



DEPAUW UNIVERSITY

2022-2023 Student Handbook

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

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University Mission, Vision and Values

MISSION

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

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

VISION

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

VALUES

CORE VALUES

- Student Focus
- Collaboration
- Curiosity
- Diversity
- Inclusion

RELATIONAL VALUES

- Commitment to Excellence
- Trust
- Integrity
- Respect

Student Affairs

Student Affairs Mission

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

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

- Academic Excellence
- Critical and Reflective Thinking
- Meaningful Relationships
- Community Engagement
- Intercultural Competency
- Personal Wellness and Growth

A Statement of Community: DePauw University

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

(Adopted by Student Congress, May 8, 1998)

Student Rights, Responsibilities and Freedoms

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

1. Each student has the right to use the room assigned to them at any time for studying and sleeping.
2. If it does not interfere with one's roommates' or hallmates' right to study or sleep, each resident has the privilege of using their room for recreational or social purposes.
3. Freedom of association: students are free and, in fact, encouraged to organize and join associations that promote their common interests.
4. Freedom of assembly, inquiry and expression: students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in any orderly manner, including organized protests that do not disturb the normal and essential functions of the University. Find the Demonstration Policy in its entirety on [page 94](#) and the Freedom of Academic Expression of Students on [page 117](#).

5. Student publications and the student press are financially and editorially separate from the University. *The DePauw*, the student newspaper, remains a forum for open student discussion on campus issues.
6. All students are provided the right of a fair process whenever it is suspected that a University regulation may have been violated.

Statement of DePauw University Values on Freedom of Expression

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

Our Mission and Transcendent Priorities

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

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

Freedom of Expression and the Liberal Arts

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

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

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

This commitment to free and open inquiry in all matters guarantees all members of the DePauw community the broadest latitude to speak, write, listen, challenge, and learn². Except for any legal limits on disruptive speech as described below, DePauw fully respects and supports the freedom of all members of the University community to discuss, without fear of retribution, inside of and outside of the classroom, any issue that presents itself.

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

Community Expectations and Responsibilities

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

Importance of Diversity, Equity and Inclusion to Freedom of Expression

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

Rights of Non-Disruptive Protest

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

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

Rights and Responsibilities of the University

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

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

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

Footnotes

1. Guided by [University of Maryland's Statement of Free Speech Values](#), [University of Chicago's Chicago Principles](#), and [University of Richmond's Statement on Free Expression](#).

2. Adapted from the [Report from the Committee on Freedom of Expression](#) at the University of Chicago, 2014.

Expectations for Student Behavior

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

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

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

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

University Code of Conduct

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

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

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

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

Medical Amnesty

Philosophy

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

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

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

Policy

The Medical Amnesty requires that students:

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

If the previous steps are taken, Medical Amnesty then eliminates Community Standards actions that involve violations of the University's alcohol, drug and tobacco policies.

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

Eligibility

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

Eliminates Community Standards consequences for:

- a. The assisted individual
- b. Any student(s) calling for medical help for a peer by actively contacting 9-1-1 or DePauw Police, remaining with the person in need of medical attention and cooperating with officials upon arrival
- c. Organizations calling for medical help for a guest or member by contacting 9-1-1 or DePauw Police, remaining with the person in need of medical attention and fully cooperating with officials upon arrival (Reference “Student Group Responsibility” section of the Student Handbook for context of “organizational” action)

Medical Amnesty does not:

1. Preclude Community Standards action regarding other code of conduct violations, such as:
 - a. False identification
 - b. Causing or threatening physical harm
 - c. Sexual violence
 - d. Damage to property
 - e. Harassment
 - f. Hazing
 - g. Disorderly conduct
 - h. Alcohol and/or Drug Policy violations that may have occurred outside of the context of the call for medical assistance
2. Apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University employees. (i.e. DePauw University Police, faculty, administrative staff, residence hall staff)

Review for Medical Amnesty Eligibility

Each situation in which students have called for medical assistance for another individual will be evaluated by the Assistant Vice President for Student Affairs and the Director of Community Standards. These staff members will review the information received and/or determine if more information needs to be gathered to make a decision on eligibility for medical amnesty.

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

Medical Amnesty Follow-up Requirements

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

The assisted student will be assigned alcohol and/or drug education activities (e.g., participation in BASICS program at no cost for the first incident; case-by-case interventions for subsequent incidents). Additional assessments, treatment programs and/or parent involvement may be assigned by DePauw University depending on the level of concern for student health and safety.

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

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

Student Organization Responsibility

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

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

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

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

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

Community Standards reviews the incident details, and when multiple of the above situations exist the more likely the Community Standards process will be initiated for the organization. If one of the preceding situations exists, and the organization refuses to disclose, or withholds, information related to individual members of the group responsible for a policy violation, then the community standards process may also be initiated for the organization.

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

Interim and Immediate Actions

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

I. No Contact Directives

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

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

II. Interim Housing Reassignments

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

The Vice President shall review any interim housing reassignment upon written request of the reassigned students in cases where new information is available. The Vice President may

continue the interim housing reassignment for a designated period and/or may determine conditions for the termination of the interim housing reassignment.

III. Restrictions for Organizations

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

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

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

IV. Interim University Suspensions

Interim University suspension may be imposed:

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

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

If an organization is placed on interim University suspension, the organization may be required to temporarily stop all organizational activities during the interim period. The organization may be denied access to all University activities and privileges for which the organization might be eligible. In certain circumstances, organizational leadership may be restricted from communication with the organizational membership or students may be required to vacate organizational housing units.

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

V. Immediate Expulsion

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

Community Standards Process

I. Philosophy

NOTE: The University has a separate process for sexual misconduct; see ["Sexual Misconduct and Interpersonal Violence Policy and Process"](#) for further details.

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

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

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

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

For Intake Meetings that may end up with a student or organization going through the Suspension Evaluation Process and/or if a student is also facing criminal charges, a DePauw faculty, staff, or student may serve as an official Advisor during the Intake Meeting. Advisors at the Intake Meeting may consult with the student/organization, serve as an observer, and support to the student. Advisors do not speak on behalf of the student or talk during the Intake Meeting. Students may request a short recess and talk with their Advisor.

In unique situations the Community Standards Representative may appoint a neutral Student Affairs staff observer to be present (not a staff member that is part of the Community Standards team). This Student Affairs staff observer does not speak or talk during the Intake Meeting.

The purposes of the community standards process are to:

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

II. Tenets of the Community Standards Program

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

III. Definition of Terms

1. Guest: The term "guest" means any non-DePauw community member who is present on University premises or at a University-sponsored activity. A student is considered to be hosting a guest if the guest is present in the student's residence, is responsible for the guest for a given period of time, or has invited the guest to campus.
2. Distribution: The term "distribution" means giving, exchanging, dealing or selling.
3. Event: The term "event" means any, occasion, function, or party in which a group of students or guests are gathered.
4. Hosting: The term "hosting" refers to any DePauw student or organization that formally or informally provides space for students, guests or events. A student is responsible as a host for their assigned residence and may be held accountable for violations that occur in their assigned residence regardless of the student's presence at the time of the violation.
5. Organization: The term "organization" means a group consisting of a number of students who are recognized by the University.

6. Possession: The term “possession” means holding, having on or about one’s person, having in one’s room or living area, or having in one’s vehicle.
7. Providing: The term "providing" means to furnish, supply or make available to another individual.
8. Respondent: The term “respondent” refers to an organization or individual responding to an allegation of with a violating University policy.
9. Student: The term “student” means any person pursuing studies at the University, including: (a) a person not currently enrolled who was enrolled at the time of the alleged violation; or (b) a person who, while not currently enrolled, has been enrolled in the University and may reasonably be expected to seek enrollment at a future date; or (c) an accepted student who has paid a deposit.
10. University premises: The term “University premises” means buildings or grounds owned, leased, operated, controlled, affiliated with or supervised by the University.
11. University-sponsored activity: The term “University-sponsored activity” means any activity, on or off campus, that is initiated, aided, authorized or supervised by the University or by any groups recognized by the University.

IV. Community Standards Representatives

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

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

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

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

The Assistant Vice President for Student Affairs is responsible for the on-going supervision of the University community standards process, oversees the Review Board, and may conduct intake meetings

when needed. The Dean also serves as a resource to students and organizations regarding the community standards process.

The Community Standards **Suspension Evaluation Process** is with the Assistant Vice President for Student Affairs. The Assistant Vice President makes determinations in instances where a student or organization denies responsibility and the potential violations that may end up in Expulsion, Suspension, or if a student is currently on Community Standards Probation. The Assistant Vice President will review the initial reports, notes from the intake meeting, denial statement, and other relevant information related to the incident. The Assistant Vice President will then have a Suspension Evaluation Meeting with the student. The Assistant Vice President will make a determination of responsibility and, if applicable, determine sanctions. Intake Meetings that could proceed to the Suspension Evaluation process will be recorded. Likewise, Suspension Evaluation meetings will be recorded so there is a verbatim record in case of appeal.

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

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

V. Reporting Procedures

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

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

VI. Review of Reports

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

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

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

VII. Community Standards Process for Individuals

If it is determined that there appears to be a Code of Conduct violation, the Community Standards Office will prepare a letter describing the alleged violation. In most cases, the letter will require that within two business days of receipt of the letter the student must contact the Community Standards office to schedule an intake meeting within two days of receipt of the letter. In some situations, an intake meeting may occur over multiple meetings. In some instances, a Formal Warning or Review letter may be sent to allow for students to accept responsibility without an intake meeting.

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

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

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

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

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

1. If a student admits violating the Code of Conduct, the CSR will decide the sanction using the [sanction guidelines](#) in the Student Handbook.
2. If a student denies violating the Code of Conduct, they will have the opportunity to provide a written denial statement with any evidence within 2 business days to the Community Standards Review Board. If no denial statement is provided, the CSR will determine the sanction as though the student had accepted responsibility.
3. If a denial statement is submitted within two business days, the Community Standards Review Board will meet.
 - The Review Board will consider the initial report, Intake Meeting information, student denial statement, and other information if directly relevant to the incident.
 - The Review Board then determines if there is a preponderance of evidence that a student is responsible for violating the Code of Conduct.
 - If there is not a preponderance of evidence, charges may be dropped or documented.
 - If there is a preponderance of evidence, The Review Board will determine sanctions based upon the sanction guidelines in the Student Handbook.

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

VIII. Community Standards Process for Organizations

The Community Standards Office reviews reports and information to determine if there may have been a violation of the Code of Conduct for individuals and/or organizations, these are not mutually exclusive. The Community Standards Office consults the Student Handbook's Student Organization Responsibility section for the framework of determining if there may be organizational accountability.

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

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

If it is determined that it appears an organization violated the Code of Conduct, the Community Standards letter will be sent to the president and advisor of the organization. In most cases, the letter will require that within two business days of the receipt of the letter the Organization President must

contact the Community Standards office to schedule an intake meeting. In some situations, an intake meeting may occur over multiple meetings.

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

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

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

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

1. Should the organizational representative choose to admit to the violation of the Code of Conduct, the organization will be given two business days to prepare a self-sanction proposal based on the [sanction guidelines for organizations](#) in the Student Handbook. If approved by the CSR, the self-sanctions will be implemented; if not approved, the organization had one business day to draft second proposal after conversations with the Community Standards Office. If the second sanction proposal is not approved by the CSR, then the CSR will determine an appropriate sanction based on the [sanction guidelines for the organizations](#) in the Student Handbook.
2. If the organization denies violating the Code of Conduct during the intake meeting, they will have the opportunity to provide a written denial statement with any evidence within two business days to the Community Standards Review Board. If no denial statement is provided, the CSR will determine the sanction as though the organization had accepted responsibility
3. If a denial statement is submitted with two business days, the Community Standards Review Board will meet.
 - The Review Board will consider the initial report, Intake Meeting information, organization's denial statement, and other information if directly relevant to the incident.
 - The Review Board then determines if there is a preponderance of evidence that the organization is responsible for violating the Code of Conduct.

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

IX. Appeals

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

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

Sanctions determined by a CSR or Review Board may be appealed to the Vice President for Student Affairs. The only basis for appeal is appropriateness of the sanction.

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

1. new evidence not reasonably available at the time of the original Review Board or Suspension Evaluation Process responsibility determination the absence of which can be shown to have affected the determinations; or

2. procedural error that can be shown to have affected the determination of the Review Board or Suspension Evaluation Process; or
3. errors in the interpretation of University policy so substantial as to deny the respondent a fair community standards process or,
4. appropriateness of sanction

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

X. Sanctions

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

Sanctions for Individuals

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

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

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

Violations warranting expulsion include, but are not limited to:

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

Suspension: The second most severe sanction for violation of the University Code of Conduct shall be suspension, resulting in immediate dismissal from the University for at least the remainder of the semester in progress and/or a specified period of time thereafter. Parents or legal guardian will receive notification of the student's change of status. Any additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. During this time the

student is not permitted to visit the University or attend any functions on campus without written permission from the Vice President for Student Affairs.

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

Violations warranting suspension include, but are not limited to:

- dealing or distribution of narcotics, marijuana, illegal substances or other controlled substances
- possession of narcotics, marijuana, illegal substances, or other controlled substances accompanied by paraphernalia indicating ability or intent to distribute or deal
- intent to deal or distribute large quantities of narcotics, marijuana, illegal substances, or other controlled substances
- use of possession of drugs that may cause significant harm or are in large quantities
- repeated use and/or possession of narcotics, marijuana, illegal substances or controlled substances
- repeated substance violations
- driving while under the influence of alcohol/drugs that impacts yourself or others
- physical assault
- hazing, direct physical harm to others
- harassment based on race, gender, sexual orientation or religion (serious and/or repeated)
- threats (serious and/or repeated)
- theft resulting in significant monetary or property loss
- possession or use of firearms, fireworks, ammunition or explosive materials
- significant destruction of property
- tampering with fire alarm system
- materially threatening or endangering the health or safety of any member of the University community or any other person.
- possession or use of weapons that may cause physical harm to others
- violations while on probation

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

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

Violations warranting probation include, but are not limited to:

- high risk alcohol violations (i.e. excessive consumption of alcohol or providing excessive amounts of alcohol to others)
- driving while under the influence of alcohol/drugs that impacts yourself
- multiple alcohol policy violations
- sharing of marijuana
- multiple incidents of use or possession of marijuana or marijuana paraphernalia
- use or possession of marijuana above one gram
- multiple marijuana violations in the same incident
- disorderly, lewd or indecent conduct
- harassment based on race, gender, sexual orientation or religion
- failure to comply with the directives of a University official or law enforcement officer
- falsification, distortion or misrepresentation of facts, information and/or documents
- possession of false identification (e.g., driver's license)
- damage of property or unauthorized possession of property
- unauthorized entry
- repeat or significant violation of Housing and Residence Life policies
- misuse or falsely pulling a fire alarm
- misuse or tampering with a smoke detector
- public indecency
- public nudity that impacts others
- possession of weapons that may cause physical harm to others
- violations after previously receiving a Review
- violations after previously receiving a Formal Warning
- significant violation of University ordinance or regulation

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

- alcohol violations with increased consumption/ BAC, hard alcohol, and/or drinking games
- multiple lower-level alcohol policy violations
- first time low-level possession of marijuana (i.e. under one gram, a joint)
- first time possession of marijuana paraphernalia
- being in a room other than your own where controlled substances or narcotics are used or accessible
- unauthorized use of University facilities or living units
- public nudity that does not impact others
- repeated violation of Housing and Residence Life policies
- violation of University ordinance or regulation

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

- lower-level alcohol use or possession violations (i.e. small quantities of beer, lower BAC, etc)

- alcohol paraphernalia
- noise policy violations
- parking violations
- first time use or possession of underage tobacco
- violations of Housing and Residence Life policies
- first time fire safety hazards (e.g. candles, extension cords, string lights)
- knowledge of lower-level policy violations in your room/residence

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

Additional Sanctions:

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

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

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

Community Standards Intervention Program: Students may be required to work with a selected staff member for a semester or up to a year. The student will work on setting goals and receive support and resources to change behavior to continue to succeed at DePauw

The Center for Diversity and Inclusion Coaching: CDI staff will assist in the development of DePauw students meeting University expectations. The CDI believes that a robust character and conduct coaching model paired with intensive mentorship can supplant counterproductive habits and behaviors. This partnership between the CDI, Community Standards, and students can help individuals realize sustained success and positively impact the DePauw community.

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

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

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

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

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

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

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

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

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

Sanctions for Organizations

Any combination of the following sanctions or other sanctions may be determined through the community standards process. Multiple and/or repeated violations can result in increased sanctions up to and including expulsion from the University. The sanctions listed are not inclusive but merely serve as guidelines. The Vice President for Student Affairs reserves the right to intervene with organizations that demonstrate disregard of the policies or processes.

