’s ability to respond to an anonymous report may be limited.

Preservation of Evidence:
It is important to preserve all evidence related to any report of prohibited conduct, including but not limited to letters, notes, emails, text messages, social media and/or voicemails. There are staff members in the Wellness Center who have been trained as Sexual Assault Nurse Examiners and are available to conduct evidence collection exams at any time; students may access this resource by contacting a SASA or DePauw Police 24 hours a day. Students may also receive a sexual assault examination at the Putnam County Hospital. Students are encouraged to seek prompt medical attention in cases of sexual misconduct and to preserve all evidence of the incident.

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 that students or employees may report crimes to, or individuals who have significant responsibility for student campus activities, are all required to share non-identifiable information for consideration of Timely Warnings and inclusion in crime statistic data.

Any report of alleged sexual misconduct 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 Reporting Party or the Respondent. If the University determines that matters of public safety are involved, the University may disclose the name of a student who poses an active threat to the campus in Timely Warning or Emergency Notifications if this information is necessary to address that threat.

V. Interim Measures
Interim measures may be remedial (measures designed to maintain continued access to educational opportunities) or protective (involving a restrictive action against Respondent). Interim remedial measures are available to the Reporting Party regardless of whether the Reporting Party pursues an investigation. The options for interim measures will be discussed upon receipt of a report and will be outlined in writing. Examples of interim measures that may be implemented include, but are not limited to:

- providing access to counseling;
- issuing no-contact directives to each of the parties;
- issuing interim suspensions;
- assisting in requesting a criminal restraining order;
- changing housing;
● rearranging class schedules if available;
● assisting with local law enforcement; and,
● adjustments to on-campus job or extracurricular activity responsibilities.

The availability of remedial and protective measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which measures to take, including:

● the needs of the student seeking remedial and/or protective measures;
● the severity or pervasiveness of the reported conduct;
● any continuing or disproportionate effects on the Reporting Party;
● whether the Reporting Party 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 Reporting Party (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 interim measures will not disproportionately impact the Reporting Party. Requests for interim measures may be made to the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of interim measures and coordinating the University's response with the appropriate offices on campus. The Title IX Coordinator has the discretion to impose and/or modify any interim measure based on all available information and is available to meet with a Reporting Party or Respondent to address any concerns about the provision of interim measures. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of protective measures.

All individuals are encouraged to report to the Title IX Office any concerns about the failure of another to abide by any restrictions imposed through interim measure. In the event of an immediate health or safety concern, individuals should contact 911 immediately. The University will take immediate action to enforce a previously implemented measure, and disciplinary penalties can be imposed for failing to abide by a University-imposed interim measure.

**Interim University Suspensions**

Interim University suspension may be imposed on a Respondent:

● to ensure the safety and well-being of members of the University community;
● to ensure the student’s own physical or emotional safety and well-being; or,
● if the student or organization poses a threat of disruption of or interference with the normal operations of the University.

During any interim University suspension, the Respondent may be denied access to University housing, to the campus (including classes) and/or 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 shall be required to cease and desist with all organizational activities. The organization will 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 Academic Life or their designee within seven (7) business days of the interim suspension. Upon review, the Vice President or their designee 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.

No Contact Directive

At times it becomes necessary to restrict a 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 students to work, study and live on campus. Violation of a “no contact” directive issued in relation to a violation of the Sexual Misconduct and Interpersonal Violence Policy is considered violation of the Sexual Misconduct and Interpersonal Violence Policy and may result in University action that could include interim suspension from the University.

Interim Housing Reassignments

Interim housing reassignments may be issued to students 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. In the event of an interim housing reassignment, the re-assigned student shall immediately move and shall not return to the location without written permission from the Title IX Coordinator or designee.

VI. Rights of Students and Student Organizations

DePauw strives to ensure that all students, whether Reporting Parties or Respondents, are afforded the following rights:

- To be treated respectfully by University staff and officials.
- To have complaints responded to promptly and sensitively, investigated appropriately and addressed competently.
- To have a support person or Advisor of one's own choosing present during any meetings, including an Advisor familiar with the student's need for accommodations due to disability or other circumstance.
- To be referred to campus and local mental health and counseling services.
- To obtain assistance in requesting a criminal restraining order from the State if so desired.
- To receive assistance from University officials and staff with any necessary adjustments to living and/or academic situations if such changes are reasonable and requested.
- To timely notice of meetings at which their presence will be requested or required.
- To be promptly notified, in writing, of decisions related to the investigation and determination of responsibility to the extent permitted by the law, regardless of whether or not one participates in the process.
● To have irrelevant prior sexual history be made inadmissible during any process to determine responsibility for prohibited conduct.
● To timely and equal access to information that will be used in the adjudication.
● To appeal the outcome.

Reporting Parties also have the following rights:

● To be free from any form of retaliation by members of the University community.
● To not be discouraged from reporting to the University or law enforcement, whether on-campus or off-campus, and to be supported by University staff or officials in so doing.
● To submit a written statement to be considered by the Dean of Students when determining sanctions, indicating the impact the alleged violation has had on them and hopes they may have for sanctions assigned to the Respondent.

Respondents also have the following rights:

● To invoke the right to refuse to answer some or all questions (with the qualification that the University reserves the right to go forward with disciplinary proceedings based on available information, if the accused invokes this right).
● To submit a written statement to be considered by the Dean of Students when determining sanctions, indicating any factors they would like the Dean of Students to take into consideration in imposing sanctions, if the Title IX Administrator makes a finding of responsibility.

VII. Prohibited Conduct

The University prohibits the following conduct:

1. Non-Consensual Sexual Contact: Physical contact of a sexual nature by one person against the will of or without the consent of another.
2. Rape: Knowing or intentional sexual intercourse or other sexual conduct (as defined below) with another person against the will of or without the consent of that person. Other sexual conduct means:
   a. acts involving a sex organ of one person and the mouth or anus of another person; or
   b. the penetration of the sex organ or anus of a person by an object.
3. Relationship Violence: Any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Relationship Violence may include any form of prohibited conduct under this policy, including Rape, Sexual Battery, Stalking, and physical abuse. Physical abuse is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person. Physical abuse will be addressed under this policy if it involves sexual or gender-based harassment, intimate partner violence, or is part of a course of conduct under the stalking definition.
   a. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
   b. Domestic Violence: A felony or misdemeanor crime of violence committed –
      i. By a current or former spouse or intimate partner of the victim;
      ii. By a person with whom the victim shares a child in common;
iii. By a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner;

iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

v. By another person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

4. Retaliation: Taking adverse action against the Reporting Party or witnesses for participating in the University’s Sexual Misconduct Process. Retaliation may include intimidation, threats, coercion, harassment, or adverse employment or educational actions that would discourage a reasonable person from engaging in activity protected under this Policy. A good faith pursuit by either party of civil, criminal or other legal action does not constitute Retaliation.

5. Sexual Battery: Intentional touching of another person for the purpose of arousing or satisfying one’s own sexual desires without the consent of or against the will of the person being touched.

6. 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 rape or sexual battery. 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 an STD or HIV.

7. Sexual or Gender-Based Harassment: Any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when one of the conditions outlined in a., b., or c., below, are present. Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression. Sexual or Gender-Based Harassment may also include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve contact of a sexual nature, when one of the conditions outlined in a., b., or c., below, are present:

   a. Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of a person’s instruction, academic standing, employment, or participation in any University program, activity, or benefit;

   b. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions; or

   c. Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits or deprives an individual from participating in or benefiting from the University’s educational, employment, and/or campus-residential experience when viewed through both a subjective and objective standard.

   A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. For example, a single incident of Rape, Relationship Violence or Sexual Battery may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

8. Stalking: A pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel
fear for the person’s safety or the safety of others, or suffer substantial emotional distress.

Stalking can include, but is not limited to:

a. Repeated, unwanted, intrusive and frightening communications by phone, mail and/or email.

b. Repeatedly leaving or sending unwanted items, presents or flowers.

c. Following or lying in wait at places such as home, school, work or recreation place.

d. Making direct or indirect threats to harm the Reporting Party, the Reporting Party’s family, friends or pets.

e. Damaging or threatening to damage the Reporting Party’s property.

f. Harassing the Reporting Party through the internet.

g. Posting information or spreading rumors about the Reporting Party on the internet, in a public place or by word of mouth.

h. Obtaining personal information about the Reporting Party by accessing public records, using internet search services, hiring private investigators, going through the Reporting Party’s garbage, following the Reporting Party, contacting the Reporting Party’s friends, family, work or neighbors, etc.

9. 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.

10. 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.

VIII. Statement on Consent and Incapacitation

Consent is 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 a 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.

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

Consent cannot be given by minors, by mentally disabled persons, or by otherwise physically or mentally incapacitated persons. 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. 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.

Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. 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.

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.

In evaluating consent in cases of potential incapacitation, the University asks two questions: (1) Did the person initiating sexual activity know that the other party was incapacitated? and, if not, (2) Should a sober, reasonable person, in the same situation, have known that the other party was incapacitated? If the answer to either of these questions is “yes,” consent was absent and the conduct is likely a violation of this Policy.

One is not expected to be a medical expert in assessing incapacitation. One must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs often include slurred or incomprehensible speech, unsteady manner of walking, combativeness, emotional volatility, vomiting, or incontinence. A person who is Incapacitated may not be able to understand some or all of the following questions: “Do you know where you are?” “Do you know how you got here?” “Do you know what is happening?” “Do you know whom you are with?”
One should be cautious before engaging in sexual activity when either party has been drinking alcohol or using drugs. The use of alcohol or other drugs may impair either party’s ability to determine whether consent has been sought or given. If one has doubt about either party’s level of intoxication, the safe thing to do is to forego all sexual activity. A Respondent’s intoxication will not excuse the Respondent from the obligation to obtain consent as described in this Policy.

IX. Title IX Process Overview

The Title IX Process is an administrative process that is informed by Title IX and the relevant provisions of VAWA. The Title IX Coordinator provides oversight of a prompt, fair and equitable process. While the parties involved have certain procedural rights, the procedure described is not intended to constitute a legal proceeding.

The Title IX Administrators shall use the process described in the subsequent section to determine facts and responsibility for the reported conduct. The Title IX Administrators, as designees of the Title IX Coordinator, investigate and resolve reports of prohibited conduct, and any other related violations.

