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Academic Calendar 2011-2012

Semester I

Wed.–Wed.	Aug. 24-31	Welcome Week
Mon.	Aug. 29	Semester I Classes Begin
Mon.	Sept. 5	Labor Day (No classes)
Sat.	Oct. 15	Mid-Semester Grading Period Ends
Mon.–Tues.	Oct. 17-18	Fall Break (No classes)
Wed.–Sun.	Nov. 23-27	Thanksgiving Vacation (No classes)
Mon.	Nov. 28	Classes Resume
Fri.	Dec. 9	Withdrawal/Change to Audit Deadline
Mon.	Dec. 12	Final Examinations Begin
Sat.	Dec. 17	Semester I Ends

Semester II

Mon.	Jan. 16	Semester II Classes Begin
Mon.	Jan. 16	Martin Luther King Jr. Celebration (Special Class Schedule)
Sat.	Mar. 3	Mid-Semester Grading Period Ends
Mon.–Sun.	Mar. 12-18	Spring Break (No classes)
Mon.	Mar. 19	Classes Resume
Fri.	Apr. 6	Good Friday (No classes)
Fri.	Apr. 27	Withdrawal/Change to Audit Deadline
Mon.	Apr. 30	Final Examinations Begin
Fri.	May 4	Semester II Ends
Fri.	May 4	Graduate Programs Commencement
Sat.	May 5	Annual Commencement

Spring Term

Mon.	May 7	Spring Term Begins
Fri.	May 25	Spring Term Ends

Summer*

Mon.	May 14	First 7-week session begins
Mon.	May 28	Memorial Day (No classes)
Fri.	June 29	First 7-week session ends
Mon.	July 2	Second 7-week session begins
Tues.	July 4	Independence Day Observed (No classes)
Fri.	Aug. 17	Second 7-week session ends

*Beginning in the Summer of 2007, a single summer term is in place.

The University reserves the right to make calendar changes.

Confidentiality of Student Records

The University of Indianapolis complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. All student academic information is considered confidential; only directory information is available to the public. The University of Indianapolis defines the following items as directory information:

1. Name
2. Address (campus, local, permanent)
3. Telephone (campus, local, permanent)
4. University electronic mail address
5. Date and place of birth
6. Major field(s) of study
7. Admission status
8. Student classification (e.g., freshman, sophomore)
9. Enrollment status
10. University merit scholarship awards
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Dates of attendance
14. Degrees and awards received
15. Previous educational institutions attended

The University shall provide directory information only to legitimate agencies (such as student loan agencies and government agencies), to individuals, organizations, or corporations with whom the University has a relationship with respect to the conduct of its educational program, or in accordance with applicable law.

No information about a student, even directory information, shall be given without authorization by the student except to persons presenting current and proper credentials from organizations as described above. A student can request that no information, including directory information, be made available to persons outside the University. Such a request should be submitted in writing to the Registrar. Additional information about the Family Educational Rights and Privacy Act is available in the Office of the Registrar and at www.ed.gov/offices/om/fpco/ferpa/.

Complete this form by signing, dating, and returning it to the Office of the Registrar to implement nondisclosure.

Request for Nondisclosure of Directory Information

Name _____ SSN: _____

This is to request that the University of Indianapolis NOT DISCLOSE any directory information concerning me without my written permission.

This request includes, but is not limited to:

- Removal of any reference to me from the University Directory
- No news release to my hometown newspaper

This request for nondisclosure is to be in effect until rescinded in writing. If nondisclosure is requested, the response to all inquiries to the University concerning you will be:

“We are not authorized to release any information on that individual.”

Note: The Request for Nondisclosure must be released to the military, if requested.

Signature

Date

Students, Faculty, and Staff:

The University of Indianapolis is pleased to offer the 2011-2012 edition of the *Student Handbook* for your reference. We trust that you will find the information provided regarding policies, procedures, standards, and expectations to be of value. You are urged to become familiar with the other important University publications cited in various ways in this document.

Mission and Purpose

The mission of the University of Indianapolis is to prepare its graduates for effective, responsible, and articulate membership in the complex societies in which they live and serve and for excellence and leadership in their personal and professional lives. The University equips its students to become more capable in thought, judgment, communication, and action; to enhance their imaginations and creative talents; to gain a deeper understanding of the teachings of the Christian faith and an appreciation and respect for other religions; to cultivate rationality and tolerance for ambiguity; and to use the intellect in the process of discovery and the synthesis of knowledge.

To fulfill its mission, the University:

1. Complements academic majors and professional programs with a general education curriculum that includes courses focusing upon inquiry, abstract logical thinking, and critical analysis; writing, reading, speaking, and listening; values and their impact upon judgment; international and multicultural experiences; understanding numerical data; developing historical consciousness; comprehending science and its methods; and experiencing and appreciating the arts;
2. Provides high-quality programs and services that are reviewed regularly and maintained, developed, or redirected as needed;
3. Offers learning opportunities and programs of study that respond in innovative ways to the needs of both traditional and non-traditional students;
4. Fosters a campus culture that embraces and celebrates human diversity;
5. Maintains a faculty of qualified professionals who are sensitive to developments in their disciplines and who demonstrate a commitment to teaching;
6. Seeks strategic partnerships with campus, city, state, national, and global communities;
7. Establishes international relationships and programs that promote intercultural understanding, awareness, and appreciation;
8. Capitalizes on opportunities created by changing circumstances, pursuing initiatives consistent with its mission.

The University of Indianapolis is a private, residential, comprehensive University founded in 1902. Affiliated with the United Methodist Church, the University welcomes students of many nations and faiths from around the world. Each year, more than 4,000 full-time and part-time students, both graduate and undergraduate, benefit from our commitment to offering outstanding academic programs in more than 65 major fields of study. The University of Indianapolis does not discriminate on the basis of race, color, gender, age, religion, ethnic or national origin, marital status, sexual orientation, or gender identity and expression irrespective of whether the status is legally protected. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act and strives to provide equal access to all phases of University life. This policy applies to applicants and students and to admissions, programs, and all other aspects of student life.

Section I: University Facilities/Services

Building and Facility Open Hours

Facility	Monday–Friday	Saturday	Sunday
CDFAC	6:00 am–11:00 pm	8:00 am–5:00 pm	10:30 am–11:00 pm
Esch	6:00 am–11:00 pm	8:00 am–5:00 pm	10:30 am–11:00 pm
Good	7:00 am–11:00 pm	8:00 am–5:30 pm	12:00 pm–11:00 pm
Lilly	7:00 am–11:00 pm	8:00 am–1:00 pm	2:00 pm–10:00 pm
Martin	7:00 am–11:00 pm	8:00 am–1:00 pm	2:00 pm–10:00 pm
Schwitzer	6:00 am–12:00 am (6:00 am–1:00 am Fri.)	7:00 am–1:00 am	7:00 am–1:00 am
Library*	7:30 am–11:00 pm (7:30 a.m.–6:00 p.m. Fri.)	10:00 am–6:00 pm	1:00 pm–11:00 pm

Ruth Lilly Center Health and Fitness Center and Nicoson Hall scheduling is announced by the Athletic Office (788-3246).

* *Holiday hours are posted.*

Classrooms, administration, library, and recreational facilities are open for use according to the approximate schedule listed above. The schedule pertains to a normal work week during the regular academic year. Special events can alter the published schedule, and buildings are closed at approximately 4:30 p.m. when classes are not in session.

No exterior door keys other than for residence halls are issued to students. However, students may be permitted in any building after the above hours if they possess a Building Pass. Written requests for Building Passes, signed by the department chairperson, should be presented to the Police Department. Pass requests should be for a specific day and time. Students should contact University Police and present the pass, with a University ID. The officer will then accompany the student to the building and permit access for the student.

Individual office information is as follows:

■ **Accounting**, Esch Hall 151; 788-3221

Handles billing, payments for tuition and traffic fines, and check-cashing. Office hours are Mon–Thur, 9:00 a.m.–4:30 p.m. and Friday, 9:00 a.m.–4:00 p.m.

In October, 2008, UIndy partnered with Higher One to implement a refund management program for students. Students were given the choice to receive their financial aid and other refunds using one of three options: Easy Refund, a direct deposit into the OneAccount, a no fees FDIC-insured checking account tied to a Debit MasterCard®, ACH to a third party bank, or a paper check. More information about the Easy Refund Card program is available at www.easyrefundcard.com. Students and parents may also call the Bursar’s Office at (317) 788-3221 for information.

Billing statements are distributed via the students' UIndy e-mail account. The statements may be viewed, printed, or paid at <http://ebill.uindy.edu>. The student ID number and PIN are required to log in to the billing system. Contact the Bursar's Office with questions.

