GUIDE to living on campus 2021-2022
Medical Emergency
If a resident or guest requires immediate medical attention, call 911.
You should also notify the hall office. Housing staff members are not permitted to transport students to the hospital.

Safety or Disturbance
For fire or injury, call the police at 911.
If you encounter a safety problem (such as broken doors or windows) or a disturbance in a dorm, call the hall office.

All Emergencies.......................911
Police/Fire/Ambulance........319-273-2712
UNI Police..........................319-273-2712
Suicide Hotline...................800-784-2433
Health Clinic .......................319-273-2009
Counseling Center...............319-273-2676
Substance Abuse.................319-273-3423
HELPFUL INFORMATION

Fire
When a fire is discovered, residents should pull an alarm and evacuate the building. When an alarm sounds, residents must leave the building. When leaving a room, if safe and possible students should:
• Turn off lights
• Put shades up and open curtains
• Leave all room doors leading to the hallways closed
• Lock your door

Do not use the elevators during evacuation of the dorm. Exit the building by the nearest exit or the exit farthest from the fire or smoke when the alarm is sounded.

Residents should remain at least 50 feet away from the building or the area designated by housing staff. Be aware of incoming emergency vehicles and avoid congregating in parking lots, drives or roadways. Residents may not re-enter until an “all-clear” signal is given by UNI staff or fire department officials.

Fire drills are performed once each semester, typically the first Wednesday of classes each semester.

Hall Offices
Hall offices are located in each building or area. You can have your questions answered, pick up packages, obtain lock out keys, or schedule a meeting with housing staff at the hall office.

Tornado
In the event of severe weather, you should stay tuned to a local radio or TV station for the latest report on conditions. Residents will be alerted to tornado warnings by a prolonged blast from sirens located on campus. If you are signed up for UNI Alert, information will be sent to the number you provided.

The warning siren is tested at 11 a.m. on the first Wednesday of each month.

Residents should:
• Close and lock room door on the way out.
• Move to an interior hallway; residents in high rise buildings should move to lower floors.
• Sit on floor away from glass and doors.
• Not return to their room until the warning is over.

UNI Alert
The UNI Alert system automatically (within 20 minutes) notifies all current students, faculty and staff of emergencies and threats to physical safety, such as violence, tornado warning, hazardous material incident, cancelled classes, university closure, etc. Notification is by cell phone, landline phone, e-mail and text-message. The system uses the contact information found in the official university directory which individuals should make sure is up to date at all times (see Safety link at the bottom of the UNI home page).

Mailing Address
When you provide your campus address to friends and family, be sure to give them the ENTIRE address:

Bender Hall
2005 Campus St. - Rm #
Cedar Falls, IA
50613-3404

Jennings Court
Apt# Jennings Dr.
Cedar Falls, IA
50613

Lawther Hall
1300 W. 23rd St. - Rm #
Cedar Falls, IA
50613-3080

Rider Hall
2801 Ohio St. - Rm #
Cedar Falls, IA
50613-4923

Hagemann Hall
2800 Hudson Rd. - Rm #
Cedar Falls, IA
50613-6702

Noehren Hall
2900 Hudson Rd. - Rm #
Cedar Falls, IA
50613-6703

Panther Village
1501 W. 30th St. - Apt #
Cedar Falls, IA
50613-9602

Roth Apartments
3800 Jennings Dr. - Apt #
Cedar Falls, IA
50613-0297

Shull Hall
2901 Ohio St. - Rm #
Cedar Falls, IA
50613-4921

EXAMPLE:
Dancer Hall
c/o T.C. Panther
2001 Campus St., #100
Cedar Falls, IA
50613-3406
SAFETY & SECURITY

Security is the shared responsibility of each resident and staff member. Residents are responsible for locking their rooms and assisting with maintaining a secure facility.

Medical Emergency
If a resident or guest requires immediate medical attention, call 911. You should also notify the hall office. Housing staff members are not permitted to transport students to the hospital.

Safety or Disturbance
If you encounter a safety problem (such as broken doors or windows) or a disturbance in a dorm or apartment building, contact the nearest RA immediately or call the hall office. For fire or injury, call 911.

Safety Escort Services
UNI Police provides safety escorts to students who need rides at night from parking lots or locations on campus. You may inquire by calling 319-273-2712. Put this number in your cell phone.

Card Access
Each dorm is locked 24 hours a day. Students who live in the building may gain access by presenting their student ID to the card access reader. The card access reader is often a black box, mounted on a wall near the door, or a box on the door itself. If the card presented does not unlock the door, AND you should have access to the building, you may obtain assistance from the Housing & Dining office in Redeker Center during business hours or contact the hall office.

Non-residents of the building will not be permitted to enter the hall unless accompanied by a resident.

Residents are not to give non-residents access to outside entrances, and are not to let non-residents into the halls unless they are accompanied by residents.
Decorations
Students are encouraged to decorate their room with their roommate(s) to fit their style. Based on safety concerns, decorating guidelines are as follows:

- Items may not hang from the lights, sprinklers or pipes.
- Sprinkler heads should have 18 inches of clearance at all times.
- Door Coverings - no more than ¾ of the door may be covered.
- All hanging decorations in student rooms or corridors must be of fire resistant or fire proof materials.
- Miniature lights that are UL listed and do not generate noticeable heat are permissible in student rooms, but no lights of any type are to be used in the decoration of student room doors.
- No decorations may be placed so as to obstruct access to hall, stairwell or exit.
- No extension cords are to be used from student rooms into the hallways.
- No live trees, branches or wreaths made from live trees shall be used in decorating student rooms or hallways.
- Pumpkins used for fall decoration must be thrown out no later than the third Thursday of November.
- No items in the hallway - this includes welcome mats.
- Only wickless candles are permitted.

Guests
Guests are considered any person who is not contracted to the room OR the building. Any guest must be escorted by their host (contract holder) in the building.

Guests may be present in a room that is not theirs if permission is granted from the contract holders. This includes roommates, suitemates, or apartment roommates.

Guests can be asked to leave by housing staff if they are found to be violating community standards, including but not limited to being unescorted in a dorm that they do not live in.

See Student Conduct Code for official policies (begins on page 15).
Damage to Public Areas
See Student Conduct Code > IX: Student Conduct Policies > G: Misconduct in Housing & Dining > 8: Community Responsibility

ID Card
UNI ID cards allow access to:
• Provide identification around campus
• Access your meal plan, Dining Dollars or charge at dining and retail locations on campus
• Open electronic access doors
• Check out books and pay for copies at Rod Library
• Access the Wellness & Recreation Center
• Enter athletic and performance events
• Utilize employee time clocks

Replacing a Lost UNI ID Card
For the cardholder’s protection, lost cards should be reported immediately to the university. The cardholder will be held responsible for any purchases made with your card until the card is reported lost or stolen. Report lost or stolen cards online by clicking on the Life@UNI tab in MyUNIverse and then using the link under Report My ID Card lost.

Lost card vouchers are issued to enable cardholders to eat meals in the dining centers if they have a meal plan. For your protection, lost card vouchers may not be used for credit or dining dollar purchases.

An ID card that is found can be reactivated or a lost card can be replaced in the Housing & Dining office Monday through Friday, 8:00am - 4:30pm. The card replacement fee is $30.