Upon receiving a report of prohibited conduct, the Title IX Coordinator will meet with and interview the Reporting Party to gather key facts outlining the report. During this meeting, the Title IX Coordinator will address any immediate physical safety and emotional support needs, including potential interim measures (see Section V for interim measures). The Title IX Coordinator will then evaluate the initial complaint to determine whether the conduct could, if true, constitute a violation of the prohibited conduct.

The University utilizes a single-process model, which means that the Title IX Administrators are responsible for:

1. conducting a fair and thorough investigation;
2. evaluating the facts gathered from the investigation; and
3. issuing findings of responsibility for the reported misconduct.

Requests for Anonymity and Process Options:

Even when choosing to make a report, a Reporting Party may request that their name or other personally-identifiable information not be shared with the Respondent, that no investigation be pursued, or that no disciplinary action be taken. In these instances, before taking any further investigative steps, the Title IX Coordinator will discuss the Reporting Party’s concerns and seek to address and remedy barriers to reporting or participation. The University will balance any request for anonymity with its obligation to provide a safe and nondiscriminatory environment for all members of the DePauw community. The Title IX Coordinator will evaluate the risk to public or individual safety, will provide interim measures and timely warnings to address those issues, and may choose to proceed with the University process with or without the participation of the Reporting Party. The Title IX Coordinator will balance the Reporting Party’s request against the following factors in reaching a determination whether the request can be honored:

- The totality of the known circumstances;
- The nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
- The respective ages and roles of the Reporting Party and Respondent;
The risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;

- Whether there have been other reports of other prohibited conduct or other misconduct by the Respondent;
- Whether the report reveals a pattern of misconduct related to prohibited conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- The Reporting Party’s interest in the University’s not pursuing an investigation or disciplinary action and the impact of such actions on the Reporting Party;
- Whether the University possesses other means to obtain relevant evidence;
- Fairness considerations for both the Reporting Party and the Respondent;
- The University’s obligation to provide a safe and non-discriminatory environment; and
- Any other available and relevant information.

The Title IX Coordinator will consider what steps may be possible or appropriate when the Respondent is unknown or the Reporting Party requests anonymity, and what other measures or remedies might be considered to address any effects of the reported behavior on the campus community. The Title IX Coordinator will make a determination regarding the appropriate manner of resolution under the Policy. The University will seek resolution consistent with the Reporting Party’s request, if it is possible to do so, based upon the facts and circumstances, while also protecting the health and safety of the Reporting Party and the University community.

Where the Title IX Coordinator determines that a Reporting Party’s request(s) can be honored, the University may nevertheless take other appropriate steps to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Reporting Party and the University community. Those steps may include offering appropriate remedial measures to the Reporting Party, providing targeted training and prevention programs, and/or providing or imposing other remedies. The Title IX Coordinator may also request that a report be re-opened and pursued under this Policy if any new or additional information becomes available, and/or if the Reporting Party decides that they would like an investigation to be pursued.

In those instances, when the Title IX Coordinator or the Deputy Title IX Coordinator determines that the University must proceed with an investigation despite the Reporting Party’s request that it not occur, the Title IX Coordinator or the Deputy Title IX Coordinator will notify the Reporting Party that the University intends to initiate an investigation, but that the Reporting Party is not required to participate in the investigation or in any of the actions taken by the University.

The University’s ability to fully investigate and respond to a report may be limited if the Reporting Party requests anonymity or declines to participate in an investigation. The University will, however, pursue other steps to limit the effects of the potential prohibited conduct and prevent its recurrence. In all cases, the final decision on whether, how, and to what extent the University will conduct an investigation, and whether other measures will be taken in connection with a report of prohibited conduct, rests solely with the Title IX Coordinator.

**False Reporting:**

DePauw takes reports of sexual misconduct and interpersonal violence seriously. Reports 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 Reporting Party or third party who reports a violation of this Policy is later found to have intentionally misled or made false claims of prohibited conduct under this Policy, the
person who made a false report may be subject to disciplinary action under the Student Code of Conduct.

**Standard of Proof:**

The standard for determining responsibility is a preponderance of evidence (more likely than not that the reported conduct happened). If a Respondent is found responsible for a violation of the Sexual Misconduct and Interpersonal Violence Policy, the Dean of Students will issue sanctions.

**Timeframes:**

The University will seek to complete the investigation and resolution process in approximately 60 calendar days following the notice of the investigation. In some instances, that may be the same date as the date of the report; in other instances, based on information gathered at the time of the report, that may be at a later date. This Policy designates reasonably prompt time frames for the major stages of the Title IX administrative process, but the University may extend any time frame in this Policy for good cause, including extension beyond 60 calendar days. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to accommodate the unavailability of the parties or witnesses; accommodate delays by the parties; or for other legitimate reasons, such as intervening breaks in the University calendar, University finals periods, the complexity of the investigation, and the severity and extent of the alleged misconduct. While requests for delays by the parties may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a report under this policy. The University will notify the parties in writing of any extension of the timeframes for good cause and the reason for the extension.

Although cooperation with law enforcement may require the University to temporarily suspend the fact-finding portion of a Title IX investigation, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide appropriate interim remedial measures for the Reporting Party.

**ADA Accommodations:**

It is the policy and practice of the University to provide reasonable accommodations related to the Sexual Misconduct process for students with properly documented disabilities. It is the responsibility of the student to inform the Title IX Coordinator of their disability, provide documentation of their eligibility for accommodations from Student Accessibility Services, and request the accommodation that they need. Students may be required to sign a waiver of confidentiality to allow the Title IX Coordinator to communicate with Student Accessibility Services regarding the reasonableness of the requested accommodations. Accommodations are not retroactive.

**X. Alternative Resolution**

Alternative Resolution is a voluntary and remedies-based resolution that does not involve taking disciplinary action against the Respondent. Where the Title IX Coordinator concludes that Alternative Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maintain the Reporting Party’s access to
the educational, extracurricular, and employment activities at the University and to eliminate a potential hostile environment. Examples of interim remedial measures are included in Section V of this policy.

Other potential remedies include targeted or broad-based educational programming or training, supported direct confrontation of the Respondent, and/or indirect action by the Title IX Coordinator. Depending on the form of Alternative Resolution used, it may be possible for a Reporting Party to maintain anonymity. The University will not compel a Reporting Party to engage in mediation, to directly confront the Respondent, or to participate in any particular form of Alternative Resolution. Mediation, even if voluntary, may not be used in cases involving rape, sexual battery, or non-consensual sexual contact. The decision to pursue Alternative Resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time.

Participation in Alternative Resolution is voluntary, and a Reporting Party can request to end Alternative Resolution and pursue an investigation at any time prior to the completion of the terms of the Alternative Resolution. The Title IX Coordinator will maintain records of all reports and conduct referred for Alternative Resolution, which will typically be complete within sixty (60) calendar days of the initial report.

**XI. Title IX Investigation and Resolution Process**

The Title IX Administrators investigate and resolve issues related to reports of prohibited conduct, and any other related violations. While the parties involved will have certain procedural rights, the procedure described is an administrative process and not intended to constitute a legal proceeding. The Title IX Administrators shall use the process described below to determine facts and responsibility for the reported conduct by impartially weighing the credibility of the evidence and whether it meets the preponderance of evidence standard.

1. An individual may make a report of prohibited conduct against an enrolled or previously enrolled DePauw student or student organization to the Title IX Coordinator, or the Office of Student Academic Life.
2. The Title IX Coordinator will meet with the Reporting Party to make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report. As part of the initial assessment, the Title IX Coordinator will assess the Reporting Party’s safety and wellbeing, offer the University’s immediate support and assistance, and assess the nature and circumstances of the report. The Title IX Coordinator will also ensure that the Reporting Party receives a written explanation of all available resources, interim measures and options.
3. During this initial meeting, the Title IX Coordinator will ask questions for an initial assessment as to whether the information reported could constitute a violation of this Policy. If the initial information indicates that, if true, the conduct could violate University policy, two Title IX Administrators will be assigned to conduct an investigation. If the initial information does not indicate that, if true, the conduct could violate this Policy, the report will be forwarded to Community Standards for review and the Reporting Party will be notified of such action in writing. The decision to not open an investigation and to refer a report to Community Standards is not subject to appeal.
4. Both the Reporting Party and Respondent or student organization will receive a written notice of investigation that includes the identities of the parties, if known, a concise summary of the conduct at issue, a list of advisors and the potential policy violations at issue. Typically, the
parties will be notified whether or not the Title IX Coordinator opens a case to investigate a report of prohibited conduct in writing, within three (3) business days of the initial meeting with the Reporting Party. The Title IX Coordinator will also meet with the Respondent to explain the investigation/adjudication process, available resources, and interim measures.

5. At the start of the investigation, if a Reporting Party or Respondent believes that either of the Title IX Administrators may have a conflict of interest which could result in their inability to provide a fair process to the Reporting Party or Respondent, the Reporting Party or Respondent should notify the Title IX Coordinator immediately, in writing, of this concern, including an explanation or reason for the conflict of interest. If the Title IX Coordinator determines an actual conflict exists, the Title IX Coordinator will assign a new Title IX Administrator.

6. The Title IX Administrators shall conduct a fair, impartial and thorough investigation, which may include, but is not limited to, interviews or written statements with the Reporting Party, 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 and fair opportunity to be heard, to submit relevant information, and to identify witnesses.

7. The Title IX Administrators, not the parties, are responsible for gathering relevant evidence to the extent reasonably possible. The Reporting Party 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.

8. The Title IX Administrators may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the Title IX Administrators 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.

9. In general, a person’s medical and counseling records are confidential and not accessible to the Title IX Administrators unless the person voluntarily chooses to share those records. In those instances, the relevant information from the records must be shared with the other party.

10. The Title IX Administrators will review all information identified or provided by the parties and will determine the appropriateness, relevance, and probative value of the information developed or received during the investigation. In general, the Title IX Administrators will not consider statements of personal opinion or statements as to any party’s general reputation for any character trait. All information considered relevant by the Title IX Administrators will be provided to the parties for their review and comment.