- **Academic Success Center**, Schwitzer 206; 788-6153; www.asc.uindy.edu
The Academic Success Center assists students in achieving educational, career, and personal goals through a range of resources. Our programs provide transition-to-college and orientation programs, peer tutoring, mentoring, and study skill training. In addition, the Mission for Academic Progress (MAP) supports those students needing probation interventions.
- **Bridge Scholars Program**, Schwitzer 206; 788-3302
Designed to “bridge the gap” from high school to college for a select group of high school students who have the potential for later enrollment. At-risk, non-traditional, first-generation college students are the focus of this program. Contact the program director for further information.
- **B.U.I.L.D. Program**, 788-3536; www.build.uindy.edu
The Baccalaureate for University of Indianapolis Learning Disabled (BUILD) program is a comprehensive support program for students classified or classifiable as learning disabled. The goal of the BUILD program is to help students reach their potential and earn a baccalaureate or associate degree. This fee-for-service program is optional; free and reasonable accommodations are provided by Services for Students with Disabilities (www.uindy.edu/ssd <<http://www.uindy.edu/ssd>>). Contact the program director for further information regarding BUILD.
- **Services for Students with Disabilities (SSD)**; 788-6153; ssd.uindy.edu
In accordance with the Americans with Disabilities Act, the University ensures that students with disabilities have equal access to educational programs and co-curricular activities. Any student with a disability who requires assistance or accommodations from the University of Indianapolis should contact the office of SSD or visit the website.
- **Admissions**, Esch Hall 115; 788-3216
The Director of Admissions manages new student undergraduate enrollment which includes the Greyhound Ambassador program. Ambassadors volunteer their time for campus tours, student panels, and various campus events for new students. Current students who are interested in participating should contact the Office of Admissions.
- **Career Services**, Schwitzer 206; 788-3296; www.careers.uindy.edu
Assists students and alumni in career assessment, exploration and planning. The office provides guidance and training in job search techniques, and connects students and alumni to employment opportunities through JobHoundConnect, career fairs and other networking events. Career Services coordinates an on-campus student employment program and serves as a clearinghouse for part-time and full-time seasonal employment off campus. It administers a year-round internship program for upper-level students seeking to gain career-related experience. The office hosts visiting employers throughout the school year but especially during the winter months for interview sessions. Advice on graduate and professional school options as well as post-college alternatives in humanitarian organizations is also available. Information about services, employment and events can be found on our website and in JobHoundConnect, the university’s job posting and referral system for students.
- **Conferences and Scheduling**, Schwitzer 002; 788-3409
The Conference and Scheduling Department provides complete scheduling services for campus facilities. The office assists students with scheduling and planning of all non-academic events, including banquets, conferences, meetings, etc. Requests should be made with at least a week advance notice. Confirmation or contact from Conference & Scheduling should take place within 24 hours, unless it is during the busy season at the beginning of the year, in which case it will be 48 hours.
- **Dining Hall, Schwitzer Main Level; 788-3229**

The University of Indianapolis dining services are managed by an independent food services contractor, PFS, Inc. There are many options for meals and flexibility in meal plans. Students living on campus are required to have a meal plan. All dining facilities are located in the Schwitzer Student Center and provide continuous dining options from the hours of 6:30 a.m. to 10:00 p.m. Breakfast, lunch, and dinner will be served during traditional meal times. Limited dining options will be served at other times throughout the day.

Beyond the meal plans, cash or Crimson Cash may be used in any of the dining locations (see ID/One Card for more information). Visitors or guests may pay cash or must be accompanied by a paying student. Students are not to lend their ID cards to others; any student found using another student's ID card to eat in the dining hall will be charged for the meal cost and will be subject to other University-imposed sanctions. A student knowingly permitting the use of his/her meal pass, not accompanying the guest, may be subject to a disciplinary fine and other University-imposed sanctions. Students will not be permitted to re-enter the dining hall after exiting without being charged an additional meal.

- **Marketplace - Traditional Dining Hall**
The Marketplace provides students with many options, such as traditional home cooking, international cuisine, pizza, grill options, deli-bar, as well as a full salad bar, a dessert bar, and many specialty options such as a cook-to-order expo station.

Beyond the traditional dining hall, the University offers a variety of other eating choices in a grill type atmosphere:

- **Streets Grill**
Streets provides students with common grill items such as hamburgers, cheese burgers, grilled chicken sandwiches, chicken strips, and french fries. Food at Streets is made-to-order.
 - **The Perk Coffee Shop**
The Perk provides students various gourmet coffees, specialty drinks, soups, sandwiches, and to-go snacks.
 - **The Sub Hub**
The Sub Hub serves students made-to-order submarine sandwiches.
 - **The Fiesta Grill**
The Fiesta Grill provides made-to-order Mexican food such as tacos, burritos, taco salads, and quesadillas.
 - **The Hound Express**
The Hound Express offers students a variety of pizzas as well as to-go items such as sandwiches, fruit, chips, and pretzels, served
- **Ecumenical & Interfaith Programs, Schwitzer 203; 788-2106**
 - **Chaplain, Schwitzer 203B; 788-3382**
Available to the university family for pastoral counseling and spiritual direction. Coordinates opportunities for worship, Christian formation, service and fellowship on campus. Coordinates Interfaith worship and activities on campus. Chair of the Campus Christian Ministries Council. Director of the Youth Ministry Training Program.
 - **Chaplain, Schwitzer 203C; 788-2058**
Available to the university family for pastoral counseling and spiritual direction. Coordinates opportunities for worship, Christian formation, service and fellowship on campus. Coordinates Interfaith worship and activities on campus. Chair of the Interfaith Activities Council. Director of the Lantz Center for Christian Vocations and Formation.

■ **Event Ticketing Center**, Ransburg Lobby; 788-3251

The E.T.C. facilitates ticketing and reservations for most ticketed events on campus (except athletics). Student organizations planning ticketed events are encouraged to utilize the E.T.C.'s ticketing services, providing consistency and allowing students to focus on other important details of their event. In addition to tickets, we provide information for most public events on campus (performances, conferences, workshops etc.). Our ticketing and information line provides performance times, venues and other basic information. Again, student organizations are encouraged to contact the E.T.C. with important public event information so that it may be shared with customers who call the information line.

■ **Financial Aid Office**, Esch Hall 141; 788-3217

Administers financial aid programs. Merit scholarships are awarded by the Admissions Office. Questions regarding financial aid availability, award packages, renewal procedures, dates, and deadlines may be answered here. Office hours are Mon-Fri, 8:00 a.m.–4:30 p.m. Extended hours in School for Adult Learning, Mon-Thurs until 6:30 p.m.

■ **Follett's Bookstore**, Schwitzer main level; 788-3228

Follett Higher Education Group operates a full-service University bookstore in the Schwitzer Student Center. The bookstore is the place to shop for textbooks, class supplies, reference materials, and Greyhound apparel and gifts.

Hours (when classes are in session):

Monday–Thursday	8:30 a.m.–6:00 p.m.
Friday	8:30 a.m.–4:30 p.m.
Saturday	9:00 a.m.–1:00 p.m.
Sunday	Closed

■ **Graduate Student Services**

Graduate Students should follow the same rules and regulations of the University like any other student. Please consult your individual department handbooks for further information.

■ **Information Systems**, Sease Wing 201A; 788-4919

The Information Systems Division provides leadership development and support in the areas of Administrative Computing, Client Services, Library Services, Instructional Technologies, Media Services, Network and System Services, Web Services and Telecommunications at the University of Indianapolis. Information Systems furnishes the campus with effective and efficient information technology through collaborative partnerships with students, faculty and staff.

• **Client Services**, Sease Wing 103; 788-6145

Client Services is the division of Information Systems that is responsible for desktop computer support for the University community. The services offered can be broken down into six categories: Help Desk, ResNet, labs, special projects, acquisitions and communications. The Help Desk provides campus wide desktop support, and the ResNet program provides student technical support.

Office Hours:

Monday–Friday	8:00 a.m.–4:30 p.m.
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Help Desk Hours (788-6145 for assistance):

Monday–Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 12:00 p.m.
Sunday	Closed

Computing Lab Locations:

Esch Hall 001 (No Classes), 003, 004, 005, 017
Lilly Hall 208, 223
Good Hall 302
KML (No Classes)
Sease Wing 009

*Vacation and holiday hours will be posted. Check the IS website for updates:
<http://is.uindy.edu>*

- **Krannert Memorial Library, 788-3268**

KML is the university's center for print, electronic, and audio-visual information resources. It also houses the Writing Lab, Media Services, the Client Services Computer Help Desk, and the Frederick D. Hill Archives. The Sease Wing, named after the fifth president of the university, houses the offices of the University President and the Provost, as well as the workspaces and offices of Information Systems.

Krannert Memorial Library Hours:

Monday –Thursday	7:30 a.m.–11:00 p.m.
Friday	7:30 a.m.–6:00 p.m.
Saturday	10:00 a.m.–6:00 p.m.
Sunday	1:00 p.m.–11:00 p.m.

Vacation and holiday hours will be posted. Check the KML website for updates: <http://kml.uindy.edu/>

- **Media Services, Krannert Memorial Library 130; 788-3318**

Media Services is the resource for instructional technology support on the UIndy campus. Located in the Krannert Memorial Library, the facility serves the media needs of the students, faculty, and staff. The department manages and circulates an inventory of over 850 pieces of audio-visual and computer equipment for use in classroom instruction and presentation. Media Services oversees the university's technology equipped *iClassrooms* and distance learning facilities. In-house facilities are provided for the development of electronic media materials at computer-based *Creation Stations*. Additional support is provided for color copying/printing, transparency production, scanning, and CD burning. A fully-equipped Learning Support Center is provided for the use of items from the university's non-print collection.

Hours:

Monday–Thursday	7:00 a.m.–10:00 p.m.
Friday	7:00 a.m.–6:00 p.m.
Saturday	8:00 a.m.–5:00 p.m.
Sunday	1:00 p.m.–10:00 p.m.

Vacation and holiday hours will be posted.

- **International Division, Schwitzer 211; 788-3247 www.international.uindy.edu**

The International Division consists of the Office of International Students and Scholars and the Office of Study Abroad. The Office of International Students and Scholars provides immigration advice and personal support to international students and short-term/research scholars. The Office of Study Abroad (OSA) provides information and advising for study abroad opportunities. The OSA works as the U.S. office for the Odyssey in Athens study abroad program at UIndy Athens in Athens, Greece and the Belize study abroad program and exchange program through Galen University in San Ignacio, Belize. The OSA also works with faculty on Spring Term and other programs abroad. International Student/Teacher ID Cards are processed within the OSA. The card provides supplemental travel insurance as well as discounts abroad and domestically. They may be purchased during office work hours Mon–Fri, 8:00 a.m.–4:30 p.m.

- **Lost and Found** - The central location for "lost and found" items for UIndy faculty, staff, or students is the Campus Police Office (SC 001).

■ **L/P - Lecture Performance Credit**

The Lecture Performance Series is an opportunity for students to attend programs of intellectual and/or cultural significance outside of the normal classroom setting. All full-time students are required to take L/P for 1.0 credit hour as part of the general education experience. To earn .5 hour of academic credit, a student must attend a total of 10 events and register for INTD-201/202. Specific requirements are e-mailed to each enrollee at the beginning of the semesters in which they are enrolled in the INTD course.

■ **Office of the Registrar, Esch Hall 131; 788-3219**

The Registrar's Office maintains academic records, conducts undergraduate registration activities; publishes the undergraduate academic catalog; certifies enrollment and completion of degree requirements, transcripts, and diplomas; prepares master class schedules; secures rooms for classes; keeps records of courses, enrollments, classrooms, and degree requirements on the computerized student information system; monitors student withdrawals from the university; posts transfer credit; and implements policies of the faculty.

