Medical Emergency
If a resident or guest requires immediate medical attention, call 911. You should also notify the hall office. Residence hall 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 residence hall, 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
Forward Together
Protecting our Panthers

Student Commitment and Acknowledgement of Risk
With excitement and also with caution, the University of Northern Iowa welcomes students back to campus. Sustaining the health and safety of our campus community during the COVID-19 pandemic is a priority for the University of Northern Iowa, and will require action on the part of each of us, including faculty, staff, students, and visitors. At this time, no one can guarantee an entirely COVID-19-free campus environment. The COVID-19 virus is unpredictable, extremely contagious, and can lead to mild or more severe health effects.

The University is working to adhere to applicable guidelines issued by national/Centers for Disease Control and Prevention (CDC), State of Iowa, and local health officials, to help prevent, mitigate, and respond to COVID-19 related situations. However, maintaining a healthy and safe campus environment is a shared responsibility. Together, we must all take steps to individually protect ourselves, protect others, and in turn protect our Panther Community.

For the safety of our campus community, UNI has developed the following expectations for all students and student organizations:

I will protect myself by:
• Updating my personal and emergency contact information in MyUniverse.
• Monitoring my own personal health by taking my temperature at least once a day and watching for symptoms of the Coronavirus, including but not limited to: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
• Avoiding crowded places, including off campus, where prevention measures such as wearing face coverings and practicing physical distancing is not being practiced.
• Practicing good personal hygiene; cover my mouth when I cough or sneeze; avoid touching my eyes, nose, and mouth with unwashed hands; washing my hands frequently with soap and water, or hand sanitizer.

I will protect others by:
• Upholding the requirement of wearing an appropriate face covering any time I am inside a campus building. Exceptions to this will include when a student is in their residence hall room, select locations within campus eateries, and other limited locations as posted.
• Understanding that an appropriate face covering will cover my nose and mouth and may be either a cloth face covering or a face shield.
• Wearing a face covering in outdoor settings when six feet or more of physical distancing can not be maintained.
• Practicing physical distancing by staying 6 feet apart from others.
• Observing city, county, state, and national policies in response to COVID-19.
• Staying home if I’m ill or after exposure to someone who is ill or has tested positive for COVID-19.
FORWARD TOGETHER
Protecting our Panthers

I will protect our Panther Community by:
- Recognizing that this time can be stressful and overwhelming, I will do what I can to support others in my community including respectfully responding to requests or reminders about wearing a face covering, physical distancing, or other campus policies and rules in place due to COVID-19.
- Avoiding bias based discrimination provoked by cognitive bias. We know that the virus does not discriminate between race, ethnicity, national origin, gender, sexual orientation, age, or physical ability.
- Immediately notifying the Student Health Center (319-273-2009) if any one of the following occur:
  - I have been exposed or have reason to believe I have been exposed to COVID-19;
  - I am exhibiting other symptoms consistent with COVID-19 infection (e.g., fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.); or,
  - I have been advised by a healthcare professional to get a COVID-19 test, not to attend class, to self-quarantine, or to self-isolate due to actual or possible COVID-19 infection or exposure.
- Following the direction of public health authorities related to self-isolation or self-quarantine orders.
- Abiding by all university posted signage or messages with expectations related to COVID-19.

These expectations are subject to change and will be updated as necessary by the University of Northern Iowa, through forwardtogether.uni.edu or other appropriate means, as applicable to the situation. By clicking “I agree” I signify I have read, understand, and fully agree I am assuming the risks of being on campus (and living in the Department of Residence, if applicable) and at University events, and I will follow the outlined expectations as a condition of my presence on campus and continued enrollment. I further agree that I will make every effort to keep myself informed of any changes to these expectations. I understand that these expectations constitute university directives, policies, procedures and rules. I understand that any violation may lead to referral to the student conduct process and potential sanctions.

If I have questions or concerns about the commitment I’m making to the University of Northern Iowa community, I will contact the Dean of Students office (deanofstudents@uni.edu) or Student Success & Retention (success@uni.edu) to discuss options for continuing my education.
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 residence hall. 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 and not re-enter until an “all clear“ signal is given by residence life staff and/or fire department officials.

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.

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 residence life staff at the hall office.