11. 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 Title IX Administrators will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.
12. The sexual history of the Reporting Party or Respondent will never be used to prove character or reputation. Evidence related to the prior sexual history of the parties is generally not used in determining whether a violation of this policy has occurred and will only be considered under limited circumstances. For example, if consent is at issue, the sexual history between the parties may be relevant to determine the nature and manner of communications between the parties, which may inform the determination whether consent was sought and reasonably appeared to have been given during the incident in question. As set forth in the consent definition, 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. In addition, prior sexual history may be relevant to explain injury, to provide proof of a pattern, or to address another specific issue raised in the investigation. The Title IX Administrators 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 University expects all members of the University community to cooperate fully with the investigation and disciplinary procedures. It is understood that there may be circumstances in which a Reporting Party or Respondent wish to limit their participation, and the University will respect the choice of the Reporting Party or Respondent as to how to engage in University process. The University may, however, move forward with the investigation and any sanction without the participation of a party or parties.

14. If there is more than one complaint of prohibited conduct, which could result in multiple allegations against the Respondent, a cross-complaint of prohibited conduct against the Reporting Party, or a case involves two Respondents or Reporting Parties, all matters known to the University that are alleged violations of prohibited conduct under this Policy or other University Policies may be incorporated into one case process.

15. At the conclusion of the fact-gathering portion of the investigation, the Title IX Administrators will provide the Reporting Party and Respondent with an opportunity to review the Case File Summary, including all evidence relevant to the conduct being investigated, and provide any final clarifications about the alleged prohibited conduct. Each party will have seven (7) days to access the Case File Summary, meet with the Title IX Administrators and submit any additional information or clarifications. Title IX Administrators will consider requests made in writing for additional witnesses and/or additional time to review the investigative case file. Title IX Administrators will provide each party notice of the submission of additional information and provide an opportunity to review and respond. The Reporting Party and Respondent are not permitted to remove the case file from its secure location, nor make copies or photographs, electronic or otherwise, of the contents of the case file.

16. The Reporting Party and the Respondent are encouraged to have a support person or Advisor to assist in the case file review and preparation of any written or verbal response statements. The Advisor may be an attorney. The University can recommend a trained Advisor from its faculty or administrative staff, if requested by a student. An Advisor accompanying a student at any meeting may provide support, guidance or advice to the student during the meeting, but may not otherwise participate in the meeting 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. An Advisor may be asked to meet with a University administrator in advance of any participation in the proceedings to understand the expectations of the role, privacy considerations, and appropriate decorum.
17. After reviewing the case file and any additional or clarifying information, the Title IX Administrators will make a determination whether this Policy has been violated by a preponderance of the evidence. The Title IX Administrators will provide written notification of any findings of responsibility to the Reporting Party and Respondent, Dean of Students and the Title IX Coordinator.

18. If the Respondent is found responsible, the Reporting Party and Respondent can submit an impact or mitigation statement to the Dean of Students, within 48 hours of the notice of a finding of responsibility, who will issue and provide notice of the sanction(s). (Section XII)

19. If at any point in the Sexual Misconduct Process, a Reporting Party wishes to pursue a criminal complaint, the Reporting Party should notify the Title IX Coordinator, or designee. The Title IX Coordinator will share the relevant information with the appropriate law enforcement agency, as permitted by Family Educational Rights and Privacy Act (FERPA).

XII. Sanctions

If the Title IX Administrators find the Respondent to be responsible for a violation of the Policy, the Dean of Students shall impose sanctions. Sanctions can range from formal warning up to expulsion. Any sanctioning level may also include completion of assigned educational requirements. Sanctions of suspension or expulsion carry with them a forfeiture of tuition, fees and residence hall room and board. Sanctions including parental notification may also include disclosing previous violations in that notification. Protective 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 Dean of Students shall consider the following factors: the nature and violence of the conduct at issue; the impact of the conduct on the Reporting Party; 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.

Sanctions for Individuals

Expulsion: The most severe sanction for violation of the Policy shall be expulsion, resulting in immediate dismissal and permanent separation from the University. Parents or legal guardian will receive notification of the student’s change of status. The Vice President for Student Academic Life may expel a student from the University without a determination from the Title IX Administrators or Dean of Students if they determine that the student’s conduct is so egregious that the student’s presence at DePauw is no longer desired and the Sexual Misconduct 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. 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 Academic Life.

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 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 visit the University or attend any functions on campus without written permission from the Vice President for Student Academic Life.

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.

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

Discretionary 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.

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 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 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.

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 probation 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 or BYOB 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 Review or Probation, the organization will select a support person from an approved list of Student Academic Life 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.

Other sanctions for students and student organizations may include, but are not limited to:
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.

Discretionary 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.

**XIII. Appeals**

**Procedure**

Notice of intent to appeal the determination of responsibility or sanction imposed may be filed with the Vice President for Student Academic Life in writing by the Reporting Party or the Respondent within three (3) business days of the date of the letter of notification of sanctions or finding of no responsibility. The appealing party must submit their full and complete written appeal within ten (10) business days of their notice of intent to appeal, unless that time is extended in writing by the Vice President. Appeals may be based only on the following reasons:

1. New evidence not reasonably available at the time of the case review, the absence of which is likely to have affected the outcome
2. Procedural error likely to have affected the outcome
3. 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 a notice of intent to appeal and will provide a copy of the appeal to the non-appealing party. The non-appealing party will have five (5) business 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.
Disposition of Appeals by the Vice President

The Vice President may:

1. Affirm the action taken.
2. Reverse the determination of responsibility and refer the case back to the Title IX Administrators for another determination of responsibility.
3. Reverse the Title IX Administrators’ determination of responsibility, in whole or in part, and vacate or modify any sanction.
4. Reverse or impose different sanctions.

The Vice-President will advise both parties in writing of the decision on appeal. Decisions by the Vice President are final.

XIV. Communication of Outcomes

Both the Reporting Party and the Respondent will be notified in writing of the outcome of a Title IX investigation and determination of responsibility 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 reports of sexual misconduct and disposition of such reports are included in the Annual Security and Fire Safety Report which can be found on the DePauw Police Website.

XV. Sexual Misconduct Process Records

Access to Records

1. Documents. The parties shall have the right to inspect and review the documents to be used by the Title IX Administrators in making the determination of responsibility. All requests to inspect and review documents shall be made in writing to the Title IX Coordinator. Any review of documents shall be with the supervision of the Title IX Coordinator. Participants, including Reporting Parties, the Respondent or student organization, or their advisors, are not permitted to photocopy, photograph, or reproduce any documents.

2. Record Retention. A student’s file related to the Sexual Misconduct and Interpersonal Violence Policy will be maintained for six years from graduation, after which records are archived and cannot be accessed for reporting. An organization’s file will be maintained for six years from the date the incident occurred.

Release of Information and Notification

1. The Dean of Students or designee is responsible for the release of any information relating to University Sexual Misconduct and Interpersonal Violence cases.

2. Parents or guardians may be notified when a student is placed on probation, suspended or expelled under this process. Parents may be notified prior to the outcome of the case in situations where the typical sanction is likely suspension or expulsion. Parents are notified of prior formal warning violations if a student has additional formal warnings or is later placed on probation, suspended, or expelled. Parents or guardians may be notified about other disciplinary action at the discretion of the Dean of Students or designee.
3. Names of students being investigated for violations of the Sexual Misconduct and Interpersonal Violence Policy will not be released.
4. Notification regarding allegations, sanctions or any other Sexual Misconduct and Interpersonal Violence Policy information may be shared with an organization’s advisors, alumni governing board, (inter)national headquarters, governing council, parents of members, or publicly at the discretion of the Dean of Students or designee.
5. Employers and representatives of undergraduate and/or graduate/professional schools will be informed of all Sexual and Interpersonal Violence Misconduct Policy violations resulting in a sanction of probation or higher if information is requested and a release has been signed, according to the record retention policy above.

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.

XVI. Training and Education

DePauw offers programming during the academic year to prevent and address sexual misconduct. DePauw emphasizes bystander intervention and educates its students about prevention of sexual misconduct and its Sexual Misconduct and Interpersonal Violence Policy. All new students are required to attend sexual misconduct prevention programs during New Student Orientation. DePauw Employees are considered Responsible Employees, unless an individual is considered an employee with confidential protections (licensed counselors, medical professionals and ordained clergy acting in a pastoral care capacity. DePauw Employees receive training on their duty to report incidents of sexual misconduct to the Title IX Coordinator.

XVII. Resources

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<tr>
<th>Campus Resource</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Counseling Services</td>
<td>765-658-4268</td>
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<tr>
<td>Student Academic Life</td>
<td>765-658-4270</td>
</tr>
<tr>
<td>DePauw Police</td>
<td>765-658-5555</td>
</tr>
<tr>
<td>Sexual Assault Nurse Examiners</td>
<td>765-658-4555</td>
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<tr>
<td>Sexual Assault Survivors’ Advocates (SASA)</td>
<td>765-658-4650</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>765-658-4155</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>765-658-4173</td>
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<tr>
<th>Community Resources</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Family Support Services</td>
<td>765-653-4820</td>
</tr>
<tr>
<td>Greencastle Police</td>
<td>765-653-3155</td>
</tr>
<tr>
<td>Putnam County Hospital</td>
<td>765-653-5121</td>
</tr>
<tr>
<td>Putnam County Sheriff</td>
<td>765-653-3211</td>
</tr>
<tr>
<td>RAINN (National Resource)</td>
<td>1-800-656-HOPE (4673)</td>
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XVIII. External Reporting

Concerns about the University’s application of Title IX and the Clery Act may be addressed to the University’s Title IX Office; 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).

(Reviewed and endorsed by the President’s Cabinet, September 13, 2016. Updated August 11, 2017. Updated August 2018. Updated August 2019)

Consensual Relations Policy

The integrity of the faculty-student relationship as well as the staff-student relationship is the foundation of DePauw’s educational mission. These relationships vest considerable trust in the faculty or staff member, who, in turn, bears authority and accountability as mentor, educator, and evaluator. At DePauw, it is understood that faculty and staff begin and sustain friendships with students that can last a lifetime. The unequal institutional power in these relationships, however, heightens the vulnerability of the student and the potential for coercion. It is the faculty or staff member's responsibility to avoid any relationship which compromises either the student's enjoyment of the University experience or the faculty or staff member's ability to discharge the obligations of their employment at DePauw. In furtherance of this philosophy, DePauw prohibits sexual relationships between faculty and students, and between staff and students where the faculty or staff member has or will have a direct or indirect supervising, teaching, or evaluating relationship with the student regardless of whether the relationship is consensual.

If a complaint is initiated, even when both parties have consented to the development of such a relationship, it is the faculty or staff member, who, by virtue of their educational responsibility, will be held accountable for unprofessional behavior, and who is subject to disciplinary action, up to and including dismissal from employment with the University, for violation of this policy.