Rules Governing ID Card Use
• The ID card issued to you is the property of the University of Northern Iowa (UNI).
• UNI is not responsible for any losses sustained by card holder.

• If an ID card is lost, it can be deactivated in MyUNIverse.
• ID cards are not transferrable.
• Lending ID cards to others is prohibited.
• Punching a hole in the ID card will cause damage and should not be done.
• A fee may be charged to replace a lost or damaged card.
• University departments, personnel, or community businesses may not ask to retain your ID card as collateral for goods or services.
• An ID card must be surrendered when requested by University personnel.

Lost and Found
Each hall has a lost and found located in the hall office. Items that go unclaimed for 30 days or more will be discarded or donated to charity. Items left in dorm rooms at the end of the semester, or after a student checks out will be held for 30 days. Students may pick up the items by contacting the Housing & Dining office, for up to 30 days after the last day of finals or their check out.

Maintenance Problems
Request for room repairs (smoke detectors, faucets, heaters, light bulb replacement, etc.) should be made online at: uhd.uni.edu/facility-repair-request

Student Conduct Code
policies.uni.edu/302
Air Conditioning Units
Special accommodations can be made if you have a need for an air conditioner. Please visit Student Accessibility Services for information regarding procedures to follow and obtain approval at sas.uni.edu. (Please note that for safety reasons, air conditioners cannot be installed in Bender or Dancer.)

Appliances
The following UL-approved electrical appliances are authorized for use in dorm rooms: clock, coffee maker, curling iron, Pizza Pizzazz, electric blanket, electric toothbrush, fan, George Foreman grills, hair dryer, heating pad, iron, microwave, popcorn popper, radio, electric razor, refrigerator (4.5 cubic feet or smaller), sewing machine, smartphones, tablets, gaming systems, personal computers/laptops, televisions, entertainment systems.

Refrigerators and microwaves should be plugged into a permanent wall outlet and should not be used with surge protectors or extension cords due to the potential for overheating and risk of fire.

Open coil cooking devices such as hot plates, space heaters, sun lamps, etc. are not allowed in dorm rooms.

Extension cords are for temporary needs only and should not be used on a regular basis. Extension cords should not be covered, taped down or affixed to anything in the room. Surge protectors should not be plugged into another surge protector (series connecting/piggybacking). Only surge protectors and cords with 3-prong grounded plugs are allowed. All appliances and electrical devices should be inspected; anything with a frayed or damaged cord should not be used due to the chance of shock or fire.

Other appliances or devices not listed above should be inspected by housing staff and given approval before use. It is the user’s responsibility to understand the manufacturer’s recommendations for use and care.

Bicycles
Bicycles should be parked in the racks provided near each hall. They may also be kept in rooms with the permission of roommates. No other storage areas are available. Bicycles left on campus following the conclusion of either spring or summer session will be considered abandoned and may be impounded.

Check-In
Each resident is responsible for obtaining a room key (if applicable) at check-in. Students have the option to note the condition of their room electronically upon moving into their space, to document any problems they have with the initial condition. Upon check-out, the form will be used to identify damages for which the resident will be held responsible unless:
• It was noted in the report.
• It is normal wear and tear.
• It is a maintenance problem that arose during the year that was properly reported.

Residents who fail to report the condition of their space may be held responsible for damages identified at check-out time.

Check-Out
Prior to vacating the hall (terminating one’s contract), it is necessary for residents to follow contract procedures. Failure to do so may result in charges for improper check-out. Information about proper check-out is available from housing staff. The normal check-out procedures include but are not limited to:
• Removing all belongings.
• Cleaning the room (dorms) or bedroom and common areas of the apartment.
• Check-out by check-out packet.
• Completing forwarding address within housing portal.
• Turning in your room key to hall staff.

Damages
Damage to dorm property will be charged to the person(s) responsible for the damage. Residents are encouraged to maintain the physical condition of their room to avoid damage charges. When damage is discovered in a student’s room or in a housing living area, the damage will be reported to the residence life coordinator. A charge will be levied in accordance with the assessed cost of repair completed by university personnel. This charge will then be added directly to the student’s monthly bill through the accounts receivable system or billed to the residents in the house in cases of house area damages.

Decorating
Residents are encouraged to creatively personalize their rooms in ways that satisfy roommates and comply with maintenance and safety standards. See safety: decorations for more specifics.
Furniture
Overstuffed chairs or sofas may be inspected to make certain they will not present health or safety problems. The university strongly discourages the placement of overstuffed chairs or sofas in rooms because of their potential to contribute to serious fires.

Homemade lofts are not allowed as each hall has a bed that can be lofted in the room for each occupant. Each bed loft has a railing, which must remain on the bed if the bed is lofted.

Student room furniture must remain in the room. No storage is available in the halls. Furniture cannot be left in hallways or lounges. If the furniture is not in the student room upon checkout, the student will be charged the full replacement cost.

Internet
Internet service providers vary based on hall. Jennings Court Apartments get service via Mediacom. For assistance, contact Mediacom directly at 1-855-535-2253. The remainder of the halls access the Internet through ResNet, UNI’s residential network. For ResNet assistance, call 319-273-5555 or visit Service Hub at servicehub.uni.edu to log an incident.

For general information about Internet connections and wifi devices on campus, visit the IT website at it.uni.edu. Students are expected to comply with policies pertaining to computer use, such as UNI’s Computing Resources Policy, which can be found at it.uni.edu/policies-procedures.

Mail
If a resident receives a package (USPS, UPS, FedEx, etc.) an email notification from noreply@uni.edu is sent to the resident when their package has been processed and is ready for pick up from their hall office. A package is issued during office hours once their UNI ID has been swiped (the ID swipe serves as their digital signature).

Pets
See Student Conduct Code > IX: Student Conduct Process > G: Misconduct in Housing & Dining > 4: Pets. Additional university animal polices: policies.uni.edu/809

Prohibited Items
Primarily for safety and health reasons, the following are not allowed in rooms: air conditioner (unless approved for medical reasons), hanging items (that need screws), space heaters, pets (except fish), water beds.

Use, possession, storage and/or charging of battery operated, electronic personal transportation vehicles is prohibited. Examples include, but are not limited to e-bikes, hoverboards, scooters, and monowheels (unless approved for medical reasons).

Room Condition Report
Room condition reports (RCR) are documentations of the condition of the room as you moved in. Students have the option to note the condition of their space to avoid potential damage charges at check-out.

Room Entry
In order to maintain its property and a safe environment for students, UHD reserves the right to have its authorized personnel enter and inspect spaces as it deems necessary. Staff may choose to enter for the following reasons:

• When there is a strong reason to believe that any term or condition is being violated.
• To maintain an environment that facilitates the scholarship of other residents.
• To conduct safety inspections.
• To complete repairs that have been reported.
• Whenever someone moves out of a room.
• For pest control.
• For any emergency reason (e.g., fire or broken pipes).

If residents are not in the room, they will be left a written note of such an entrance. When possible, residents will be notified in advance for safety inspections and pest control visits.