• 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.
Cedar Falls, IA
50613-3404

Dancer Hall
2001 Campus St.
Cedar Falls, IA
50613-3406

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

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

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

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

Campbell Hall
1301 W. 23rd St.
Cedar Falls, IA
50613-3407

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

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

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

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

EXAMPLE:
Campbell Hall
c/o T.C. Panther
1301 W. 23rd St. #109
Cedar Falls, IA 50613-3407
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. Residence hall 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 residence hall 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 residence hall 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 Department of Residence 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:

- 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.
- Items may not hang from the lights, sprinklers or pipes.
- 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 fall break.
- 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 hall staff if they are found to be violating community standards, including but not limited to being unescorted in a hall 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 the Department of Residence > 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 Department of Residence 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.
- 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 resident 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 Department of Residence Office, for up to 30 days after the last day of finals.

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

**Student Conduct Code**
policies.uni.edu/302
YOUR ROOM

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 residence hall rooms: clock, coffee maker, curling iron, Pizza Pizzazz, electric blanket, electric toothbrush, fan, George Foreman grills, hair dryer, heating pad, iron, microwave oven, popcorn popper, radio, razor, refrigerator (4.5 cubic feet or smaller), sewing machine, stereos, study lamp, television and personal computer. Cooking appliances with closed UL-approved heating elements are allowed, such as toaster ovens. Other open-coil heating or cooking appliances, sunlamps and hot plates are not allowed, due to potential fire and sanitation hazards.

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. They will review the RCR (room condition report) online for accuracy, then electronically sign and submit the RCR. All residents are expected to submit this form at the beginning of the year or each time they move to document any problems with the condition of their room/apartment when it is initially occupied. 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 submit and approve an RCR may be held responsible for damages identified at check-out time.

Check-Out
Prior to vacating the hall or complex (terminating one’s contract), it is necessary for residents to follow contract procedures.

- Completing forwarding address within housing portal.
- Turning in your room key.

Damages
Damage to residence hall 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 assessment 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 residence 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 the Department of Residence > 4: Pets. Additional university animal polices: policies.uni.edu/809

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

Room Condition Report (RCR)
Room condition reports are documentation of the condition of the room as you moved in. A staff member completes a report prior to your arrival.

This allows for you to quickly be able to verify and make any edits to the report upon your arrival. This report is what is used to check the condition of your room when you check out of your room, regardless of your choice to make additions or alterations.

Room Entry
DOR, in order to maintain its property and a safe environment for students, reserves the right to have its authorized personnel enter and inspect rooms and apartments 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 4 p.m. Saturday or Sunday). Your UBill will be charged a $15 fee for any of the following:
• 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 dining and housing facilities within the Department of Residence.

**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. A Google form link will be sent out by hall 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 the Department of Residence at residence@uni.edu.

**Recontracting**
Recontracting 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 or a triple room as a double after the second week of each semester for an additional fee by contacting residence life 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 or a triple as a double, 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, residence life staff will determine which room the student will be assigned based on original contract date.

b) The Department of Residence 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 hall 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**
dor.uni.edu/contracting/contract-terms-and-conditions
DINING

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 residence@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.
• Return your dishes to the dish returns before leaving the dining center.
• Wear shoes, shirts and other appropriate clothing when eating in the dining centers.

Locations
UNI Dining Services 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 Services also operates UNI Catering & Events to serve its campus customers.

Residential 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

Meal Plans
Dining Services 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 residence halls and optional for students living in on-campus apartments or off-campus.
**All-Access Meal Plans**
Students living in the traditional residence halls 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.

**Block Meal Plans**
Available to students living in an apartment-style residence hall or off-campus. 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 apartment-style residence hall or off-campus. 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.

**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 or Panther 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 dor.uni.edu/meal-plans.

**Dining Modifications for Fall 2020**
- Meal plan holders can eat in the dining center, get any meal to-go or grab a specially prepared meal at a central location on campus during peak meal times.
- Seating capacity in the dining centers will be reduced and limited to meal plan holders only; no guests.
- Only the Panther Booster Pack will be offered.

**Meal Plan Changes/Cancellation**
Residence hall students’ 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 the Department of Residence at residence@uni.edu.
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 appoints Student Conduct Administrators as deemed necessary 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,
C. Any situation detrimental to the pursuit of the educational mission and/or interests of the University.

The Student Conduct Code may be applied to behavior online, via email or other electronic media. Online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private.

Students may be held accountable for the misconduct of their guests. Visitors to and guests of the University may seek resolution of alleged violations of the Student Conduct Code committed against them by students of the University community.