Complaints will be handled according to the guidelines established for other harassment complaints, as described in this Handbook.

(Established as University policy effective July 1, 1999)
Other Policies

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 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

1. All posted advertising, promotional, 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.

2. All publicity materials designed for indoor display are restricted to designated permanent bulletin boards or poster kiosks unless there is prior approval from a sponsoring department within the building. Sponsors shall limit postings to one (1) copy of each flyer per bulletin board. Multiple postings will be removed. Residence hall approval is through the Housing and Residence Life office. Union Building approval is through the Office of Campus Activities.

3. Outdoor displays and publicity are not to be placed or affixed in any way to sidewalks, lampposts, trash cans, benches, doors, glass surfaces, windows, walls, or other surfaces. Any materials affixed to these surfaces 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.

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 Campus Living Residential Policies.

9. Non-DePauw University sponsors may display publicity materials on the Community Board, located in the Memorial Student Union Building by the lower level south stairs. Posted
materials must have sponsor information and expiration date clearly marked. DePauw student organizations are asked not to post on this board.

10. Student Organizations who wish to have event advertisements displayed on the digital displays in the Union Building or on Campus Activities social media accounts should e-mail Campus Activities (campusactivities@depauw.edu) a square JPG photo of the advertisement as well as any additional relevant event information. Advertisements should include a picture and should have minimal amount of text. All decisions on if an advertisement will be displayed as submitted will be determined by Campus Activities staff.

11. Campus offices, departments and student organizations are encouraged to utilize the University online event calendar and 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. Advertisements for alcoholic beverages are not permitted on any publicity materials or displays.

13. Sponsors are responsible for the prompt removal of all publicity materials after the event.

14. 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.

**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.

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 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 Academic Life, or their designee, will determine if normal and essential student life 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 offer support and ensure that University policies are being upheld. University administration may be at the demonstration to determine if the demonstration 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 of 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, not as participants in the demonstration.

**Demonstration Support**

If you would like help in planning logistics to help ensure a demonstration is in compliance with University policies, you may contact the Dean of Campus Life or Dean of Students.

If students have questions before a demonstration occurs about what type of actions may disrupt the normal and essential functions or endanger physical safety or property, they may ask questions of the Dean of Students or Dean of Campus life. They may also ask these clarifying questions to the Deans 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 Life, Counseling Services, Dean of Students, Intercultural Life, DePauw Police, Student Academic Life, Spiritual Life, and Women’s Center are available to provide support and assistance.

**Eligibility for Campus Activities**

**Greek Letter Organizations**

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

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 CLCD office, that fraternity or sorority may face University disciplinary action.

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. 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). A special or non-degree student is not eligible, except for students from foreign countries who are attending as audit or special students.
2. The student must be enrolled and making timely progress toward earning a degree (see the Satisfactory Academic Progress standards).
3. The student on disciplinary probation may be ineligible for some activities.
4. Certain activities and organizations have additional requirements. The organization leadership is responsible for conducting and participating the appropriate educational training of its members.

**Event Planning and Campus Noise Policy**

Having a wide variety of educational, social, and cultural events on campus is an important part of 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 Academic Life. 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 Academic Life.
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 Academic Life, 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 open to all events) 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.

Electronic Communications and Acceptable Use Policy

(January 7, 2006)

I. Introduction

The University has adopted this Policy in part to: encourage employee and student productivity; maintain the integrity and security of its network and computing resources and electronic communication systems; preserve its academic and business interests; and protect confidential information. This Policy cannot and does not provide rules and requirements to address every possible situation that may arise. However, it does provide certain minimum standards and requirements with respect to electronic communication issues. The University reserves the right to change, revise or add to this Policy at any time with such notice as it deems appropriate.

Under its Intellectual Property policy, the University has granted to faculty members the intellectual property rights to materials they have authored (articles, books, software, manuscripts, syllabi and
course materials) and the results of their research. Faculty members may be required to provide copies of course materials or research protocols if needed for personnel reviews, program reviews, or campus disciplinary proceedings, including the enforcement of this or other policies. All other aspects of the University's electronic communication facilities, including all equipment and data, messages or other information transmitted, stored or maintained on or in such facilities, are and remain at all times the property of the University, unless otherwise expressly noted in a written confirmation signed by an authorized University official. However, such ownership shall not include any such information that is in violation of any University policy, including, but not limited to, this Policy.

DePauw University recognizes and honors the importance of academic freedom, and the provisions of the Policy will be enforced with respect to the teaching and research mission of the University.

II. Policies

1. Permissible Uses of Electronic Communication Facilities

   a. Electronic communication facilities are intended to be used primarily for official University business, including employee and student academic pursuits, and employee administrative, personnel and/or business matters. However, reasonable use of University-owned or operated electronic communication facilities for non-commercial personal purposes is permitted if it does not entail a direct cost to the University, interfere with the completion of job responsibilities, impede network operations, or violate University policies, including, but not limited to this Policy. Should users make use of the electronic communication facilities to transmit personal messages, such messages shall not be treated with a higher standard of privacy than any other electronic communication. The University reserves the right to place additional restrictions on the personal use of its electronic communication facilities if necessary to conserve network resources for University purposes. Further, those using the University’s electronic communication facilities must use such facilities in a responsible and lawful manner. Unlawful use of electronic communication facilities or use of such facilities which violates any University policy, including this policy, by any user, as determined solely by University officials, will be cause for the University to deny such user further access to such facilities and may be cause for other University disciplinary action, up to and including termination from employment or expulsion.

   b. Consistent with this Policy, users may use the electronic communication facilities to initiate or receive electronic communication. Users should only use their own files, those that have been designated as "public" files, or those that have been made available to them with the knowledge and consent of the owner.

   c. Users shall always keep all copyright and trademark notices intact on University or third-party materials that are received or disseminated in electronic communication. An authorized University representative shall be consulted if there is any question about the form of such notice.

   d. Users of electronic communication facilities in all IS facilities (including any remote sites operated by IS) must: a) fully identify themselves (e.g., by showing a University ID card or other appropriate identification) to any IS staff member or student employee who requests such ID; b) act in an appropriate manner towards other users and IS staff; and
c) respect and follow all applicable rules and any notices (e.g., those concerning hours of operation) posted in IS facilities.

2. Prohibited Uses of University Electronic Communication Facilities
   a. Commercial Purposes: Electronic communication facilities shall not be used for commercial purposes unrelated to the business of the University or for any commercial purpose that has not been expressly authorized by the University.
   b. Other Prohibited Uses and Restrictions:
      i. Electronic communication facilities shall not be used to access or transmit electronic communication which promote or contain offensive, unlawful or inappropriate content, including, but not limited to content that is slanderous, defamatory, harassing, vulgar, threatening, intimidating, offensive or that promotes hate or violence; or which is racially inflammatory or inappropriate; or which is pornographic or sexually offensive; or which consists of offensive comments based on gender or any other content that denigrates or demeans persons on the basis of race, age, gender, national origin, disability, religion, sexual orientation or any basis protected by law. This prohibition shall not apply to educational and professional work that requires such access or transmission.
      ii. Users should not attempt any unauthorized connection to a host using electronic communications facilities.
      iii. Electronic communication facilities should not be used to transmit, copy or store confidential information, except as authorized by University officials. Further, all users must exercise a great deal of caution in transmitting and storing confidential information due to the ease with which electronic communication may be reproduced, stored and/or redistributed. Users should be particularly cautious in using distribution lists if confidential information is being transmitted.
      iv. Electronic communication facilities should not be used in any way that may infringe upon the rights of the holder of any copyright or trademark. Downloading, copying or installing software or other data that is subject to copyright, trademark or other legal protection without appropriate authorization or license is prohibited. Information Services (IS) staff will not knowingly provide support for software that a user possesses in violation of the applicable license agreement. IS staff may ask for proof of ownership before helping users with their software. IS staff will not knowingly allow infringing copies or otherwise unauthorized copies of software to be installed on electronic communications facilities and will remove any such suspect software loaded onto electronic communication facilities.
      v. Electronic communication facilities shall not be used in any manner that: is contrary to the University’s interests; attempts to obscure, withhold or falsify the identity of the sender; impairs the electronic communication facilities in any way; attempts to gain access to the electronic communication of third parties (unless expressly authorized by such third party or by the University); interferes with, interrupts or obstructs the ability of others to use such facilities; is not related to the performance of an employee’s job responsibilities or a student’s academic work and/or is not otherwise authorized by the University.
      vi. Electronic communication facilities shall not be used in violation of University policies or local, state or federal laws, rules or regulations.
vii. Users shall not abuse or vandalize any electronic communication facilities. Users are to immediately report any observed or suspected instances of abuse or vandalizing of electronic communication facilities to University officials.

viii. Users should relinquish public computing facilities that they are using if they are doing non-essential work when the computers are in heavy demand. Electronic communication facilities should not be monopolized.

c. Security/Breach of Security

i. Although the University uses various methods in an effort to secure its electronic communication facilities, the University cannot guarantee such security. Electronic communication and electronic communication facilities shall not be used to breach the electronic security of others. A breach of security includes, but is not limited to: any unauthorized attempt to compromise any electronic communication facility, including the use of network privileges, accounts, access codes, identifiers or passwords or equipment; knowing and unauthorized interception, access, disclosure, disruption, damage, destruction or unauthorized alteration/modification of any electronic information, or electronic communication facilities, including software or hardware and any unauthorized and intentional disruption or interference with others' use of electronic communication facilities.

ii. Users of electronic communication facilities are responsible for protecting their personal account information and/or password. Any user holding a personal account and its password is, at all times, responsible for its use and all activity originating from that account or using that password. Any attempt to determine the passwords or personal account information of others is strictly prohibited.

3. Privacy Although University email messages are encrypted by University systems as part of the regular transmission process, the University cannot guarantee the privacy of electronic communications, and users should not expect their use of electronic communication facilities will be private. Users who further encrypt an electronic communication must furnish the encryption key or software to the University upon request so that the University may fulfill its obligations under the provisions of this policy.