■ **Office of Residence Life, Schwitzer 209; 788-3530**

The Residence Life office offers assistance for on-campus housing and residential programs. The office administers the University student disciplinary system. The Residence Life mission is to provide a safe and stimulating environment that fosters academic and co-curricular development for students. Many experiences are provided for students through programmatic efforts. The office supervises and trains the Residence Directors and Resident Assistants that live and work within the Residence Halls. The Residence Life office is open Mon-Fri, from 8:00 a.m.—4:30 p.m.

■ **School for Adult Learning, Esch Hall 103; 788-3393**

Consists of four divisions: Accelerated Programs Division (APD), Extended Programs Division (EPD), Institute for Leadership and Professional Development (ILPD), and Lifelong Learning College (LLC). Admission and registration procedures in SAL are established independently from the Day Division. Office hours are Mon–Thurs, 8:00 a.m.-7:00 p.m. and Friday, 8:00 a.m.-4:30 p.m.

■ **Student Health Services, Schwitzer 210; 788-3437**

Houses the University Counseling Center and the Student Health Center.

• **University Counseling Center**

Provides counseling services to currently-enrolled full-time students. Part-time students may be seen for assessment and referral on a one-time basis. The Center offers individual and group counseling, workshops, consultation, and referrals to local agencies and also conducts academic support presentations such as test anxiety reduction, study skills instruction, and time/stress management. All services are confidential and free of charge (short term). Office hours are Mon–Fri, 8:00 a.m.–12 p.m. and 1:00–4:00 p.m.

• **Student Health Center**

The Student Health Center (SHC) provides limited medical services to full-time students, any clinical student or anyone living in campus housing. The Student Health Record must be complete and on file by the start of school. This record gives the nurse practitioners permission to assess the student for illnesses, injuries, emergencies, and medical consultations. *Please note that if the Student Health Record is not turned in and completed by mid September, a hold will be placed on the student's registration for the following semester/session.* If help is needed with this, please come to our office.

Two nurse practitioners are on duty Monday through Thursday from 8:00 a.m. to 11:45 a.m. and 1:00-3:45 p.m., Fridays from 8:45 to 11:45a.m. all on a walk-in basis. The nurse practitioners can be reached after hours and weekends for emergencies through the residence hall directors or the resident assistants.

The nurse practitioners will see and assess all students. If students must be referred to a physician's/specialist's office, or to laboratory or radiology services, the student will need to arrange transportation and take his/her health insurance information. We will assist the students in obtaining transportation. Students are encouraged to call home to make sure of insurance coverage, and to have a choice of seeing their own physician before testing is arranged through the Student Health Center. In case of serious illness or accident, students may be referred for treatment to the closest emergency room or a "prompt care" type facility; again the student will need to take insurance information. Students should follow up with the Student Health Center after these visits. Any extraordinary treatments, medicines, or therapies that a resident student may need must be approved by the Director of the Student Health Center (including athletes).

The Student Health Center is a fee-for-service office. This means that nominal fees are charged for routine immunizations, medications, testing and treatments. *Payment is expected at the time of service*, so students need to come in prepared to pay. The Student Health Center does not file insurance forms, but gives a receipt, which can be used for this purpose. Most charges are listed in the waiting room. The SHC prefers cash, but will accept checks, and credit/debit cards. If fees are not paid within 10 days of service, there will be a hold placed. The usual fee for a simple illness runs around \$15.00; vaccines are more.

Allergy shots will be given in the student health center as long as the student has sent/brought in their allergy serum vial (and instructions from their allergist) to be kept in the center. There will be a charge for each injection. Remind the students they will need to wait 20-30 minutes afterwards to check for any reactions.

Please encourage any sick or injured student to visit the Student Health Center right away for assistance. Although we do not provide "absence notes", we will contact professors when an extended period of school will be missed (one week or more). Students are expected to be in contact with their professors about absences and medical appointments and may need to show office receipts to verify absences. All visits and records in the Student Health Center are protected by professional standards of confidentiality, as well as HIPAA laws.

Student health insurance is available for purchase at: www.studentresources.com.

You may visit the Student Health Services web site: <http://healthservices.uindy.edu>

■ ■ **Student Services**, Schwitzer 209; 788-3507

Coordinates auxiliary services and departments to serve the students and campus. The Student Services office has direct supervision of student activities, parent and orientation programs.

• **Student Business Center**, Schwitzer 207; 788-2124

The Student Business Center is a 'one stop shop' for a multitude of student needs. Student IDs as well as parking permits can be obtained in the Student Business Center. Other services including: parking permits, black & white Copies, local and long distance faxing, package pickup, and UIndy ID card printing. Hours are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. The Business Center is closed Saturdays and Sundays. Holiday and summer hours are posted.

• **Schwitzer Hub**, Schwitzer Atrium; 788-6097

The Hub serves as an information center for campus visitors, students, faculty, and staff. The Hub staff also provides recreational equipment to students with a valid university ID. Hours are Monday through Thursday, 8:00 a.m. to 10:00 p.m., Friday, 8:00 a.m. to 8:00 p.m., and Saturday and Sunday, 12:00 p.m. to 8:00 p.m.

■ **University Police**, Police House (Hanna Ave.); 788-3386

Parking permits, police reports, citation appeals and payments are handled through the Police Department. Business office hours are M-F, 8:00 a.m.-4:30 p.m. A University Police Officer may be contacted at 788-3333 24 hours a day, 365 days a year.

A University Police Officer may be contacted at 788-3333 24 hours a day, 365 days a year.

■ **Vice President for Student Affairs and Enrollment Management**, Schwitzer 201; 788-6165

The vice president for student affairs and enrollment management provides administrative supervision to the directors in admissions, financial aid and student affairs. These areas include the dean of students, campus police and student activities.

The dean and department directors have direct supervision of their immediate area, and students are encouraged to forward questions or concerns directly to the department having jurisdiction over the issue.

As stated in the student handbook, the vice president for student affairs and enrollment management is responsible for final appeals for grievances and social misconduct where resolutions are not possible through normal channels with the dean of students or department directors.

■ **Writing Lab**, Krannert Memorial Library second floor; 788-3554

The Lab provides assistance to students in any course at any stage of the writing process. It is staffed by faculty members and student tutors who are skilled judges of writing effectiveness. The Lab also has a small library of reference books and handbooks on writing. Services are free of charge.

Section II: Concerns/Assistance

The following offices, individuals, or areas are available for assistance:

<i>Concerns/Needs</i>	<i>Office</i>	<i>Phone</i>
ADA Compliance	Services for Students with Disabilities	788-3297
Academic Support	Academic Success Center (Schwitzer Center 206)	788-6153
Campus Program Board	CPB Office (Schwitzer Center 208)	788-6176
Career Guidance	Career Services (Schwitzer Center 206)	788-3296
Check Cashing and Payments	Accounting Office (Esch Hall 151)	788-3221
Class Scheduling	Registrar (Esch Hall 131)	788-3219
Conference/Room Scheduling	Conferences and Scheduling (Schwitzer Center 002)	788-3409
Dean of Students	Student Affairs (Schwitzer Center 209)	788-3530
Employment On/Off-Campus	Career Services (Schwitzer Center 206)	788-3296
Extended Programs (Evening, summer, and weekend classes)	Extended Programs Office (Esch Hall 103)	788-3393
Family Campus Housing and Graduate Housing	Residence Life (Schwitzer Center 209)	788-3530
Food Service Questions	Food Services (Schwitzer Center)	788-3229
Fundraising Activities	Student Services (Schwitzer Center 209)	788-3507
Indianapolis Student Government	ISG Office (Schwitzer Center 208)	788-3405
International Services	International Division	788-3247

	(Schwitzer Center 211)	
Key Advisors	College Arts & Sciences (Esch Hall)	788-3391
	School of Business (Esch Hall)	788-3237
	School of Education (Esch Hall)	788-6127
	School of Nursing (Martin Hall)	788-3244
	School of Psychological Svcs. (Good Hall)	788-2053
	Physical Therapist Assistant (Martin Hall)	788-3426
Lost and Found	Campus Police (Schwitzer Center 001)	788-3386
Lost ID Cards	Student Business Center (Schwitzer Center 207)	788-2124
Lost Room Key	RAs/RDs	
Major or Advisor Changes	Senior Key Advisor	788-3391
Medical Services	Student Health Center (Schwitzer Center 210)	788-3437
Personal Counseling	Student Health Center (Schwitzer Center 210)	788-3437
Personal Counseling	Chaplain (Schwitzer Center 203)	788-3382
Photocopying	Krannert Memorial Library Schwitzer Student Business Center	
Police	University Police (Schwitzer Center 001)	788-3386
Police (after-hours)	University Police	788-3333
Residence Hall Association	RHA Office (Schwitzer Center)	788-6170
On-Campus Housing	Residence Life (Schwitzer Center 209)	788-3530
Room Changes	RAs/RDs	
School for Adult Learning	SAL Office (Esch Hall 103)	788-3393
Student Activities and Organizations	Student Services (Schwitzer Center 209)	788-3357
Study Abroad	International Division (Schwitzer Center 211)	788-3247
Traffic Ticket Appeal Forms	University Police (Police House, Hanna Ave.)	788-3386
Traffic Ticket Payments	Accounting Office (Esch Hall 151)	788-3221
Transcripts	Registrar	788-3219

	(Esch Hall 131)	
University Switchboard	Information Office (KML)	788-3368
Vehicle Registration	University Police (Police House, Hanna Ave.)	788-3386
Withdrawing from School	Registrar (Esch Hall 131)	788-3219
Writing Tutors (KML)	Writing Lab	788-3554

Section III: Important Information

Campus Communications

- The Reflector** **788-3269**

The Reflector is the award-winning University of Indianapolis bi-weekly student newspaper. It is produced by students and published as a free speech/free press professional publication in accordance with the rights guaranteed by the First Amendment. Journalism and other students participate in the publication of approximately 11 issues per year. Staff members work with a team of student editors and managers who are advised by faculty and professional staff. Contributors from any academic major with an interest in writing, photography, online publishings, business management, and other aspects of newspaper journalism are invited to participate.
- WICR-FM** **788-3280**