Reports of alleged policy violations should be submitted as soon as possible after the misconduct event occurs. Although there is no time limit on the reporting of misconduct, the university may ultimately be unable to adequately investigate if too much time has passed or if the students involved have graduated. Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to an alleged violation.

VI: Violations of Law
The student conduct process is distinct and different from criminal and civil court proceedings. Alleged violations of federal, state, and local laws may be investigated and addressed under the Student Conduct Code. When an offense occurs over which the University has jurisdiction, the University conduct process will generally go forward regardless of any criminal or civil action that may arise from the same incident.

A student may face interim actions as outlined in Section XII.

Determinations made or sanctions imposed under the Student Conduct Code will not be subject to change because criminal or civil action arising out of the same facts were dismissed, reduced, or resolved in favor of or against the respondent.

VII: Definitions
A. Administrative Hearing: A formal meeting between a respondent and a Student Conduct Administrator to determine responsibility for allegations of misconduct.

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

C. Business Days: All days when the University is open. Saturdays, Sundays, holidays, and days when the University is closed are not counted. When counting days, the day an allegation is received at any point in the procedure shall be considered day one.

D. Complainant: Any person who submits an allegation that a student has violated the Student Conduct Code.

E. Conduct Board Hearing: For allegations of misconduct when sanctions may include suspension or expulsion three individuals, a Student Conduct Administrator, a student, and a faculty member may hear the case.

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

G. 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.

H. Hearing: An administrative hearing or a Conduct Board hearing to determine responsibility for allegations of misconduct.

I. 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.

J. 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.

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

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

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

N. 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.

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

1. Persons enrolled at the University of Northern Iowa;
2. Persons who are not enrolled for a particular academic term but who have a continuing educational relationship with the University;
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.

P. 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.

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

R. University: University of Northern Iowa.

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

T. 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).

U. 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 an unbiased Student Conduct Administrator/Conduct Board.

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 present 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: Student Conduct Policies

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 in 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 be intimidated, embarrassed, ridiculed, or humiliated.

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, forged, or stolen credit or ID cards, possession or use of counterfeit currency, and/or other means.

5. Identity Theft: Using the identity of another person or entity, including the use of a fake ID, with the intent of misrepresenting oneself as another for any reason.

6. Vandalism and Damage: Intentional, reckless, and/or unauthorized damage to property owned by another person, entity, or the University.

7. Burglary: Unlawful entry with intent to commit a policy violation or violation of law.

8. Unauthorized Access: Unauthorized access to any building (i.e. keys, cards, etc.) or unauthorized possession, duplication, or use of means of access to any building or failing to report a lost university identification card or key in a timely manner.

9. Unauthorized Entry: Entry into any building, room, location, or space where a person does not have a reasonable expectation of access or right of entry or where the conditions of authorized entry, such as payment or presentation of proper identification, have not been met. Misuse of access privileges to premises or unauthorized entry to or use of buildings, including trespassing, proroging or unauthorized use of alarmed doors for entry into or exit from a building. Restricted university areas include, but are not limited to, building roofs, fire escapes, steam tunnels, elevator shafts, equipment and mechanical storage rooms and construction sites. This includes entering a residence hall room of which the student is not a contract holder without permission.

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.
   d. UNI Alcohol Policy: Violation(s) of the Alcohol and Drugs policy 13.18, which outlines the expectations regarding alcohol use on campus.

2. Drugs
   a. Use or possession of marijuana: The use, possession, sale, or distribution of marijuana and/or its derivative. Substances made to resemble marijuana are also not permitted on campus.
   b. 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.
   c. Drug Paraphernalia: The use, possession, 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.
   d. Prescription Medications: Abuse, misuse, sale, or illegal distribution of prescription or over-the-counter medications.
3. 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.

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

5. 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 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, 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.

6. 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.

7. 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.

8. 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.

9. 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. Discrimination, Harassment, and Sexual Misconduct: Violation(s) of the Discrimination, Harassment, and Sexual Misconduct Policy 13.02 which prohibits:
   a. Discrimination defined as the adverse treatment of an individual based on that individual's membership in one or more of the covered protected groups.
   b. Bias-related harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.
   c. Sexual harassment defined as unwelcome sexual or gender-based verbal, written, online, electronic, and/or physical conduct.
   d. Sexual misconduct defined as sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, relationship violence, or stalking.