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

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

Violations warranting expulsion include, but are not limited to:

- Violations while on organizational suspension
- Violations so egregious that the organizations' presence at DePauw is no longer desired on campus.

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

Violations warranting suspension include, but are not limited to:

- Violations while on organizational probation
- Multiple major violations during same incident
- Hazing, direct physical harm to others
- Conduct that threatens or endangers the safety of others
- Harassment

- Physical assault
- Alcohol violations that result in significant harm or secondary effects
- Major fire safety violations
- Drugs, organization provided, distributed or sponsored

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

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

Violations warranting probation include, but are not limited to:

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

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

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

complete until organization leadership has completed all meetings and trainings with their designated support person.

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

Violations warranting Review include, but are not limited to:

- Violations after receiving a formal warning
- Multiple lower level violations during same incident
- Repeated noise violations
- Unauthorized entry, use of University premises or campus living unit
- Unregistered alcohol parties with additional violations
- Possession of common containers
- Low level fire safety violations
- Organization to organization "pranks" that violate policy
- Lewd, indecent, obscene behavior
- Destruction of property
- Alcohol violations that result in high level of harm or secondary effects, and organization can document and verify the implementation of proper safety management initiatives
- Low level alcohol violations in which organization was not implementing proper safety management initiatives
- Drugs, lower level marijuana

Formal Warning: A written notification that a community standards violation occurred and warns against any future violations of University policy. Formal warnings may carry educational sanctions and a fine of \$250.

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

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

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

Additional Sanctions:

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

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

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

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

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

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

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

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

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

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

Community Standards Process Records

I. Family Educational Rights and Privacy Act

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

II. Access to Records

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

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

Petition to Expunge Community Standards Records: An Individual student may seek to expunge their Community Standards records regarding Probation and/or Suspension by submitting a written petition to the Vice President for Student Affairs. The Vice President will consider the following factors in evaluating a petition to expunge:

- The nature of the violation(s) and the severity of any damage, injury, or harm resulting from it.
- Successful completion of the sanction;(s);
- The conduct of the student subsequent to the violation;(s); and
- The present demeanor of the student

Timing of Petition to Expunge Community Standards Records:

1. In the event a student has only one probation, the student may petition for expungement two years after the date of the incident that resulted in Probation. If granted, expungement is conditional upon graduation with no further Code of Conduct violations. Actual expungement does not occur until successful graduation from the University.
2. In the event a student has multiple Probations and/or Suspension, the student may petition for expungement upon graduation from the University.

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

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

III. Release of Information and Notification

- The Vice President for Student Affairs or designee is responsible for the release of any information relating to University Community Standards cases.
- Parents or guardians may be notified when a student is placed on probation, suspended or expelled through the Community Standards process. Parents or guardians may be notified of prior formal warning or review violations if a student has additional violations or is later placed on probation, suspended, or expelled. Parents may be notified of prior student requests to not notify parents of previous Probations if a student has additional violations or is later placed on probation, suspended, or expelled. Parents may be notified about other disciplinary action or violations at the discretion of the Assistant Vice President for Student Affairs or designee.
- Names of students being investigated for Code of Conduct violations or have formal action taken through the Community Standards process will not be released.
- Notification regarding organization Community Standards actions, sanctions or any other Community Standards information may be shared with an organization's advisors, alumni

governing board, (inter)national headquarters, governing council, House Corporation, parents of members, or publicly at the discretion of Community Standards.

- Employers, representatives of graduate/professional schools and other institutes of higher education will be informed of all code violations of probation or higher if information is requested and a release has been signed, according to the record retention policy above.
- Upon written request, in violations of University policy that also constitute a crime of violence, the victim/s of that violation will be notified concerning the final results of the community standards process. This notification is limited to the name of the accused student, the violation committed, and any sanction imposed against the accused student. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for notification purposes.

Major Policies

Alcoholic Beverage Policy for Students

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

Section I: Philosophy

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

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

We work to help our students become responsible citizens and make informed decisions by: educating students on the behaviors that define high-risk drinking; developing a culture on campus that challenges high-risk alcohol use; reducing secondary effects of alcohol use that impact student success; empowering students who serve as advocates for reducing high-risk drinking on campus; reaching the majority of first-year students during the first two weeks of the semester with accurate information about the risks of alcohol use as well as University policy; identifying high-risk populations and developing specific interventions for these populations; sponsoring non-alcoholic social events and

programs; offering healthy living housing so that students who choose to not use alcohol can live in an environment where their lifestyle is supported by their peers; teaching students and staff intervention skills and focusing on their responsibility to intervene when others are engaging in high-risk behaviors; building relationships with student organizations and their leadership relative to their engagement with alcohol issues on campus; providing resources that will assist students who have alcohol abuse issues; using technology and creative strategies to reach our students; holding students accountable to their choices and behaviors; and engaging faculty, staff, alumni, and parents in these efforts.

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

- Students will take responsibility for their actions in *a community where alcohol is consumed responsibly.*
- Students will not drink to excess and will eliminate the serving of hard alcohol.
- Students and organizations will intervene when signs of excessive drinking appear and *excessively intoxicated students will be cared for and will not be allowed into parties or served alcohol.*
- Students will call DePauw Police or 9-1-1 if concerned about the safety of others and *hosts will embrace responsibility for their guests.*
- Students will exhibit civility and responsibility in social settings *and show respect for the physical environment.*

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

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

Section II: Medical Amnesty

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

Section III: Laws of the State of Indiana

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

- Possess, consume, or transport any alcoholic beverage if under the age of 21;

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

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

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

Section IV: University Policies

This Policy governs all matters concerning alcohol on campus, regardless of whether or not the academic year is in session. Because students maintain their status when school is not in session, officially enrolled students will be held accountable for violations of University policy and regulations occurring outside the academic year.

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

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

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

1. Becoming excessively intoxicated, regardless of age;
2. Participating in or sponsoring drinking games or drinking contests;
3. Use, possession or serving of alcoholic beverages in any nonresidential University-owned and operated property. The only exception to this policy is the Inn at DePauw and events that have gone through the appropriate approval process through the Vice President of Student Affairs.
4. Consuming alcohol outdoors in the vicinity of any University-owned property or Greek living unit. Tailgating is allowed at home football games and must adhere to all guidelines outlined by

the [Athletic Department Tailgating Guidelines](#). Designated areas of the Inn at DePauw are an exception to this policy.

5. Consuming alcohol in the common areas of University residence halls that house first-year and/or sophomore students.
6. Behavior involving alcohol that places themselves or others at risk or otherwise contradicts the philosophy of this policy
7. Hosting events involving alcohol that do not adhere to the expectations listed in Section V.
8. First year students attending events involving alcohol hosted by Greek chapters, either at the chapter living unit or at other locations. The University will set the date each academic year when first year students may attend events involving alcohol hosted by Greek chapters which will be published by the Office of Fraternity and Sorority Life

Section V: Responsible Management of Events Involving Alcohol

Hosting social events assumes a degree of responsibility taken on by hosts as well as those distributing alcohol at an event. Students are responsible for ensuring the safety and well-being of others. In addition to hosts (individuals or organizations), others such as servers, social chairs, etc. may also be subject to Community Standards action.

1. The possession, sale, or use of alcoholic beverages by a student organization, or while on a fraternity or a sorority chapter premises during a fraternity or a sorority chapter sponsored or hosted event, or during any event an observer would associate with a student organization, must be in compliance with any and all applicable laws of the State of Indiana, Putnam County, and the City of Greencastle and must follow either BYOB or Third Party Vendor guidelines available from the Office of Student Affairs
2. Events involving alcohol consumption may not be held during times when regularly scheduled classes are in session, the evening before a day on which classes or exams are regularly scheduled, or during the period following the end of classes and through the end of finals. Parties, events and other situations where alcohol is served or where students are consuming also may not be held during any early arrival periods. Events involving alcohol may not occur until after the first full week of classes each term.
3. All events involving alcohol hosted by a student organization must follow guidelines published by the Office of Student Affairs
4. Events hosted by student organizations where alcohol is served or consumed must be registered in advance with the Student Affairs Event Registration Team. Events hosted by students in University owned apartments, houses or Rector Village where alcohol is served or consumed must be registered in advance with the Housing and Residence Life Office. Events with alcohol may not be registered for University residence halls.
5. Events involving alcohol that are registered by the deadline are reviewed on a weekly basis by Student Affairs staff. Registrations may not be accepted if there were incidents at a prior event or the organization is in the Community Standards process regarding violations of the University Code of Conduct and/or University policies. Registrations may not be accepted if the event does not follow guidelines published by the Office of Student Affairs.
6. For the purposes of this policy, an all-access or open event is defined as one which is open to all DePauw students and not limited to a guest list. A private event has a specified guest list, submitted following event guidelines.
7. In University-owned living units, any event involving alcohol at which 10 or more non-residents of the unit will be present must be registered.

8. Fraternity and sorority chapters hosting events with alcohol, no matter the location of the event, must do so in compliance with the guidelines and policies of their national organizations.
9. Neither University funds nor fees collected by the University may be used to purchase alcoholic beverages for an event. Pooling of funds to purchase alcohol beverages on behalf of student organizations is not permitted. Neither chapter funds nor fees, or living unit funds nor fees may be used to purchase alcoholic beverages for an event. .
10. Public advertising of alcohol for a party or event is not permitted. This includes flyers, emails, internet sites, sheet signs, social media, etc.
11. Hard alcohol is prohibited unless sold on a per-drink basis at a private event by a licensed third party vendor. Living units hosting a registered event may not have any hard alcohol present in common areas, nor may it be served from or consumed in any part of the living unit. Any hard alcohol must be stored out-of-sight and be inaccessible to all guests.
12. With approval by the Student Affairs Event Registration Team, kegs may be permitted at some events. For fraternities or sororities, additional written approval by the chapter advisor and president of the house corporation is required. Other forms of common containers of alcohol are prohibited.
13. Hiring a third-party vendor to serve alcohol and/or security agencies to check IDs does not release a student organization from its responsibility to ensure compliance with the University's Alcoholic Beverage Policy for Students. Appropriate safety management procedures should be implemented even when organizations hire a third-party vendor.

Policy on the Use of Drugs

The possession and/or use of controlled substances without appropriate prescription is prohibited. The University expects its students to obey all state and federal laws regulating the possession and use of controlled substances. This means that the recreational use of drugs is not permitted even in the privacy of one's own room. Being present where illegal drugs are accessible or being used is also a violation of University policy. Students may also be held responsible for the drug violations of their guests or drug violations that occur in their residence. DePauw's efforts to deter the abuse of recreational drugs include

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

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

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

Medical Amnesty and Aaron's Law

Medical Amnesty applies to situations involving illegal substances when Call.Stay.Cooperate is utilized. In 2015 the State of Indiana enacted Aaron's Law which provided laypersons, including family and friends of someone with Substance Use Disorder with access to naloxone via a prescription. The individual who administered the naloxone to someone experiencing an overdose was also protected from civil liability. A 2016 amendment to Aaron's Law (SEA 187) allows individuals to access naloxone without a prescription. In addition, the amendment also offers protections from some civil and criminal charges to laypersons administering naloxone (IN Code § 16-42-27-2).

Criminal Laws and Penalties

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

- **Class B misdemeanor:** the possession was intentional, the defendant intentionally grows or cultivates marijuana, or the defendant knows that marijuana is being grown on the defendant's property and fails to destroy the plants.
- **Level 6 felony:** the amount involved in the offense was more than thirty grams of marijuana; or five grams of hash oil, hashish or salvia.
- (Indiana Code Section 35-48-4-11.) Please note, there are exceptions to this that could change it to a Class A misdemeanor.

Paraphernalia

- A person knowingly or intentionally possess an instrument, device, or another object that the person intends to use for introducing in the person's body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance or enhancing the effect of a controlled substance is a **Class C misdemeanor**. However, the offense is a Class A misdemeanor if the person has a prior unrelated judgment or conviction. (Indiana Code Section 35-48-4-8.3.)

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

Cocaine, Schedule I or II narcotics, and methamphetamine

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

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

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

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

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

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

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

Controlled Drug Substances (CDS) classifications

- Schedule I drugs (such as opiates, heroin and marijuana) have a high potential for abuse, no accepted medical use, or are unsafe for use in treatment, even under medical supervision.
- Schedule II drugs (such as morphine, oxycodone and cocaine) have a high potential for abuse, have an accepted medical use with restrictions and may result in severe psychological and physical dependence if abused.
- Schedule III drugs (such as codeine and anabolic steroids) have a potential for abuse less than Schedule I or II drugs, have an accepted medical use and may lead to low or moderate physical dependence and high psychological dependence.
- Schedule IV drugs (such as alprazolam, diazepam and tramadol) have a lower potential for abuse than Schedule III drugs, have an acceptable medical use and may lead to limited psychological and physical dependence in relation to Schedule III drugs.
- Schedule V drugs have the lowest potential for abuse, a currently accepted medical use, and likely to lead to only limited physical or psychological dependence. Schedule V drugs include medicines that have very small amounts of specified narcotic drugs.

(Indiana Code Sections 35-48-2-3, 35-48-2-5, 35-48-2-7, 35-48-2-9, 35-48-2-11)

Safe Communities

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

Policy on the Use of Tobacco

The University expects its students to obey all state and federal laws regulating the use, possession and distribution of tobacco. Students may not sell to, distribute to, purchase for or permit the purchase of any tobacco, nicotine vapor, or alternative tobacco product to anyone under the age of 21. Also, no one under the age of 21 may purchase, use or possess any tobacco, nicotine vapor or alternative tobacco product.

Tobacco products included in this policy are any products made of tobacco including cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis and wrappings. Also included are any noncombustible products containing nicotine that use a heating element or power source to produce vapor from nicotine in a solution or other form. This includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product and any cartridge of nicotine in solution or other form, including JUUL and similar products. Alternative nicotine products are also included in the policy, including any noncombustible product that contains nicotine whether chewed, absorbed, dissolved or ingested.

For all students, regardless of age, smoking of any product made of tobacco including cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis and wrappings, electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product and any cartridge of nicotine in solution or other form, including JUUL and similar products is not permitted inside any University owned buildings

Criminal Law and Penalties: Purchase, acceptance use or possession of tobacco, an e-liquid, or an electronic cigarette by someone under 21 years of age

- Class C infraction with a fine up to \$500.

(Indiana Code Section 35-46-1-10.3)

Fire Safety

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

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

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

- Open flames such as candles and other flammable materials
- Unattended cooking
- Items in the hallways, stairwells, blocking egress
- Disposal of hot grease or oil in trash cans and drains

- Various electrical appliances such as hot plates, toaster ovens, halogen lamps, stringed lighting, extension cords, etc. Items such as air fryers and instant posts are not permitted to be used within individual student rooms. These cooking items may be used in common area kitchens only.
- Tapestries, fabrics, flags, etc. cannot be hung on ceiling, obstruct lighting or cover smoke detectors in any way.
- Smoking within living units

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

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

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

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

Violations of this policy will be processed through Community Standards and are subject to criminal prosecution. Penalties may include sanctions up to suspension or expulsion.

Weapons Policy

Except as otherwise stated in this policy or as otherwise allowed by law, DePauw University prohibits the possession, carrying, transportation, and use of firearms and other dangerous weapons by persons on campus property. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors. Violators of this policy are expected to cooperate by forfeiting possession and control of the weapon until such time that it can be safely removed from campus. Violation of this policy by students may result in University sanctions up to and including expulsion. Violation of this policy by employees may result in University sanction up to and including termination.

As defined by IC 21-7-12-6(b), DePauw University, under the Indiana State Law, is an approved postsecondary educational institution, therefore, firearms are not permitted on DePauw University property per Indiana State Law and DePauw University policy.

Definitions

“Dangerous Weapon” is defined as:

- Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
- Any explosive device, including fireworks or ammunition.
- Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual. This includes knives with a fixed or folding blade and swords. Students are permitted to have pocket knives or utility knives designed for cooking.

- Personal use chemical defense sprays (less than ½ ounce) and small stun guns/tasers (less than 25,000,000 volts) are permitted to be possessed for emergency self-defense purposes only.

