A comprehensive guide to living on-campus
Building numbers begin at the north end of campus and continue to the south.

Campus information: 319-273-2311
Medical Emergency
If a resident or guest requires immediate medical attention, call 911. You should also notify the nearest RA or 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. If an RA is not available, call the hall office. For fire or injury, call the police at 911.

All Emergencies .................. 911
Police/Fire/Ambulance ........ 319-273-2712
UNI Police ........................ 319-273-2712
Suicide Hotline ..................... 800-784-2433
Crisis Line ........................ 800-332-4224
Health Clinic ....................... 319-273-2009
Counseling Center .............. 319-273-2676
Gambling Treatment ........... 800-303-9996
Substance Abuse ............... 319-273-3423
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**University of Northern Iowa**  
**Department of Residence**  
1501 Redeker Drive, Cedar Falls, IA 50613  
319-273-2333 | www.uni.edu/dor | residence@uni.edu

The University of Northern Iowa does not discriminate in employment or education. Visit uni.edu/policies/1303 for additional information.
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 the residence life coordinator, RAs and/or fire department officials.

*Fire drills are performed once each semester, typically the first Tuesday 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 your Residence Life Coordinator at the hall office. Offices are staffed from 8 a.m. until 9 p.m. Monday through Friday, and 4-9 p.m. Saturday and Sunday, with the exception of University holidays and break periods.

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 and Health link on 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

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

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

ROTH
3800 Jennings Dr.
Cedar Falls, IA
50613-0297

EXAMPLE: Rider Hall
T.C. Panther
2801 Ohio St. #131
Cedar Falls, IA
50613-4923
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 nearest RA or 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. If an RA is not available, call the hall office. For fire or injury, call the police at 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. To gain access to a building, 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 the RA on call after business hours.

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, there are decorating guidelines 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 decoration for Halloween or Thanksgiving must be thrown out no later than Thanksgiving break.
• No items in the hallway- this includes welcome mats.
• Lamps- medusa or halogen torchier lamps are not allowed. Other style lamps are permitted.
• 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 Code of Conduct for official policies.
COMMUNITY

Damage to Public Areas
See Student Code of Conduct > IX: Student Conduct Policies > G: Misconduct in the Department of Residence > 9: Unit Student Conduct Action

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 am – 5:00 pm. The card replacement fee is $25.

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 (locks, faucets, heaters, light bulb replacement, etc.) should be made online at: www.uni.edu/dor/housing/facility-repair-request

Posting Policy
www.uni.edu/policies/302
Air Conditioning Units
Special accommodations can be made if you have a need for an air conditioner. Please visit Student Disability Services for information regarding procedures to follow and obtain approval. www.uni.edu/sds

Appliances
The following UL-approved electrical appliances are authorized for use in residence hall rooms: clock, coffee pot, 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 (NOT halogen torchiere or Medusa lamps), television, toaster and personal computer. Cooking appliances with closed UL-approved heating elements are allowed. This includes 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 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.

Failure to do so may result in charges for improper check-out. Information about proper check-out is available from the hall secretary or resident assistant. The normal check-out procedures include but are not limited to:
- Removing all belongings.
- Cleaning the room (residence halls) or bedroom and common areas of the apartment.
- Arranging for a time to check out with the RA (in advance) or checking out by express check out packet.
- Leaving a forwarding address and completing any other necessary paperwork.
- 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 or area 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 should be inspected to make certain they will not present health or safety problems.
The university strongly discourages the placement of those items 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.

Pets
See Student Code of Conduct > IX: Student Conduct Process > G: Misconduct in the Department of Residence > 5: Pets.

Additional university animal polices: www.uni.edu/policies/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 nails), space heaters, halogen torchiere (floor-to-ceiling, with bulb facing ceiling) or Medusa lamps with plastic globes/shades, pets (except fish), water beds.

Room Condition Report (RCR)
Room condition reports are documentations of the condition of the room as you moved in. Each 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
The 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 a residence hall room 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 substitute 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 $2 fee for any of the following:

• Beginning with the third time each semester, every use of a substitute key and/or outside door access.
• For every use of the substitute key and/or outside door access when the Hall Office is closed.

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. Cost for a replacement is $56.

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.

Technology
Residents have the option of accessing the Internet through ResNet, UNI's residential network. ResNet provides:

• Assistance with Internet access in the residence halls, ROTH and Panther Village.
• Help reformatting/virus recovery.
• General computer advice.

To get help, please call 319-273-5555. For general information about Internet connections, visit the ResNet website at www.uni.edu/resnet. Students are expected to comply with polices pertaining to computer use, such as UNI's Computing Resources Policy, which can be found at www.uni.edu/resnet.
The Residence Hall 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.

Cancellation
Inquiries should be directed to the Department of Residence at residence@uni.edu.

Consolidation
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 the Residence Life Coordinator or Hall Secretary. These requests are honored as possible. If a student does not wish to keep a double room as a super single or a triple as a double, they must find another resident to live with them or move to a room with someone else. The hall staff will assist in finding a person to share the room, but it is ultimately the student’s responsibility to find another roommate. The university cannot guarantee a roommate assignment.
b) The Department of Residence reserves the right to consolidate residents when hall occupancy is below 100 percent capacity. Residents living in rooms at less than capacity will be charged an additional fee, if they choose to stay in that space.

Recontracting
Recontracting begins in the spring semester. Information will be provided via university email beginning in the fall semester.

Request for Release
Inquiries should be directed to the Department of Residence at residence@uni.edu.