III. Monitoring and Disclosure

1. In general, The University reserves the right to monitor or disclose the content of any electronic communication sent, received or stored using electronic communication facilities. Monitoring, investigation and examination of electronic content will only be conducted in connection with a specific event, such as the delivery of a warrant for search and seizure or other permissible events as listed in the Policy. Employees are not permitted to engage in the monitoring, investigation or examination of electronic communication content without prior specific authorization of the Chief Information Officer as specifically permitted under the Policy. Employees do regularly monitor the performance of the University’s computing resources, and the University reserves the right to install or update files on any University-owned computer to assure the performance or security of the campus computing environment. Use of the electronic communication facilities shall be deemed to constitute consent to allow the University to exercise its rights outlined in this Policy and agreement to abide by this Policy.
2. As the owner or operator of electronic communication facilities and a private institution of higher education, the University will monitor or disclose the content of the electronic communication of users only under the following circumstances:
   a. A party to the communication consents; or
   b. The communication is readily accessible to the public (examples include, but are not limited to, web pages, e-mails sent to a public mailing list or a newsgroup post); or
   c. The University has an administrative need to access an e-mail, voice mail or other electronic communication or electronic communication facilities (examples include routine maintenance, backup of data, monitoring of usage patterns, troubleshooting or investigation of an excessive use of network resources that adversely affects performance or protection of the University’s rights or property); or
   d. The University is furnished with reasonable information causing it to conduct a review or investigation of any electronic communication or the use of electronic communication facilities (examples include reports or evidence of hacking, identity theft, harassment, commercial card fraud). The University has sole discretion to conduct such a review or investigation under this Policy; or
   e. The monitoring or disclosure occurs as a result of the University's obligations under local, state and/or federal laws, rules or regulations.

IV. Retention and Archival Storage of Electronic Communications

1. Policies
   a. Records created or stored in digital format, including electronic communication, may be subject to state or federal laws or University record-keeping policies.

2. Employee Responsibilities
   a. Employees are responsible for copying electronic communication for storage in departmental or office files as required by law or University policy.
   b. The University does not maintain centralized or distributed archives of electronic communication sent or received over its electronic communication facilities. Backups made for maintenance or troubleshooting purposes are erased at regular intervals.
   c. Staff should periodically store such copies in departmental or office files for subsequent review followed by either archival storage or destruction in accordance with general University record-keeping policies.

V. Acceptance of Electronic Signature

[User] understands and agrees that by clicking the “I ACKNOWLEDGE” button the [User] is electronically signing the Request for Release of Educational Records or is authorizing specific University action and that the electronic signature is [User]'s valid and binding signature for purposes of the Educational Records and authorization. [User] understands that: (1) All representations, information and electronic signature(s) [User] provides have the same force and effect they would have if made in non-electronic form; (2) DePauw University can and will rely on the Request for Release of Educational Records; and, (3) [User] intends to be bound to and electronically sign the Request for Release of Educational Records or other authorization by clicking the “I ACKNOWLEDGE” button.

[User] further agrees that Indiana’s version of the Uniform Electronic Transactions Act (the “Act”) applies to the Request for Release of Educational Records, that the Request for Release of Educational
Records is a transaction for purposes of the Act, and the [User] consents to the exclusive jurisdiction of Indiana courts in resolving any conflicts arising out of the Request for Release of Educational Records.

VI. Violations

Violations of this Policy by any user will be cause for the University to deny such users further access to the electronic communication facilities and may result in disciplinary action, up to and including termination from employment or expulsion. In certain circumstances, violators may be prosecuted. Violations of this Policy or the alleged misuse of University electronic communication facilities should be reported to the DePauw Police, the Human Resources Office, or the Chief Information Officer. Reports and violations will be investigated and adjudicated according to the applicable University policies and procedures. The University reserves the right to delete any electronic communication from its electronic communication facilities that violates any provision of this Policy or any other University policy.

VII. Relationship to Other University Policies

This Policy is a supplement to other University policies including, but not limited to, policies governing the appropriate or acceptable use of University property and/or electronic communication facilities.

IX. Definitions

1. “Confidential information” means any information, data, documents or tangible things which contain proprietary or private information, including, but not limited to, information not generally known to persons outside of the University concerning students, academic or business matters, donors, alumni, financial or scholarship matters, grant matters, personnel matters, trade secrets and/or development or business plans.

2. “Direct cost” means a cost, fee or charge assessed for a product or service provided for some purpose other than a valid University purpose (for example, unauthorized long-distance telephone charges and printing costs).

3. “Electronic communication” includes, but is not limited to, electronic mail ("e-mail"), newsgroup posts, internal or external bulletin board posts, Internet or World Wide Web pages ("web pages"), data and file transfers, voice mail, telephone and pager messages, facsimile transmissions, any other electronic communication sent, published, or received by an employee, student or guest using electronic communication facilities and any other information transmitted, stored or maintained in or on such electronic communication facilities.

4. "Electronic communication facilities" includes, but is not limited to, all University-owned or operated: equipment, data, telephones, computers, computer networks, servers, workstations, personal computers, removable media, electronic voice mail systems, e-mail systems, pagers, facsimile machines, scanners, electronic external or internal bulletin boards, wire services, online services, the Internet or World Wide Web or any other communication system or electronic technical resource provided, owned or operated by the University.

5. "Monitor" and "monitoring" mean to intercept, access, or inspect an electronic communication with the purpose of viewing the data contained therein. "Monitor" does not include automatic scanning of an electronic communication by network security and performance software such as a firewall, anti-virus, or packet shaper program.

6. “Employees” means any and all full- and part-time, temporary and regular University employees including, but not limited to faculty members, administrators, instructors, staff members,
classified personnel and student employees who have been authorized to use the electronic communication facilities.

7. “Students” means any and all students who have paid a deposit or are currently enrolled in the University, as well as former students who have been authorized to use the electronic communication facilities.

8. “Guests” means any and all persons not directly connected to the University, but who have been authorized to use the electronic communication facilities.

9. “University authorization”, “University authorized”, or authorization from the “University”, a “University official”, or “University officials” means any written or oral express permission granted by one of the following University representatives: the President, the Vice President of Academic Affairs, or the Chief Information Officer.

10. “User” means any and all employees, students and guests.

11. “IS” means University Information Services.

**HIV Policy**

*(Approved June 30, 2002; updated May 12, 2005)*

AIDS (Acquired Immune Deficiency Syndrome) is a disease that is caused by HIV (Human Immunodeficiency Virus). More information about the condition is available on the [Centers for Disease Control](https://www.cdc.gov) website.

DePauw University will not tolerate discrimination against any faculty, staff, or student living with HIV. All members of the DePauw community are guaranteed privacy of their HIV status on campus. Information regarding HIV testing for students is available through the University Health Center. Students are encouraged to consult with DePauw Health. Employees are encouraged to consult with their individual physicians. The University will provide programs and make available educational materials about HIV to the University community. Members of the DePauw community who have questions regarding HIV are encouraged to consult with representatives from Health Services or Human Resources. The Student Academic Life committee will periodically review this policy.

**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, in writing, if they do not wish the University to use their images or recordings for any reason.

**Immunization Policy**

All new first year students and transfer students must submit their immunization information through Med+Proctor (www.medproctor.com) by July 1 for fall semester entry, January 2 for winter term entry and January 15 for spring term entry. Students may opt-out of providing this information or completing all of the immunizations for medical and/or religious reasons.

If a student does not provide their immunization records or are not in compliance with state standards (i.e. two MMR boosters), a registration hold will be placed on the student’s account for the following academic semester.

- For Fall Semester entry, complete immunization records are due by September 1.
- For Winter Term entry, complete immunization records are due by the day before the first day of winter term IF the student is enrolled in an on-campus course.
- For Spring Term entry, complete immunization records are due by the Friday before the first day of the spring semester.

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 will be asked to leave campus and/or quarantined from other students until our Medical Director has determined that the threat of illness has passed. This is common and consistent with how other campuses manage non-immunized populations.

**Insurance Requirement**

DePauw University requires all students to have primary health insurance; students who do not have primary health insurance through a parent, guardian or individually, can purchase coverage from EIIA.

If a student has insurance coverage individually or through a parent or guardian, a student may choose to waive the insurance provided by DePauw University. Students must provide proof of primary insurance by September 1; if they fail to do so, the student will be enrolled automatically in the university’s plan and their student account will be billed $1,721 on July 10, 2019. The portal to waive insurance will open May 1 and will be located [https://www.eiia.org/institution/depauw-university/](https://www.eiia.org/institution/depauw-university/). If a student waives the University insurance, the charge for the insurance will be removed prior to their September 2019 bill.

International students may not waive insurance provided by DePauw University unless they are currently enrolled in a plan that meets or exceeds the international student plan provided by DePauw University. Students participating in intercollegiate athletics may have additional requirements. Student-athletes should contact your head coach or head athletics trainer Kara Campbell, for more information.
Medical Withdrawal Policy

University services available to students dealing with medical issues are described online at http://www.depauw.edu/studentlife/wellness/. Should a student’s health become compromised to the point that it is affecting their academics or ability to reside in the University environment, help is available to that student through the Office of Student Academic Life.

The University strives to ensure that students receive appropriate support and treatment as they cope with health issues. To the extent that the University becomes aware of a student who has a serious health issue, a Student Academic Life representative will work with the student and appropriate staff, administrators, faculty, DePauw Police personnel, and University counselor(s) and physician(s) to assess the student’s situation and develop recommendations for supporting that student. The University will collaborate with external resources including the student’s parents or legal guardians and community health care services. In all instances, student privacy will be protected.

Should a student withdraw from the University for health reasons, they will be required to reapply pursuant to the University policy for readmission and demonstrate an ability to be a part of the University and resume the academic rigors required of University students. In addition, the readmission analysis will consider the impact of the student’s return on the University environment, in accordance with the Readmission Policy.

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 Academic Life. If the Vice President for Student Academic Life is not available, or if the student is uncomfortable
reporting the suspected violation to the Vice President for Student Academic Life, 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 Academic Life, 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 Academic Life, 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.

**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.

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 Academic Life 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 Campus Living and Community Development 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. All students should have the opportunity to maintain and cultivate personal contacts and relationships with both students and non-students alike. Guests 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, University-owned Apartments or Houses, University-approved fraternities and sororities).

If applications for residence halls, University-owned Apartments and Houses (UOAH) or sororities and fraternities should exceed available vacancies, Campus Living and Community Development approves other accommodations.

With approval of the chapter involved, fraternity-affiliated and sorority-affiliated persons who transfer from other institutions may petition Campus Living and Community Development 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 Campus Living and Community Development 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 Campus Living and Community Development.