“Firearm” is defined as a:

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

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

Exceptions

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

Hazing Policy

I. Philosophy on Membership in Organizations and Teams

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

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

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

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

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

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

II. Codes and statements of positions regarding hazing

Association of Fraternity/Sorority Advisors

Resolution on Hazing (Adopted November 20, 1979; Reaffirmed December 4, 1999)

Whereas, the members of the Association of Fraternity Advisors strongly believe in the principles of integrity, human dignity, and the worth of individual; and

Whereas, the members of the Association of Fraternity Advisors strongly believe in the principles of the fraternity movement; therefore, be it

Resolved, that the Association of Fraternity Advisors is strongly opposed to hazing in any form; and

Be it further resolved, that the Association of Fraternity Advisors acknowledges and supports all campus fraternity and sorority advisors and other campus administrators in their ongoing endeavors to eliminate hazing from their campuses; and

Be it further resolved, that the Association of Fraternity Advisors acknowledges and supports all NIC, NPC, NPHC and all inter/national fraternities and sororities in their ongoing endeavors to either eliminate hazing from their existing chapters or prevent hazing from starting in their newly-formed chapters.

Association of Fraternity/Sorority Advisors

Statement on Hazing and Educational Initiatives (Adopted December 1980; Reaffirmed December 4, 1999)

The Issue

One of the most controversial legacies left to the modern fraternity or sorority by past generations is the tradition of physical, psychological, or emotional testing of its potential members as a rite of passage to full membership.

The historical results have left a blemish on the record of otherwise fundamental successes and outstanding achievements rightfully attributed to American fraternities and sororities.

The placing of another in a situation which renders them open to physical or psychological harm is an anathema to any concept of brotherhood or sisterhood. Yet through the fraternity and sorority world, hazing arises when reason is clouded by tradition, when loyalty is equated with subservience, and/or where the ideal of brotherhood and sisterhood is misunderstood as something must be proven through the degrading of the individual.

AFA Position Statement

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

It is the responsibility of the fraternity and sorority chapter and primarily its leaders, in conjunction with its inter/national organization, where appropriate, to protect its pledges/associate members, new members, initiates or other persons associated with it, from any hazing ceremony, activity, or practice conducted, condoned, or encouraged by current or alumni/ae members of the chapter. The Association of Fraternity Advisors further believes that it is the responsibility of the college/university and inter/national officials not only to enforce various laws, rules and policies against hazing, but also to provide examples of positive pledge/associate member/new member programs which include alternatives to traditional activities.

The campus fraternity/sorority advisor should play an active, positive, and consistent role as an educator to the fraternity/sorority community, assessing current practices and exploring educationally constructive ceremonies of induction while reinforcing established college/university policies and procedures. The Association of Fraternity Advisors also believes that each college/university and inter/national organization should adopt an office policy prohibiting hazing and provide resources and ongoing education to undergraduates and alumni/ae members related to the establishment of positive programming for all members.

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

Definition of Hazing

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

Hazing is prohibited

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

Student Group Responsibility

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

Activities for new members

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

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

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

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

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

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

Expectation of cooperation

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

Additional sanctions may apply to an organization or team which:

- Fails or refuses to identify individual members involved in hazing;
- Retaliates against anyone who acts to stop or report its hazing activity.

Responsibility regarding others involved in hazing

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

Fresh Start program: End hazing through group-building alternatives

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

The Fresh Start program includes confidential and complete disclosure of past actions, and assistance as the group develops positive activities to replace them. With this disclosure, and full implementation of the new program, the group will not face disciplinary action through the Community Standards process for the disclosed past activities. Organizations may not participate after alleged hazing has already been reported by another party.

Information sharing related to hazing

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

Fraternity and Sorority New Member Education

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

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

Harassment Policy

Definition of Harassment and Notice of Non-Discrimination

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

The University encourages a workplace and learning environment free of discrimination, harassment, and/or inappropriate treatment of any employee or student because of any person's race, color, creed, religion, age, national origin, veteran status, disability, or any category protected under federal, state or local law. All guests visiting the University are also expected to be free of discrimination or harassment. To be a violation of the University Code of Conduct, conduct must rise to the level of Harassment. Harassment is defined as (A) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the Complainant equal access to the University's education program or activity; or (B) an employee, student, or other participant in

University programming conditioning the provision of an aid, benefit, or service of the University on a Complainant's participation in or acceptance of objectively offensive conduct.

Conduct on the basis of sex, sexual orientation, gender identity, or gender expression is governed by the University's Sexual Misconduct and Interpersonal Violence Policy and/or the Employee Title IX Policy. <https://www.depauw.edu/handbooks/employee-guide/employee-title-ix-policy/>

The university reserves the right to provide complainants with supportive measures, or offer voluntary educational programming on campus in response to conduct that does not rise to the level of a policy violation.

The University also recognizes the fundamental importance of the open and free exchange of ideas and opinion. It recognizes that conflicts may arise between individuals' desire to express their opinions and the right of individuals to be free from harassment. The University also recognizes that every act that might be offensive to an individual or a group is not necessarily a violation of the law or of this policy.

Definition of Sexual Harassment

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

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

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

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

Reporting Procedure

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

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

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

Investigation and Resolution of Complaint

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

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

Complainant	Accused	Investigating Responsibility	Disciplinary Responsibility	Guidance
Student	Student	Office of Student Affairs	Office of Student Affairs	Student Handbook; Community Standards Process
Staff or Guest	Student	Office of Human Resources; Office of Student Affairs	Office of Student Affairs	Student Handbook; Community Standards Process
Faculty	Student	Academic Affairs; Office of Student Affairs Office of Human Resources	Office of Student Affairs	Student Handbook; Community Standards Process
Student	Staff or Guest	Office of Student Affairs; Office of Human Resources	Human Resources	Employee Guide
Student	Faculty member	Office of Student Affairs; Academic Affairs Office of Human Resources	Vice President for Academic Affairs and Dean of Faculty	Academic Handbook

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

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

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

Rights and Procedures for Students

The rights of students who report or are accused of sexual harassment are outlined in the [Sexual Misconduct and Interpersonal Violence Policy](#).

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

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

Formal Complaint Procedure for Students

Options for resolution of a report of sexual harassment by one student against another student, and the procedures for formal investigation and determination of responsibility for a violation, are outlined in the [Sexual Misconduct and Interpersonal Violence Policy](#).

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

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

Sexual Misconduct and Interpersonal Violence Policy and Process

(see the [Title IX Student Information Brochure](#) and [Sexual Respect](#) web page resources for information to help explain the processes and options contained in this Policy)

Preamble

The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex or gender. The requirement not to discriminate on the basis of sex extends to admissions and employment at the University. Title IX of the Education Amendments of 1972 (Title IX) provides, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” In the intervening half century since the law’s passage, federal guidance on how to implement the law has evolved to recognize that sexual harassment, including sexual assault, are forms of discrimination prohibited under Title IX. In May 2020, the U.S. Department of Education issued revised Title IX regulations which provide prescriptive procedural requirements for responding to reports and formal complaints of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. DePauw University also believes that harassment and/or violence based on gender or sex are a barrier to equal access to education. The following policy is intended to comply with current federal Title IX regulations by providing a prompt and equitable process to conduct addressed by the Title IX regulations. The policy also addresses conduct outside of the Title IX regulations that DePauw University also considers to constitute discrimination based on gender and/or sex.

The University prohibits sexual misconduct and interpersonal violence encompassing a broad spectrum of behaviors, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking as defined by the Title IX regulations (collectively, Title IX Sexual Harassment), as well as non-consensual sexual contact, sexual exploitation, voyeurism and violation of a no-contact directive (Other Forms of Prohibited Conduct). The University also prohibits retaliation against any persons who, in good faith, discloses or makes a formal complaint of sexual misconduct or interpersonal violence or who testifies, assists, or participates or refuses to participate in any manner in an investigation or resolution process under this Policy. Collectively, these behaviors are referred to in this policy as prohibited conduct. The University does not tolerate any form of sexual misconduct or interpersonal violence, and will promptly respond to any disclosure of prohibited conduct made to the Title IX Coordinator, Deputy Title IX Coordinator, or the DePauw University Police Department. Individuals who are found responsible for engaging in prohibited conduct in violation of this Policy are subject to sanction by the University, up to and including expulsion. Conduct that potentially violates state law may result in a separate criminal prosecution.

The University has designated a Title IX Coordinator and Deputy Title IX Coordinator to oversee the implementation of this policy and to ensure compliance with Title IX and its implementing regulations, relevant portions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VII of the Civil Rights Act of 1964, and other applicable law. This Policy is overseen by the Title IX Coordinator. Disclosures of prohibited conduct can be made to the Title IX Coordinator, Deputy Title IX Coordinator or reported to DePauw Police.

It is the responsibility of every member of the University community to foster an environment free from prohibited conduct. All members of the community are strongly encouraged to take reasonable and prudent actions to prevent or stop an act of prohibited conduct. This may include direct intervention when safe to do so, enlisting the assistance of others, contacting law enforcement, or seeking assistance from a person in authority. The University also encourages all members of the community to report prohibited conduct and to participate in any subsequent investigation. Community members who choose to exercise these positive responsibilities will be supported by the University and protected from retaliation.

Scope

This Policy applies to conduct committed by a University Student or Student Organization when the prohibited conduct occurs in the University's education program or activity.

The University's Education Program or Activity includes all of the University's operations, including: 1) locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which conduct occurs; and 2) any building owned or controlled by a student organization that is officially recognized by the University. The Title IX regulations, which direct the University's response to reports of Title IX Sexual Harassment, do not draw a line between on-campus, off-campus, or online conduct, provided the conduct occurred in an Education Program or Activity in the United States. Examples include University-sponsored, University-funded or University-supported study off campus, research, internship, mentorship, summer session, conferences, meetings, social events, or other affiliated programs or premises.

The University will also address reports of other forms of prohibited conduct that occur beyond the Title IX regulations, including prohibited conduct that occurs outside the United States, but still in the University's Education Program or Activity; and, under certain circumstances, reports of prohibited conduct that occur outside of the Education Program or Activity but have continuing effects in the Education Program or Activity or that fall within the scope of conduct otherwise regulated by the University. Examples include University-affiliated study abroad programs, or off-campus conduct between two students that would otherwise violate University policy.

Formal Complaints against University employees, including faculty, will be addressed under the University's Sexual Harassment Policy in the Academic Handbook and/or Employee Handbook.

Key Policy Definitions

Advisor: an individual who provides the Complainant or Respondent support, guidance or advice. An Advisor may be any person, including an attorney. The University discourages having a witness serve as an advisor.

Coercion: unreasonable pressure to participate in an activity that is sufficient to overcome an individual's freedom of will whether to voluntarily consent to participate in the activity.

Complainant: the individual who reportedly experienced prohibited conduct, regardless of whether the individual makes a Formal Complaint or participates in an investigation of prohibited conduct.

Confidential Resource: individuals who have the legally-protected ability to maintain the confidentiality of a disclosure.

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

Designated Employees: University employees who are required to immediately disclose all details of prohibited conduct of which they become aware to the Title IX Coordinator or Deputy Title IX Coordinator.

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

Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator or Deputy Title IX Coordinator alleging prohibited conduct against a Respondent and requesting that the University investigate the conduct. Formal Complaints may be made for conduct that is prohibited under Title IX Sexual Harassment as defined in this Policy, in which case they will be addressed through the Title IX Process, or for conduct that is otherwise prohibited, in which case they will be addressed through the University Sexual Misconduct and Interpersonal Violence Process ("University Process").

Incapacitation: a state where a person is unable to give consent because they are temporarily or permanently incapable of appraising or controlling their own conduct, physically unable to verbally or otherwise communicate consent or unwillingness to an act, asleep, unconscious, or unaware that sexual activity is occurring.

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

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

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

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

Student-Directed Resource: an employee who must share information they receive with the Deputy Title IX Coordinator, but who may initially do so in a manner that preserves the anonymity of the Complainant, if requested by the Complainant.

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

Title IX Coordinator or Deputy: the University employee who coordinates the University's compliance with Title IX and administers this Policy, including receiving and reviewing disclosures and Formal Complaints under this Policy, implementing Supportive Measures, overseeing the Title IX and University Processes (investigations, adjudications, and sanctioning); ensuring appropriate education and training for students and employees; and ensuring appropriate action to eliminate, prevent, and address prohibited conduct.

Disclosures, Confidentiality, and Preservation of Evidence

DePauw strongly encourages anyone who experiences or witnesses prohibited conduct to talk with someone promptly about what happened and disclose the conduct to the University so that they can get any support they need and so DePauw can respond appropriately. This policy identifies community and campus resources, including emergency resources, medical resources and Confidential Resources.

Options for Disclosing or Seeking Assistance:

A Complainant or witness may choose to:

- Seek assistance from a Confidential Resource, who will not report the disclosure to the Title IX Coordinator or Deputy Title IX Coordinator;
- Disclose incidents of conduct prohibited under this Policy directly to the Title IX Coordinator, Deputy Title IX Coordinator or a Designated Employee, who is obligated to report the disclosure to the Title IX Coordinator or Deputy Title IX Coordinator;

- Disclose incidents of conduct prohibited under this Policy to Student-Directed Resources who upon request of the Complainant, may initially preserve the anonymity of the Complainant, but will share de-identified information with the Title IX Coordinator or Deputy Title IX Coordinator; and/or
- Report incidents of conduct that may violate state law to DePauw Police (the University's police department), who are obligated to report the disclosure to the Title IX Coordinator, Deputy Title IX Coordinator, or to another appropriate external law enforcement agency.

An individual may make a disclosure to the University, report to law enforcement, to neither, or to both. Campus Title IX and University Processes and law enforcement investigations operate independently of one another, although the University will coordinate information with DePauw Police where the Complainant has elected to report to law enforcement or as otherwise required by law.

Privacy and Confidentiality:

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

Privacy and confidentiality have distinct meanings under this policy.

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

Confidentiality: refers to the statutory protections provided to individuals who disclose information in legally-protected or privileged relationships, including professional mental health counselors, medical professionals, and ordained clergy (Confidential Resources). These Confidential Resources must maintain the confidentiality of communications disclosed within the scope of the provision of professional services. Confidential Resources will not disclose protected information unless: 1) given permission by the patient/client; 2) there is an imminent threat of harm to self or others; 3) the conduct involves suspected abuse of a minor under 18 years of age; or, 4) as otherwise required or permitted by

law or court order. Similarly, medical and counseling records cannot be released without the individual's written permission or unless permitted or required consistent with ethical or legal obligations.

Employee Disclosure Responsibilities:

Different University employees have different abilities to maintain information as confidential. Confidential Resources, as defined below, are not required to share any information with the Title IX Coordinator or Deputy Title IX Coordinator and Student-Directed Resources, as defined below, must share information with the Title IX Coordinator or Deputy Title IX Coordinator but may be able to do so in a way that preserves the anonymity of the Complainant. Other University employees, referred to as Designated Employees, are required to immediately share with the Title IX Coordinator or Deputy Title IX Coordinator all known information, including the identities of the parties, the date, time and location, and any details about the disclosed incident. Employees with reporting obligations will only share the disclosure with the Title IX Coordinator or Deputy Title IX Coordinator (and no other administrators) unless otherwise required by law. The report of a disclosure to the Title IX Coordinator or Deputy Title IX Coordinator does not obligate a Complainant to take any action or participate in any process unless they voluntarily choose to do so.

Seeking Assistance from a Confidential Resource:

A Complainant or Witness may seek assistance from an individual who has the legally protected ability to maintain the confidentiality of the conversation, identified above as Confidential Resources. University employees who are Confidential Resources include licensed counselors, medical professionals, and ordained clergy acting in a pastoral care capacity. All University students have access to Confidential Resources that they may use for support and guidance regardless of whether they make a disclosure to the University or participate in a University investigation. Complainants can reach DePauw Counseling Services at 765-658-4268, DePauw Health at 765-658-4555, and the Center for Spiritual Life at 765-658-4615.

Student Directed Resources:

In order to foster increased disclosures, DePauw University has identified employees who serve as Sexual Assault Survivor Advocates (SASAs) to be Student Directed Resources. Student-Directed Resources must share information they receive with the Title IX Coordinator or Deputy Title IX Coordinator and provide information on supports, resources, and options for proceeding. However, if requested by the Complainant, they may preserve the anonymity of the Complainant by sharing disclosures with the Title IX Coordinator or Deputy Title IX Coordinator in a manner that initially excludes personally identifiable information about the Complainant. In the event that the Title IX Coordinator or Deputy Title IX Coordinator determines that the disclosed conduct poses a potential threat to the health or safety of any campus community member, the Student Directed Resource may be required to share the Complainant's personally identifiable information. Additionally, unlike Confidential Resources, who have statutorily protected legal confidentiality, records maintained by Student-Directed Resources may be subject to release by court order, search warrant, or subpoena. If a Complainant has concerns or uncertainties about disclosing an incident, including the confidentiality of discussions, the Complainant

can call a SASA at 765-658-4650 for assistance in understanding the options available to them prior to making any disclosures.