WICR-FM 88.7 is a professional public radio station owned and operated by the University of Indianapolis. WICR operates 24 hours a day, 365 days a year. The station's format is jazz, classical music, and information. WICR features programming by award-winning students, community volunteers, and the Fine Arts Society of Indianapolis. The studios are located on the third floor of Esch Hall. The station's operations are guided by faculty and professional staff and led by a team of student managers.
- UIndy TV** **788-3280**

UIndy TV produces the on-campus cable channel, UIndy TV 5, for the university community as well as programming for the Educational Television Channel in Indianapolis. Programming for UIndy TV 5 includes movies and student-produced news, sports, and entertainment programs. ETC programming includes student-produced news and sports programs, which can be seen on the Brighthouse and Comcast cable systems in Indianapolis. UIndy TV operations are guided by faculty and professional staff and led by a team of student managers. The television production facilities are located on the third floor of Esch Hall.
- Top Dog Communications** **788-3280**

Top Dog Communications is a student-run public relations agency based in the Department of Communication. It is staffed by PR and other students who are interested in working as communications specialists for local and non-profit organizations. The agency is organized into client teams led by student account managers and directed by faculty and professional staff. The agency office is located on the third floor of Esch Hall.
- Speech Team** **788-3280**

The UIndy Speech Team has the distinction of having earned the first University of Indianapolis national championship. Under the direction of faculty and staff coaches, experienced and novice team members prepare and perform presentations for intercollegiate regional and national forensics competitions. Interested students are encouraged to inquire about scholarship opportunities as well as the chance to be part of a winning tradition.
- Etchings**

The annual publication is a literary magazine that publishes artwork, poetry, fiction, nonfiction, and plays by students, faculty, staff, and alumni. The magazine is edited by UIndy students.

Campus Crime Report

The University of Indianapolis, in compliance with the Clery Act,

publishes a report of crimes reported to the University Police and IMPD. The report also contains information on the procedure for reporting sexual assault and details building access policies. This report is furnished to faculty, staff, and students annually. Please contact the University Police office at 317-788-3386, police@uindy.edu or University Police, University of Indianapolis, 1400 E. Hanna Ave., Indianapolis, IN 46227, for a copy of this report.

Crime Reporting

Persons who are the victims of crimes occurring on campus are urged to report that crime by calling 788-3333 so that a police officer may be dispatched to provide assistance and/or take information for an official report.

The Chief of University Police compiles a tally of crimes reported on campus. Various units of the campus may be notified directly regarding crimes that have significance with respect to personal safety or property protection. Additional information regarding crime report statistics and campus safety may be found in the publication Campus Safety (provided to students, faculty, and staff annually). Additionally the report can be accessed at police.uindy.edu.

Campus Safety

The record for personal safety on the campus of the University of Indianapolis is excellent. Each person on campus must assume responsibility for his or her own safety. The University understands its own role in this regard and is committed to developing safety programs and procedures that support an environment of well-being for the working, living, and learning activities of its students, employees, and guests.

Questions or suggestions regarding University safety programs or procedures may be directed either to the University Police, 788-3386, or Community Relations, 788-3297. To report an emergency situation, persons may use any of the phones located within campus buildings, one of the exterior phones located strategically about the campus, or access one of 5 emergency call boxes. Remember when using a cell phone to call 911, give the emergency operator the physical address of 1400 E. Hanna Avenue. After giving the physical address, provide the operator with the name of the building and the room number where the incident is located.

Emergency and Information Numbers

Local Police/Fire/Ambulance Emergencies 9-911
University Police 788-3333
Hospital Emergency (2 miles from campus) 9-783-8261

Identification Cards (ID)

Students are issued an ID at the beginning of their first semester. It is the responsibility of each student to carry the ID card at all times, and it must be produced in order to use the library, gain access to the Ruth Lilly Fitness Center, admission to campus programs and athletic events, and utilize the campus food plan. Cards may be replaced in the Student Business Center, Schwitzer 207, Mon–Thurs, 8 a.m.–7 p.m., Fri., 8 a.m.–5 p.m. A fee of \$20 will be charged for a lost or stolen ID card. If an ID card is damaged, bring it in for a free replacement.

Mailboxes/Postal Service

Resident students are assigned combination-lock campus mailboxes located in Schwitzer Center. Important communications from campus administrative offices, as well as personal mail, are distributed through the campus mail system. Check your mail carefully and often. FedEx service and stamps are available Mon–Fri, 8:30 a.m.–4:30 p.m.

Motor Vehicles

Members of the University community are welcome to have vehicles on campus. All vehicles are required to be registered, at no cost, during course registration for each semester, or permits may be obtained at University Police or the Student Business Center, Schwitzer 207. Upon presentation of vehicle registration information, license plate number, and University ID, the appropriate commuter (yellow), resident (red), or faculty/staff (green) permit will be issued. Students have access to University lots according to these color-coded permits. The permits must be attached to the lower right side of the windshield so they may be read clearly through the front windshield and must be in place whenever the vehicle is operated or parked on the campus (this includes any vehicle operated by a student). Citations for traffic/parking violations are issued by the University Police. Students and employees are subject to a fine of \$15 for failure to register their vehicles. For information regarding vehicle operation regulations see the brochure Motor Vehicle Operation,

published annually or police.uindy.com.

University Police

The Chief of University Police is a full-time employee and an Indiana Law Enforcement Academy-certified police officer with prior law enforcement, investigation, and crime prevention experience. In addition to the Chief of Police, the University employs full-time Indiana Law Enforcement Academy certified, police officers. Each officer has full arresting powers and is armed.

The University utilizes cadets for special events, and escort services. Students are used also as base operators for the police radio communication station.

The department provides around-the-clock campus safety service for students, faculty, staff, and visitors. The officers are charged also with the responsibility of enforcing city-county ordinances, Indiana state statutes, and University rules and regulations on campus.

The department enjoys a close and cooperative working relationship with the Indianapolis Metropolitan Police Department (IMPD). The campus is located in the south east district of the Indianapolis Metropolitan Police patrol district and the University utilizes the M.E.C.A. communications frequency to conduct police radio contact. The University has its own FCC-licensed radio frequency to dispatch the University Police officers on campus.

The University Police Officers have primary responsibility for taking on-campus service and enforcement runs and making initial crime reports. Assisted by University officers, the IMPD retains the follow-up investigative responsibility for crimes against persons on campus. Also, all 9-911 emergency calls are responded to by city police and fire department personnel. Crimes against property, except for vehicle theft, are investigated by University Police Officers. In cases where stolen property is identifiable, reports are made also to the appropriate IMPD property recovery units.

Voter Registration

It is a privilege to be able to participate in the democratic process in this country. The University urges all US citizens to register and vote in both primary and general elections. You can find voter registration materials in Schwitzer 209. These simple forms can be completed and mailed here. You will be able to vote, then, in your home district or be eligible for absentee voting during state and national elections.

Section IV: Academic Information

For information regarding classroom policies, withdrawing, refunds, etc. please refer to the University of Indianapolis' 2009-2011 Academic Catalog.

Academic Misconduct

Philosophy

The students, faculty, and administration of the University of Indianapolis commit themselves to the highest level of ethical conduct in academic affairs. The University of Indianapolis, therefore, adopts the following regulations concerning Academic Misconduct to safeguard the academic integrity of the institution. Academic Misconduct includes, but is not limited to the following:

Cheating

A student must not cheat in an academic exercise. The University of Indianapolis defines "cheating" generally as obtaining or creating an unfair advantage in any assignment or examination through the use of unauthorized aid, whether given or received. Cheating includes, but is not limited to, the following examples:

1. Use of external assistance on any "in-class" or "take-home" examination without the instructor's specific authorization. This prohibition includes, but is not limited to, the unauthorized use of tutors, books, notes, calculators, databases, software, or computers.
2. Use of another person as a substitute or surrogate in the taking of an examination or quiz.

3. Theft of examinations or other course materials.
4. Use or allowance of others to conduct research or to prepare any work for a student without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
5. Submission of a written report or project which is represented explicitly or implicitly as the student's individual work when such work was produced in collaboration with one or more other persons.
6. Use of any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
7. Work on an examination other than during the time or at a location authorized by the examiner.
8. Submission of work for credit, when the same work has been or will be used for credit in another course, without the consent of both instructors.
9. Alteration of a grade or score in any way.

Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without giving an appropriate acknowledgment to the source. A student must give due credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

1. Quotes another person's actual words, either oral or written;
2. Paraphrases another person's words, either oral or written;
3. Uses another person's ideas, opinions, or theories;
4. Cites facts, statistics, or other illustrative material, unless the information is common knowledge.

Interference

A student must not interfere with any other student's opportunity or ability to produce or submit his or her best work on any assignments or examinations. Examples of interference include, but are not limited to, the following:

1. Theft, destruction, alteration, defacement, or mutilation of University or public resources so as to deprive others of information.
2. Giving or offering bribes, promising favors, or making threats with the intention of affecting a grade or the evaluation of academic performance.

Violation of Course Rules

A student must not violate rules as contained in a course syllabus, a professional code of ethics, or other information provided to the student by the course instructor or the University.

Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit or conceal an act of Academic Misconduct.

Abuse of Confidentiality

A student must not use data or unpublished materials belonging to another student or a faculty member without first obtaining written permission. Students using archival or personal research materials must provide for adequate protection of the privacy of living or recently living subjects. A student must not violate the confidentiality of a patient's or client's records.

Academic misconduct may be categorized as follows:

1. Academic misconduct by a student who is enrolled in a particular course and commits an act of misconduct related to that course.
2. Academic misconduct by a student that is not related to a particular course in which the student is enrolled.

When a student is suspected of academic misconduct related to a particular course, the faculty member or instructor who teaches the course shall have authority to initiate academic misconduct proceedings against the student.

Disciplinary action for a suspected or alleged act of academic misconduct that is unrelated to a particular course in which the student is enrolled shall be governed by the same procedures described below except that (1) the proceedings shall be initiated by the Dean or Director of the student's school or program, and (2) the Dean or Director of the student's school or program shall assume the procedural responsibilities of the faculty member or instructor, as described in this Academic Misconduct Policy and Procedure.