Room Keys
If you are temporarily locked out of your room, a temporary lock-out key may be checked out at the hall office and returned by no later than noon the next day (after 3 p.m. Saturday). Your UBill will be charged a $15 fee beginning with the fourth time per academic year, every use of a temporary key, building access card, or staff letting you in. Please keep in mind that for security purposes, you will be asked to provide some form of identification (student ID, student ID number, or driver’s license) when checking out a key.

To replace a lost key, please report it to the hall office. The cost is $60 to recore the door and replace the key. Electronic access card replacements are $30.

Roommate Agreements
Roommate agreements are provided for each roommate grouping to work through and collaborate on what living together will look like for the year. Roommates are expected to complete an agreement each year.
The Housing and Dining Contract is a legally binding document that describes the mutual agreement between you and the University regarding your academic-year commitment to live on campus. Policies related to this contract pertain to all Housing & Dining facilities.

**Academic Break Periods**
You may occupy your room from the beginning of the semester to the end of your last final in the spring semester. An electronic form link will be sent out by housing staff that should be filled by the deadline by residents who plan to stay at any time during a break. Residents staying during these breaks are expected to follow guidelines concerning these periods, including no overnight guests. For assistance during these break periods, residents are encouraged to contact the RA on call.

**Cancellation**
Inquiries should be directed to Housing & Dining at housing@uni.edu.

**Contract Renewal**
The process begins in the spring semester. Information will be provided via university email and other methods of communication.

**Request for Contract Appeal**
Inquiries should be directed to the hall office.

**Room Buyout Period**
a) If a student occupies a room that falls below its designed capacity, they may request to keep a double room as a super single after the second week of each semester for an additional fee by contacting housing staff. These requests are honored as possible and an additional charge may apply. If a student does not wish to keep a double room as a super single, they can 1) find another resident to live with them, 2) move to a room with someone else, or 3) choose to remain in the room below capacity knowing that a new roommate may be assigned to them at any time. When assigning a random roommate to a room below capacity, housing staff will determine which room the student will be assigned based on original contract date.

b) Housing & Dining reserves the right to consolidate residents when hall occupancy is below 100 percent capacity, and there is a need for the space as determined by housing staff. Residents living in rooms at less than capacity may be charged an additional fee, if they choose to stay in that space. Fee amounts would date back to the time in which the room fell below capacity.

**Room Change Request**
Room changes are typically not completed during the first two weeks of fall semester and the first two weeks of spring semester. Requests can be made at the hall office.

**Terms and Conditions**
uhd.uni.edu/contract-terms-and-conditions
Diet/Special Needs

Special Dietary Needs
Student Accessibility Services works with dining's registered dietician to ensure safe meals for those who have health-related dietary restrictions. If you have a special dietary need, please contact the manager in the university eating establishment where you dine or email dining@uni.edu.

Illness
If a student is not feeling well, a light meal consisting of broth, gelatin and a beverage is available. The meal can be picked up by a friend. Dishes are to be returned to the dining center. Contact the dining center to arrange for a sick tray.

Expectations
• Take what you want, eat what you take. Taking one portion at a time helps you manage the amount of food you eat. You may go back for seconds as often as you wish.
• Leave it here - the dishes, silverware and glassware are provided for your use while you are in the dining centers. Taking these items is theft and prevents us from providing quality service.
• All-you-care-to-eat - while you are in the dining centers. Taking food out of the dining center for later meals or snacks is not a part of the meal plan unless using your one daily to-go meal.
• Return your dishes to the dish return before leaving the dining center.
• Wear shoes, shirts and other appropriate clothing when eating in the dining centers.

Locations
UNI Dining offers a wide variety of options located throughout campus for students, faculty, staff and guests to enjoy a sit down meal, a sandwich on the go, or a cup of coffee on the way to class. Menu offerings include made-to-order items, recipes made from scratch, and healthy options giving customers the flexibility to eat what they want, when they want. Having an event on campus that needs catered? UNI Dining also operates UNI Catering to serve its campus customers.

Dining Centers
Piazza @ Redeker Center
Rialto @ Towers Center

Convenience Stores
23rd Street Market @ Commons
Biscotti’s @ Redeker Center
Essentials @ Maucker Union

Retail Venues
Book Bistro @ Rod Library
Chats @ Maucker Union
Food Court @ Maucker Union
Schindigs @ Schindler Education Center

For on-campus catering, contact:
UNI Catering
catering.uni.edu
catering@uni.edu
Meal Plans
UNI Dining has a variety of meal plans to meet the needs of students living on campus that offer savings over the cash rate. Meal plans are required for students living in traditional dorms and optional for students living in on-campus apartments or off-campus housing.

- **All-Access Meal Plans**
  Students living in the traditional dorms have the Everyday All-Access meal plan. This gives students unlimited access to the dining centers seven days a week. Students living in on-campus apartments (Panther Village, Roth, Jennings Court) or off-campus have the option to choose the Weekday All-Access meal plan. This plan gives students unlimited access to the dining centers Monday through Friday. Both all-access plans include Dining Dollars and Flex+.

- **Block Meal Plans**
  Available to students living in an on-campus apartment or off-campus housing. Block meal plans include a defined number of meals in the dining centers as well as Dining Dollars for food and beverage purchases across campus.

- **Weekly 5**
  Available to students living in an on-campus apartment or off-campus housing. The Weekly 5 plan includes a defined number of meals per week in the dining centers as well as Dining Dollars for food and beverage purchases across campus. The Weekly 5 plan resets each Thursday night.

- **Dining Dollars**
  Prepaid funds that may be used for food and beverage purchases across campus. Unused Dining Dollars carry over from fall to spring semester, expire at the end of the spring semester and are non-transferable, unsaleable and nonrefundable.

- **Flex+**
  Flex+ can be used to treat a guest in the dining centers, as well as redeemed for specific menu items in retail stores across campus. The All-Access meal plans include a set number of Flex+ per semester.

- **Booster Packs**
  All meal plan holders have the option to customize their plan with additional Meals and Dining Dollars by adding on a Purple, Gold, Panther or Flex+ Pack. Booster Packs can be added at any time. (Booster Packs are a one-time purchase and do not auto-renew from fall to spring semester.)

For meal plan details, visit [uhd.uni.edu/meal-plans](http://uhd.uni.edu/meal-plans).

**Meal Plan Changes/Cancellation**
Resident meal plans may be changed one time each semester prior to the 10th day of classes. Meal plan billing will be pro-rated and adjusted. Dining Dollars levels will be associated with the new meal plan. Inquiries should be emailed to Housing & Dining at [dining@uni.edu](mailto:dining@uni.edu).
This policy is outlined as follows:

I. Purpose
II. Policy
III. Philosophy
IV. Student Conduct Authority
V. Jurisdiction
VI. Violations of Law
VII. Definitions
VIII. Student Rights
IX. Prohibited Conduct
A. Misconduct related to others
B. Misconduct related to property
C. Misconduct related to health, welfare, and safety
D. Misconduct related to the operation of the University
E. Misconduct related to other university policies
F. Other acts of misconduct
G. Misconduct related to Housing and Dining
X. Good Samaritan Provision
XI. Student Organizations
XII. Student Conduct Procedures
A. Charges and Notice
B. Interim Actions
C. Investigation
D. Informal Actions
E. Hearing Resolution
F. Decisions
G. Sanctions
H. Appeals
I. Failure to Complete Sanctions
XIII. Student Conduct Records
XIV. Training
XV. Revisions
XVI. Related University Policies

I: Purpose
The University of Northern Iowa is committed to the education and personal development of students, so as to support the achievement of their educational and life goals and prepare them for responsible citizenship. In this context, the University seeks to foster an environment conducive to achieving its academic mission and that is supportive of the rights of individuals to live, work, learn, and assemble safely and equitably; to express views and opinions; and to associate freely with others.