Designated Employees:

Designated Employees include all faculty and staff, including resident assistants (RAs), who are not otherwise Confidential Resources or Student-Directed Resources. RAs, as student-employees, are only obligated to disclose those incidents shared with them in their capacity as employees.

Designated Employees may provide support and assistance to a Complainant, a witness, or a Respondent, but because of their roles at the University, they cannot promise confidentiality or anonymity or withhold information about prohibited conduct from the Title IX Coordinator or Deputy Title IX Coordinator. Even when information is shared by a Designated Employee with the Title IX Coordinator or Deputy Title IX Coordinator, the Complainant retains the discretion to choose whether to file a Formal Complaint. In some instances, the Title IX Coordinator or Deputy Title IX Coordinator may file a Formal Complaint on behalf of a Complainant. Where a Complainant requests to maintain their anonymity, or not to pursue an investigation, the Title IX Coordinator or Deputy Title IX Coordinator will determine whether the Complainant's request can be honored as described further below.

Disclosing Prohibited Conduct to the Title IX Coordinator or Deputy Title IX Coordinator:

DePauw strongly encourages Complainants and third-parties to immediately disclose incidents of prohibited conduct to the Title IX Coordinator or Deputy Title IX Coordinator. An individual does not need to know whether they wish to request any particular course of action or how to label what happened in order to disclose an incident of prohibited conduct. A Complainant is advised to seek immediate medical treatment and preserve physical evidence following an incident of prohibited conduct even if they have not decided whether they wish to disclose the incident or make a Formal Complaint with the University. When a disclosure is made to the University, the Complainant will receive written notification about Supportive Measures and resources within the University and community. The University will make reasonable efforts to respond to disclosures of prohibited conduct, regardless of how the information was brought to the University's attention or the extent to which the Complainant wishes to participate or be involved. An individual may disclose prohibited conduct in person, by telephone, or online as follows:

Title IX Coordinator | Dionne Jackson, Ed.D.
Phone: 765-658-4155 Email: titleixcoordinator@depauw.edu

Deputy Title IX Coordinator | Julia Proctor
Phone: 765-658-5473 Email: juliaproctor@depauw.edu

Online: [Report an Incident of Sexual Misconduct](#)

Timeframe for Disclosing:

Complainants and other disclosing individuals are encouraged to disclose any violation of this policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. There is no time limit for disclosing; an individual may disclose prohibited conduct under this Policy at any time without regard to how much time has elapsed since the incident(s) in question. If at the time of disclosure, the Complainant is not participating in, or seeking to participate in, the University's education program or activity, the ability to file a Formal Complaint may be limited. If the Respondent is no longer actively enrolled at the time of the disclosure, the University may not be able to take disciplinary action against the Respondent. In all reports of prohibited conduct, however, the University will still seek to provide reasonably available supportive measures for the Complainant, and take steps, as available, to address the concerns raised. In addition, the University will assist the Complainant in identifying and contacting law enforcement and other external enforcement agencies.

Amnesty:

The University prioritizes the disclosure of prohibited conduct and recognizes that students may be reluctant to make a disclosure because of concern about personal conduct consequences. Students disclosing prohibited conduct or participating in the Title IX or University Processes (whether as a party or a witness) will not be charged under the University's Community Standards process for a violation of the University's alcohol or drug policy involving personal consumption at the time of the alleged misconduct.

Reporting Potential Criminal Conduct to Law Enforcement:

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

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

In instances where a criminal complaint is made against a current student, a concurrent Title IX or University administrative process will also commence where a Formal Complaint is filed by the Complainant or signed by the Title IX Coordinator or Deputy Title IX Coordinator. DePauw Police investigators will share available information with the Title IX Administrators to aid in the administrative process.

Definitions of crimes under the Indiana Criminal Code can be found here:

<http://iga.in.gov/legislative/laws/2017/ic/titles/035#35-42-4>

Anonymous Disclosures:

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

Preservation of Evidence:

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

Clery Reporting:

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

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

Supportive Measures

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

Supportive Measures are offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Supportive Measures are available to the Complainant regardless of whether the Complainant makes a Formal Complaint. The options for Supportive Measures will be discussed upon receipt of a disclosure and will be outlined in writing. Supportive Measures are also available to a Respondent. Examples of Supportive Measures that may be implemented include, but are not limited to:

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

The availability of Supportive Measures will be determined by the specific circumstances of each disclosure. The University will consider a number of factors in determining which measures to take, including:

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

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

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

Emergency Removal and other Restrictive Forms of Supportive Measures:

In contrast, other forms of Supportive Measures may involve more restrictive actions. Such Supportive Measures, listed below, are typically only available when the University has an articulable factual foundation that would support the taking of a restrictive measure against a Respondent prior to the conclusion of the investigation or in lieu of an investigation. More restrictive Supportive Measures may include:

- Unilateral no-contact directives
- Housing reassignment
- Emergency removal

Unilateral No Contact Directive: At times it becomes necessary to restrict a student's or organization's privileges and/or prohibit contact with specified individuals, or specific locations, by issuing a "no contact" directive. This directive is issued when it is believed necessary to protect a person's safety and preserve a peaceful environment for all students to work, study and live on campus. Violation of a "no contact" directive issued in relation to a reported violation of the Sexual Misconduct and Interpersonal Violence Policy is considered a violation of the Sexual Misconduct and Interpersonal Violence Policy and may result in University action that could include emergency removal from the University (see below).

Interim Housing Reassignment: Interim housing reassignments may be issued to students to diffuse issues which have arisen in the living unit, to protect the student or other students with whom the student lives or to promote the safety and well-being of the student or other members of the University community. In the event of an interim housing reassignment, the re-assigned student shall immediately move and shall not return to the location without written permission from the Title IX Coordinator, Deputy Title IX Coordinator, or designee.

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

During any emergency removal, the Respondent may be denied access to University housing, to the campus (including classes) and/or to any or all other University activities or privileges for which the student might otherwise be eligible. Specific details of the emergency removal will be outlined in written communication to the Respondent.

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

Upon receipt of notice of a restrictive Supportive Measure, a Respondent student or organization may challenge the decision in writing to the Vice President for Student Affairs. Upon review of the challenge, the Vice President or their designee may continue the Supportive Measure for a designated period, may determine conditions for the termination of the Supportive Measure, or take any other action in the best interest of the University. If the Supportive Measure is upheld after the Respondent's challenge, it shall be reviewed periodically by the Vice President or their designee to determine whether there is a continuing threat to health or safety that warrants the Supportive Measure's continuation.

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

The Title IX Coordinator and Deputy Title IX Coordinator will create and maintain records of any Supportive Measures offered and provided; the Title IX Coordinator and Deputy Title IX Coordinator must also maintain records regarding any decision not to provide Supportive Measures.

Rights of Students and Student Organizations

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

- To be treated respectfully and equitably by University staff and officials.
- To receive a prompt, fair, and impartial resolution process.
- To have disclosures responded to promptly and sensitively, which may include the provision of Supportive Measures and/or an investigation following a Formal Complaint.
- To have a Formal Complaint investigated appropriately, and addressed competently by trained individuals free from conflict of interest or bias.

- To have a support person or Advisor of one's own choosing present during any meetings, including the review of the case file and Decision Panel Meeting.
- To have an Advisor provided at the Decision Panel Meeting if the party does not have an Advisor.
- To be referred to campus and local mental health and counseling services.
- To obtain assistance in requesting a order of protection from the State if so desired.
- To receive assistance from University officials and staff with any Supportive Measures if such measures are reasonable and requested.
- To timely notice of a Formal Complaint and any meetings at which their presence will be requested or required, including sufficient details to prepare for such meeting.
- To be promptly notified, in writing, of decisions related to the investigation and determination regarding responsibility to the extent permitted or required by the law, regardless of whether or not one participates in the process.
- To have irrelevant prior sexual history and legally privileged information (unless waived by the person holding the privilege) be made inadmissible during any process to determine responsibility for prohibited conduct.
- To discuss the disclosed conduct under investigation with others to gather relevant evidence, to present witnesses and other evidence, and to ask relevant questions of the other party or witnesses through their Advisor, during any Decision Panel Meeting.
- To have an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and to have credibility determinations made without consideration of a person's status as a Complainant, Respondent, or witness during any process to determine responsibility for prohibited conduct.
- To timely and equal access to all evidence obtained as part of an investigation that is directly related to the disclosed conduct, regardless of whether the information will be relied on in reaching a determination regarding responsibility.
- To appeal the dismissal of a Formal Complaint or the outcome of an adjudication.
- To decline to answer some or all questions posed by an Investigator, Decision Panel member, or Advisor, with the qualification that such refusal to answer during a Decision Panel Meeting may impact the ability of the Decision Panel to consider any of their statements in making their determination on responsibility.
- To be free from any form of retaliation by members of the University community.

Complainants also have the following rights:

- To not be discouraged from disclosing to the University or reporting to law enforcement, whether on-campus or off-campus, and to be supported by University staff or officials in so doing.
- To meet with the Title IX Coordinator or Deputy Title IX Coordinator to discuss the availability of Supportive Measures and the process for filing a Formal Complaint, to have their wishes considered with respect to Supportive Measures, and to receive reasonably available Supportive Measures with or without the filing of a Formal Complaint.
- To submit a written statement to be considered by the Decision Panel when determining sanctions, indicating the impact the disclosed conduct has had on them and hopes they may have for sanctions assigned to the Respondent.

Respondents also have the following rights:

- To be presumed not responsible for the disclosed conduct until a determination regarding responsibility is made at the conclusion of a Title IX or University Process.
- To submit a written statement to be considered by the Decision Panel when determining sanctions, indicating any factors they would like the Decision Panel to take into consideration in imposing sanctions, if the Decision Panel finds the Respondent responsible for violating the Policy.

Prohibited Conduct

This policy prohibits Sexual Harassment as defined in the Title IX regulations, which includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking (collectively, Title IX Sexual Harassment), and Retaliation. This policy also prohibits Non-Consensual Sexual Contact, Sexual Exploitation, Voyeurism, Violation of a Supportive Measure, and University Process Retaliation (Other Forms of Prohibited Conduct).

Conduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent. The University prohibits the following two categories of conduct:

Title IX Sexual Harassment:

As defined under Title IX regulations, conduct on the basis of sex (including sexual orientation, gender identity, gender expression), that constitutes one of the following is prohibited:

1. Sexual Harassment: (A) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the Complainant equal access to the University's education program or activity; or (B) An employee of the University conditioning the provision of an aid, benefit, or service of the University on a Complainant's participation in unwelcome sexual conduct.
2. Sexual Assault: Having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity (see below for definition of consent and incapacitation). 1 Sexual contact includes:
 - a. sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g., penis, finger, hand, or tongue) or an object, or requiring another to penetrate themselves with a body part or an object, however slight; or
 - b. sexual touching of the private body parts, including, but not limited to, contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification.
3. Dating Violence: violence committed by a person—
 - a. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
 - b. where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
4. Domestic Violence: felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the Indiana domestic or family violence laws, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
5. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. fear for their own safety or the safety of others; or

b. suffer substantial emotional distress.

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

1 The statutory definition of sexual assault referenced by the Title IX regulations also includes having or attempting to have sexual contact between persons who are related to each other within the degrees where marriage is prohibited by law.

Other Forms of Prohibited Conduct:

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

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

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

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

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

Statement on Consent and Incapacitation

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

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

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

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

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

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

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

Consent cannot be given by minors, by mentally disabled persons, or by otherwise physically or mentally incapacitated persons. Consent cannot be gained by taking advantage of the incapacitation of another,

where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated.

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

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

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

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

One is not expected to be a medical expert in assessing incapacitation. One must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation.

Although every individual may manifest signs of incapacitation differently, typical signs often include slurred or incomprehensible speech, unsteady manner of walking, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions: "Do you know where you are?" "Do you know how you got here?" "Do you know what is happening?" "Do you know whom you are with?"

One should be cautious before engaging in sexual activity when a party has been drinking alcohol or using drugs. The use of alcohol or other drugs may impair a party's ability to determine whether consent has been sought or given. If one has doubt about a party's level of intoxication, the safe thing to do is to forego all sexual activity. A Respondent's intoxication will not excuse the Respondent from the obligation to obtain consent as described in this Policy.

Overview of Title IX and University Processes

The Title IX Process is an administrative process that complies with the procedural requirements of the Title IX regulations and the relevant provisions of Violence Against Women Act. The University Process is an administrative process that is informed by the expectations and values of the University community, but is not defined by the more prescriptive elements of the Title IX regulations. The Title IX Coordinator provides oversight of a prompt, fair, and equitable process in both cases. While the parties involved have certain procedural rights, the procedures described are not intended to constitute legal proceedings.

The Title IX and University Processes are described in greater detail below. The University utilizes these two decision models in which the Title IX Coordinator, or their designee, investigates and the Decision Panel resolves Formal Complaints of prohibited conduct and any other related violations. Based on the circumstances and type of disclosed prohibited conduct (Title IX Sexual Harassment or Other Forms of Prohibited Conduct), the Decision Panel shall use the designated process described in the subsequent section to determine facts and responsibility for the disclosed conduct and any applicable sanctions.

Initial Assessment:

Upon receiving notice of prohibited conduct, the Title IX Coordinator or Deputy Title IX Coordinator will conduct an initial assessment by promptly contacting the Complainant to address any immediate physical safety and emotional support needs, discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, provide a copy of the Policy, and explain to the Complainant their rights under the Policy and their options for addressing the prohibited conduct, including both formal and informal resolution and the process for making and resolving a Formal Complaint. The Complainant may request Supportive Measures only, or may make a Formal Complaint. Alternatively, as described below, the Title IX Coordinator or Deputy Title IX Coordinator may determine that it is appropriate to file a Formal Complaint even in the absence of a Formal Complaint filed by a Complainant. After the filing of a Formal Complaint, the Complainant may decide to seek either formal or informal resolution. A Complainant is always entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated. As part of the initial assessment, the Title IX Coordinator or Deputy Title IX Coordinator will be responsible for determining whether the disclosed conduct falls within the scope of the Policy and which resolution options are appropriate. If the disclosed conduct falls within the scope of the Policy, the University may move forward with an Informal Resolution, Title IX Process, or University Process, as appropriate. If not, the University may be required to dismiss any Formal Complaint received. Required and optional dismissals and commencement of a formal Title IX Process or University Process are described below.

The University will seek to complete the Initial Assessment as promptly as possible, typically within ten (10) business days. There may be circumstances, however, where the Initial Assessment takes longer based on the availability of the Complainant or other necessary information, the need to gather additional information, or other factors outside of the University's control. The University also

understands that a Complainant may need additional time to make decisions regarding their options, which may impact the timing of the conclusion of the Initial Assessment.

The Title IX Administrators will document each report or request for assistance, including requests for supportive measures, as well as the response to any such report or request; and will review and retain copies of all reports generated as a result of any investigation. The University will maintain the records in accordance with the provisions below.

Requests for Anonymity and Process Options:

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

- The totality of the known circumstances;
- The nature and scope of the alleged conduct, including whether the disclosed behavior involves the use of a weapon;
- The respective ages and roles of the Complainant and Respondent;
- The risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- Whether there have been other disclosed incidents of prohibited conduct or other misconduct by the Respondent;
- Whether the disclosed incident reveals a pattern of misconduct related to prohibited conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- The Complainant's interest in the University's not pursuing an investigation or disciplinary action and the impact of such actions on the Complainant;
- Whether the University possesses other means to obtain relevant evidence;

- Fairness considerations for both the Complainant and the Respondent;
- The University's obligation to provide a safe and non-discriminatory environment; and
- Any other available and relevant information.

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

Where the Title IX Coordinator or Deputy Title IX Coordinator determines that a Complainant's request(s) can be honored, including a request for Supportive Measures only, the University may nevertheless take other appropriate steps to respond to the disclosed conduct and seek to prevent recurrence or remedy its effects on the Complainant and the University community. In addition to Supportive Measures for the Complainant, those steps may include providing targeted training and prevention programs, and/or providing or imposing other remedies. The Title IX Coordinator or Deputy Title IX Coordinator may later reconsider disclosed conduct and institute action under this Policy if any new or additional information becomes available, and/or if the Complainant subsequently decides that they would like to make a Formal Complaint.

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

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

Obligation to Provide Truthful Information:

DePauw takes disclosures of sexual misconduct and interpersonal violence seriously. Disclosures that are made in good faith, whether the outcome results in a finding of responsibility or not, are not considered to be false reports. However, if a Complainant, Respondent, witness, or third party who discloses a violation of this Policy is later found to have intentionally misled or made false claims of prohibited conduct under this Policy, they may be subject to disciplinary action under the Student Code of Conduct.