Initiating Actions

When a student is suspected of academic misconduct, the faculty member or instructor who teaches the course or, where applicable, the Dean or Director of the student's school or program (collectively, the "University Representative") shall have authority to initiate academic misconduct proceedings against the student. The University representative who has information that a student committed an act of academic misconduct related to that course, assignment, examination, or other work that is submitted for a grade or an evaluation shall hold a conference with the student to discuss the matter.

1. The University representative shall advise the student of the alleged act of misconduct and the information upon which the allegation is based.
2. The student shall be given an opportunity to respond to the allegation of misconduct.

If, following the conference, the University representative concludes that the student committed the suspected or alleged act of academic misconduct, the University representative shall impose an appropriate academic sanction related to the particular course involved:

1. The student may be given a lower grade or score for the assignment, course work, or examination, including a failing grade for the course.*
2. The student may be required to repeat or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.
3. The student may be required to complete additional assignments, course work, examination, or papers as a substitute for any assignment, course work, or examination implicated in the act of misconduct.
4. The student may be required to withdraw from the course with an appropriate grade of W or F at the University representative's discretion.
5. The student may be sanctioned in a manner other than that set forth above, if deemed appropriate by the University representative, in his or her reasonable discretion.
6. An incomplete may be given in the course in the event that a disciplinary matter cannot be resolved before final grades are due in the Office of the Registrar.
7. If a student accused of academic misconduct by a University Representative withdraws from the applicable course before completing the academic misconduct disciplinary process (including any appeal of decisions made with respect to the accusation, if initiated), the University will consider the issue of academic misconduct not to have been resolved and, the University Representative's accusation of academic misconduct will stand unchallenged. In this event, the University Representative may notify and direct the Registrar to change the W (withdrawal) on the student's record to an F (fail), and the student will have no right to appeal such a change in grade.

*Where an academic sanction results in the recording of a failing grade for the course, the Registrar shall be notified that the grade was given for academic misconduct. The Registrar shall record the grade of "F" on the student's permanent academic transcript without any notation concerning the reason for the grade. The Registrar shall, however, establish procedures to ensure that the grade of "F" is not thereafter removed from the transcript in accordance with other academic policies or procedures. A grade resulting from academic misconduct shall be calculated in a determination of the student's grade point average, but the grade alone shall not prevent the student from repeating the same course for credit.

After imposing an academic sanction, the University representative should report the decision promptly, orally and in writing, to the student, the Dean or Director of the student's school or program, and the Provost.

The University representative also shall report the matter promptly to the Dean of Students who may commence disciplinary procedures under the University's Student Social Misconduct Policy if the commencement of such procedures

is warranted when the student's academic misconduct is considered in light of the student's social behavior record at the University.

The University representative's written report to those individuals identified in the paragraphs above should include the following:

1. A statement concerning the nature of the offense.
2. The terms of the academic sanction being imposed.
3. A statement that the student may submit an appeal of the academic sanction, in writing setting forth the reasons for the appeal, to the Provost within five (5) days after receiving notice of the University representative's decision.
4. A statement that the report is being distributed to the student, the Dean or Director of the student's school or program, the Registrar, the Dean of Students, and the Provost.
5. A statement that the Dean or Director of the student's school or program has the authority to impose an additional disciplinary sanction if that person believes that such a sanction is warranted when the student's academic misconduct is considered in the context of the student's prior academic record at the University.
6. A statement that the Dean of Students may commence disciplinary proceedings under the University's Social Misconduct Policy if the commencement of such proceedings is warranted when the student's academic misconduct is considered in light of the student's prior social behavior record at the University.

Right to Appeal

A student may appeal the sanction for the following reasons:

1. The student claims innocence of the act of which he or she is accused;
2. The student claims extenuating circumstances;
3. The student claims unfair treatment by the University representative.

Appeals to the Provost

A student's appeal with respect to an academic decision or sanction concerning an alleged act of academic misconduct shall be filed as follows:

1. A student shall initiate his or her appeal of a decision made, or sanction imposed, by submitting to the Provost, within five (5) days after receiving notice of the academic sanction, a written statement that sets forth all grounds for the appeal.
2. Generally, a student may appeal (1) the decision that the student committed the act of misconduct, or (2) the sanction imposed.
3. Spurious appeals may be rejected by the Provost.
4. The Provost (or designee) may discuss the matter individually with the student and/or the University representative when and if the Provost deems such discussions necessary or appropriate under the circumstances.
5. In addressing cases of a student's alleged academic misconduct, the Provost, in imposing sanctions, may take into consideration (1) all past documented accusations and/or findings of academic misconduct and/or dishonest against that student, whether or not an appeal was initiated or completed by the student, and (2) the conclusions of appeals initiated by the student, if any, of such past findings of academic misconduct and/or dishonesty.
6. The Provost (or designee) shall have the authority to sustain, amend, or reverse any decision concerning the student's act of academic misconduct.
 - a. If the Provost (or designee) concludes that the student did not commit the alleged act of academic misconduct, they shall set aside the academic sanction(s) imposed.
 - b. If the Provost (or designee) concludes that the student committed the alleged act of academic misconduct, they may confirm the academic sanction(s) or impose a lesser or greater sanction than that imposed by the University representative.
7. The Provost (or designee) shall act in a timely manner in deciding an appeal.
8. The Provost (or designee) shall notify the student and the University representative orally and in writing of his or her decision with respect to the appeal.

9. The decisions of the Provost (or designee) shall be final.

Grade Appeals Policy and Procedure

The grade appeal policy is designed to create an orderly and effective means of dealing with disputes between a student and a faculty member regarding a grade. Grade disputes involving academic dishonesty are addressed in a separate policy.

Course grades assigned by instructors are presumed to be correct. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Records on grades, examination papers not returned, etc., should be retained on file for a minimum of six months. It is the responsibility of the student who appeals an assigned grade to demonstrate that an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or the assignment of a grade inconsistent with those assigned other students, or that a reasonable accommodation for a documented disability was requested and not appropriately provided. Otherwise, the judgment of the instructor is final. It is important to remember that the burden of proof is on the student.

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

Students who believe that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

1. Communicate with the instructor during the first three weeks following the assignment of the grade, either directly, by phone, e-mail, or fax. If a grade has been assigned in error, the instructor can quickly correct the error by submitting a change of grade form to the Registrar's Office, or in the case of students enrolled in the School for Adult Learning, to the Key Advisor.
2. Should the issue not be resolved at the instructor level, the student may appeal in writing within 30 calendar days of meeting with the instructor to the Dean of the school/college in which the course was taken. The Dean will attempt to achieve a mutually satisfactory resolution. The Dean of the college in which the student is enrolled will be notified.
3. Should the issue not be resolved by the Dean, the student may initiate a formal written appeal to the Associate Provost within 10 calendar days of the decision of the Dean. The written statement must clearly state the basis of the appeal. The Associate Provost will determine whether or not the grounds for the appeal are appropriate. If appropriate, the Associate Provost shall conduct a thorough investigation, which could include impaneling a small group to participate in the review of the grade appeal before making a recommendation to the Provost.
4. The Associate Provost will send the recommendation to the Provost, who will make the final decision.

Section V: Residence Life

This section is specifically addressed to the residence hall and campus apartment residents but also contains information of importance to all students and others who visit the halls and apartments. Living in a residential facility is one of the many learning experiences students enjoy at the University. Campus living provides the opportunity to interact with students from varied backgrounds, interests, and lifestyles. Your residence life experience will be enhanced by your acceptance and respect for others and your regard for standards of good citizenship. While providing several freedoms and privileges, residence life also requires a great deal of self-discipline and responsibility. The mission of the Residence Life Office is to support the university community by providing a safe and stimulating environment that fosters academic, social, and co-curricular development for students.

Residence Halls

The University maintains six residence halls on campus with a capacity of approximately 1400 residents. Approximately 200 students are housed in the Campus Apartment complex. Each residence possesses its own personality and yet functions as a part of the total residence life environment. One goal of each residence is to create a complete living/learning environment by offering a variety of educational, social, and recreational activities. Another goal is to provide an environment of safety, cleanliness, privacy, and community. Residence halls' phone numbers are as follows:

Campus Apartments.....	791-7321
Central (coed, housing 248).....	791-7900
Cory Bretz (coed, housing 236).....	781-5300
Cravens (female, housing 164).....	781-5200
East Hall (coed, housing 153).....	791-4413
New (coed, housing 154).....	781-5100
Warren (coed, housing 252).....	781-5000

Residence Life Staff

The residence hall system is under the administration of the Office of Residence Life and Housing. Each building is supervised by a live-in Residence Director who is supported by several student Resident Assistants. The Residence Directors are full time professional staff of the Office of Residence Life staff and are responsible for housing administration and student development. Resident Assistants are assigned to each floor of the residence hall/select Campus Apartment buildings and assist the Residence Director with the administration of the area. Resident Assistants (RAs) are an integral part of the Residence Life Team, as they are paraprofessional staff that have direct and constant student contact. Their primary responsibility is to act as facilitators for the residence hall community and to enhance the social, educational, intellectual and cultural development of each individual. The RA articulates to students the philosophy and policies of Residence Life and the University and represents the office as a role model in all facets of university life. The six basic roles of the RAs are: Community Development Manager; Referral Agent; Team Member; Administrator; Programmer, and Community Mediator. Desk specialists also assist in the administration of the residence halls and are sources of information for students, guests, and visitors.

Residence Hall Calendar 2011–2012

Semester I

Wednesday	Aug. 24	8:00 a.m.	Halls open for New Residents
Friday	Aug. 26	8:00 a.m.	Halls open for Returning Residents
Tuesday	Nov. 22	6:00 p.m.	Halls close for Thanksgiving Break

*Special Permission will be granted for those students who have night class on Tuesday, November 22nd – until Wednesday at 10:00 a.m.

Sunday	Nov. 27	12:00 p.m.	Halls open after Break
Friday	Dec. 16	6:00 p.m.	Halls close for Semester Break

*Special Permission will be granted for those students who have extenuating travel circumstances – until Saturday, December 17th at 10:00 a.m.