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 Academic Life 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 Campus Living and Community Development 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 Student Academic Life.
The OIT address and phone number must be on file in the Campus Living and Community Development Office. Change of address at any time during the year must be reported as they occur.

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 Campus Living and Community Development 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 board 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’s being an approved living unit for DePauw students. Student Academic Life 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 unit.
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 Academic Life 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 Campus Living and Community Development 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 Academic Life.

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 Academic Life.

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 Academic Life.

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 Academic Life.

13. Each unit shall require a written, signed room and board 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 board contract shall be submitted to the Office of Student Academic Life 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 board 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 Academic Life 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 insure 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 Academic Life 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 Academic Life Office shall work with the Campus Living and Community Development 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 Campus Living and Community Development 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 Academic Life 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 Academic Life. 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

**Campus Living and Community Development Office:** Campus Living and Community Development staff is a part of the Student Academic Life 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. All professional staff members have offices located in Anderson Street Hall.

**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 board contract. Contracts are for the entire academic year and include both room and board. 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 Campus Living and Community Development Office in writing - by December 1st of the current academic year. All such arrangements require approval by Campus Living and Community Development.

**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 Campus Living and Community Development Office.

**Common area damages:** Residents are held financially accountable for property destruction that occurs in the public areas of their residential unit if those responsible cannot be identified. Billings for common area damages will be implemented twice a year after attempts to identify those responsible for damage have been exhausted. Billing is coordinated by Campus Living and Community Development, and issued through Facilities Management in partnership with the Business Office.

**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 destruction 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 Campus Living web site). Residents are responsible for the behavior of their guest(s) and, therefore, could be held responsible for any damages incurred or policies violated by their guest(s).
**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 residence halls are closed. New students may move into the residence halls on the date established by the University as opening day for new 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 at Thanksgiving and Winter breaks, please refer to the Helpful Resources section on the Campus Living web site. At the end of fall and spring terms, every student must leave within 24 hours of their last final examination or by the final hall closing time, whichever is first. Final residence hall closing is 6 p.m. on the last day of final examinations. University-owned apartments and houses close at 11 a.m. on the day following Commencement.

**Board exceptions:** All students who live in University-owned housing are required to be on the University board 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 contract and Student Handbook.

**Houses Owned by Fraternities and Sororities**

Nine fraternities and six sororities provide living accommodations for their members on campus. Chapter members may also eat meals at their respective chapter houses, and many chapter houses provide study rooms and library facilities.

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.

First-year students are not permitted to reside in fraternity and sorority living units. Any fraternity or sorority whose procedures are not in accord with this principle may be subject to the Community Standards process.

Campus Living and Community Development staff members support each fraternity and sorority through contact with chapter officers, alumni or alumnae advisors, house corporation officers, the house director 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 determine guests. A guest is anyone 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. 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. Student rooms should not exceed two guests per occupant at any time.

Procedures for Greek living units may be in accordance with its local and Inter/National policies.

**Academic Policies and Procedures**

**Academic Expectations for DePauw Students**

DePauw has considerably different academic expectations from those of high school and it is important that students adjust to these new expectations early in their college careers.

1. College is not the end of the educational process but a foundation for a lifetime of continued learning and growth. Therefore, one of the central goals of college is to help students develop a sense of responsibility for their own learning and the ability to learn on their own.
2. Accordingly, college students spend much less time in class than they did in high school but are correspondingly expected to do much more work outside class than they did in high school.
3. Students should expect to spend between forty and fifty hours a week (or more) on their academics, the equivalent of a full-time job.
4. Students are responsible for learning a great deal of the material on their own outside of the classroom.
5. Students should expect that course material will be covered at a much more rapid pace than they have experienced before. This expectation is partially based on the assumption that students are preparing carefully for class so that more material can be covered in class.
6. Students are expected to come to class prepared and ready to participate actively in the class session. They are expected to have read the texts and used other required materials carefully and comprehensively before the class session.

*(adopted by the Faculty April 1997; revised February 2004)*
DePauw Four-Year Guarantee

The University guarantees graduation within four years of matriculation at DePauw in standard four-year degree programs. The student has primary responsibility for knowing the graduation requirements and planning adequately to meet them. Should a student follow the course of study agreed upon with their academic advisor and not be able to graduate within eight consecutive semesters, tuition will be waived for any subsequent course work necessary for graduation provided the student:

- declares a major by the middle of the sophomore year and persists in that major,
- completes a full-time course load with grades of C or higher for a total of 31 course credits over eight consecutive semesters and
- adheres to the distribution and competence requirements.

With appropriate planning, most students can participate in special honors programs, pursue off-campus study opportunities and/or earn a minor or even a second major within four years. However, the guarantee applies only to the basic degree requirements for programs that require 31 courses. Certain specialized programs in the School of Music and dual degree programs are exempt. Although students planning to major in a biological or physical science do not need to declare their majors immediately, they must begin taking appropriate laboratory science courses upon matriculation.

Academic Calendar and Credit System

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

The unit of credit for standard classes is the course credit. One course credit is equivalent to four semester hour credits or six quarter hour credits. Some classes carry one-half or one-quarter credit.

Students generally enroll in 4.0 course credits during the Fall and Spring terms, although they may take from 3.0 to 4.5 course credits in either primary term. To be considered full-time, students must be enrolled in at least 3.0 course credits (equivalent of 12 semester hours) in a primary term.

Students may enroll in a maximum of 4.5 course credits per semester. This maximum is the sum of enrolled credit from the primary and its associated extended term. Above this maximum additional tuition fees may apply.

The Fall and Spring academic terms are 14 weeks long, with an additional week for final examinations. A one-credit course meets at least 180 minutes a week, for a total of 42 hours of in-class instruction during the semester.

Courses offered during the Winter or May extended terms are 3 weeks long and may earn up to one-half course credit.
Academic Integrity

Introduction

Academic integrity refers to the ethical standards and policies that govern how people work and interact in the academic enterprise at a college or university. These standards and policies attempt to do more than define and condemn what is wrong or unethical; they also attempt to provide a foundation for the mutual trust and individual responsibility necessary in a healthy academic community.

Both faculty members and students have the responsibility of upholding the principles of academic integrity. Faculty and staff members should create an environment in which honesty is encouraged, dishonesty discouraged and integrity is openly discussed. Faculty members should follow the principles of academic integrity in their own work and conduct. Students are obligated not only to follow these principles, but also to take an active role in encouraging other students to respect them. If students suspect a violation of academic integrity, they should make their suspicions known to a faculty member or staff member in Academic Affairs. Students reporting dishonesty must be prepared to give evidence in a hearing before the University Review Committee (URC).

Many faculty members ask students to work collaboratively with others on written projects, oral presentations, revisions, labs, or other course work. The guidelines for collaborative work differ substantially from course to course, but in most cases part or all of a collaborative project must be completed independently. Faculty members should make clear, in writing, their expectations for collaborative work. Students should make sure they understand what is expected of them; they are responsible for knowing when collaboration is permitted, and when not. Handing in a paper, lab report, or take-home exam written entirely by a member of one’s collaborative group, except when given explicit permission to do so by the instructor of the course, is an act of academic dishonesty.

Almost all the types of academic dishonesty described below have to do with working with others or using the work of others. This is not to suggest that working with others or using their work is wrong. Indeed, the heart of the academic enterprise, learning itself, is based on using the ideas of others to stimulate and develop your own. In this sense, all academic work is collaboration, and therefore academic integrity focuses on those acts that demean or invalidate fruitful collaboration.

Types of Academic Dishonesty

Cheating: Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student’s paper during a test, bringing an answer sheet to a test, obtaining a copy of a test prior to the test date or submitting homework borrowed from another student.

Fabrication: Inventing or falsifying information. Examples of fabrication include inventing data for an experiment you did not do or did not do correctly or making reference to sources you did not use in a research paper.

Facilitating academic dishonesty: Helping someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.
**Plagiarism:** Using the words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else’s work word for word, to rewriting someone else’s work with only minor word changes (mosaic plagiarism), to summarizing work without acknowledging the source. (See the Writing Center Guide to Avoiding Plagiarism for further information on plagiarism.)

**Multiple submission:** Submitting work you have done in previous classes as if it were new and original work. Although professors may occasionally be willing to let you use previous work as the basis of new work, they expect you to do new work for each class. Students seeking to submit a piece of work to more than one class must have the written permission of both instructors.

**Abuse of academic materials:** Harming, appropriating or disabling academic resources so that others cannot use them. This includes cutting tables and illustrations out of books to use in a paper, stealing books or articles and deleting or damaging computer files intended for others’ use.

**Deception and misrepresentation:** Lying about or misrepresenting your work, academic records or credentials. Examples of deception and misrepresentation include forging signatures, forging letters of recommendation and falsifying credentials in an application. Of particular concern, given the current popularity of collaborative projects, is taking credit for group work to which you did not contribute significantly or meet your obligations. In a collaborative project, all members of the group are expected to do their share. Group members may work together on each phase of the project or they may divide the tasks--one person might do background research; another might take charge of the lab experiments; another might be responsible for drafting the report. Even in a modular project, however, each member of the group is responsible for being familiar and involved with the entire project. Be sure to get clear instructions on your individual and collective responsibilities from each faculty member for each course.

**Electronic dishonesty:** Using network access inappropriately, in a way that affects a class or other students’ academic work. Examples of electronic dishonesty include using someone else’s authorized computer account to send and receive messages, breaking into someone else’s files, gaining access to restricted files, disabling others’ access to network systems or files, knowingly spreading a computer virus or obtaining a computer account under false pretenses.

**Carelessness:** When does carelessness become dishonesty? Students sometimes make minor mistakes in completing academic assignments. Mistyping one of many endnotes in a long paper, for example, may in most cases be considered a careless mistake, rather than an act of deliberate dishonesty.

When students make multiple mistakes in acknowledging sources, however, these mistakes cannot be considered simply careless. Students who copy long passages from a book or a Web source, for example, make a deliberate choice to do so. Such students have taken a short cut; instead of explaining the source of their ideas, they have simply stolen ideas from others. In such cases, carelessness is a form of dishonesty.

Students are responsible for knowing the academic integrity policy and may not use ignorance of the policy as an excuse for dishonesty.

**Other types of academic dishonesty:** The list above is a partial one. Instructors may explain in their syllabi other types of academic dishonesty relevant to the work in particular disciplines or particular courses.
Overview of the Process

All cases of academic dishonesty must be reported by faculty members and settled through the process outlined below. Faculty members may not impose a grade penalty for academic dishonesty except through the process outlined below.