Standard of Proof:

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

Timeframes:

The University will proceed with the Title IX or University Process in a timely manner, and will seek to complete the process (from initial assessment through sanction, not including any appeal that is filed by a party) in approximately seventy-five (75) calendar days following the notice of allegations provided after receipt of the Formal Complaint. This Policy designates reasonably prompt time frames for the major stages of the Title IX and University Processes, but the University may extend any time frame in this Policy for good cause, including extension beyond 75 calendar days. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to accommodate the unavailability of the parties or witnesses; accommodate delays by the parties; or for other legitimate reasons, such as intervening breaks in the University calendar, University finals periods, the complexity of the investigation, the need for language assistance or accommodation of disabilities, and the severity and extent of the alleged misconduct. While requests for delays by the parties may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a Formal Complaint under this policy. The University will notify the parties in writing of any extension of the timeframes for good cause and the reason for the extension.

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

ADA Accommodations:

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

Informal Resolution

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

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

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

1. The details of the conduct at issue;
2. The requirements of the Informal Resolution;
3. The circumstances under which the parties are precluded from resuming a Formal Complaint arising from the same allegations;
4. The right to end the Informal Resolution process at any time prior to completion and resume the Formal Complaint process;
5. The consequences resulting from participating in the Informal Resolution;

The Title IX Coordinator or Deputy Title IX Coordinator will maintain records of all disclosed prohibited conduct and conduct referred for Informal Resolution, which will typically be complete within seventy-five (75) calendar days of the parties' agreement to engage in Informal Resolution.

Investigation and Resolution Process

The University investigates and resolves issues related to Formal Complaints of prohibited conduct, and any other related violations. While the parties involved will have certain procedural rights, the procedure described is an administrative process and not intended to constitute a legal proceeding. The University shall use the processes described below to determine facts and responsibility for the disclosed conduct by impartially weighing the credibility of the evidence and whether it meets the preponderance of evidence standard.

Notice of Formal Complaint and Commencement of Process/Dismissal of Complaint:

1. A Complainant may make a Formal Complaint of prohibited conduct if they are participating in or attempting to participate in the University's Education Program or Activity at the time the Formal Complaint is made. Alternatively, the Title IX Coordinator may file a Formal Complaint on behalf of a Complainant.
2. The Title IX Coordinator or Deputy Title IX Coordinator will ask the Complainant questions to gather information related to jurisdiction for the Formal Complaint and will then evaluate the available information surrounding the Formal Complaint to determine whether: (a) the conduct could, if proved, constitute a violation of Title IX Sexual Harassment; (b) the conduct occurred in the University's education program or activity, and (c) the conduct occurred in the United States. If all three of the conditions above are met, the Formal Complaint will proceed under the Title IX Process. If any of the conditions are not met, but the disclosed conduct could, if proved, constitute a violation of Title IX Harassment, or if the disclosed conduct could, if proved, constitute a violation of Other Forms of Prohibited Conduct, the Formal Complaint must be

dismissed under the Title IX Process but will proceed under the University Process instead. If the initial information does not indicate that, if proved, the conduct could violate either Title IX Sexual Harassment or Other Forms of Prohibited Conduct, the Formal Complaint will be dismissed under this Policy and will be forwarded to Community Standards for review. The decision to dismiss a Formal Complaint under this Policy and/or to refer disclosed conduct to Community Standards will be communicated in writing to the Complainant generally within (3) days of receipt of the Formal Complaint and is subject to appeal as provided below.

3. If the requirements of Paragraph 2 are met for a Title IX Process or University Process to commence, the Title IX Coordinator or Deputy Title IX Coordinator will provide both the Complainant and Respondent with a written notice of allegations in the Formal Complaint that includes (a) a description of the Title IX Process/University Process (as applicable) (b) sufficient details of the disclosed conduct constituting a violation of the Policy to prepare a response, including the identities of the parties, if known, the disclosed conduct which could be a violation of the Policy, and the date and location of the disclosed conduct, (c) the potential policy violations at issue; (d) a statement that the Respondent is presumed not responsible for the disclosed conduct and that a determination regarding responsibility is made at the conclusion of the Title IX/University Process; (e) the name of the assigned investigator and an opportunity to object to the investigator on the basis of bias or conflict of interest; (f) a statement that the party may have an advisor of their choice, who may be but is not required to be an attorney, and that if the party does not have an advisor present at the live hearing, the University will provide them an advisor to ask questions of the other party and witnesses; (g) a statement that the parties and advisors may inspect and review evidence directly related to the allegations at the conclusion of the investigation phase; (h) a statement about preservation of evidence; and (i) the prohibition against retaliation. Typically, the parties will receive notice of the allegations in the Formal Complaint within three (3) business days of the date the Formal Complaint was received by the Title IX Coordinator or Deputy Title IX Coordinator. If, in the course of the investigation of the Formal Complaint, information is gathered that indicates that additional violations may warrant investigation as well, the Title IX Coordinator or Deputy Title IX Coordinator will send revised notice to the parties to include those potential violations. After notifying a Respondent of the Formal Complaint, the Title IX Coordinator or Deputy Title IX Coordinator will also meet with the Respondent to explain the investigation/adjudication process, available resources, and Supportive Measures.

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

5. At any time during the investigation or Decision Panel Meeting, certain circumstances may occur that make dismissal of a Formal Complaint appropriate, including written notification to the Title IX Coordinator or Deputy Title IX Coordinator that the Complainant wishes to withdraw

the Formal Complaint, the Respondent is no longer enrolled in the University, or specific circumstances prevent the University from gathering evidence sufficient to make a determination of responsibility for the disclosed conduct. In such cases, written notice of the decision to dismiss will be provided to the parties, and such decision is subject to appeal as provided in Section XIII of this Policy.

Investigation of a Formal Complaint:

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

7. The Complainant and the Respondent are encouraged to have an Advisor(s) to assist during the investigation and adjudication of a Formal Complaint. The Advisor may be an attorney. The University will provide a list of trained Advisors from its administrative staff, and can assist in connecting the student and an Advisor from the list if requested by a student. An Advisor accompanying a student at any meeting may provide support, guidance or advice to the student during the meeting, but may not otherwise participate in the meeting except as provided below regarding questioning during a Decision Panel Meeting in the Title IX Process or unless requested to do so by the University. An Advisor may not in any manner delay, disrupt, or interfere with meetings and/or proceedings. Advisors should plan to make themselves reasonably available, and the University will not unduly delay the scheduling of meetings or proceedings based on the Advisor's unavailability. An Advisor may be asked to meet with a University administrator in advance of any participation in the proceedings to understand the expectations of the role, privacy considerations, and appropriate decorum. Advisors who are unable or unwilling to adhere to the University's expectations may not be permitted to continue participating in the Title IX or University Process.

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

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

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

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

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

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

14. The University expects all members of the University community to cooperate fully with the investigation and Title IX/University Processes. It is understood that there may be circumstances in which a Complainant or Respondent wish to limit their participation, and the University will respect the choice of the Complainant or Respondent as to how to engage in the Title IX/University Process. The University may, however, move forward with the investigation without the participation of a party or parties. No adverse inference will be drawn from a party's election to not participate in the Title IX/University Processes.

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

16. At the conclusion of the fact-gathering portion of the investigation, the investigator will provide to each party and their Advisor, if any, the opportunity to review evidence that is directly related to the disclosed prohibited conduct, including any evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The parties will have ten (10) business days to submit a written response to the Deputy Title IX Coordinator, which the investigator will consider prior to completion of the investigative report. The investigator will consider requests made in writing for additional witnesses or submission of new evidence, and the Deputy Title IX Coordinator will provide each party notice of the submission of additional information and provide an abbreviated opportunity to review and respond. The Deputy Title IX Coordinator will also consider written requests for additional time to review the evidence. The Complainant and Respondent are not permitted to remove evidence from its secure physical location, nor make copies, downloads, screenshots, printouts, photographs, or any other reproduction electronic or otherwise, of the information provided for review.

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

Decision Panel Meeting and Determination Regarding Responsibility:

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

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

20. If a Complainant or Respondent believes that an assigned Decision Panel member may have a conflict of interest or bias which could result in their inability to provide a fair determination regarding responsibility and/or sanctions to the Complainant or Respondent, the Complainant or Respondent should notify the Title IX Coordinator or Deputy Title IX Coordinator immediately, in writing, of this concern, including an explanation or reason for the conflict of interest or bias. If the Title IX Coordinator or Deputy Title IX Coordinator determines an actual conflict exists, the Title IX Coordinator or Deputy Title IX Coordinator will assign a new Decision Panel member.

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

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

23. The Complainant and Respondent have the opportunity to attend the hearing and to hear and respond to evidence and questions posed by the Decision Panel, and will be provided access to copies of all directly related evidence for reference at the hearing. The Complainant and Respondent may not directly question one another. ***For Formal Complaints proceeding through a Title IX Process only:*** Each party's Advisor is permitted to directly ask the other party and any witnesses relevant questions and follow up questions. The Decision Panel will determine whether any question to be asked by an Advisor is relevant prior to the party or witness answering. If a question is determined to not be relevant, the Decision Panel chair will explain the decision to exclude the question. If a party does not have an Advisor present at the Decision Panel Meeting, the University will provide a member of its administrative staff at no cost to the party to serve as

the party's Advisor for purposes of asking questions of the other party and witnesses during the Decision Panel Meeting.

24. If a party or witness does not submit to questioning by the other party's advisors at the hearing, the Decision Panel chair may exercise their judgment in evaluating whether their statements have a sufficient indication of reliability to be admissible, and if so, in evaluating what weight, if any, to give to the statements of a party or witness not subject to cross-examination. In determining the relevance, admissibility, and weight, the Decision Panel chair may consider long standing principles of jurisprudence and evidence. The Decision Panel chair may not draw any adverse inference from the decision of a party or witness to not participate at the hearing.

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

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

Sanctions

If the Respondent is found to be responsible for a violation of the Policy, the Decision Panel shall determine sanctions to be imposed by Student Affairs. The Complainant and Respondent may submit an

impact or mitigation statement to the Decision Panel for consideration in its determination regarding sanctions. Sanctions can range from formal warning up to expulsion. Any sanctioning level may also include completion of assigned educational requirements. Sanctions of suspension or expulsion carry with them a forfeiture of tuition, fees and residence hall room and board. Sanctions including parental notification may also include disclosing previous violations in that notification. Additional measures, including no-contact directives, no trespass orders and changes to residential and/or academic situations, may also be implemented upon a finding of responsibility.

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

Sanctions may be imposed individually or in combination.

Sanctions for Individuals:

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

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

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

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

Probation: A violation of the Policy may result in a minimum of four weeks on probation up to one full year. In addition, probation may include educational or other sanctions, and the student may lose

privileges such as: off-campus study and living in University-owned apartments and houses, participation in rush and new member processes, and participation in on campus Winter Term. If found responsible for violating any additional University policies or failure to comply with other requirements stipulated during this period, the student may be moved to suspension status.

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

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

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

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

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

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

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

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

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

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

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

Sanctions for Organizations:

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

Suspension: The second most severe violation of the Policy by an organization may result in suspension of the organization from the University for a minimum of one full academic year up to five full academic

years. Any additional violations or failure to comply with other requirements stipulated during this period may result in expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appeals

Procedure:

Any party may appeal the determination of responsibility or sanction imposed, or the dismissal of a Formal Complaint or any allegations therein, by filing their full and complete written appeal with the Vice President for Student Affairs within ten (10) calendar days of the date of the letter of notification of the decision being appealed, unless that time is extended in writing by the Vice President. Appeals may be based only on the following reasons:

1. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter
2. Procedural irregularity that affected the outcome of the matter
3. Conflict of interest or bias of the Title IX Coordinator, Deputy Title IX Coordinator, investigator(s), or decision-maker(s) for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter
4. Appropriateness of sanction

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

Disposition of Appeals by the Vice President:

The Vice President may:

1. Affirm the action taken.
2. Reverse the decision and refer the case back for reconsideration.
3. Reverse the decision, in whole or in part, and vacate or modify any sanction.
4. Reverse or impose different sanctions.

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

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

Communication of Outcomes

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

Title IX and University Process Records

Record Retention:

A student's file related to the Sexual Misconduct and Interpersonal Violence Policy, including but not limited to any supportive measures, investigation, formal hearing, appeal, informal resolution, and remedies will be maintained for seven (7) years from graduation, after which records are archived and cannot be accessed for reporting. An organization's file will be maintained for seven (7) years from the date the incident occurred.

Release of Information and Notification:

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

Family Educational Rights and Privacy Act:

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

Training and Education

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

Annual Review

This Policy reflects the University's good faith efforts to implement the legal requirements under the Title IX regulations issued in May 2020, to synthesize those regulations with other Federal law, including the Clery Act, and with state law applicable to students and employees. The University reserves the right to modify this Policy and the accompanying procedures as necessary to comply with Federal or state law, and such modifications may be made before or during an ongoing resolution process.

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

Resources

Campus Resources:	
Counseling Services	765-658-4268
Student Affairs	765-658-4268
DePauw Police	765-658-5555
Sexual Assault Nurse Examiners	765-658-4555

Sexual Assault Survivors' Advocates (SASA)	765-658-4650
Title IX Coordinator	765-658-4155
Deputy Title IX Coordinator	765-658-5473
Women's Center	765-658-4173

Community Resources:	
Family Support Services	765-653-4820
Greencastle Police	765-653-3155
Putnam County Hospital	765-653-5121
Putnam County Sheriff	765-653-3211
RAINN (National Resource)	1-800-656-HOPE (4673)

External Reporting

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

(Reviewed and endorsed by the President's Cabinet, August 2020)

Other Policies

DePauw Commitment for Current Students

The Commitment applies only to students who are currently eligible (who enrolled at DePauw during or after August, 2018, 2019 or 2020) and those who enrolled at DePauw for the first time in the fall of 2021. Students who enroll for the first time subsequent to the fall 2021 term will not be eligible for the formal Commitment -- which will be discontinued as DePauw launches a comprehensive new strategic plan in fall 2021 -- but will continue to have access to DePauw's full set of professional development programming.

Starting with first-year students who entered DePauw during or after August 2018 through those who enrolled in Fall Term 2021, DePauw guarantees that completion of Commitment requirements will lead to a successful next step after graduation. If not, DePauw will provide a first professional opportunity or an additional term tuition-free. In order to be eligible for this guarantee, students must make a commitment as well. Specifically, students must fully participate in the portfolio of rigorous academics and robust experiences, mentored and supported by strong advising, be a good community citizen and graduate on time and in good standing. Details of these expectations are described below.

Academic and Co-Curricular Standards

1. Graduate within 8 semesters [ten (10) semesters for those in a dual degree program].
2. Adhere to the standards set out in the DePauw University Academic Integrity Policy (as defined in the Student Handbook) with no lapses that result in an entry in the student's permanent record.
3. Fulfill the requirements of the Experience Portfolio.
4. Participate in career discernment and preparation program during the six months subsequent to graduation if still looking for a post-graduation opportunity.

Community Citizenship Standards

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

Air Travel Waiver

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

Campus Publicity and Display Policy

1. All posted advertising, promotional, informational materials, or displays should clearly state or include the official name of the recognized student organization, agency, department, or individual sponsoring the event/program or responsible for the message. Publicity materials or displays that do not reflect this information will be removed. DePauw faculty, staff, or students may post materials promoting a cause and/or informational materials without identifying information on the designated bulletin board within the Student Union for up to five business days.
2. All publicity materials designed for indoor display are restricted to designated permanent bulletin boards or poster kiosks unless there is prior approval from a sponsoring department within the building. Sponsors shall limit postings to one (1) copy of each flyer per bulletin board. Multiple postings will be removed. Residence hall and Rector Village approval is through the Housing and Residence Life office. All other locations are approved through the Office of Campus Activities. Determinations of what violates these guidelines will be made on a content- and viewpoint-neutral basis.
3. Outdoor displays and publicity are not to be placed or affixed in any way to sidewalks, lampposts, trash cans, benches, doors, glass surfaces, windows, walls, or other surfaces. Any materials affixed to these surfaces will be removed.
4. All sidewalk chalking must be water-based white or colored chalk and on horizontal surfaces only. Chalking must be clear of any overhang or awning so that it can be washed away by rain. Sidewalk chalk that interferes with use or other needs for the sidewalks may be removed by Facilities Management.
5. Outdoor campus displays and yard signs are permitted if approved by the Office of Campus Activities. The sponsoring organization must have the outdoor location reserved through the Facilities Management office. Display locations must be approved by the Facilities Management office to ensure displays do not damage landscaping or facilities so campus grounds may be maintained, outdoor displays are permitted to remain in place no more than five days, Monday through Friday.
6. Tree banner/sheet signs at the academic quad, Union Building living room, Bowman Park, or near residence halls should be legible and should not obstruct walkways. Trees in other locations may not be utilized without prior approval from the Facilities Management Office.
7. Lamppost banner displays are typically used for School of Music and Administrative banners. Limited use may be available to Student Organizations in special circumstances. Student organizations should contact the Office of Campus Activities with any further inquiries and for additional direction regarding their request.