Semester II

Saturday	Jan. 14	12:00 p.m.	Halls open for Semester II
Friday	Mar. 9	6:00 p.m.	Halls close for Spring Break
Sunday	Mar. 18	12:00 p.m.	Halls open after Spring Break
Saturday	May 5	12:00 p.m.	Halls close (except for students affiliated with graduation)

Sunday	May 6	12:00 p.m.	Halls close for students affiliated with Graduation (except for Spring Term and Summer session students)
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Spring Term

Saturday	May 26	12:00 p.m.	Halls close for Spring Term
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Summer Housing

Sunday	May 13	12:00 p.m.	Summer Housing starts
Saturday	Aug. 18	12:00 p.m.	Summer Housing ends

Residence Requirements

The University does not have a policy that requires students to live in campus housing. Priority in housing in the traditional residence halls is given to full-time, day division students enrolled in at least 12 credit hours.

In order to be assigned space in the residence halls, a student must (1) be admitted to the University or enrolled in class work, (2) pay housing deposit by the given deadline, and (3) complete a Housing Contract.

Each year residents who desire to live in the residence halls must reapply for housing space. The process will be advertised in the halls and around campus during the second semester. Returning students sign up for individual spaces via either on-line room sign up or the advertised process. Paying the deposit does not guarantee a room space.

Residence Hall Refunds

To cancel your contract or obtain a refund before the semester begins, stop by the Residence Life office or submit a written request to the University of Indianapolis, Office of Residence Life, 1400 E. Hanna Ave., Indianapolis, IN 46227. If mailed, the postmark serves as the official date. The request should contain the following: the reason for the request, the date, your student ID number, and signature. Please state whether this is a housing or University withdraw.

A waiver* may be granted for students who leave housing due to University withdraw, graduation, special academic programs, marriage, medical, or special circumstance.

***After the halls open, room and board refund will be determined according to the University’s refund policy**

Refund and Cancellation Fee Schedule

The Residence Life & Housing Contract is an annual contract. The cancellation fees reflect the contract:

Prior to May 15 th	Return of 100% of Housing Deposit
Mid May-June 30	Loss of 50% of Housing Deposit (\$25)
July 1-31	Loss of Deposit & \$50.00
1st 2 weeks of August (up to 1 st class day)	Loss of Deposit & \$100
First day of class-2 nd week of October	Loss of deposit & \$400
2 nd week of October-end of year	Loss of deposit & \$800

**Students who move into the Residence Halls second semester will only be charged applicable semester II charges if they cancel their contract.

Residential Policies

The policies and procedures of the Residence Halls are administered by the Resident Assistants and ultimately, the Residence Director staff. In the event of disputes or concerns with the decisions that are made by the Residence Hall staff that are not disciplinary in nature such as roommate conflicts, and other hall related concerns, the Dean of Students may become involved. In these matters, the decisions made by the Dean of Students are final and may not be appealed.

***Alcohol and Controlled Substances (also see Alcohol Related Offenses):**

The use, possession, distribution and being under the influence of alcoholic beverages and illicit drugs are prohibited in the residence halls, campus apartments, and anywhere on campus (including parking lots, property, and vehicles).

Bunkbeds/Lofts:

Lofts (unless university provided) are not permitted in the residence halls or campus apartments. The bunking of beds

is permitted, with University provided bunks only. Bunkbeds must be within the established guidelines of height and placement and must pass a fire and safety inspection by the University Residence Hall Staff. Students who choose to prop their mattresses or beds up may not exceed a height of three feet from the floor to the top of the mattress.

Damage Policy:

Any damages that occur during the academic year should be reported immediately to hall staff. Students may be billed for damages throughout the academic year that are determined to be excessive. Individuals or entire floors may be billed for damages that occur on floors or within common areas where a responsible party can not be identified. Damage charges are based on damages reported following the inspection of the room or common areas by the Resident Assistant and the Residence Director. Any questions regarding the damages or related charges should be addressed to the Residence Director. The replacement cost of the damaged item(s) will be billed through the Residence Life Office.

Extension Cords:

Extension cords and multiple wall adapter units are not permitted unless used in conjunction with a multiple outlet surge protector. Failure to comply with this policy will result in judicial charges and fines.

Fire Drills:

Periodic drills are held to test the alarm system and evacuation procedures. All residents must evacuate the building when the alarm sounds. Failure to evacuate will result in disciplinary sanctions and monetary fines.

Guest/Visitation Hours:

The following hours have been approved for visitation between members of the opposite sex in the rooms of the residents:

Cravens Hall, Cory Bretz Hall, New Hall, & Warren Hall

Monday–Thursday 9:00 a.m.–Midnight
24–Hour Weekends (Friday at 9:00 a.m.–Sunday at Midnight)

East Hall, Central Hall and Campus Apartments

Sunday–Sunday 24–hour visitation

Roommates are encouraged to work out an agreement for acceptable visitation during the established visiting hours. **Residents may not have an overnight guest unless it is approved by their roommate.** Failure to abide by this policy will result in loss of visitation privileges.

During visiting hours all guests must be escorted by the host/hostess while in the living areas of the residence hall. Guests are responsible to the University policies and regulations. Visitation hours begin and end at the designated time. This responsibility rests solely with the student.

Hall Fee:

A built-in fee, which is covered in all residents' charges, is distributed among the individual halls and the Residence Hall Association. The fee is used to offset the costs of activities, certain purchases and projects, and normal wear and tear to public areas.

Fines:

There are instances in which a student will be issued a fine by Residence Life staff for policy violations, general conduct, or non-compliance. Examples of fines are listed below. Fines for issues like vandalism and/or unsanitary condition of a room/apartment will vary based on the nature of the offense. This list is not comprehensive and may be added to at the Residence Life Staff's discretion:

- No Shower Curtain (applicable buildings) = \$25
- Screen Door Propped (campus apartments) = \$25
- Quiet Hour Violations = \$25
- Trash Left in Bathrooms, Common Areas, or Hallways = \$25
- Visitation Violations = \$25
- Lock-Outs - \$30 on 3rd lock-out, and \$30 for each additional lock-out
- Unsanitary Condition of Room = \$50 (minimum)

Excessive Noise or Disorderly Conduct = \$50
Improper Check-Out = \$50
Lost Keys or Sharing Keys= \$50
Covered Smoke Detector = \$100
Smoking in Room or Building = \$100
Pets in the Residence Halls or Campus Apartments = \$100
Failure to Evacuate During a Fire Alarm = \$100

Lock-Out & Key Policies:

The exterior doors of each residence hall remain locked at all times to provide access to the facility only to residents (and their escorted guest) of the building. Residents must lock the doors to their room each time they leave. Residents are expected to carry their keys with them at all times in order to provide access to the building and to their individual room assignment.

Periodically, residents will become locked out, requiring assistance from Residence Life staff to re-enter their room. Residence Life staff will record the number of instances in which a student has requested lock-out assistance. Upon receiving lock-out assistance for the third time in a year, and each subsequent lock-out thereafter, the student will be assessed a \$30 charge. At any time the student may be asked to meet with Residence Life staff to discuss the nature of their lock-outs.

Each resident is issued keys that unlock his/her residence hall room, interior hallway, and main entrance doors. For safety reasons, residents may not lend their keys to others and are encouraged to keep their room doors locked and to carry their room keys at all times. Duplication of keys is prohibited and will result in judicial charges. Lost keys should be reported to hall staff immediately. Replacement cost for lost keys is \$50 per key. You may request to have the lock core changed at your expense.

Occupancy Period:

Housing is included in the room and board plan only during the regular academic year when classes are in session. Break housing and summer housing will be provided at additional rates. All room changes must be approved by the Residence Director. Room costs are based on double room occupancy and all residents who do not reserve and pay for a single space (space permitting) will be consolidated by the hall staff each semester. It is the responsibility of the student to abide by the consolidation procedures.

• **Single Rooms**

Guaranteed single rooms are not available. All requests for single rooms are based on the availability of space at an additional charge per semester.

• **Non-Requested Singles**

Residents who do not request a single room, but are without a roommate, have the following options:

1. Pay the single room fee and guarantee the space as a single (space permitting).
2. Accept a roommate, assigned by the Residence Director.
3. Consolidate with someone in a similar position as determined by the Residence Director

Failure to consolidate by the date determined by the Residence Director will result in the resident being billed the single room charge

• **Early Arrivals**

Unless granted special exception individually, only those students who have been assigned space in a residence hall for the first semester may be considered for early move-in. Residents required to be on campus for sponsored activities must be cleared through the Department Chair, Director, Head Coach, and Residence Life. All other residents who believe they have a legitimate need to arrive early must request and receive permission through the Office of Residence Life. A daily room fee may be charged, payable in advance, and meals will be charged on a

pay-as-you-go basis.

- **Break Housing**

Students residing in the residence halls during holiday break periods will be charged a set amount for the break period. In order to stay over the break and receive a key, the fee must be paid by each resident who intends to stay. Meals will not be available through the dining hall. *Students may not share their break keys with other students over the break periods. If they are found in violation of sharing keys, a \$50 fine will be assessed to both parties, plus the break amount. In addition, students may not have visitors in their room during the break periods. Guest may be in the common areas only.

Overnight Guests:

An *overnight guest* is any person hosted overnight directly by a resident or by the University for its purposes. The host resident or the sponsoring University department is responsible for the conduct of their guests, and guests are expected to observe all policies, rules, and regulations governing Residence Life. The maximum number of nights a guest may stay in the residence hall is three consecutive nights or ten nights total per academic year without written authorization of the Office of Residence Life.

All roommates must approve of overnight guest (or use of suite bathrooms) or they may not stay. Common areas are not to be used for overnight guests.

Overnight guests are not permitted during final examination week of each semester (Sun.–Sat.). Unless special permission is granted by the Residence Life Office, all guests must be at least 18 years of age, unless approved by staff for special occasions.

Pets:

Pets, other than fish maintained in aquariums (maximum 10 gallon tanks), are not permitted in the residence halls. Service dogs for persons with disabilities, as well as certified police dogs are exempt from this policy. Residence Hall Directors have their own policy administered by Student Affairs.