2. Bullying: Violation(s) of the Violence Free Campus policy 7.10.

3. 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.

4. 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.

5. Smoking: Violation(s) of the Smoking policy 8.10, which prohibits smoking on university owned or leased property including grounds, parking lots, athletics fields, recreation fields, tennis courts and any other outdoor area, including any vehicle located on the University's property.

6. 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.

7. Personal Conduct: Violation(s) of the Personal Conduct Rules 3.03.

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: 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 the Department of Residence

The following specifically pertain to students occupying or visiting property operated by the Department of Residence (DOR). Violations of any of the following may be subject to the student conduct process. Exceptions to the following are operated by the Department of Residence (DOR). Violations of any of the following may be subject to the student conduct process. Exceptions to the following are

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.

e. Common Spaces: If an agreement has been made with all other roommates regarding the use and storage of alcohol, alcohol may be consumed by those 21 years of age or older in a common space (living room, kitchen, etc.) of an apartment or suite in Panther Village, Roth, or Jennings Court Apartments. All other policies relating to alcohol consumption on DOR property still apply.

f. Public Spaces: Possession of open containers of alcoholic beverages and consumption of alcoholic beverages is not permitted in public areas, including but not limited to hallways, elevators, lobbies, stairwells, laundry rooms, restrooms, and bedrooms with the door open.

g. Common Sources: The use of any common sources of alcohol are not permitted, including but not limited to kegs, punch bowls, beer bats, beer bongs, beer taps, drinking games, items that encourage binge drinking or excessive amounts of alcohol.

h. Empty Containers: Possession or display of empty alcohol beverage containers, including but not limited to can or bottle displays intended to be decorative are not permitted.

2. Bathrooms: Unless otherwise approved and designated by signage, floor/house restrooms designed for simultaneous use by multiple persons are to be used only by the gender(s) designated for that restroom.

a. Complying: Residents and their guests are responsible for complying with all university and Department of Residence policies.

b. Behavior: Residents are responsible for informing their guests of policies and may be held responsible for the behavior of their guests.

c. Escort: Residents must meet their guests at the entrance of the building and escort their guests at all times.

d. Trespass: Residents are not permitted to host guests who have any active trespass restrictions.

e. 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.

4. Noise

a. Respect: 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 sound from the hallway, restroom, or lounge be heard in student rooms.

c. Amplified: Amplified sound directed out of windows is not permitted.

5. Pets: Only non-dangerous fish in aquariums no larger than 29 gallons are permitted 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. Individuals utilizing service, support, working, and companion animals must follow the Animals on University Owned or Controlled Property policy 8.09.

6. 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.

d. Offensive Writings: Writing offensive and/or inappropriate language or symbols on dry erase boards, bulletin boards, posted signs, door decorations, skywalks, or other public areas are not permitted.

7. 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. Examples of such materials include all candles with wicks, including decorative and/or incense, live trees, or any part of them, and non-electric lanterns.
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.

8. 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.

9. Unit Student Conduct Action: Damage to public areas and furnishings within a residence hall is considered to be the responsibility of the residents of that building, unit, house, or apartment. If individuals responsible for damage cannot be identified, the residents of the building, unit, house, or apartment may become collectively responsible for the cost of repair and/or replacement. Department of Residence staff will inform the unit of the situation and give community members an opportunity to identify responsible individuals before billing the entire unit.

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 may be required, but no conduct proceedings or conduct record will result.
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 no conduct proceedings or conduct record will result.

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.

Upon report of alleged misconduct involving a student organization and if found responsible for violating the Student Conduct Code, Northern Iowa Student Government (NISG), specifically the President, Vice President, and Director of Administration and Finance, will receive notification by being copied on the hearing letter and outcome letter.

Student organizations found responsible for violating the Student Conduct Code are subject to the full range of student conduct sanctions.

Student organization conduct records will be managed by the Office of the Dean of Students. Student organization conduct records are not subject to privacy regulations but will only be released at the discretion of the Dean of Students. Confidentiality of individual student conduct records are subject to privacy regulations, per Student Records policy 3.11.