8. For DePauw Residence Halls and University Owned Apartments and Houses, please see detailed publicity information located within the [Housing and Residential Life Community Living Policies](#).
9. Non-DePauw University sponsors may display publicity materials on the Community Board, located in the Memorial Student Union Building by the lower level south stairs. Posted materials must have sponsor information and expiration date clearly marked. DePauw student organizations are asked not to post on this board.
10. Student Organizations or University departments who wish to have event advertisements displayed on the digital displays in the Union Building should follow all digital sign policies listed on the web. Advertisements should include a picture and should have a minimal amount of text that includes date, time and location of the event as well as the event sponsor. All advertisements submitted by digital display must be approved by Campus Activities staff.
11. Campus offices, departments and student organizations are encouraged to utilize publicity via Campus Labs. All student organizations are required to have the event electronically approved on Campus Labs before it will appear to the public.
12. Sponsors are responsible for the prompt removal of all paper publicity materials after the event.
13. Violations of this policy may result in referral to the Community Standards process as well as financial charges related to damages or cleaning by Facilities Management.
14. All posted advertising, promotional, informational materials or displays must adhere to the University Code of Conduct and state and federal laws. While it is neither possible nor necessary to specify every instance in which a display on campus might be in violation of the University Code of Conduct, the following list includes examples of additional policies you should make sure your display/advertising is in compliance with: Academic Integrity policy, Harassment Policy, Alcohol Beverage Policy, Policy on the Use of Drugs, Fire Safety Policy, Electronics Communication Policy

Critical Incident Management Team

As an institution, DePauw University is committed to being prepared to respond to a variety of critical incidents in an effort to maintain the health and safety of its students, faculty and staff. A critical incident is defined at DePauw University as an event that encompasses on-site emergency response to a threat to physical safety as well as ramifications that need to be addressed on a larger scale. Some examples of critical incidents include: simultaneous multiple injuries on campus, bomb explosion, pandemic or other serious health issue, major tornado damage, hostage situation, active shooter, or major fire.

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

- assess current needs in collaboration with the on-site command center

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

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

Right to Demonstrate Policy

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

Campus Demonstrations

DePauw University values the rights of students to gather, speak, and demonstrate. The University also recognizes that important learning is often facilitated by these activities, even if the ideas are unpopular. Therefore, the University affirms the right to demonstrate. Read more about a student's rights, responsibilities and freedoms on [page 8](#) and about the Freedom of Academic Expression of Students on [page 117](#).

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

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

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

Counter demonstrations should not prevent other people from gathering, speaking, and peacefully demonstrating. For the safety of the community, counter demonstrations must occur at least 20 feet away from the initial demonstrators. The Demonstration Response Team will work with counter

demonstrators to verify a University approved distance has been reached. Counter demonstrations are also held to the guidelines of this demonstration policy.

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

Non-DePauw Demonstrators

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

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

Demonstration Location

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

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

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

Demonstration Response

The Demonstration Response Team will be at the demonstration to offer support and ensure that University policies are being upheld. University administration may be at the demonstration to determine if the demonstration disrupts the normal and essential functions of the University.

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

Staff at Demonstrations

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

Demonstration Support

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

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

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

Eligibility for Campus Activities

Student Activities

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

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

1. The student must be enrolled as a regular undergraduate. A graduated student may petition to be declared eligible for certain activities but may not participate in intercollegiate sports (see the director of athletics and recreational sports for more information). A special or non-degree student is not eligible, except for students from foreign countries who are attending as audit or special students.
2. The student must be enrolled and making timely progress toward earning a degree (see the [Satisfactory Academic Progress](#) standards).
3. The student on Community Standards disciplinary probation may be ineligible for some activities.
4. Certain activities and organizations have additional requirements. The organization leadership is responsible for conducting and participating in the appropriate educational training of its members.

Greek Letter Organizations

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

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

Event Planning and Campus Noise Policy

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

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

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

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

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

Guidelines Regarding Events

All sponsoring groups shall follow the following guidelines:

1. It is expected that out-of-doors events that will create noise situations end at 10 p.m. per the Greencastle city noise ordinance. Set limits on the time span for all functions and adhere to those limits.
2. Events likely to create noise-causing situations are not permitted during class hours, except by permission through the Office of Student Affairs. At other times, such events cannot begin earlier than 11 a.m.

3. Courtesy hours are in effect during class hours. Students and organizations are expected to comply if any noise from an event or non-event has been determined to be disruptive to academic courses during this time period.
4. At no time should speakers or sound systems be in windows or outside living units, unless permission is granted through the Office of Student Affairs.
5. Living unit president(s) are expected to act promptly and responsibly on all complaints and concerns voiced by an outside agency (DePauw Police neighbors, Student Affairs, etc.). The president(s) of all living units participating in noise-creating functions share in the responsibility for any event. In all cases of disputed responsibility, the host living unit shall assume primary responsibility. It is suggested that to help alleviate problems of responsibility the host group allow only a designated person or persons access to the volume controls. Predetermine acceptable levels of sound by checking with your immediate neighbors prior to any event. Then stay within those levels. Devise internal sanctions to discourage others from deviating.
6. Individuals or organizations sponsoring all campus events (such as concerts, music, or other open to all events) on campus may be required to pay for event security. Event security expectations are found on the DePauw Police website. Event registration requirements are also listed on the DePauw Police website.
7. Events involving alcohol should refer to the [Alcohol Policy Section V: Responsible Management of Events Involving Alcohol](#).

Information Regarding City of Greencastle Requirements

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

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

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

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

Electronic Communications and Acceptable Use Policy

[Policy](#) can be found online.

AIDS Policy

[AIDS Policy can be found in the Academic Handbook](#)

Image Release Policy

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

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

Students are responsible for notifying the University's Office of Communications and Marketing, in writing, if they do not wish the University to use their images or recordings for any reason.

Immunization Policy

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

Required immunizations to be submitted through Med+Proctor include varicella (2 doses), meningococcal ACWY (1 dose after the age of 16), hepatitis B, Tdap booster (within the last 10 years), MMR (measles, mumps and rubella), and COVID-19 vaccine and booster (i.e. you must be "up to date" as defined by the CDC). International students will also require a tuberculosis screening in the United States. It is recommended that all students receive an annual influenza vaccine. See www.depauwhealth.org for more information.

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

Students may submit a medical or religious waiver directly to DePauw Health (depauwhealth@hendricks.org); all waivers are due August 1, 2022. In the event, there is an outbreak of a medical condition on campus for which there is a documented immunization (i.e. mumps), students who are not immunized or under-immunized will be asked to leave campus and/or quarantine from other students until it has been determined that the threat of illness has passed. This is common and consistent with how other campuses manage non-immunized populations.

Insurance Requirement

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

Domestic students must provide proof of primary insurance by Sept. 2; if a student fails to do so, the student will be enrolled automatically in the university's plan and the charge will remain on the student's account. The 2022-23 insurance plan premium for domestic students is \$2,224 (Aug. 1, 2022 - July 31, 2023). Students may enroll online at <http://www.eiia.org/institution/depauw-university>.

The 2022-23 insurance plan premium for international students is \$1,474 (Aug. 1, 2022 - July 31, 2023); DACA students will be enrolled in the international student plan. International students may not waive insurance provided by DePauw University unless they are currently enrolled in a plan that meets or exceeds the international student plan provided by DePauw University. To request review of a policy to determine whether or not it meets or exceeds the international student plan provided by DePauw, please email Stevie Baker-Watson (steviebaker-watson@depauw.edu). International students who wish to waive the University insurance must contact Stevie Baker-Watson (steviebaker-watson@depauw.edu) no later than July 25, 2022 for fall semester entry and January 2, 2023 for spring semester entry.

Students beginning winter term or spring semester will be contacted during December and January with explicit instructions on how to waive or purchase insurance.

Students participating in intercollegiate athletics may have additional insurance requirements and must also disclose their personal health insurance information to the Sports Medicine Staff. Students participating in intercollegiate athletics may purchase additional insurance coverage to cover injuries sustained during intercollegiate athletics for \$800. Student-athletes should contact their head coach or head athletics trainer, Kara Campbell, for more information.

Leaving the University

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

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

Withdrawing from a course

[More information about adjustments in registration can be found in the University Catalog under Academic Polices.](#)

Withdrawal (non-medical)

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

Medical Withdrawal Policy

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

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

If a health problem prevents you from successfully completing the semester's course work, you can ask for a medical withdrawal from the university. Occasionally, students are asked to leave school involuntarily. Should a student withdraw from the University for health reasons, they will be required to reapply pursuant to the University policy for readmission and demonstrate an ability to be a part of the University and resume the academic rigors required of University students. In addition, the readmission analysis will consider the impact of the student's return on the University environment, in accordance with the [Readmission Policy](#).

A student wishing to withdraw from the University for medical reasons should first meet with a staff member in the Office of Student Affairs. That staff member will explain the medical documentation needed to support the withdrawal and will discuss documentation needed should the student wish to apply for readmission.

If you would like to initiate a medical withdrawal from DePauw, you must complete a [Medical Withdrawal Form](#) and schedule an exit interview, by contacting Student Affairs.

Process for Requesting a Medical Withdrawal

1. Complete the [Medical Withdrawal Form](#)

2. **Student Affairs Office:** Contact the CARE Team (care@depauw.edu) to complete an exit interview before you leave campus. If this is an emergency medical withdrawal the exit interview can be done over the phone.
3. **DePauw Health or Counseling Services:** Depending on the nature of your health condition, you will need to sign paperwork and go over required medical documentation with either DePauw Health (physical health) or Counseling Services (mental health). This should be done before leaving campus. DePauw Health and Counseling Services are located in the second floor of the Lily Center.
4. **Financial Aid Office:** If you receive financial aid, you should contact the Office of Financial Aid to determine how the withdrawal affects aid. The office is located at 204 E. Seminary St., you can contact them via email at financialaid@depauw.edu, or by phone at 765.657.4030.
5. **Balances and Accounts:** contact the Office of Finance and Administration to determine if there are any adjustments to your charges and to pay any outstanding balance on your account. The Office of Finance and Administration is located at 313 Locust Street, or you can contact them by phone at 765.658.4161. **Keep Your Account in Good Standing:** Students are advised to contact the Bursar's Office to ensure their account is in good standing. If a student's account is not in good standing they will be prevented from receiving grades or being readmitted to the University. The Bursar's Office will send outstanding balances to collections.
6. **University Housing:** If you live in university housing, you should contact the Housing and Residence Life Office in order to discuss your departure date and check-out process. Students have 48 to check-out after notifying the institution of their withdrawal. The office is located in Reese Hall, you can contact them via e-mail at housing@depauw.edu, or by phone at 765.658.4500. You will need to leave campus and clear out your assigned room for the remainder of the semester.
7. **International Students:** International Students should contact the International Student Services to discuss visa implications. The office is located at 5 West Hanna Street, you can contact them via e-mail at ISS@depauw.edu, or by phone at 765.658.4850.

Processing a Medical Withdrawal

Following the above process, students have 30 days to provide appropriate documentation from a licensed health care provider to either Counseling or Health Services. The Committee will determine approval of the request and necessary treatment or requirements that must be met before readmission is approved. The Registrar will process the medical withdrawal, notifying the student of the decision, as well as, other necessary campus constituents.

Returning from a Medical Withdrawal

When you and your medical provider believe you are ready to return to campus:

1. The student notifies the University of their return after a medical withdrawal by submitting an [Application for Readmission](#).
2. Contact DePauw Health (medical) or Counseling Services (mental health) for requirements.
3. After reviewing the information from your medical provider and any other pertinent materials, the Director will make a recommendation to the Dean of Students about the student's appropriateness to return to DePauw as an enrolled student.
4. The Dean of Students will then make a final decision after all appropriate College offices have cleared the student for return (as noted in Instructions for [Applying for Readmission](#)).

As with other readmission applications, a medical readmission applicant discusses their academic plans and how the medical condition affected and might continue to affect studies. However, a medical readmission applicant must also demonstrate readiness to return to school.

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

The deadlines for a medical/mental health readmission application are flexible because documentation of readiness to return may not be available. Applicants should be aware, however, that the closer to the beginning of a semester that they submit their application, the harder it is to arrange housing and class schedules. If at all possible, complete applications should be submitted at least three weeks prior to the beginning of the semester.

Student Leave of Absence Procedure

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

Process for Requesting a Leave of Absence

1. Complete the [Application for Leave of Absence](#).
2. **Student Affairs Office:** Complete an exit interview with a representative from the Student Affairs Office before the semester in which you would like to take a leave of absence.
3. **Financial Aid Office:** If you have loans, you must also complete a loan exit interview with a representative from the Financial Aid Office. If you have loans and plan to enroll in another school must have the other school complete an in-school deferment form.
4. **Office of the Registrar:** If the student plans to study at another U.S. college during their leave, the student follows the standard transfer credit approval process (credit approval form) in order for credit to transfer back to DePauw. All off campus study approval processes must be followed for credit to transfer from programs that the International Education Committee would normally be responsible for approving.

5. **Cash Receipts Office:** To ensure there are no balances that need to be paid.

Returning from a Leave of Absence

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

1. The student completes the Leave of Absence Return form at least one month prior to the term of intended return. It is to the student's advantage to complete the process prior to registration for that term however; as the form must be received before the student may register or arrange for University housing. The form is [available on the web](#) and from the Office of the Registrar.
2. The Registrar, in consultation with the Vice President of Student Affairs or designee, processes the form and notifies the student that they are approved to return. The student must have met all financial obligations to the University before returning. The student is held to the same behavioral standards as current students while on a leave of absence.
3. If the student studied elsewhere, an official transcript and the Dean of Students Recommendation (form available in the registrar's office) are required prior to taking formal action.
4. The Office of the Registrar notifies the student and campus offices of the returning student. The Information Services/Office of the Registrar changes the student's status to 'L'.

The student contacts:

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

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

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

Security Camera Policy

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

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

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

1. The placement of security cameras in common spaces is limited to uses that do not violate a reasonable expectation of privacy. DePauw defines this as cameras located outdoors and certain locations inside DePauw buildings. Inside DePauw buildings, cameras should only be located in common area spaces such as stairwells, elevators or lobbies and limited use in some hallways. Permanently mounted security cameras are not to be placed in any bathrooms, on residence floors, on residence hallways, residence bedrooms, or library bookshelves.
2. Examples of when security cameras footage will be utilized include, but are not limited to, hurting another person (e.g. physical assault, harassment, stalking, sexual assault), damage to property (e.g. vandalism, criminal mischief), University-owned building security (e.g. burglary, breaking and entering, propping doors, suspicious person, fire safety), significant parking violations (e.g. parking in restricted areas, multiple repeat violations, fraudulent use of permit or ticket), violations of the law (e.g. theft, weapons violations, arson, public indecency, civil disturbance).
3. Any diversion of security technologies and personnel for other purposes (i.e. monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by these guidelines.
4. DePauw's use of security cameras does not imply, or guarantee, that cameras will be monitored in real time. Security cameras are primarily designed for investigation purposes. In limited circumstances, when a report has been received that a potential criminal activity is actively occurring or an emergency situation, cameras may be accessed in the moment. However, in other situations, cameras are not used for general real time surveillance.
5. To maintain student privacy, information obtained through the use of security cameras will be used exclusively for the five categories listed above. Security camera footage will only be released, when authorized by the Chief of Police/Director of Public Safety, to the Title IX office, Community Standards Office, Dean of Students Office, other law enforcement agencies for criminal investigations, or to the Putnam County Prosecutor Office for criminal charges.
6. The review and recording of security cameras in public areas will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy, the Sexual Harassment Policy and other relevant policies. This policy prohibits the use of recording or monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (i.e., race, gender, sexual orientation, national origin, disability, etc.).
7. Camera recording and/or monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in security camera recording and monitoring will be appropriately trained and supervised in the responsible use of this technology. Violations for security camera monitoring and/or recording referenced in this policy will result in disciplinary action consistent with policies and handbooks governing employees of the university.