Posting Policy Guidelines (also see Student Organizations)

Bulletin boards are reserved for use by Residence Life Staff and Residence Hall Association. All material from the Residence Life Office, its staff or the Residence Hall Association may be posted or distributed in a variety of locations within the Residence Halls. Other campus entities and student groups must abide by these policies.

1. All material must be brought to the Residence Life and Housing Office for distribution. They should be labeled per Residence Hall in the following amounts: Campus Apartments = 1, Cory Bretz = 12, Central Hall = 8, East Hall = 9, New Hall = 10, Warren Hall = 12, Cravens Hall = 10.
2. All materials not brought to Residence Life for distribution by the Residence Life staff will be removed.
3. There shall be no postings on the outside doors or walls. In addition, postings in the lobbies shall be limited to the bulletin boards.
4. Alcohol or Drug related posters and flyers are prohibited.
5. Postings deemed tasteless or offensive by the Residence Life Staff will be removed.
6. Postings other than flyers may be brought to the Residence Life Office and will be placed at the hall desk for distribution with the permission of the Residence Life Staff.
7. Residents may not post any items in common areas (outside room doors, in windows, hallways, etc.) that may be deemed offensive or are alcohol or drug related. Residence Life reserves the right to remove any items deemed offensive or inappropriate. Students found in violation of this policy may be subject to disciplinary action.

Quiet Hours:

Quiet hours are established so residents will have time to study, relax, or rest without interruption. Additionally, residents and guests are asked to observe courtesy hours even when established quiet hours may not be in effect. Courtesy hours are maintaining a level of respect for other people in the building and demonstrating this respect. This means turning down music and other noises when asked by staff or other residents, not shouting unnecessarily, and in

general showing respect to other people in the building. 23-hour quiet hours are observed during finals week. Failure to observe posted hours may result in disciplinary charges and fines.

Quiet hours are as follows:

Sunday-Thursday - 10:00 p.m.-8:00 a.m.

Friday-Saturday – 12:00 a.m.-8:00 a.m.

Room Inspections:

The Residence Life Staff conducts periodic health and safety inspections. Residents are responsible for maintaining rooms that adhere to health and safety standards (this included prior to vacating for break periods). Failure to adhere to these standards will result in judicial charges and fines. Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is at risk. Staff may also enter without notice in cases of a judicial violation or community disruption. Access to students' rooms will not be granted to friends, relatives, or other students. Maintenance staff will enter rooms on a regular basis for repairs.

Room Condition Report:

Residents must sign a room condition report upon moving in and checking out. The occupant is responsible for all damages and missing items and is subject to charges. Residents who fail to complete a check-out appointment with Residence Life staff will receive an Improper-Check-Out fine.

Room Personalization:

Decorating the room is permissible within the established guidelines. University furnishings may not be removed from the room and furnishings cannot be disassembled. Nails may not be used. Residents may use the "no nail" type of hanger or a tape (sticky tac, no-stick tape) for hanging pictures or posters in the room. Foam tape, duct tape, and anything that will leave a mark on the doors or walls is not permitted. Resident in East Hall may use painters tape only. Residents will be charged for any marks left on the walls or doors. No more than 10% of the walls may be covered with flammable materials and there should be nothing either adhered to or hanging from the ceiling. Stringed lights are not permitted in the halls at any time.

Posters, hangings, and graffiti in the hallways or outside residents' doors are not permitted without approval from the Residence Director. Window displays are not permitted without authorization of the Residence Director.

No alcohol or drug related signs or posters may be hung on doors or windows at anytime. Any posting deemed offensive will be removed by Residence Life Staff.

Carpeting may not be attached to the floor and must be removed upon vacating the room. The painting of rooms by anyone other than University personnel is prohibited.

Smoking/Tobacco:

The entire University of Indianapolis campus is smoke-free. Smoking and the use of smokeless tobacco is prohibited on campus and in the residence halls and campus apartments including the rooms, lobby, lounges, elevators, rest rooms, and recreation areas. Failure to abide by this policy will result in judicial charges and sanctions. Permissible areas for the use of tobacco products are Shelby and Hanna Avenue or beyond (off campus).

Storage:

The University does not provide storage for personal property. Items remaining in the room after vacating will be disposed of by maintenance. Residents may be charged for removal of items.

Withdrawing, Termination, Reentering Residence Life:

Students may withdraw from the residence halls at any time during the semester. The refund of any room and board will be based on the University's refund policy, but will not be processed until the resident has done the following:

1. completed the withdrawal form;
2. removed belongings and cleaned the room;
3. had the room inspected and returned the room keys to residence life staff;
4. vacated the hall.

Normally students must vacate the hall within 24 hours from initiating the withdrawal.

A student who withdraws from the residence halls during any semester and wishes to reenter residence hall living during the semester or a new semester must reapply for admission, pay a fifty-dollar (\$50) deposit, and pay for the room and board portion.

Residents whose “occupancy” is terminated for conduct reasons, but who wish to reenter residence hall living at the end of the suspension period, must petition the Dean of Students for permission to reenter.

Continuation of housing will be based on:

1. credit hours carried (must be nine or more);
2. academic and social standing (must be free of academic and social probation);
3. availability of space.

Residence Hall Services

Cable Television

Each residence hall room and lobby is wired for basic cable. A limited number of cable cords are available from Residence Life. Students may need to purchase cable cords themselves.

Campus Computer Network/Internet/Wireless

This service is available in all residence halls and is included in room and board.

Dining Services (see Dining Hall)

Furnishings (Student Rooms)

Student rooms are equipped with single beds, dressers, desks, chairs, draperies, closets, and wastebaskets (all halls have central air conditioning and heating).

Housekeeping

The University provides housekeepers to clean public areas of the residence halls. Residents are responsible for cleaning their own rooms, as well as the kitchen areas. In addition, residents are required to remove their own trash and take it to the dumpsters. Room trash should not be disposed of in the bathrooms, hallways, or lobby. If your trash is not removed and is found in the building, you will be fined.

Items Not Permitted (see also Room Personalization)

Air conditioners, alcohol or alcohol paraphernalia, hotplates, toasters, toaster ovens, George Foreman grills, any type of grill unit, firearms, fireworks, waterbeds, Christmas or stringed lights, extension cords or multiple wall outlet adapters (unless used with a multiple outlet surge protector), weapons of any kind, burned candles, incense, and potpourri pots.

Items Residents Must Provide

Bed linens, pillows, towels, washcloths, toiletries, blankets, bedspreads, desk lamps, clothes hangers, throw rugs, and small refrigerators. In addition, Central Hall, Campus Apartment, and East Hall residents are expected to provide their own toilet paper and cleaning supplies. Campus Apartment residents may provide their own washer & dryer if they desire, they are not provided.

Laundry Rooms

Each hall has laundry facilities equipped with washers and dryers.

Residence hall students will be able to use the laundry facilities for no additional charge. The Campus Apartments are equipped with washer and dryer hook-ups. Campus Apartment residents may use the laundry facilities in the E2 Apartment or New Hall during desk hours if they desire.

Lounges, Lobbies, Kitchen

All residence halls have areas for relaxing. Equipment varies but usually includes refrigerator, stove, microwave, color television, DVD player, vending machines, and recreation equipment.

Maintenance

Maintenance problems should be reported to the residence hall staff, who will then notify the Physical Plant. Residents are encouraged to report all maintenance problems immediately to hall staff or can submit them via email to reslife@uindy.edu. Residents should not contact maintenance directly.

Security

All residents have the responsibility to maintain good safety procedures and to avoid actions that may endanger themselves or others. To protect themselves and their property, residents should not prop open doors, use emergency doors for routine exits, or open exit doors to admit guests. **Residents bring personal property to the campus at their own risk.** The University does not insure, nor does it guarantee the security of personal property. Students are encouraged to make sure their belongings are covered by insurance; please note that the University does not cover items that are lost, stolen, or damaged. University Police check exterior doors during their rounds but do not patrol inside the residence halls to check hallways or room doors. Students should keep their doors locked at all times. Outside doors to the Residence Halls will be kept locked at all times for security purposes.

Safety violations, unsafe conditions, and unidentified persons in any residence hall should be reported to the residence hall staff or to University Police immediately.

Telephone Service

Select resident's room are wired for local phone service. The university is in the process of phasing out the wired phone lines in the Residence Halls and not all rooms/buildings will have the capabilities for wired phone lines. As phones are taken out in the rooms, floor common phones are being placed in the respective buildings for student use when making local and emergency calls.

Programs and Activities

Diversity Lecture Series

The Diversity Lecture Series is a series of programs that are geared towards educating students on issues related to diversity. It is an opportunity to learn how backgrounds, lifestyles, culture, ethnicity, spiritual belief's etc. make us different and more importantly, how to live with, embrace and/or be respectful of those differences. These Programs are typically L/P Events and are held three times a semester in the evenings. For date, time and location information, look for signs around campus, check the myUIndy Activities Calendar or ask your R.A.

Residence Hall Programs

Personal Development

Held once or twice a semester, these programs are geared towards developing students personally through education. Program topics range from resume writing and interviewing skills to money management and sexual responsibility. Students can learn, one topic at a time, how to prepare for some of life's challenges.

Health & Wellness

In an attempt to keep our students current with health and wellness issues that face our community, these programs are designed to heighten awareness on such issues. Each month we focus on topics such as tobacco use, cancer, violence, mental health issues etc. Generally, these programs are done during high traffic times in the Schwitzer Center, and are represented with tables of information and interactive activities.

Resident Rewards

Resident Rewards is a initiative that rewards students who live on campus for their community building efforts and academic achievements. Students who participate in building the campus community through attending R.A Programs and other campus events, having hall and school spirit, getting good grades, taking the initiative to getting to know other residents etc. can receive Resident Reward Tickets for each of their efforts. Students then bring the tickets that they have accumulated to each of the Residence Life programs where they are entered into a raffle for great prizes!