The process is designed 1) to provide prompt resolution of cases, 2) to help the student understand both the charge and penalty, and 3) to allow the student to discuss what happened and/or contest the charge or penalty being made. At all stages of the process, the focus should be on education, and open, frank discussion should be encouraged. Students frequently commit acts of dishonesty when they are under pressure of one sort or another; or they may persuade themselves that borrowing someone else’s words and ideas is not a serious offense. This settlement process gives faculty members and students a chance to discuss why academic integrity is so important to the university community.

In the process of investigating the charge, the instructor may discuss their suspicions with the student. In cases of cheating on exams, it may be appropriate to confront the student during the exam or immediately after; however, even in cases when the student admits to the violation verbally, a formal conference to review and sign the written settlement form should be arranged. In confronting students with charges of academic dishonesty, instructors may choose to have a colleague present to act as an observer. That colleague need not be a member of the same department, but should be someone knowledgeable about the academic integrity policy.

The Settlement Process

When an instructor becomes aware of a possible case of academic dishonesty, they should move quickly (usually within three days) to investigate the violation and to contact the student. If suspected violations occur at the end of the term, the instructor should assign a grade of Incomplete and begin the settlement process as quickly as possible, but no later than the start of the following semester. Even when suspected violations occur after grades have been submitted, the settlement process must be started before the end of the semester following the suspected violation.

The formal process of initiating a charge and settlement involves the following steps, with occasional minor variations depending on the nature and timing of the case:

1. The instructor arranges to confer with the student to discuss the integrity violation and the evidence supporting it. During or shortly after the instructor’s conversation with the student, the instructor presents the student with a written statement of the charge and the proposed penalty (see the Academic Dishonesty Settlement Form). The student has the opportunity to respond to the charge. After listening to the student, the instructor may decide to revise the charge or penalty, or drop the charge all together. If, for any reason, the faculty member believes that the violation deserves a penalty more severe than failure in the course, they may immediately refer the case to the University Review Committee (URC).

2. The student has three business days to respond to the charge, either by assenting to the charge and penalty by signing the settlement form, or by requesting a hearing before the URC. At that hearing, the student may either dispute the charge or the severity of the penalty. While considering how to respond to a charge, students are encouraged to seek advice from someone
knowledgeable in matters of academic integrity, such as a faculty advisor, the Dean of Academic Programs, Assessment and Policies, or another trusted advisor. If a student charged with a violation does not respond in the specified time, the matter is immediately turned over to the URC for a hearing.

3. Once the settlement form has been signed, it is forwarded to the Academic Affairs office to be kept for five years. If this proves to be a second violation of the academic integrity policy, an academic dean will convene a disciplinary hearing of the URC.

Note: Once an academic integrity charge has been initiated against a student, they may not withdraw from the course in question unless the charge is dropped by the faculty member or the student is found to be not responsible through a hearing or an appeal. A hold is placed on the student’s transcript until the charge has been settled.

**Penalties for Academic Dishonesty**

Students who have violated the academic integrity policy are penalized more severely than students who have simply not turned in an assignment. While the degree of penalty varies according to the judgment of the instructor, a first offense is usually penalized in three ways:

1. the settlement form itself, which when signed is filed in the Academic Affairs office;
2. a grade of zero on the relevant assignment; and
3. a lowered final course grade.

Occasionally, even for a first offense, the penalty is failure in the course. If a more severe penalty is called for, the instructor may request a hearing of the University Review Committee (URC).

Academic dishonesty outside of a particular class (forged signatures and fabricated résumés, for example) also leads to penalties. Students will be asked to sign the academic dishonesty settlement form. Either the accused student or the faculty/staff member making the charge may request a hearing before the URC.

A second violation of the academic integrity policy leads automatically to a disciplinary hearing before the URC, and may result in suspension or dismissal.

**Student Records**

**First Offenses:** Signed settlement forms for first offenses are filed in the Academic Affairs office for five years. The name of the student is kept confidential. The settlement form does not become part of the student’s permanent record, except if the student is found responsible for a second violation of the academic integrity policy.

**Second Offenses:** In cases where a student is found to be responsible for a second violation of the academic integrity policy, a copy of the URC decision will be placed in the student’s permanent record (kept in the Office of Student Academic Life) and will be reported if the student releases the record to employers or other schools. A second offense is defined to be one that takes place in whole or in part after a student has been presented with a settlement form for a prior case, unless the student is found not responsible for the prior case.
The Academic Integrity Hearing

If a hearing before the University Review Committee is necessary, either because the charge or penalty is disputed or because this is a second offense, it will be convened by an Academic Dean as quickly as possible, but usually no later than three weeks after the Dean has received the signed or unsigned settlement form. Committee members will be provided with a detailed outline of the hearing process.

The URC consists of a teaching faculty member who is a current or former member of the Student Academic Life committee, who will chair the hearing, two additional teaching faculty members, and two students. Faculty and student members are chosen by the convener from a pool of volunteers identified by the Student Academic Life committee. The Student Academic Life committee will identify this pool in February of each year with the pool to begin service on March 1st. The Student Academic Life committee may add members to the pool as needed. In the event an insufficient number of members of the pool are available when a URC needs to be convened, the convener may ask other faculty members or students to serve on the URC. In such cases the convener will share the names of the URC with the Chair of the Student Academic Life committee. Each URC board member will receive training prior to serving on their first URC. The convener 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 members and administrative alternates are also designated for the committee. Either party can ask the committee’s chair that a committee member not serve on the hearing panel because of bias or conflict of interest. The chair 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. Committee members are required to attend the hearing in person.

**Nature of the hearing:** There are two types of academic hearings: one to decide a disputed charge or penalty, the other to consider disciplinary matters following a second offense. A hearing of the University Review Committee is intended to be an orderly, fair inquiry into the facts bearing on the case and only material related to the written charges may be considered during the hearing. The hearing is not intended to be a trial concerned with technical formalities.

The party bringing the charge and the accused student will usually attend the hearing in person. If there is no reasonable alternative that permits a timely hearing, either or both parties may participate remotely or may provide only a written statement with the permission of the convener. If one or both parties fail to participate in a previously scheduled hearing, the hearing will go forward and the committee will reach its conclusion on responsibility and the appropriate penalty on the basis of evidence presented at the hearing.

**Related cases:** At the discretion of the convener, related cases may be heard sequentially by the same hearing board. When structured in this way, the parties involved in the first case will be heard, followed by the parties involved in the second case and so on. The hearing board will then deliberate before deciding if they wish to call the parties for one or more cases back in sequence for additional questions. This process may be repeated as necessary before the hearing board starts its final deliberations. At the discretion of the convener, a hearing for related cases may span multiple days.

**Confidentiality:** Hearing proceedings are confidential. Committee members, students, faculty members, recorders, advisors, and witnesses are enjoined from mentioning names of those involved or details that
might reveal the identity of the student or faculty member, and from discussing presentations or committee deliberations.

**Presentation; burden of proof; rights:** When a hearing is convened to hear a disputed charge or penalty, the faculty member referring the case presents the evidence of the offense to the panel. The student may present counter-evidence if they wish. Either party may have a faculty member, staff member, or student advisor and each has the right to call and question witnesses. The burden of proof is on the faculty member, who must establish the responsibility of the student by a preponderance of the evidence. (In matters of academic integrity, the evidence does not have to constitute overwhelming, irrefutable proof of responsibility, but only has to convince the panel that the violation took place.) Faculty members may refer cases based on the testimony of other students; in doing so, however, the faculty member should make sure either that the students who provided the testimony are willing to appear as witnesses at the hearing or that there is corroborating evidence that substantiates the charge. Other procedures for due process shall be followed, and records (including a tape recording of the hearing) shall be kept. Tapes will be erased after the appeal period has elapsed. Written records will be destroyed after five years.

**URC penalties:** The URC imposes penalties for dishonesty according to the nature of the violation. URC penalties may include a letter of warning, grade penalties, failure in the class, suspension, or dismissal. If the URC finds that there has been no violation, or if the URC does not find a preponderance of evidence that a violation has taken place, the student will be exonerated.

**Second Offense:** When a hearing is convened to consider disciplinary penalties related to a second offense, the chair reviews the offenses, as put forth in the settlement forms or in previous hearing reports, and asks the student if there are any comments they would like to make in regard to these offenses. Since these cases have already been decided, either through settlement or previous hearing, there is no need to reconsider them. In most cases, it is unnecessary to call witnesses, unless the committee or the student feels the reports are unclear in some respect that a witness can clarify. The sole consideration of the committee at a second offense hearing is whether further disciplinary sanctions (usually suspension or dismissal) should be applied.

**Appeals**

Either the instructor or the student may appeal the decision of the URC to the Vice President for Academic Affairs who will consult with the Vice President for Student Academic Life while considering an appeal. Appeals must be made in writing to the Vice President for Academic Affairs within three business days of receiving the written notification of the decision. Appeals will be considered only if they are based on one or more of the following criteria:

1. new evidence not reasonably available at the time of the original hearing and which is provided as part of the written appeal; or
2. procedural error that can be shown to have affected the outcome of the hearing; or
3. appropriateness of sanction only in cases of suspension or dismissal.

The Vice President for Academic Affairs will decide whether or not there is a basis for appeal, and, if so, upon consideration of the appeal, may revise the URC decision or the penalty. 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.
Class Attendance and Absences

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. There are no "allowed cuts" or "free" absences from class sessions. Faculty members may drop students from their classes or other appropriate action may be taken if absences are too frequent.

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 Academic Life. It is the student's responsibility to contact the faculty member; in addition, the faculty member will be notified by Student Academic Life 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 Academic Life 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 Academic Life 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 Academic Life staff will ask the student to notify faculty members and indicate that faculty members may call Student Academic Life staff for confirmation if such validation is deemed necessary. In some of these cases, the Student Academic Life 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 Academic Life 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

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 that may involve bias should review the University Bias Incident Reporting Protocol. 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 www.depauw.edu/handbooks/academic/policies/grievance/

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: www.depauw.edu/handbooks/academic/personnel/). Actions taken through these procedures are typically confidential.