8. Typically, camera footage will only be retained in conjunction with criminal investigations, community standards charges, or official safety reports (i.e. fires, etc.). Camera footage is not stored longer than 30 days, unless part of an official DePauw Police report. Record retention of reports and student files is covered in the Student Handbook section titled Access to Records.

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

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

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

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

The University will investigate any reported violation of laws, regulations, policies, or procedures by a University official or employee. Anyone found to have engaged in such violations is subject to disciplinary action, up to and including termination of employment, subject to applicable University

procedures. All members of the University community are expected and encouraged to report possible violations through appropriate University procedures published elsewhere or by contacting the Vice President supervising the university official or employee whose conduct is in question; however, anyone concerned about possible retaliation may use the special reporting mechanisms of this policy (“whistleblower reporting”). Regardless of how the report of possible violations is filed, any concern about apparent retaliation for reporting a possible violation should be reported through the procedures outlined in this policy

Reporting and Investigation

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

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

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

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

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

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

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

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

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

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

Residential Living/Learning

Guiding Principles for How We Live at DePauw

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

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

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

Student Living Unit Bill of Rights

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

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

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

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

Residential Living Requirement

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

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

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

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

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

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

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

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

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

The OIT address and phone number must be on file in the Housing and Residence Life Office. Change of address at any time during the year must be reported as they occur.

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

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

Standards for Living Units at DePauw University

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

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

1. Each unit shall provide proof of fire insurance and of fire safety inspections as are required by the designated insurance carrier for that unit.
2. Each unit shall conduct at least one fire drill each semester that shall be monitored by a designated DePauw administrator(s), in conjunction with DePauw Police. The DePauw administrator(s) will work with leaders in various residential units, including house managers, presidents, officers of housing associations and others, on fire safety issues for such units.
3. Each unit shall provide proof of general liability, personal injury and property damage insurance, with the amount of coverage to be approved by the University. Greek living units must comply with any and all insurance policy guidelines provided by their National Headquarters.
4. Each unit shall adopt a Damage Control and Assessment Plan and submit the plan to the Student Affairs Office. The plan shall provide that damages caused by individuals who can be identified shall be paid for by those persons. Damages that cannot be assessed to a specific individual or individuals shall be paid for by all members of the unit, proportionately, in accordance with the provisions of the plan.
5. Public areas (inside and outside) and kitchen cleanliness inspections shall be conducted periodically by appropriate University officials, and in the case of Greek Living units, with a member of the house corporation. Other inspections regarding compliance with the Standards for Living Units may also be conducted by appropriate University officials. For Greek living units, advance notification to the house corporation of additional inspections will be made. Deficiencies shall be noted and shall be corrected in accordance with a plan for abatement or correction, which shall be proposed by the University, and agreed to by the unit.
6. Each living unit shall be assigned a University staff member to assist the living unit with compliance with these policies. The staff member from the Housing and Residence Life office shall meet regularly with members of the unit and shall advise on matters involving academics, social functions, adherence to University policies and rules and compliance with these standards.
7. Each unit shall provide an area within the living unit, outside their sleeping room, for quiet and study.
8. All officers or persons in leadership positions in each living unit shall participate in training programs and leadership programs as are determined, from time to time, by the Office of Student Affairs.
9. Each unit shall develop an internal dispute resolution process for persons living in that unit who violate unit rules. This process shall be filed with the Office of Student Affairs.
10. Each unit shall regularly review and adhere to the University's policies on the use/abuse of alcohol and other substances.
11. The first two weeks in August, each unit must supply documentation (contract or maintenance plan) that the kitchens, bathrooms and public areas of the unit will be maintained in a clean and orderly fashion. A copy of any such contract or maintenance plan shall be submitted to the Office of Student Affairs.

12. The first two weeks in August, each unit must supply documentation (contract or maintenance plan) that the grounds surrounding such unit will be maintained, appropriate to the season, on a year-round basis. A copy of any such contract or maintenance plan shall be submitted to the Office of Student Affairs.
13. Each unit shall require a written, signed room and board contract in a form acceptable to the University from each member living in the unit each school semester or year, as applicable. Copies of an individual room and board contract shall be submitted to the Office of Student Affairs within one week after the beginning of each school year. For Greek units, chapters must provide an occupancy list prior to the start of each semester.
14. Each unit shall collect fees for room and board through the Director of the Business Office of the University or through an outside management firm approved by the Vice President for Finance and Administration.
15. All units must have professional staff working in the facility. The University shall have coordinators designated for each University-owned living unit. Each Greek unit shall employ a house director, acceptable to the University, who lives in the chapter house. All units shall prepare a written description of the duties of the position, which shall be submitted to the Office of Student Affairs for approval.
16. Each unit shall implement standard accounting and bookkeeping practices, which shall be developed with the assistance of the Vice President for Finance and Administration or use an outside professional accounting firm.
17. Each unit shall develop a plan, acceptable to the University, to ensure that the standards for living units are met during Winter Term, which shall provide for house director supervision of the living unit during Winter Term. This plan must be submitted to the Student Affairs Office prior to the start of Winter Term. Failure to develop, submit or adhere to the plan shall result in closing of the unit during Winter Term.
18. The Student Affairs Office shall work with the Housing and Residence Life Office to develop standardized plans and policies for University-owned units for compliance with the requirements of these administrative standards.
19. Each unit shall register any party where alcohol will be served, shall designate a specific area of the facility where consumption of alcohol is permitted, shall follow international/national fraternity/sorority and the Housing and Residence Life policies, shall follow University policies, and shall take reasonable steps to ensure that only persons of legal age may consume alcohol, as required by Indiana law.
20. All units shall have appropriate fire extinguishers throughout the living unit. The fire extinguishers shall be inspected and maintained on a yearly basis, or as otherwise required by any local or state ordinance, regulation or law.

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

1. All living units shall determine, in conjunction with its governing authorities and the University, the appropriate design and implementation of these Safety and Health Standards.
2. All units shall have a fire and smoke detection system. The fire and smoke detection system shall be hardwired into the building fire alarm system. The fire alarm system shall be monitored by DePauw Police and or a professional monitoring service located outside of the living unit, with call instructions for alerting the local fire department and DePauw Police. Access to the control panel shall be limited such that the student occupants will not be able to reset or deactivate the alarm system and systems should only be reset by the Greencastle Fire Department or DePauw

Police. Documentation of the existence and monitoring of the system shall be provided to DePauw Police.

3. All units shall be equipped with a fire suppression system. The fire suppression system shall be installed in all new construction.
4. Sleeping/cold dorms, in which more than eight students sleep in a single room, shall have a minimum of two exits and appropriate ingress and egress, continuous airflow with fresh-air ventilation, appropriate space between beds, and ensure that there are no obstructions to the fire detection and suppression systems. A maximum capacity shall be designated for each sleeping/cold dorm.
5. Each unit shall comply with applicable building codes.
6. Each unit shall produce appropriate emergency response plans that shall include fire and weather emergencies. A copy of these plans shall be provided to all students living in the unit and to the Student Affairs Office.
7. Entry doors shall be equipped with swipe card security lock systems or equivalent security systems. Access rights shall be determined by each living unit.
8. All bathrooms, laundry facilities and kitchens shall have appropriate exhaust systems. All units are required to maintain satisfactory heating, ventilation and facility infrastructure.
9. An appropriate number of showers and stalls shall be properly functioning. All units are required to maintain clean, properly functioning bathroom facilities.
10. All units shall implement a plan for frequent and regular cleaning of the facility. Items that create health or safety hazards shall be immediately addressed.
11. Once a year designated University staff, with House Corporation representatives for Greek facilities, will conduct an analysis of structural and infrastructural needs of the living units. Major deficiencies in other facility areas will also be assessed. A plan to address these needs must be submitted by the House Corporation for Greek facilities, and approved by the University. If a health or safety issue, not specifically listed above, is identified in this process and determined to be significant by both the University and the House Corporation, it shall qualify for University support under programs developed for this purpose.
12. A Greek living unit, in its sole discretion, may evict five or fewer residents during the course of an academic year. If six but fewer than 15 residents are to be evicted at a single time during the academic year, the House Corporation for the Greek living unit shall give the University notice and justification for the eviction. If 15 or more residents are to be evicted at a single time during the academic year, then the House Corporation for the Greek living unit must obtain the approval of the Dean of Students. Justification for the purpose of eviction, may include, but is not limited to, violation of Community Standards, inappropriate behavior as defined by a guideline for membership, a breach/violation of the resident's housing contract, or unforeseen facility issues.

III. Penalties for failure to comply with the standards

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

Progressive penalties are as follows:

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

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

(Approved in April 2007 by the Board of Trustees)

Right of Inspection

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

University-Owned Housing

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

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

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

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

Common area damages and policy violations: Residents are held financially accountable for property destruction and/or policy violations that occurs in the public/common areas of their residential unit if those responsible cannot be identified. Billings for common area damages will be implemented twice a year after attempts to identify those responsible for damage have been exhausted. Billing is coordinated by Housing and Residence Life, and issued through Facilities Management in partnership with the Business Office. Policy violations are submitted if and as they occur and it is encouraged that residents hold themselves, hosted students or guests, and housemates accountable.

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

University-owned living units - openings and closings: Room occupancy is limited to the periods when the University-owned living units are open; students may not remain in their rooms when residence halls are closed. New students may move into the residence halls on the date established by the University as opening day for new students. Returning students may move into the living units on the published date that University housing opens for returning students. For specific dates and times for University housing closings, please refer to the [Housing Calendar](#) on the Housing and Residence Life website. At the end of fall and spring terms, students not actively participating in commencement and students not approved to reside on campus for the summer must depart their assigned residence within 24 hours of their last final examination or by the designated date and time of housing closing, whichever is first. Final residence hall and Rector Village closing is 6 p.m. on the last day of final examinations. University-owned apartments and houses close at 11 a.m. on the day following Commencement.

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

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

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

Houses Owned by Fraternities and Sororities

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

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

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

Fraternity and Sorority Life staff members support each fraternity and sorority through contact with chapter officers, alumni or alumnae advisors, house corporation officers, the house director and national offices.

Guest Policy

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

All guests must leave the living unit when instructed by a University staff member. In addition, guests whose length of stay has been deemed excessive or to be disrupting the rights of one's roommate(s) or suitemate(s) or living unit residents, may be asked to vacate the living unit. Each living unit has an open

visitation policy unless the students residing in that living unit vote to establish visitation hours. Floor and hall lounges cannot be used to provide overnight accommodations for guests. Student rooms should not exceed two guests per occupant at any time. Guests may stay on campus for no more than 3 nights in a 7-day period, not to exceed more than 12 nights in a semester.

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

Academic Policies and Procedures

The Academic Policies and Procedures in its entirety can be found in the [Academic Handbook](#) and [Academic Catalog](#).

Freedom of Academic Expression of Students

Preamble

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

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

*Freedom of Speech refers to the individual right, guaranteed by the first amendment of the U.S. Constitution, to articulate ideas and opinions without fear of *government* retaliation, censorship or other sanction.

Freedom of Expression refers to the right to hold opinions without interference and includes the "freedom to seek, receive, and impart information and ideas of all kinds [...] orally, in writing or in print, in the form of art, or through any media [...]" (International Covenant on Civil and Political Rights Article 19)

I. In the Classroom

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

- A. Protection of the Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in particular courses of study. They may be required to know the particulars set out by the instructor, but they should be free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the basis on which students are measured.
- B. Protection Against Unjust Grading or Evaluation. Students must maintain standards of academic performance set by the faculty if they are to receive the certificate of competence implied by the course credits and degrees. The student should have protection against unjust grading and evaluation due to error and prejudice. The basis of the final evaluation in any course should be available to the student on request. It is recommended that examinations be returned to students or kept for reference by the professor for at least one semester. The faculty should have an orderly procedure whereby student allegations of prejudice or error in the awarding of grades may be reviewed.
- C. Protection Against Improper Disclosure. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation.

II. Student Records

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

III. Student Affairs

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

- A. Freedom from Arbitrary Discrimination. Colleges and Universities should be open to all students who are academically qualified. University facilities and

services should be open to all students. Furthermore, DePauw University should use its influence to secure equal access for all students to public facilities in the local community.

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

1. Affiliation with an extra-mural organization should not of itself affect recognition of a student organization.
2. A student organization seeking University recognition must have a campus advisor of its own choosing. Institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Employees serve the college community when they accept the responsibility to advise and consult with student organizations; they should not have the authority to control the policy of such organizations.
3. Student organizations may be required to submit a current list of officers, but they should not be required to submit a membership list as a condition of institutional recognition.
4. Campus organizations should be open to all students without respect to race, religion, creed, gender identity, sexual orientation or national origin.
5. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly or privately. They should also be free to support causes by non-disruptive counterspeech or protest. What constitutes non-disruptive counterspeech or protest is outlined in detail in the section labeled "Right to Demonstrate Policy" of the Student Handbook. In short, this includes "...support[ing] causes in a non-violent manner, including organized demonstrations that do not materially and substantially disrupt the normal and essential functions of the University. To be considered a disruption, demonstration actions need to be more than simply creating discomfort and unpleasantness or temporarily interrupting University operations."
6. Students should be allowed to invite and to hear any person of their own choosing. While the orderly scheduling of facilities may require the observance of routine procedures before a guest speaker is invited to appear on campus, institutional control of campus facilities should never be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or DePauw University.

- C. **Student Participation in Institutional Government.** As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of regulations affecting student affairs. Student government should be protected from arbitrary intervention, such as removal or suspension of officers, by the withholding of funds, or by unilateral changes in the charter which defines the organization and competence.
- D. **Freedom of Student Publication.** DePauw University should promote and sustain institutional policies which will provide students the freedom to establish their own publications and to conduct them free of censorship or of faculty or administrative determination of content or editorial policy, yet within the limits of the laws concerning libel and slander. Editors and managers should subscribe to canons of responsible journalism. At the same time, they should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. Students should be free to establish, publish, and distribute publications without institutional censorship.

IV. Off-Campus Freedom of Students

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

- A. **Exercise of Rights.** Students should enjoy the freedom of religion, speech, press and assembly, and the right to petition the authorities. Exercise of these rights on or off the campus should not subject them to institutional penalties.
- B. **Institutional Authority and Civil Penalties.** Activities of students may upon occasion result in violation of law. In such cases, institutional officials should apprise students of their legal rights and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct from those of the general community should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of off-campus activity, such as those relating to class attendance, should be subject to no greater penalty that would normally be imposed on campus. Institutional action should be independent of community pressure. The University has no obligation to protect students from the penalties of law.

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

V. Procedural standards in Disciplinary Proceedings

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

- A. Notice of Standards of Conduct Expected of Students. Disciplinary proceedings should be instituted only for violation of standards of conduct defined in advance and published through such means as a student handbook or a generally available body of university regulations. Offenses should be as clearly defined as possible without the use of vague phrases.

B. Investigation of Student Conduct.

1. Except under emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as dormitories controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.
2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.
3. Status of Student Pending Final Action. Pending action on the charges, the status of a student should not be altered, or their right to be present on the campus and to attend classes suspended, except for reasons relating to the safety of students, faculty, or university property.

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

VI. Debate and Deliberation at Sanctioned University Events

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

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

Expectations for DePauw Students

[The Academic Expectations for students can be found in the Academic Handbook](#)

Academic Calendar

[The Academic Calendar can be found here on the website.](#)

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

Units of Credit and Course Load

Information about credits and course loads can be found in the [Academic Catalog](#).

Academic Integrity

The Academic Integrity policy can be found in the [Academic Handbook](#).

Class Attendance and Absences

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

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

Absences for medical reasons: When an absence due to medical reasons will result in a student being unable to fulfill academic responsibilities--for example, papers and examinations--the student should notify the faculty member in advance. Each faculty member should let the students know how to give this notification. The faculty member and student should work out arrangements for possible extension or makeup work. In cases where students are hospitalized, the University physician will, with the student's permission, notify the Office of Student Affairs. It is the student's responsibility to contact the faculty member; in addition, the faculty member will be notified by Student Affairs personnel.

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

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

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

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

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

Classroom Atmosphere Policy

The classroom atmosphere policy can be found in its entirety in the [academic handbook](#).

Exchange of Ideas during Class

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

Resolving Conflicts

In addition to this Classroom Atmosphere Policy, DePauw University has other policies and protocols for reports and resolving some types of incidents. In particular, individuals who have concerns that may involve harassment should review the University [Harassment Policy](#). Similarly, individuals who have concerns that may involve bias should review the [University Bias Incident Reporting Protocol](#). Other classroom atmosphere concerns are best addressed through this Classroom Atmosphere Policy. In some cases, it may be difficult for a person with a concern to categorize the nature of the incident. In addition, some incidents may span categories. Such difficulties should not dissuade individuals from reporting a concern using any of these policies and protocols. Individuals who are uncertain of which policy to use should follow the steps below.