The purpose of this policy is to outline university standards for student behavior and delineate the processes by which allegations of misbehavior will be addressed in order to safeguard the rights, property, and safety of the University community and individuals in it; to ensure that student behavior complies with applicable law and policy; and to permit the orderly operation of the University.

II: Policy
Students and student organizations are expected to adhere to the standards of conduct described herein. Failing to do so may result in sanction(s). Allegations of misconduct will be addressed through processes that ensure due process and contribute to the education of all involved. Students and student organizations are responsible for knowing the information, policies, and procedures outlined in this document. Students are informed of the Student Conduct Code during orientation, are annually provided notification of it via email, and have access to the Student Conduct Code via the University website.

III. Philosophy
The Student Conduct Code is grounded in a commitment to three core values: Respect: University of Northern Iowa students support the rights of individuals to live and work with each other in a safe environment reflective of the educational ideals of the University. Responsibility: University of Northern Iowa students engage in responsible social conduct that reflects positively upon the University community, while modeling good citizenship in all communities. Honesty: University of Northern Iowa students live a life of integrity, creating good leaders, friends, and colleagues who share the common goal of building our learning community.

IV: Student Conduct Authority
A. Authority: The Vice President for Student Affairs is vested with the administrative responsibility for the establishment and enforcement of policies governing student conduct and disciplinary action by the President of the University. The Vice President has, in turn, delegated considerable authority to the Dean of Students. The Dean of Students authorizes individuals to be trained and act as Student Conduct Administrators to efficiently and effectively administer the student conduct process.

B. Merit: Complaints will not be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as credible information to support each element of the offense.

C. Interpretation: The Dean of Students will develop procedural rules for the administration of the Student Conduct Code. Any question of interpretation of the Student Conduct Code will be referred to the Dean of Students, whose interpretation is final.

D. Communication: University email is the University’s primary means of communication with students. Students are responsible for all communication delivered to their university email address.

V: Jurisdiction
The Student Conduct Code and related policies and procedures apply to the conduct of individual students, both undergraduate and graduate, and all university-affiliated student organizations. The definition of student, in section VII, will be used in the interpretation and application of this policy.

The Student Conduct Code applies to behaviors that take place on campus, at university-sponsored events, through electronic media, and may also apply off-campus when the Dean of Students or designee determines the off-campus conduct is of university interest. A university interest is a matter of concern that includes:

A. Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of self or others;

B. Any situation significantly infringing upon the rights, property, or educational pursuits of others or significantly breaching the peace and/or causing social disorder; and/or,
VII: Definitions

A. Advisor: A person who may be present and assist the involved parties through the student conduct process. Advisors may be members of the campus community, but the parties may select whomever they wish to serve as their advisor. An advisor may not serve as a witness or otherwise be party to the case.

B. Business Days: All days when the University is open. Saturdays, Sundays, holidays, and days when the University is closed are not counted.

C. Complainant: Any person or University entity who submits an allegation that a student has violated the Student Conduct Code.

D. Due Process: The right to have the procedures outlined in this policy followed.

E. Faculty Member: Any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

F. Hearing: A formal meeting to determine responsibility for allegations of misconduct.

G. Investigator: Individual(s) trained to serve as a neutral fact finder, to examine the allegations, to collect the information, and to present the results of the investigation in the hearing.

H. Member of the University Community: Any person who is a student, faculty member, staff member, university official, visitor, or a member of the Board of Regents, State of Iowa. A person’s status in a particular situation will be determined by the Dean of Students or designee.

I. Policy: Written policies, procedures, and regulations of the University as found in, but not limited to, the Student Conduct Code; the Discrimination, Harassment, and Sexual Misconduct Policy; other UNI Policies and Procedures; Housing and Dining Policies; and/or, the University Catalog.

J. Respondent: The person who is alleged to have violated the Student Conduct Code.

K. Staff Member: Any person employed by the University whose primary role is non-teaching.

L. Standard of Information: Preponderance of information is the standard used to determine responsibility in student conduct cases. This means that it is more likely than not that a violation occurred.

M. Student(s): as pertaining to the Student Conduct Code, are defined as:

   1. Persons registered (used interchangeably with ‘enrolled’ at the University of Northern Iowa, either full time or part time, pursuing undergraduate, graduate, or professional studies, as well as non-degree seeking students;

   2. Persons who have been enrolled at the University, and have not withdrawn, are students even when they are not enrolled for a particular semester if a University official determines they have a continuing relationship with the University. A “continuing relationship” may include, but is not necessarily limited to a student enrolled in a previous semester and registered or otherwise indicating intent to register for a future period of enrollment.

   3. Persons who have been notified of their acceptance for admission;

   4. Persons who are participating in programs sponsored by the University and another college or university (e.g. community college partnership agreements), although not enrolled at this institution; or,

   5. Persons who were defined as a student at the time of their misconduct.

N. Student Conduct Administrator: A University official authorized by the Dean of Students to determine whether or not a respondent is responsible for violating policies within the Student Conduct Code and to impose sanctions upon the respondent for policies violated.

O. Student Organization: Includes all registered student organizations and other student groups associated with the University of Northern Iowa.

P. University: University of Northern Iowa.

Q. University Official: Any person employed by the University, performing assigned administrative or professional responsibilities.

R. University Premises: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets or sidewalks).

S. Witness: Individual(s) who may offer information regarding an allegation of misconduct.

VIII: Student Rights

A. A student has the right to be treated with dignity and respect by all persons involved in the student conduct process.
B. A student has the right to a hearing that is conducted fairly.
C. A student has the right to a hearing by a fair and impartial Student Conduct Administrator.
D. A student has the right to an advisor present at meetings or hearings regarding allegations of misconduct.
E. A student has the right to written notice of the alleged violation(s).
F. A student has the right to share as much information as desired; however, a decision will be made based on the information available or shared.
G. A student has the right to identify witnesses, share written or oral statements, and any other information pertaining to the incident.
H. A student has the right to an appeal.
I. A student has the right to see the contents of their student conduct file.

IX: Prohibited Conduct
Any student or student organization found responsible for committing, attempting to commit, aiding in, and/or assisting others in committing any of the following prohibited conduct will be subject to disciplinary sanctions.