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 from any source (victim, Resident Assistant, third party, online, police, community member, etc.). Allegations of misconduct must be made in writing. Those needing assistance may contact the Dean of Students directly.
2. Upon receiving a referral of alleged misconduct the Dean of Students or designee will proceed with:
   a. a preliminary investigation;
   b. an initial meeting; or,
   c. an administrative hearing.
3. If it is determined that reasonable cause exists for the Dean of Students or designee to refer a complaint for a hearing, notice will be given to the respondent. 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 the Dean of Students (or designee); or,
proceedings, this is permissible provided:

- Without further student conduct
- Conduct Administrator, and the parties

When allegations of misconduct have

- Interim actions can include, but are not
- limited to, a no contact order, university
- normal operations of the University.

In certain circumstances, the Dean of

- 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

- 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.

- Investigation

1. Prior to the hearing, a Student Conduct
   Administrator may investigate
   allegations by conducting interviews,
   requesting documentation, and/or by
   other means.
2. Investigations under the Discrimination,
   Harassment, and Sexual Misconduct
   Policy 13.02, will be conducted as
   outlined in that policy.

- Informal Resolution

When allegations of misconduct have

- been received and reviewed by a Student
- Conduct Administrator, 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;
   2. it is agreed to by the complainant and
      the respondent; and,
   3. the complaint does not allege a sexual
       assault.

- E. Hearing Resolution

1. Generally, conduct violations will be
   resolved in an administrative hearing
   with a Student Conduct Administrator.
   For allegations of misconduct when
   sanctions may include suspension
   or expulsion from the University, the
   respondent and complainant will be
   informed of their option to have the case
   heard by a Conduct Board.
2. Conduct Boards will be comprised
   of three trained individuals: a Student
   Conduct Administrator, a student, and
   a faculty member. In the rare occasion
   when a student or a faculty member is
   unavailable to participate in a given
   hearing, a trained Student Conduct
   Administrator may be substituted.
3. Following the hearing and after
   receiving input and recommendations
   from the other conduct board
   members, the Student Conduct
   Administrator will serve as the
   adjudicator.
4. Conduct Board hearings will be
   conducted in accordance with
   procedures established by the Dean of
   Students.
5. Allegations of misconduct involving
   more than one respondent will be
   heard separately. At the discretion of
   the Dean of Students, the hearing
   pertinent to each respondent can be
   conducted jointly. However, separate
   determinations of responsibility will be
   made for each respondent.
6. Both the complainant and respondent
   have the right to an advisor of their
   own choosing. 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. 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.
7. Each party will have the opportunity
   to present information, make
   statements, including impact
   statements, and present witnesses.
8. 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.

- F. 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). In certain cases, where
   the law allows, a complainant will also
   receive notification of the outcome.
   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 the Dean of Students (or
      designee); or,
   c. mailed to the local or permanent
      address of the student as indicated in
      official university records.

3. In cases of allegations of sexual
   misconduct or violence, notice of
   the outcome will be delivered to all
   parties simultaneously, meaning
   without substantial delay between the
   notifications to each party.
4. Barring extenuating circumstances, the
   student conduct process will be
   concluded within 60 calendar days of
   the receipt of an allegation.

- G. 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.

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 Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

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.

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

15. Housing Reassignment: Reassignment to another university housing facility. Department of Residence personnel will decide on the reassignment details.

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

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 sanction of Disciplinary Suspension will be immediately imposed.

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. This sanction will be noted as Conduct Suspension on the respondent's official academic transcript.

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. This sanction will be noted as Conduct Expulsion on the respondent's official academic transcript.

22. Deactivation: Deactivation, loss of recognition 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 complainant 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.

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.
27. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.

H. Appeals
A decision reached by a Student Conduct Administrator may be appealed by the respondent(s) or the complainant(s) to the Dean of Students within five (5) business days of the decision. 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 Student Conduct Administrator/appeal officer, the respondent, and the complainant (if applicable) for the appeal. Appeals must be delivered in person to the Office of the Dean of Students. If the Dean of Students was the Student Conduct Administrator in a given case the appeal will be considered by the Assistant Vice President for Student Affairs. 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 the Student Conduct Administrator may be appealed to the Dean of Students (or Assistant Vice President for Student Affairs). 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 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. Appeals for findings involving the Discrimination, Harassment, and Sexual Misconduct Policy 13.02 start at Level II.

2. Level II: Decisions of the Dean of Students (or Assistant Vice President for Student Affairs) 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 or designee 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: A respondent or complainant may request a discretionary review of the Level II appeal decision by the University President. The President has discretionary authority to grant or deny the request to review the decision. When the President decides to review the Level II appeal, the President's decision becomes the final decision of the University.

4. Level IV: 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.

I. 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 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.