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

I. Options for Students

1. Get advice from resources including faculty advisors, department chairs, or staff members in a variety of offices including Academic Affairs, Multicultural Student Services, International Student Services and the Women's Center. Based on their judgment, these staff members may consult with, or encourage students to consult with, the Dean of the Faculty or the Dean of Academic Programs, Assessment and Policies. Students may also consult informally with either of these Deans as a first step.
2. Provide their input using the student opinion form that is administered at the end of the semester in almost all DePauw courses. When students feel comfortable doing so, they are also encouraged to talk with faculty members in person, either during the semester or after the course ends.

3. DePauw has a formal grade grievance policy that may be applicable depending on the nature of the student's concern. See <https://www.depauw.edu/handbooks/academic/>

4. Students may file a formal complaint by submitting a signed letter to the Dean of the Faculty during the semester, or at any time after the course concludes.

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

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

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

Appendix A:

Use of Technology during Class

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

Notes: There are two exceptions to the broad discretion given to faculty members above.

(a) The Americans with Disabilities Act gives students the right to use assistive technology or a suitable alternative if this has been determined to be an appropriate accommodation for their disability. ADA procedures require that such accommodations be reached by the Director of Student Accessibility Services in consultation with the student and that they be communicated in writing to the instructor with the student's consent. Instructors may work with students and the Director of Student Accessibility Services to determine the most effective way to implement the accommodation. Whenever possible, students should be allowed to use the assistive technology without disclosing their disability. For advice and guidance please consult with DePauw's Director of Student Accessibility Services.

(b) DePauw University uses an electronic notification system to distribute campus emergency alerts via text messages. When class policies require phones to be stored out of sight and/or reach during class, phones should still be set to vibrate. Emergency messages will cause multiple phones to vibrate at nearly the same time.

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

Conflict Between Class and Extracurricular Activities

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

More information can be found in the [Academic Handbook](#).

Credit by Advanced Placement or Exam

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

Dean's List

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

Declaring a Major

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

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

Examinations in Courses

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

Final examinations during primary terms

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

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

Multiple or Conflicting Exam Policy

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

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

Grade Reports

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

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

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

Graduation Requirements

Students have primary responsibility for understanding and making satisfactory progress toward graduation and all University and departmental requirements. Faculty advisors, the Registrar's staff and other professional staff are available to assist but not take over this responsibility. Specific graduation requirements are listed in the [DePauw University Catalog](#). Students may review their progress toward graduation by accessing their advising transcript on the Web through Student e-Services (www.depauw.edu/e/index.asp).

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

Guidelines for Requesting Letters of Recommendation

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

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

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

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

- A written explanation of what you think should go into the letter, and a list of examples to illustrate your strength in relevant areas. (Law school forms, for example, often ask for examples of how the student has overcome adversity; medical school forms often ask about a student's writing and reasoning ability; off-campus applications may ask

about a student's social maturity. Pay close attention to the qualities required by the program to which you're applying.)

- A written explanation of why you want to go to graduate school, work at a particular job, study off campus, join AmeriCorps, etc. It's critical that the faculty member understand your motivation and preparation for the program to which you are applying. (What are some of your reasons for wanting to study in Hungary? Why are you interested in painting, in law, in biochemistry, in being an RA? What in your experience and academic life has led you to want this job or make this choice of graduate program?)
- An oral explanation of the points listed above. You should make an appointment to meet with the faculty member during office hours.
- A resume highlighting qualities and experiences most relevant to the program for which you are applying. Career Services can help you develop an effective resume; the Writing Center consultants can help make your application essays even more impressive. Take advantage of these useful campus resources.

Incomplete Grades

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

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

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

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

Petitions

The Petitions Committee consists of four elected faculty members and four administrators. They consider student requests for exceptions to academic regulations. The committee must balance upholding the faculty policies in a consistent manner with making exceptions for students with special needs. Students file completed petitions in the Registrar's Office after obtaining appropriate signatures.

However, the signatures do not guarantee passage, and, when the petition involves a request for class withdrawal, students should continue to attend classes until the committee makes its decision.

Deadlines for schedule changes are very important, and the Petitions Committee expects students to adhere to them. Exceptions are seldom made in cases involving the pass/fail deadline, withdrawal from courses after the eighth week of classes, and entrance into a course after the second week of a primary term. Petition forms and information regarding the petitioning process may be obtained in the Registrar's Office. There is no fee to petition; however, if the petition is granted after a missed deadline, a \$40 late fee may be assessed. If the petition is denied, no fee is charged.

Readmission

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

Registration and Class Schedule Adjustment

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

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

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

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

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

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

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

Religious Holy Days

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

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

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

(Adopted by DePauw Faculty on May 7, 2018)

Repetition of Course

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

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

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

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

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

Research Involving Human Subjects or Animals

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

Satisfactory Academic Progress for Financial Aid and Academic Standing

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

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

Timely Progress: To graduate from DePauw with a Bachelor of Arts, Bachelor of Music, or Bachelor of Musical Arts degree requires 31 course credits and a minimum 2.0 GPA, cumulative and in the major. The Bachelor of Music Education Degree requires 33 course credits with a 2.0 cumulative GPA.

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

Satisfactory Academic Progress Status: There are four SAP statuses:

- Satisfactory
- Warning
- Suspension
- Probation

Two primary measures are used to determine SAP status: academic performance as measured by grade point average and progress toward degree as measured by earned college credits applicable to the degree. GPA is referred to as a **qualitative measure**; credits earned as a **quantitative measure**. The quantitative measures include both credits earned and percentage of credits attempted that are earned. The qualitative measures include both cumulative and major GPAs.

DePauw uses a graduated scale of minimum standards students must achieve to be in satisfactory standing.

Semester	1	2	3	4	5	6	7	8
Minimum Cumulative GPA	1.5	1.7	1.9	2.0	2.0	2.0	2.0	2.0
Major GPA				2.0	2.0	2.0	2.0	2.0
Minimum Credits Earned	2	5	9	13	17	21	25	29
Percent of Attempted Earned	50%	75%	75%	75%	75%	75%	75%	75%

Minimum GPA and Credit Earned:

Full-time students must earn at least 2.0 course credits and at least a 1.0 GPA each primary term (Fall and Spring). Students who fall below these primary term minimums are suspended.

Review Process:

At the end of each primary term, student performance is reviewed by members of the Financial Aid and Registrar's offices. Students who are meeting the above minimum standards are judged to be making satisfactory academic progress toward a degree.

Students who have been doing satisfactorily and then fall below any of the above standards are given a **warning** to improve performance. If they fail to meet the benchmark for the next semester or perform below the minimums for the primary terms, they are **suspended**. They may appeal the suspension (see Appeals Process below) or apply for readmission after spending some time away from DePauw.

Students who successfully appeal a suspension are placed on **probation**. In most cases, they will have one probationary semester to bring their performance into line with the satisfactory academic progress standards. If they fail to do so they are again suspended. However, some students who come close to reaching the target may be continued on probation.

SAP progress is evaluated at the end of the Fall and Spring primary terms in order to give students who are suspended a chance to submit an appeal before the beginning of the next semester. Status determinations are provisional until the extended term is completed.

Appeals of Suspensions:

Students who are suspended for failing to meet SAP guidelines may appeal their suspension in writing to the Academic Standing Committee, which includes representatives from the faculty, Academic Affairs, Student Affairs and Financial Aid. Usually, appeals are heard approximately two weeks after grades for the primary terms have been posted (approximately January 15 and June 10). In the appeal the student presents their case for continuing. If the student is behind in credit earned, the appeal should include a plan for catching up, which may include taking courses elsewhere over the summer. If the student has fallen below the minimum GPA standards, the appeal should include a plan for improving performance. Note that course work done elsewhere or online does count toward the quantitative, but not the qualitative measures, because course work done elsewhere does not count into DePauw GPAs.

Students who successfully appeal a suspension may continue on probation in the following semester. Those whose appeals are denied may apply for readmission after being away for a minimum of one semester.

* DePauw’s academic calendar consists of two semesters each of which has a primary term and an extended term. Semester I includes Fall and Winter terms; Semester II Spring and May terms.

(Approved by the DePauw Faculty, Sept. 8, 2014)

Student Records Policy -- Access to Records and Release of Information

DePauw complies with the Family Education Rights and Privacy Act (FERPA) in maintaining and releasing information from student records. A full statement of the student's rights under FERPA may be found the Academic Handbook: <https://www.depauw.edu/academics/academic-resources/advising/registrar/ferpa-notification/>.

Contact: Office of the Registrar
765-658-4141

(University policy established 1975; updated periodically)

Holds on Student Records

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

- giving the student written notice of the amount due and the consequences of the hold (i.e., no transcripts or early registration), and

- allowing 10 working days to pay or make satisfactory arrangements for payment.

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

- Unpaid University bills, including tuition, fees, room and board, miscellaneous charges and fraternity and sorority room and board bills. If students owe a debt from a previous semester, they may be prevented from enrolling at DePauw the following semester.
- Failure to have an exit interview with the Student Affairs Office whenever students cease enrollment at the University. This would include transferring or withdrawing from the University, reducing the course load to less than one and one-half course credits, or graduation.
- Failure to contact the Financial Aid Office to discuss possible repayment obligations of current year awards whenever students cease eligible enrollment at the University for those awards. This includes withdrawing from the University or reducing the course load to less than three course credits.
- Failure to declare a major by the end of the sophomore year.

Student Assessment of Teaching

In all classes the instructors request that students complete anonymous evaluation forms at the end of the term. The primary purpose of these forms is to give instructors useful information about the course and teaching. The more specific students are about the effectiveness of the instructor or suggestions for improvement, the more helpful are the evaluations. Evaluations may also become part of information gathered for tenure and promotion decisions.

Most often if students have a concern and/or complaint about a course or teaching, they should first talk with the instructor. If they are uncomfortable doing so or feel they need further advice or assistance, they should consult with the appropriate department chair or an academic dean. Students may also consult with their academic advisor, who can help them identify appropriate resources. For matters involving a possible grievance, see the section of this handbook on grievances.

Remember, faculty members appreciate knowing they have done a good job. Students who particularly appreciate what a faculty member has done for them are encouraged to send a note at the end of the course with a copy to the department chair and the Vice President for Academic Affairs.

Student-Initiated Grievance on Grading and Other Forms of Evaluation by Faculty

The normal presumption at DePauw is that the faculty member alone is qualified to evaluate and assign grades to the academic work of students in their courses. For this reason, questions regarding a faculty member's grades are not normally subject to review. The following procedure is for exceptional cases only.

At all levels of the procedure outlined below, those who hear grade grievances are to be concerned only with whether the faculty member acted in a fair, reasonable manner and whether the faculty member used the same methods of evaluation for all students in the class.

In addressing a grievance:

The student must first attempt to meet with the faculty member involved, thus permitting an opportunity for an informal resolution of the case.

If the situation is not settled, then either the student or the faculty member may ask the chair of the department (or director of program) in which the course is taught to try to resolve the issue. If the course is cross-listed, both chairs/program directors will be asked. The student, faculty member, and department chairs may consult with the Dean of Academic Programs, Assessment and Policies to ask questions about procedure and to discuss the issues involved.

At the request of the student or faculty member, or on the chair's initiative, the chair(s) may appoint and preside over a special departmental committee, which will recommend a resolution to the grievance. If the faculty member involved is also the chair or program director, the Dean of Faculty will take the role of appointing and presiding over the special departmental committee.

Either the student or the faculty member may decide to appeal the departmental recommendation to the University Review Committee (URC). Such appeals must be made within two weeks after the departmental recommendation has been given. Arrangements for a hearing before the URC are made through the Dean of Academic Programs, Assessment and Policies.

The URC consists of an appointed member of the Student Life Committee, who will chair the hearing, two teaching faculty members, and two students. Faculty and student members are chosen by the Dean of Programs, Assessment and Policies from a pool of volunteers identified by the Student Life Committee. The dean observes and records the hearing, but does not participate in committee deliberations.

The membership of this committee is made known to parties involved prior to a hearing. Student, faculty and administrative alternates are also designated for the committee. Either party can ask the dean to replace a committee member because of bias or conflict of interest. The dean shall decide if there are sufficient grounds to honor this request. If a committee member is unable to attend the hearing, or if a member is excluded because of potential bias or conflict of interest, an alternate will be asked to serve.

The decision reached by the URC is final. Appeals of the committee's decision, on procedural grounds only, may be made to the Vice President for Academic Affairs.

If the faculty member involved in the grade grievance is also the Dean of Academic Programs, Assessment and Policies, the Dean of the Faculty will stand in as the procedure advisor and URC

convener. If the Dean of Academic Programs, Assessment, and Policies is also the chair of the affected department, the Dean of Academic Services will stand in as the procedure advisor and URC convener. Further information, including the details about the hearing procedures, is available in the office of Academic Affairs. Hearing procedures are established and periodically reviewed by the Student Life Committee in consultation with the Vice President for Academic Affairs.

Time Line:

Neither a departmental review committee nor the University Review Committee may be convened to hear a grievance until after the student's full term of work has been completed and a final course grade has been given.

A student who has a grievance should talk to the faculty member as soon as possible after the disputed grade has been given, and no later than the last week of the first full primary term following the disputed evaluation.

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

Appeals of the departmental decision to the URC by either the student or faculty member must be made within two weeks of receiving a written decision from the department chair.

After a hearing, the decision of the URC will be delivered in writing to the student's mailbox (or home address if the semester is over) and to the faculty member within two working days after the committee has met.

A student or faculty member who wishes to appeal the URC decision on procedural grounds must do so in writing to the Vice President for Academic Affairs within three business days of receiving the decision from the committee. The Vice President for Academic Affairs will consult with the Vice President for Student Life while considering the appeal. The decision of the Vice President for Academic Affairs is final and will be communicated to both parties involved in the hearing, to the convener of the URC and to the chair of the URC.

(Adopted by the Faculty November 4, 2002; revised April 3, 2006; revised November 7, 2016. Minor updates to update titles on July 31, 2019. Minor updates to address conflicts of interest and cross-listed courses on September 18, 2019. Hearing Procedures are updated and revised periodically by the Academic Affairs administration in consultation with the Student Life Committee.)

Summer School

Students planning to enroll in summer sessions at other institutions should make arrangements in advance with the Registrar's Office and their faculty advisors in order to ensure that transfer credit is received. Because May is such a busy month, applications should be completed and returned to the Registrar's Office by early April, if at all possible.

Contact: Registrar's Office, 765-658-4141
[Registrar Forms](#)

Timely Feedback

Timely and adequate feedback is essential to student learning. Faculty members are expected to respond to student work in a time frame and manner that allow students to learn from and apply this feedback to subsequent work.

(Approved by the Faculty, April 4, 2011)

Additional Contact Information

DePauw provides information to enrolled and prospective students as required by various governmental agencies. Much of the required information is included in this handbook and the DePauw University Catalog in the sections identified below. To obtain additional information on the indicated topics, please call or visit the appropriate individuals and offices. Please address all inquiries to the appropriate department at DePauw University, P.O. Box 37, Greencastle, IN 46135.

Accreditation – University Catalog or from the President's office, Administration Building, 313 S. Locust St. (765-658-4220).

Affirmative Action, Civil Rights and Equal Employment Opportunity Policies – University Catalog or from the Office of Human Resources, Administration Building, 313 S. Locust St. (765-658-4181).

Athletic Participation – Director of Institutional Research, Administration Building, 313 S. Locust St. (765-658-4156).

DePauw Police Director of Police, 101 E. Seminary Street (765-658-5555).

Cost to Attend – University Catalog or from the Vice President for Enrollment Management, 204 E. Seminary St. (765-658-4108).

Degree Programs Offered – University Catalog or from the Office of the Registrar, Administration Building, 313 S. Locust St. (765-658-4141).

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

Financial Assistance Information – University Catalog or from the Director of Financial Aid, 204 E. Seminary Street (765-658-4030).

Graduation Rates – University Catalog or from the Office of the Registrar, Administration Building, 313 S. Locust St. (765-658-4141).

Physical Facilities – Office of Communications, 101 E. Seminary St. (765-658-4628).

Refund Policy and Return of Title IV Grants or Loans – University Catalog or from the Director of Financial Aid, 204 E. Seminary Street (765-658-4030).

Student Accessibility Services –Office of Student Affairs, 408 S. Locust Street, Memorial Student Union. (765-658-6267).

Withdrawal from the University, Procedures for – University Catalog or from the Office of the Registrar, Administration Building, 313 S. Locust St. (765-658-4141).

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

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