A. Misconduct related to others
1. Harm to person: Intentionally or recklessly causing physical harm or endangering the health or safety of any person, including oneself.
2. Threatening Behaviors:
   a. Direct Threat: Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
   b. Indirect Threat: Implied threats or acts causing reasonable fear or harm interfering with a person’s ability to participate or benefit from the University’s educational, social and/or residential program.
3. Hazing: An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of intimidation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene, to prevent, to discourage, and/or failing to report those acts may also constitute hazing.
4. Harassment: Repeated unwanted contact or communication by any means, behavior, or verbal abuse threatening to injure or endanger the health, safety, or welfare of oneself or another person is unacceptable. Harassment is a knowing and willful course of conduct that has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment or which intends to cause a person to suffer substantial emotional distress.
5. Harassment via Technology: Use of electronic or other technology, without a valid purpose, to intentionally intimidate, embarrass, ridicule, or humiliate another person. This includes the creation or distribution of video, audio, or photographic files without the consent of all parties recorded or photographed which could foreseeably intimidate, embarrass, ridicule, or humiliate and causes another person to suffer substantial emotional distress.
6. Public Exposure: Deliberately and/or publicly exposing one’s intimate body parts, public urination/defecation, and/or public sex acts.
7. Collusion: Knowingly, recklessly, or willfully enticing or assisting others to commit or attempt to commit acts prohibited by this code or that violate the law.
8. Complacency: Condoning or supporting others to commit or attempt to commit acts prohibited by this code or that violate the law.
B. Misconduct related to property
1. Theft: Intentional and unauthorized taking or removal of property that belongs to another person or entity, including goods, services, furniture, artwork, plants, electronics, books, window screens, signs, and/or other valuables.
2. Possession of Stolen Property: Knowingly maintaining possession of property belonging to another person or entity without permission.
3. Sale of Stolen Property: Selling or attempting to sell any item which is known to be, or can reasonably be assumed to have been stolen, or otherwise illegally obtained.
4. Fraud: Attempting to defraud by means of deception, bad checks, forgeries, or stolen credit or ID cards, possession or use of counterfeit currency, and/or other means.
5. Identity Theft: Using or possessing the identity of another person or entity, including a fake ID, with the intent of misrepresenting oneself as another for any reason.
C. Misconduct related to health, welfare, and safety
1. Alcohol
   a. Underage possession: The purchase or possession of alcoholic beverages by persons under the age of 21.
   b. Underage use: The consumption or act of being under the influence of alcohol by persons under the age of 21.
   c. Illegal use of alcohol: Illegal manufacturing, distributing, selling of alcohol (regardless of age), and/or providing alcohol to minors.
2. Drugs
   a. Possession of marijuana: The possession, sale, or distribution of marijuana and/or its derivative. Substances made to resemble marijuana are also not permitted on campus.
   b. Use of marijuana: The use of marijuana and/or its derivative. Substances made to resemble marijuana are also not permitted on campus.
   c. Use or possession of any other illegal controlled substance: The use, possession, sale, or distribution of narcotics, steroids, stimulants, depressants, hallucinogens, or any other controlled substance without a prescription.
   d. Drug Paraphernalia: The use, possession, distribution, or sale of drug paraphernalia. Drug paraphernalia is defined as any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, producing, possessing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
   e. Medications: Abuse, misuse, sale, or illegal distribution of prescription or over-the-counter medications.

3. Smoking
   a. Underage possession or use: The possession, or use of any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes by persons under the age of 21.
   b. Smoking and Tobacco Use: Violations of the Smoking and Tobacco Use policy 8.10, which prohibits smoking, and use of tobacco via cigarettes, cigars or pipes or the use of devices or products that may be used to smoke or mimic smoking on university owned or leased property including grounds, parking lots, athletics fields, recreation fields, tennis courts and any other outdoor area, including university vehicles and any vehicle located on the University’s property.

4. Public Intoxication: Being under the influence of alcohol, drugs, or other substances where one’s behavior endangers, or may endanger the safety of others, property, or themselves or causes a disturbance.

5. Operating a Vehicle While Intoxicated: Driving while under the influence of alcohol or other drugs, regardless of location.

6. Weapons
   a. Explosives: Possessing, carrying, or using any substance or device which is intended or designed to explode or any device which a reasonable person would believe either through appearance, markings or otherwise, to be a device intended or designed to explode.
   b. Firearms: Possessing, carrying, or using any type of firearm on university premises, except as permitted by law or policy, or the use of a firearm in any manner alleged to be inconsistent with applicable laws, regardless of location. Objects perceived as firearms such as airsoft guns, BB guns, paintball guns, and pellet guns, are also a violation of this policy.
   c. Knives: Possessing, carrying, or using any knife with a blade longer than three inches anywhere on university premises without a valid educational or residential purpose or the use of a knife in any manner alleged to be inconsistent with applicable laws, regardless of location. Butterfly knives, switchblades, and double-edged knives are not permitted on campus, regardless of length.
   d. Other dangerous or deadly weapons: Possessing, carrying, or using other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, tasers, throwing stars, brass knuckles, or other dangerous or deadly weapon(s) in any manner alleged to be inconsistent with applicable laws, regardless of location.
   e. Storage of weapons: Possession, including the storage of any item that falls within the category of a weapon, including storage in a vehicle parked on university property.

7. Fire Safety: Violation of local, state, federal or campus fire policies including, but not limited to:
   a. Intentionally or recklessly causing a fire which damages university or personal property or which causes injury.
   b. Improper use of university fire safety equipment.
   c. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property. Such action may result in a local fine in addition to university sanctions.
   d. Possessing or using pyrotechnics, including fireworks, on university property.
   e. Violation(s) of the Fire Safety policy 7.04.

8. Wheeled Devices: Skateboards, roller blades, roller skates, and other wheeled items may not be ridden inside any university building, on railings, curbs, benches, or any such fixture that may be damaged by these activities, and individuals may be liable for damage to university property caused by these activities. Exceptions are made for medical purposes.

9. Evacuation: Failing to evacuate any building after an alarm has been activated or notice has otherwise been given of a fire, fire drill, fire alarm, or other order to evacuate.

10. Health and Safety: Creating health and/or safety hazards (examples include dangerous pranks, and hanging out of or climbing from/on/in windows, balconies, or roofs).

D. Misconduct related to the operation of the University

1. Disruptive Behavior: Disruption of university operations including, but not limited to, obstruction of teaching, research, administrative functions, or other university activities, and/or other authorized non-university activities which occur on campus.

2. Rioting: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, and/or damage of property.

3. Obstruction: Obstructing the free flow of pedestrian or vehicle traffic on university premises or at university-sponsored or supervised functions.

E. Misconduct related to other university policies

1. Bullying: Violation(s) of the Violence Free Campus policy 710.
2. Retaliation: Violation(s) of the Retaliation and Misconduct Reporting policy 13.19 which prohibits acts of retaliation against an individual who reports suspected or observed misconduct, or cooperates in an investigation of misconduct.
3. Abuse of Computer Resources and Facilities: Violation(s) of the Use of Computer Resources policy 9.54, which prohibits the unauthorized or inappropriate use of University of Northern Iowa computer resources.
4. Animals: Violation(s) of the Animals on University Owned or Controlled Property policy 8.09 which outlines the appropriate use of service, support, working and companion animals on the University of Northern Iowa campus.
5. Personal Conduct: Violation(s) of the Personal Conduct Rules 3.03.
6. UNI Alcohol Policy: Violation(s) of the Alcohol and Drugs policy 13.18, which outlines the expectations regarding alcohol and drug/controlled substance use on campus and at university-related activities.