Vacation Periods
You may occupy your room from the beginning of the semester to the end of your last final in the spring semester. 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 contract the RA on call.
Dining 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 it. 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
Biscotti’s @ Redeker Center
23rd Street Market @ Commons
Essentials @ Maucker Union

Retail Venues
Food Court @ Maucker Union
Chats @ Maucker Union
Book Bistro @ Rod Library
Crunch Break @ Wellness Recreation Center

Meal Plans
Meal plans are packages of MyMeals, FlexMeals and Dining Dollars. They offer savings over the cash rate. Meal plans are required for students living in the traditional residence halls. They are optional for students living in on-campus apartments or for those living off-campus.

Students can access their MyMeals at Rialto and Piazza by using a finger touchpad. You can sign up for EasyAccess in the dining center office or the Department of Residences office in Redeker Center. The UNI ID card can also be used for meal plan access.

All-Access Meal Plans
Required for first-year students living on campus, optional for all other students living on or off campus. Available for use at Piazza in Redeker Center and Rialto in Towers Center.
Meal Plan Definitions

MyMeals provides access for the contract holder to Piazza in Redeker Center and Rialto in Towers Center and are non-transferrable. Community meal plans (Gold, Silver, Purple) have unlimited MyMeals each day. Unused MyMeals on block plans at the end of the semester do not carry over.

FlexMeals come with most resident meal plans and can be used as a guest pass or to get a ToGo Meal from Piazza in Redeker Center and Rialto in Towers Center. FlexMeals cannot be used at retail operations (Biscotti’s, 23rd Street Market, Essentials, Maucker Union Food Court, Chats, Book Bistro, and Crunch Break). Unused FlexMeals at the end of each semester do not carry over.

Dining Dollars are pre-paid spending dollars that may be used for food, beverages or additional meal purchases in the dining centers (Piazza and Rialto) and retail operations (Biscotti’s, 23rd Street Market, Essentials, Maucker Union Food Court, Chats, Book Bistro, and Crunch Break). Additional Dining Dollars can be purchased anytime online and may be charged to students’ U-Bill. Dining Dollars are accessed with your university ID card.

Unused Dining Dollars expire at the end of the spring semester and are non-transferable, saleable or refundable. If you cancel your meal plan, you will be charged for dining dollars you have used as a part of that plan.

Dining Dollar balances can be checked online or by any dining or retail cashier. They are not intended to replace a meal plan or to provide a refund for meals missed. Dining Dollars and Meal Deal meals carry over from summer to fall, fall to spring semesters. Balances are reset to zero at the end of the academic year.

For on-campus catering, contact:

UNI Catering & Events
www.uni.edu/catering
unicatering@uni.edu

Block Meal Plans
Required for students (other than first-year students) living in the traditional residence halls (if not selecting an All-Access Meal Plan), optional for all other students living on or off campus. Available for use at Piazza in Redeker Center and Rialto in Towers Center.

Weekly Plan
Optional for students living in an apartment on campus, as well as those living off campus. Extends to UNI faculty and staff. Available for use at Piazza in Redeker Center and Rialto in Towers Center.

Meal Deals
Optional for students living in an apartment on campus, as well as those living off campus. Extends to UNI faculty and staff. Available for use at Piazza in Redeker Center and Rialto in Towers Center.

For meal plan details, visit www.uni.edu/dor/dining/meal-plans-dining-dollars.

Meal Plan Changes/Cancellation
Residence hall students’ meal plans may be changed one time each semester prior to Sept. 15 and Feb. 1, for fall and spring semesters, respectively. Meal plan billing will be pro-rated and adjusted. Dining Dollars levels will be associated with the new meal plan.
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, propping 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.
   f. 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.
   g. 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.
   h. 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.
   i. 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).
   j. 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.
   k. 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.
   l. Sexual misconduct defined as sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, relationship violence, or stalking.
   m. Bullying: Violation(s) of the Violence Free Campus policy 7.10.
   n. 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.
   o. 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.
   p. 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.
   q. 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.
   r. Personal Conduct: Violation(s) of the Personal Conduct Rules 3.03.
   s. 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 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.
   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, Hillside Apartments, or Jennings 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.
3. Guests
   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 should noise 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.
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.

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.

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,
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 prior to a hearing being held. 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. 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.

D. 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.
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 known 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.

XIV: Training

The Dean of Students or designee will conduct annual training on the student conduct process with Student Conduct Administrators, Conduct Board members, 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 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 24, 2015
President’s Cabinet
approved May 19, 2015
President and Executive Management Team
approved July 6, 2015

University Policies > Academic Misconduct
www.uni.edu/policies/301

Parking
www.uni.edu/policies/707
www.vpaf.uni.edu/pubsaf/documents/parking_regs.pdf

Technology
www.uni.edu/its/policies
SAVE 25% ON ALL THESE EXTRA SERVICES!

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now just $13 84* a month for UNI students

plus franchise fees, taxes and other charges

**MORE CHANNELS**

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**PREMIUM CHANNELS**

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**ADDITIONAL SERVICES**

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SEE CHANNEL LINEUP ON REVERSE SIDE

*These Offers: Offers available only to University of Northern Iowa student housing. Prices do not include taxes, franchise fees, governmental charges or other charges. Standard installation is FREE. Standard installations utilize existing wiring and do not include special wiring work, installation or repair of outlets or any other special installation procedures for which additional charges apply. Additional Services and Digital Premium Groups Offers: These offers require subscription to PRIME TV or a Digital Converter with a Digital Gateway. All Offers: Offers may be terminated at any time without notice, may not be available in all areas, cannot be combined with any other offer, are not transferable and are void where prohibited. Customer agreement to all applicable terms and policies required. Offers, prices, programming availability, channel lineups and service features, specifications and terms may vary among areas and customers and may change from time to time. Call your local Mediacom office for complete details. Logos, brand names and other branding are the property of their respective owners.