II. Steps for Faculty Members

Faculty members may wish to consult with the student’s academic advisor, the Department Chair, and/or a designated member of Student Academic Life (currently the Dean of Academic Programs, Assessment and Policies), even at the stage of informal interventions. If informal measures are unsuccessful, faculty members should follow these procedures:

1. The faculty member should warn the student in writing that the disruptive behavior is unacceptable and that if it continues the student may not be allowed to remain in the course. Depending on circumstances, a warning may need to be made during class, as well; for example, the faculty member may ask the student to leave the classroom for the day. The faculty member should also encourage the student to talk to an academic advisor or dean in Academic Affairs.

2. The faculty member should keep notes on the dates, times, and details of the incidents of disruption, the impact of disruption on those present, and warnings conveyed to the student, as these are useful in later stages of the proceedings.

3. If the behavior continues after a written warning has been given, the faculty member should notify the Dean of Academic Programs, Assessment and Policies in writing, giving a summary of what happened and the action that has been taken. Upon receipt of this summary, the dean sets up a three-way meeting involving the faculty member, student, and dean. In order to minimize the procedure’s interference with courses, this meeting is scheduled as soon as possible, preferably before the next class meeting.

4. At the meeting, the faculty member and student are invited to discuss the situation. The goal of the meeting is to give both parties a chance to discuss, in a safe space, what has happened. Such a discussion may enable the faculty member and student to see the problem from a different point of view or to hear the perspective of the other person in a new way. The dean’s role is to moderate the discussion, insuring that the conversation remains civil and on target. Either party may, but neither
must, bring an advisor (DePauw student, faculty member, or staff member) to the meeting. Advisors may consult privately with the person whom they are accompanying, but they do not enter the discussion.

5. As soon as possible after the meeting the faculty member makes a recommendation to the Dean of Academic Programs, Assessment and Policies.
   - If the faculty member recommends that the student be allowed to remain in the course then the dean and faculty member should consult regarding how best to convey this decision and any stipulations or conditions to the student.
   - If the faculty member recommends that the student be dropped from the course, they report this conclusion in writing to the Dean of Academic Programs, Assessment and Policies; the dean then conveys the faculty member’s conclusions along with a written summary of the three-way meeting to the Vice President for Academic Affairs.
   - A recommendation to dismiss the student from the course must be approved by the Vice President for Academic Affairs. If the student is not allowed to return to the course, the Vice President for Academic Affairs decides what appears on the student’s transcript for the course: W, F, or no entry.

6. A pattern of disruptive behavior in several courses may be addressed by representatives of the offices of Academic Affairs and Student Academic Life.

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 policies 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.

Responsibilities of the Student

- At the beginning of the term inform each instructor about any conflict with an approved extracurricular activity scheduled during the term.
- Take the initiative to complete in advance any work which will be missed without expecting that the instructor will necessarily provide makeup examinations.
- Keep informed how missing class for the activity jeopardizes your standing in the class.
- Give priority to class attendance whenever an insoluble conflict occurs between a required class session (especially an examination) and an extracurricular event.
- Choose between the class or the activity if it becomes apparent that both cannot be served in a satisfactory manner.

Responsibilities of the Instructor

- Try to accommodate a student who must miss an occasional class because of an extracurricular activity approved by the Vice President for Academic Affairs. Provide all assistance possible to the student without necessarily giving make-up examinations.
- When such scheduling does not interfere with the integrity of the course content, consider giving examinations or quizzes on days that do not conflict with the student's previously stated and approved extracurricular activities.
• Do not require that students attend events held outside the scheduled classroom hours, if such events conflict with a previously scheduled, announced and approved extracurricular activity.

Responsibility of the Sponsor of the Activity

• Attempt as much as possible to avoid scheduling events that will conflict with normal class sessions. No approved extracurricular activity may require a student to miss more than a week in any course during a term. No extracurricular event may be scheduled during the final examination period.
• At the beginning of the semester provide each instructor affected with the names of students involved in an activity and the days and hours in which participation in the event conflicts with scheduled class sessions.
• Remind students that they should be prepared to miss a given event where there is an insoluble conflict with a scheduled examination or to drop the activity if academic performance is being undermined by absence.

(adopted by the Faculty December 1981)

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

By March of the second year, each student chooses a major field of study and an advisor in that field. 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 Academic Life, 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 Academic Life 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 first-year students, students on academic probation, and upper-class students who are making grades of C- or lower. 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 I 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 four elected faculty members and four administrators. They consider student requests for exceptions to academic regulations. The committee must balance upholding the faculty 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; however, if the petition is granted after a missed deadline, a $40 late fee may be assessed. If the petition is denied, no fee is charged.

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 Campus Living and Community Development. 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.depauwedu/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 Academic Life.

(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/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

This policy was approved at the September 8, 2014, faculty meeting to become effective for the Fall 2014 term. It replaces the Academic Probation and Dismissal policy that had been in effect through the 2013-14 academic year.

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, Bachelor of Music, or Bachelor of Musical Arts degree requires 31 course credits and a minimum 2.0 GPA, cumulative and in the major. The Bachelor of Music Education Degree requires 33 course credits with a 2.0 cumulative GPA.

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 measure; 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.

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<tr>
<th>Semester</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<tr>
<td>Minimum Cumulative GPA</td>
<td>1.5</td>
<td>1.7</td>
<td>1.9</td>
<td>2.0</td>
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<td>Major GPA</td>
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<td>Minimum Credits Earned</td>
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<td>5</td>
<td>9</td>
<td>13</td>
<td>17</td>
<td>21</td>
<td>25</td>
<td>29</td>
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<tr>
<td>Percent of Attempted Earned</td>
<td>50%</td>
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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 Academic Life 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 in 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)

Holds on Student Records

Appropriate University offices and fraternity and sorority living units may place holds for financial reasons on transcripts or official statements of student records, registration and/or diplomas after:

- giving the student written notice of the amount due and the consequences of the hold (i.e., no transcripts or early registration), and
- allowing 10 working days to pay or make satisfactory arrangements for payment.

A hold is placed on transcripts or official statements if a student loan is past due, delinquent or in a default status. Holds may be placed on seniors for any amount due; other students may have holds placed on them for debts of $25 or more or for the following reasons:

- Unpaid University bills, including tuition, fees, room and board, miscellaneous charges and fraternity and sorority room and board bills. If students owe a debt from a previous semester, they may be prevented from enrolling at DePauw the following semester.
- Failure to have an exit interview with the Student Academic Life Office whenever students cease enrollment at the University. This would include transferring or withdrawing from the University, reducing the course load to less than one and one-half course credits, or graduation.
- 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.

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 his or her 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:

1. The student must first attempt to meet with the faculty member involved, thus permitting an opportunity for an informal resolution of the case.
2. 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. The student, faculty member, and department chair may consult with the Dean of Academic Programs, Assessment and Policies to ask questions about procedure and to discuss the issues involved.
3. At the request of the student or faculty member, or on the chair's initiative, the chair may appoint and preside over a special departmental committee, which will recommend a resolution to the grievance.
4. 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 an appointed member of the Student Academic Life Committee, who will chair the hearing, two teaching faculty members, and two students. Faculty and student members are chosen by the Dean of Academic Programs, Assessment and Policies from a pool of volunteers identified 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.

5. 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 of academic affairs.

6. Further information, including details about the hearing procedures, is available in the Academic Affairs Office, Julian room 377. Hearing procedures are established and periodically reviewed by the Student Academic Life Committee in consultation with the Vice President for Academic Affairs.

Time Line:

1. 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.

2. 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.

3. The student must present an unresolved grievance to the department chair or dean within the first full semester following the disputed evaluation.

4. 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.

5. 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.

6. 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 Academic 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. Hearing Procedures are updated and revised periodically by the Academic Affairs administration in consultation with the Student Academic 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

Withdrawal

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 Academic Life.

Any student who has received student loans must have an exit interview with the Student Financial Aid Office prior to withdrawal.

Graduating Students

All IT accounts of graduating students will be disabled and removed on October 31 during the fall term following graduation.

Withdrawing Students

All IT accounts of a student who withdraws from the University or who is an “Unofficial Graduate” will remain active for a grace period of one full academic year and will disabled on October 31 following the grace period. Disabled accounts will be reviewed annually and removed as directed by the Registrar.

Alpha Students

IT accounts of Alpha Students who are no longer enrolled at the University will be disabled and removed as directed by the Registrar.

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 Academic Life give final approval for
Process for Requesting a Leave of Absence

1. Complete the Application for Leave of Absence
2. **Student Academic Life Office**: Complete an exit interview with a representative from the Student Academic Life Office before the semester in which you would like to take a leave of absence.
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 must have the other school complete an in-school deferment form.
4. **Office of the Registrar**: If the student plans to study at another U.S. college during their leave, the student follows the standard transfer credit approval process (credit approval form) in order for credit to transfer back to DePauw. All off campus study approval processes must be followed for credit to transfer from programs that the International Education Committee would normally be responsible for approving.
5. **Cash Receipts Office**: To ensure there are no balances that need to be paid.

Returning from a Leave of Absence

It is the student’s responsibility to notify the Student Academic Life Office of their intent to return.

1. The student completes the Leave of Absence Return form at least one month prior to the term of intended return. 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 or arrange for University housing. The form is available from the Office of the Registrar.
2. The Registrar, in consultation with the Vice President of Student Academic Life 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. The student is held to the same behavioral standards as current students while on a leave of absence.
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 registrar’s office notifies the student and campus offices of the returning student. Information services/Registrar’s office changes the student’s status to ‘L’.

The student contacts:

- their advisor for the RAC number for registration
- the Campus Living and Community Development or the president of their fraternity/sorority for housing arrangements
- The financial aid and loan offices, if appropriate*
- The Cash Receipts 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 Student Academic Life Office. 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.

(Approved May 2, 2003)

**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).


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, Administration Building, 313 S. Locust St. (765-658-4141).
FERPA (Family Educational Rights and Privacy Act of 1974) – University Catalog (Student Records Policy) or from the Registrar’s Office, Administration Building, 313 S. Locust 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, Administration Building, 313 S. Locust St. (765-658-4141).


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 Academic Life, 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, Administration Building, 313 S. Locust St. (765-658-4141).

Other questions may be directed to the Office of the Registrar, Administration Building, 313 S. Locust St. (765-658-4141).

The public is invited to submit comments concerning the University to the North Central Association of Colleges and Schools at: The Higher Learning Commission, North Central Association of Colleges and Schools, 30 N. LaSalle St, Suite 2400, Chicago, IL 60602.