F. Other Acts of Misconduct

1. Abuse of Conduct Process: Abuse, interference, or failure to comply with university processes including, but not limited to:
   a. Falsification, distortion, or misrepresentation of information.
   b. Failure to provide, destroying, or concealing information during an investigation of alleged misconduct.
   c. Attempting to discourage an individual’s participation in, or use of, the student conduct system.
   d. Harassment (verbal or physical) and/or intimidation of a member of the student conduct process prior to, during, and/or following a student conduct proceeding.
   e. Failure to comply with the sanction(s) imposed by the student conduct system.
   f. Influencing, or attempting to influence, another person to commit an abuse of the student conduct system.
2. Disorderly Conduct: Conduct that is disorderly, lewd, or indecent.
3. Failure to Comply: Failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Falsification: Lying, knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts or records.
5. Student Identification: Misrepresentation or misuse of student identification.
6. Trademark: Unauthorized use, including misuse of university or organizational names and images.
7. Violations of Law: Potential or alleged violation of any local, state, or federal law.
8. Other Policies: Violating other published university policies or rules.

G. Misconduct in Housing & Dining

The following specifically pertain to students occupying or visiting property operated by Housing & Dining (UHD). Violations of any of the following may be subject to the student conduct process. Exceptions to the following are allowed for Catering and Dining operations.
1. Alcohol
   a. Responsible Consumption: Responsible consumption of alcoholic beverages is permitted in the personal space for those persons who are 21 years of age or older. A guideline for responsible consumption is generally one standard drink per person of legal age, per hour. Personal space is defined as a room, suite room, or apartment with the door closed.
   b. Hosting: Both residents and the guests they host must be 21 years of age or older in order to consume or possess alcohol.
   c. Roommate Agreement: Only residents of legal age may possess and consume alcohol. When all persons assigned to a residential space are not of legal age, storage and use of alcohol must be documented in the roommate agreement.
   d. Proximity: Students under 21 cannot be present in an on-campus room or location where alcohol is being consumed or possessed.
2. Guests
   a. Behavior: Residents are responsible for informing their guests of policies and may be held responsible for the behavior of their guests.
   b. Escort: Residents must meet their guests at the entrance of the building and escort their guests at all times.
   c. Trespass: Residents are not permitted to host guests who have any active trespass restrictions.
   d. Overnight: Residents may have overnight guests in their rooms for a maximum of three consecutive nights within a seven day period. Permission of other roommates must be obtained in advance.
3. Noise
   a. Courtesy Hours: Residents and guests are expected to be respectful of other residents at all times and respect another’s right to sleep, study, or not be disturbed. Courtesy hours are in effect 24 hours a day.
   b. Quiet Hours: During designated quiet hours noise should not be heard outside of one’s room, nor should noise from the hallway, restroom, or lounge be heard in student rooms.
   c. Amplified: Amplified sound directed out of windows is not permitted.
4. Pets: Only non-dangerous fish in aquariums no larger than 29 gallons are permitted as pets in residence hall rooms and apartments. Laboratory specimens are not allowed. The university assumes no responsibility for harm or loss to an aquarium for any reason.
5. Activities Resulting in Disturbance, Distress, or Damage
   a. Disturbance: Individual or group activities resulting in the distress or disturbance of others are not permitted.
   b. Destruction: Individual or group activities that can cause damage or destruction to property are not permitted. Types of behavior that fall into this category include but are not limited to hall sports, hallway disruptions, unsanitary conditions, and/or pranks.
c. Improper Use: Using or attempting to use university property in a manner inconsistent with its designated purpose is not permitted. Types of behavior include but are not limited to jumping in the elevator, stacking furniture, window screen removal, and sexual acts in lounges, bathrooms, or restrooms.

6. Health and Safety: Due to the unique nature of living on campus, certain items and behaviors are prohibited in order to provide a safe, healthy, and secure environment.

a. Combustible Materials: Combustible materials used for decorations and displays represent a fire hazard and are not permitted. Examples of such materials include all candles with wicks, including decorative and/or incense, natural trees and resins, greenery, and non-electric lanterns. For an up-to-date list of combustible materials, please see the Housing & Dining A to Z Guide.

b. Prohibited Items: Certain items are prohibited within the residence halls and apartments. Possession of such items can create a risk to the safety of the students in the community and therefore violates this policy. Examples of such materials include appliances with a rating of 1,000 watts or higher, cooking appliances, halogen lights, improper extension cords, space heaters, portable AC units, and improper adaptors. For an up-to-date list of prohibited items, please see the Housing & Dining A to Z Guide.

7. Room Responsibility: Residents are responsible for any activities, policy violations, or damages that occur in rooms to which they have been assigned when it can be reasonably shown that the residents knew or should have known that the inappropriate activity or damages occurred. This includes activities, policy violations, or damages caused by guests of residents.

8. Community Responsibility: Residents have a responsibility for the public areas and furnishings within their residence hall house/community or building. Damage to public areas or within a residence hall house/community or building is considered the responsibility of the residents of that house/community or building. If individuals responsible for damage cannot be identified, the residents of the house/community or building may become collectively responsible for the cost of repair and/or replacement.

X: Good Samaritan Provision
To minimize any hesitation students or student organizations may have in obtaining immediate medical or other professional help for students in need:

A. For those in need of assistance: Amnesty is available to individuals who seek or accept medical or other professional assistance without fear they may be accused of minor policy violations, such as underage drinking at the time of the incident. Educational sanctions (including, but not limited to, work service, loss of privileges, educational requirements such as programs and/or presentations) may be required, but will not otherwise result in a violation of the Student Conduct Code as long as the educational sanctions are completed.

B. For those who offer assistance: To encourage students to seek medical or other professional assistance for others, amnesty is available for minor violations when students offer this help to others in need. Educational sanctions may be required, but will not otherwise result in a violation of the Student Conduct Code as long as the educational sanctions are completed.

Any exemption from conduct action granted under this policy may only apply to conduct action and/or sanctions under the Student Conduct Code and does not apply to any criminal action taken by law enforcement, such as issuing a citation or making an arrest.

While this provision applies to individual students, if an organization has been found in violation of the Student Conduct Code, then the organization’s willingness to seek medical assistance for a guest may be viewed as a mitigating factor if or when sanctions are issued.

XI: Student Organizations
Unless otherwise denoted, the use of the term “student organization” shall include all registered student organizations and other student groups associated with the University of Northern Iowa.

When a report of alleged misconduct involving a student organization is brought to the attention of the Dean of Students, the Dean of Students or designee may consult with individuals who have oversight, responsibility for, or interest in the organization.

The determination regarding whether an alleged policy violation was committed by a student organization or by individual(s) will be made on a case-by-case basis. The following factors will be considered when making this determination:

A. How many of the members of the student organization were involved in the incident?
B. Did the incident occur in relation to an event sponsored by the organization?
C. Did a member(s) of the organization violate university policy(ies) at an event sponsored by the organization or in the course of the organization’s affairs, and fail to exercise reasonable preventative measures?
D. Did the organization’s leadership have knowledge that the event was going to occur?
E. What was the nature of the incident?

Any individual(s) acting on behalf of an organization may also be referred to the Dean of Students for individual allegations of misconduct.

When a student organization is involved as a respondent, the president (or equivalent executive position) will be considered as the representative of the student organization and will be provided notice of the allegation.

Complaints of alleged violations of the Student Conduct Code by student organizations will go through the same student conduct process as an individual student.

If a registered student organization is found responsible for violating the Student Conduct Code, Northern Iowa Student Government (NISG), specifically the President, Vice President, Director of Administration and Finance, NISG Advisor, and the advisor of the registered student organization, will receive notification by being copied on the outcome letter. Other student groups associated with the University and their respective advisors would receive similar notice.
XII: Student Conduct Procedures

A. Charges and Notice

Charges and complaints regarding student conduct will be handled according to the following procedures:

1. Allegations of misconduct may be received by the Dean of Students or designee from any source (victim, Resident Assistant, third party, online, police, community member, etc.).

2. Alleged violations of other university policy(ies) will be referred to the appropriate office and process.

3. Allegations of misconduct will be reviewed by a Student Conduct Administrator for consideration in the student conduct process. In that review, it may be determined that:
   a. Additional information is needed to determine a course of action. A Student Conduct Administrator will investigate to gather additional information and subsequently refer the alleged misconduct to the appropriate hearing process or close the allegation.
   b. The complaint indicates that a violation may have occurred and the alleged misconduct will be referred to a hearing.
   c. The complaint indicates that a violation may have occurred and the alleged misconduct includes, but is not limited to, behavior that poses a threat of danger and/or injury to others, destruction of property, physical assault, possession or involvement in the sale or manufacture of drugs and/or weapons, and/or repeat violations of the Student Conduct Code. These types of behaviors will be referred to a hearing where suspension or expulsion may be considered as the outcome.
   d. The complaint does not state circumstances which, if found to be true, would demonstrate a violation. Subsequently, the complaint will be closed.
   e. If it is determined that reasonable cause exists for a Student Conduct Administrator to refer a complaint for a hearing, notice will be given to the respondent. Notice will be in writing and may be delivered by one or more of the following methods: a. emailed to the student’s university issued email account; b. in person by a Student Conduct Administrator; or, c. mailed to the local or permanent address of the student as indicated in official university records. Once emailed, received in person, and/or mailed, such notice will be considered delivered. Students will be provided a minimum of two business days’ notice of their scheduled hearing. Exceptions may be made during finals week.

4. The letter of notice will at minimum outline: a) the alleged violation(s); b) notification of where to locate the Student Conduct Code; c) Student Conduct Code procedures for resolution of the complaint; and, d) notification of the date and time of the scheduled hearing.

B. Interim Actions

In certain circumstances, the Dean of Students or designee may impose interim actions during the student conduct process. Interim actions may be imposed:

1. to ensure the safety and well-being of the members of the university community or for preservation of university property;
2. to ensure the accused student’s own physical or emotional safety and well-being; or,
3. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

Interim actions can include, but are not limited to, a no contact order, university suspension and/or residence hall suspension. Interim actions are in effect until rescinded by the Dean of Students or designee.

C. Informal Resolution

When allegations of misconduct have been received and reviewed by a Student Conduct Administrator, the complaint alleges a violation of the Student Conduct Code (policy 3.02), and the parties involved wish to resolve the complaint without further student conduct proceedings, this is permissible provided:

1. it is approved by the Dean of Students or designee; and,
2. it is agreed to by the complainant and the respondent.

D. Hearing Resolution

1. Allegations of misconduct will be resolved in a hearing with a Student Conduct Administrator.
   a. All allegations of misconduct, including allegations that may result in suspension or expulsion from the University (as defined in Section XII.A.3.c), will be conducted in accordance with procedures established by the Dean of Students.
   b. Allegations of misconduct involving more than one complainant or respondent will be heard separately. At the discretion of the Dean of Students or designee, the hearing pertinent to each complainant or respondent can be conducted jointly. However, separate determinations of responsibility will be made for each respondent.
2. Each party has the right to one advisor of their own choosing.
   a. The role of an advisor is passive, they may not ask questions or make arguments during a hearing. They may confer quietly with their advisee, exchange notes, and suggest questions to their advisee.
   b. An advisor may be an advocate, parent, friend, staff, faculty member, attorney (at their own expense), or a person of their choosing not involved in the incident.
   c. When facing criminal charges concurrently, a student may have an attorney present, in addition to an advisor, at their own expense. Any attorney present is subject to the same limitations of an advisor.
3. Each party, through the investigation or hearing process, will have the opportunity to present information, make statements and identify witnesses.

If the respondent, with notice, does not attend the hearing, the available information relating to the allegations of misconduct will be considered. Subsequently, determinations regarding responsibility and sanctions (if appropriate) will be made.
**E. Decisions**

1. Determinations of responsibility are made utilizing the preponderance of information standard. This means that it is more likely than not that a violation occurred.

2. Following a hearing, the respondent will be provided, within 10 business days, an outcome letter outlining determinations of responsibility and sanctions (if appropriate). Notice will be given in writing and may be delivered by one or more of the following methods:
   - **a.** emailed to the student’s university issued email account;
   - **b.** in person by a Student Conduct Administrator or,
   - **c.** mailed to the local or permanent address of the student as indicated in official university records. Once emailed, received in person, and/or mailed, such notice will be considered delivered.

3. In cases of allegations of violence or where the law allows, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each party.

4. The student conduct process, barring extenuating circumstances, will seek resolution within 45 business days of the receipt of an allegation, excluding the appeal process.

**F. Sanctions**

One or more of the following sanctions may be imposed upon a respondent for being found responsible for a violation of misconduct. Sanctions determined will be proportionate to the severity of the violation and to the cumulative conduct history of the respondent. Sanctions may be noted on a respondent’s official academic transcript when the outcome requires the student’s separation from the university for any period of time.

1. **Warning:** An official written notice the respondent has violated the Student Conduct Code with the understanding that additional conduct actions would result should the respondent be involved in other violations while affiliated with the University.

2. **Restitution:** Requirement that the respondent provide compensation for damage caused to the University or any other person’s property. This could also include situations such as failure to return a reserved space to proper condition for labor costs and expenses. This is not a fine, but rather a repayment for labor costs and/or the value of the property destroyed, damaged, or stolen.

3. **Fines:** Reasonable fines may be imposed and used to offset the cost of educational sanctions.

4. **Work Service Requirements:** A specific number of unpaid service hours to the University or approved agency must be completed.

5. **Loss of Privileges:** The respondent may be denied specified privileges, related to the violation, for a designated period of time. Specific limitations or exceptions may be granted by the Dean of Students and terms of this conduct sanction may include, but are not limited to the following:
   - **a.** Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
   - **b.** Ineligibility to represent the University to anyone else outside the University community in a way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager, or student coach, etc.

6. **Confiscation of Prohibited Property:** Items whose presence is in violation of the Student Conduct Code can be confiscated. Prohibited items may be returned to the owner at the discretion of the Dean of Students and/or UNI Police.

7. **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

8. **Educational Requirement:** Sanctions may be created and designed as deemed appropriate to the offense, including but not limited to attending, presenting and/or participating in an educational activity and/or sponsoring or assisting with an educational activity for others.

9. **Restriction of Visitation Privileges:** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

10. **Random Drug Testing:** To be used for respondents who violate the drug policies.

11. **No Contact:** Orders to not have any contact, by any means, including through friends with the designated university community member.

12. **Parental Notification:** Parents or guardians may be notified in writing of violations of alcohol or drug policy for students under the age of 21.

13. **Trespass:** Notice of prohibited visitation from a specific location and/or activity(ies).

14. **Housing Probation:** Official notice that, should further violations of Housing & Dining or university policies occur during a specified probationary period, the respondent may immediately be removed from university housing and/or dining. Regular probationary meetings may also be imposed.

15. **Housing Reassignment:** Reassignment to another university housing facility and/or dining facility. Housing and Dining personnel will decide on the reassignment details.

16. **Housing Suspension:** Removal from university housing and/or dining for a specified period of time after which the respondent is eligible to return. Conditions for readmission to university housing and/or dining may be specified. Under this sanction, the respondent is required to vacate university housing and/or dining within the timeframe outlined in the outcome letter. This sanction may be enforced with trespass action if necessary. Prior to reapplication for university housing and/or dining, the respondent must gain permission from the Director of Residence Life or designee. This sanction may include restrictions on use of dining and/or visitation to specified buildings or all university housing during the suspension.

17. **Housing Expulsion:** The respondent’s privilege to live in, or visit, any university housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary and may also apply to dining privileges.
18. Disciplinary Probation: The respondent is put on official notice that, should further violations of university policies occur during a specified probationary period, the respondent may face suspension or expulsion. Regular probationary meetings may also be imposed. Disciplinary probation means a student is not in good social standing with the University.

19. Suspension Held in Abeyance: Separation from the University is deferred for the period of the suspension, with the provision that lesser sanction(s) be completed within that period of time and no additional information alleging misconduct is discovered regarding the incident. If the student is found responsible for violations of other misconduct during the period of suspension held in abeyance, the student will be sanctioned to Disciplinary Suspension or Expulsion.

20. Disciplinary Suspension: Separation from the University for a specified minimum period of time, after which the respondent is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The respondent is required to vacate university housing within the timeframe outlined in the outcome letter. During the suspension period, the respondent is banned from university property, functions, events and activities without prior written approval from the Dean of Students. This sanction may be enforced with a trespass action as necessary.

21. Expulsion: Permanent separation from the University. The student is banned from university property and the respondent’s presence at any university-sponsored activity or event is prohibited. This action may be enforced with trespass action as necessary.

22. Loss of University Recognition: Deactivation as a registered student organization or group associated with the university, or loss of all privileges, for a specified period of time.

23. Delayed Registration: The respondent may be required to delay their course registration until a complaint or any other student(s) involved in a conduct matter has completed course registration. Delayed registration is for a specified number of semesters or may be required until the complainant or other involved student(s) graduate.

24. Rescinding of Admission: Admission to the University may be rescinded for fraud, misrepresentation, or other serious violations committed by a student prior to admission or the start of attendance.

25. Revocation of Degree: With the agreement of the Provost and Executive Vice President for Academic Affairs and the Dean of Students, a degree awarded from the University may be revoked for fraud, misrepresentation, or other violations of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

26. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the student conduct code, including the completion of all sanctions imposed, if any.

G. Appeals

1. A decision reached by a Student Conduct Administrator may be appealed by the respondent(s) or complainant(s) the Dean of Students within five (5) business days of the decision.

2. Appeals must be made in writing and state the reason(s) for the appeal. The decision at each level is based on the written information provided by the respondent, the complainant (if applicable), and documentation from the student conduct record.

3. Appeals must be submitted following the directions outlined in the outcome letter. If the Dean of Students was the Student Conduct Administrator in a given case the appeal will be considered by the Vice President for Student Affairs designee. Failure to submit an appeal, meeting the above requirements will result in the decision of the Student Conduct Administrator being final.

The bases for appeals are limited to the following:

1. A procedural error or omission occurred that significantly impacted the outcome.

2. The presentation of new information, that was previously unknown, or other relevant facts unknown or unavailable during the hearing that could sufficiently alter the decision. A summary of this new information and its potential impact upon the outcome must be included in the appeal. Failure to participate in the hearing may not be used as a basis for filing an appeal under this section.

3. Sanctions imposed are substantially disproportionate to the severity of the violation.

Options for Appeal:

1. Level I: Decisions of a Student Conduct Administrator may be appealed to the Dean of Students (or the Vice President for Student Affairs designee). The appeal officer may affirm, reverse or modify the original decision regarding the violations and/ or sanctions imposed. The original finding and sanction(s) will stand if the appeal is not timely or is not based on the grounds listed above. For conduct cases involving a complainant other than the University, when one party requests an appeal, the other party (parties) will be notified, where the law allows, and given up to five business days to respond. At the conclusion of those five business days, or upon receiving appeal requests from all parties involved, a decision will be rendered within ten business days.

2. Level II: Decisions of the Dean of Students (or the Vice President for Student Affairs designee) may be appealed to the Vice President for Student Affairs, within five business days following the above outlined procedures. The Vice President for Student Affairs will render a decision within ten business days. Decisions of the Vice President for Student Affairs are final from the perspective of the University.

3. Level III: The Board of Regents, State of Iowa, may review the final decision of the University. Appeals of decisions to the Board of Regents must be submitted according to the rules and procedures established by that body.
**H. Failure to Complete Sanctions**

Respondents are expected to comply with conduct sanctions within the time frame specified. Failure to do so may result in additional sanctions including, but not limited to, a hold on their university account. A hold placed on a student’s university account will affect their ability to register for classes, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to restoring eligibility of reenrollment.

**XIII: Student Conduct Records**

All conduct records are maintained by the University for seven years and will not be disclosed after that except for:

- **A.** Violations that result in separation from the university, suspension or expulsion;
- **B.** Incidents that allege a violation of the Discrimination, Harassment, and Sexual Misconduct Policy 13.02; and/or,
- **C.** Data used for aggregate statistical purposes.

Student conduct records will be disclosed only in accordance with the Student Records policy 3.11.

**XIV: Training**

The Dean of Students or designee will conduct annual training on the student conduct process with Student Conduct Administrators and those deemed appropriate or required by law. Training will be conducted in a manner that is consistent with the provisions of the Student Conduct Code.

**XV: Revisions**

The Student Conduct Code will be comprehensively reviewed at the direction of the Dean of Students no less than once every five years. The Dean of Students may make minor modifications to procedures that do not materially change the process. The Dean of Students may change material procedures with notice (on the University’s policy website, with appropriate date of effect identified) upon determining that changes of law or regulation require said changes. Procedures in effect at the time the allegation is made will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties (including the University) consent to be bound by the current policy or applicable law requires otherwise.

**XVI: Related University Policies**

- **A.** Personal Conduct Rules 3.03
- **B.** Student Records 3.11
- **C.** Violence Free Campus 7.10
- **D.** Animals on University Owned or Controlled Property 8.09
- **E.** Smoking 8.10
- **F.** Use of Computer Resources 9.54
- **G.** Discrimination, Harassment, and Sexual Misconduct Policy 13.02
- **H.** Alcohol and Drugs 13.18
- **I.** Retaliation and Misconduct Reporting 13.19

Office of the Dean of Students, approved March 1, 2021 University Council, approved April 12, 2021 President and President’s Cabinet, approved, April 26, 2021

[Last reviewed and/or updated 4/2021, 8/2020, 4/2018]