**See you R.A or RD for more details.*

Housing Accommodation for Students with Disabilities Policies and Procedures

The University of Indianapolis Housing Accommodation policy derives from the university's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities and services and addresses reasonable accommodations. These accommodations will be provided within the basic guidelines to follow, with the understanding that students with disability needs will be assessed on a case-by-case basis. If reasonable accommodations cannot be immediately satisfied due to capacity/facility design/availability/etc., the Office of Residence Life will prioritize requests before handling others.

Registering with Services for Students with Disabilities

Before student disability-related housing accommodation requests may be considered, students must first be registered with Services for Students with Disabilities (SSD). In order to register with SSD, students must complete the following process:

1. Contact SSD and complete a "Disability Accommodation Request Form" (DARF). These forms are available online at <http://ssd.uindy.edu>; by calling 317-788-6153 or they are located in Schwitzer 206.
2. Fax, deliver, or mail all documentation required by SSD certifying the disability and reasons for needing housing accommodations. See description below for details regarding documentation.
3. Be mindful of housing deadlines as it may take up to two weeks to process SSD request forms. To meet the housing deadlines, students should submit their appropriate documentation to the SSD office by the following dates:

Returning Students: February 1

New Students: May 1

4. Applications not completed by housing deadlines will be accepted and considered, but there is no guarantee that late requests will be met.
5. SSD will notify students with a decision on accommodation requests. The Office of Residence Life will follow the established housing procedures for notification of room assignments.

Required Documentation

To evaluate requests based on medical, psychological or disability related conditions accurately and equitably, UIndy will need documentation. Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request.

Documentation submitted to the Services for Students with Disabilities (SSD) should include:

1. Documentation of the condition that is the basis of the request by a qualified provider;
2. A clear description of the desired housing accommodation/need;
3. A description of the severity of the condition;
4. An explanation of how the request relates to the impact of the condition;
5. An indication of the consequences if the accommodation is not provided; and
6. Possible alternatives if the housing accommodation request is not possible.

Documentation supporting a housing request will be reviewed by the SSD Director and all documentation will be held in the SSD office. All information is considered confidential.

Evaluation of Housing Requests Based on Disability-Related Needs

Housing assignments and the residential learning environment are integral parts of UIndy programs. We evaluate all requests for need-based housing assignments carefully. Below is a summary of the factors considered when evaluating housing requests:

Severity of the Condition

1. Is impact of the condition life threatening if the request is not met?
2. Is there a negative health impact that may be permanent if the request is not met?
3. Is the request an integral component of a treatment plan for the condition in question?

4. What is the likely impact on academic performance if the request is not met?
5. What is the likely impact on social development if the request is not met?
6. What is the likely impact on the student's level of comfort if the request is not met?

Timing of the Request

1. Was the request made with initial housing request?
2. Was the request made before the deadline for housing requests for the semester in question?
3. Was the request made as soon as possible after identifying the need? (Based on date of diagnosis, receipt of housing assignment, change in status, etc.)

Feasibility and Availability

1. Is space available that meets the student's needs?
2. Can space be adapted to provide the requested configuration without creating a safety hazard (electrical load, emergency egress, etc.)?
3. Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
4. How does meeting this request impact housing commitments to other students?

Appeal Process

If a student with a documented disability believes that he/she has not been provided with a reasonable housing accommodation, the student should direct their concern to the Dean of Students. The student must provide, in writing, the nature of the concern and any other relevant information. The decision of the Dean of Students is final.

Single Room Requests

The learning environment and residential living are central to the UIndy experience. It should be noted that living within the community and learning to share space and being considerate of others is part of that learning experience. Requests for single rooms, as a disability accommodation, based solely on a desire to have a "quiet, undisturbed place to study" will be granted only in unusual circumstances. By virtue of the shared facilities, resources, and number of people living under one roof, it is not logical to assume that having a private room would provide for such quiet, distraction-free space to any appreciable degree beyond living in a standard double room. If granted, students who make requests for single rooms solely for these reasons may be given priority on the room-selection list in terms of attaining a single room assignment (regardless of seniority) but will be held responsible for paying the differential between single/double room fees. We evaluate requests for exceptions carefully.

Room Selection

Most incoming residential students, with or without disabilities, live in multiple-person rooms in traditional corridor-type residence halls. Transfer students are housed based on availability and are traditionally placed in multiple-person rooms.

For students who need wheelchair-accessible housing, there are a limited number of accessible spaces. Students who are not wheelchair-users but require some type of specialized housing relating to their disability (additional space for medical equipment, access to private bath, etc.) may also make a request for these spaces. Students with disabilities who are not in a wheelchair who are placed in accessible rooms may be relocated in the event that a wheelchair user needs an accessible room.

Roommate Selection

Roommates will be assigned to students with disabilities occupying modified rooms in the same manner as other residential students. Residential fees for students with documented disabilities shall be set at the same rate as any other student at University of Indianapolis.

Rooming With/Near Friends

If you would like to request to be housed with/near friends or in a specific location on campus, you may submit your request to Residence Life. Please keep in mind that housing accommodations are only based on disability-related needs and are determined on a case-by-case basis. Housing accommodations do not circumvent the regular housing selection process for you or your friends. Our first priority is to accommodate your disability and we will do our best to try and get you close to friends (there are no guarantees).

Wheelchairs

A student may store a wheelchair and other mobility devices in his or her room provided it does not create an unsafe condition in the room. Students are responsible for any damage incurred from storage of the device (i.e., rooms, hallways, common areas, elevators). Mobility devices may not be stored in hallways, lounges, or any common area in the residence hall.

Emergency Evacuation

All students with disabilities who may require assistance in an emergency or building evacuation should work directly with Residence Hall staff to formulate an evacuation plan.

Section VI: Emergency Procedures

Students and families are encouraged to communicate regarding emergency situations that may occur while the student is at the University of Indianapolis. The University has established an Emergency Management Team to guide response to campus crisis that pose a threat to health, life, and property. Families should develop their own plan for communicating with one another when a crisis does occur.

The University has established multiple places that students and families can go for up to date information in the instance that an emergency situation does occur. There will be a Crisis Line set up for emergency purposes that can be reached at (317) 788-3559 as well as information that will be posted on the University website at www.uindy.edu. The Emergency Management Plan is also posted on the website at <http://intranet.uindy.edu/emergency>.

Bomb Threat

Students are encouraged to read and study their individual hall's emergency postings.

1. Take all threats seriously.
2. Notify the hall staff and University Police (788-3333).
3. Do not evacuate until instructed to do so by University personnel.
4. Follow instructions of hall staff and safety personnel.

Earthquake Procedures

Students are encouraged to read and study their individual hall's emergency postings.

In the event of an earthquake, please do the following:

1. Get out of the building if you are near an exit
2. If you are in your room, find a sturdy shelter to take cover under like a door frame or a desk.
3. Stay outside or under shelter until all shaking has stopped.
4. If you are in the building, get out once shaking stops.
5. Alert staff of any students that remain in the building.
6. Follow instructions of hall staff and safety personnel.

Fire Alarms and Evacuation Procedures

Students are encouraged to read and study their individual hall's emergency postings.

Whenever there is evidence of fire, such as smoke, fumes, or excessive heat, sound the alarm at once and contact the residence hall staff immediately. All fires, regardless of size or manner of extinguishing, must be reported. In the event the

fire alarm sounds, all students are encouraged to alert their roommates and the residents living adjacent to their room and follow this procedure:

1. Close windows.
2. Turn on lights.
3. Wear shoes, take coat or blanket.
4. Close door, but leave room unlocked.
5. Go to your assigned exit.
6. Leave building quickly and quietly without running.
7. Remain outside until the “all clear” is given.
8. Follow instructions of hall staff and safety personnel.

False reporting of an emergency, unauthorized use of or tampering with emergency or safety equipment (such as fire hoses or fire extinguishers), and interference with emergency evacuation are all prohibited and are criminal offenses. Involvement in any of the above may result in University and criminal prosecution.

Fire Safety Regulations

Regulations prohibit the use of the following in residence halls/rooms:

1. High-wattage electrical appliances; e.g., air conditioners, hot plates, toasters, toaster ovens, George Foreman Grills, electric skillets, or ceiling fans;
2. Use of space heating appliances;
3. Storage or use of combustible materials, fireworks, explosives, firearms, or paints;
4. Burning of candles & incense, and use of potpourri pots;
5. Use of acetate, cellophane, tissue paper, or other combustible material over or in light fixtures;
6. Use of any type of electrical extension cord and/or multiple outlet adapter (not plugged into a surge protector);
7. Live Christmas trees, Christmas lights, or stringed lights.

Emergency evacuation drills are held periodically and residents are expected to evacuate the residence halls. All students are expected to comply with fire drill procedures and safety regulations and to follow the instructions of hall staff and safety personnel. Monetary fines and other sanctions including residence hall suspension or expulsion are possible for students failing to comply.

Severe-Weather Alert

Students are encouraged to read and study their individual hall's emergency postings.

In case of a severe weather alert, the following procedures should be followed:

1. Seek shelter in the lowest level of a building, interior hallways, or restrooms.
2. Stay away from windows and doors.
3. Do not leave a building until the “all-clear” is sounded.
4. Stay away from trees, power lines and open areas.
5. Follow instructions of hall staff and safety personnel.

Students should note the difference between a severe weather watch and a warning. If a *severe weather watch* exists, this means that weather conditions are ideal for severe weather like tornados and severe storms--no actual conditions currently exist. In the event of a *severe weather warning*, this means that severe weather has been detected or tornados have been spotted. Students will be kept informed of severe weather conditions.

Watch-Dog

Watchdog-Emergency Notifications

Watchdog is UIndy's rapid emergency notification system. It is the chief wide-scale notification vehicle for the University in situations requiring rapid dissemination of information to all faculty, staff and students, or to select groups entered into the system; therefore, it will not be used for routine messages and announcements. Watchdog does not replace other methods of communication—for example, web, intranet, email listservs, and news media. In most situations it will be the first method of communication, augmented by various other channels.

The UIndy e-mail address assigned to students will receive Watchdog alerts. Students are strongly encouraged to register a cell phone number in the system and, if possible, a home phone number as well to better insure that they will receive an alert wherever they happen to be located. (A call at home, for instance, can save you a trip to campus; if you are en route, a call to your cell phone can alert you to turn around.)

Watchdog tests will be conducted once each semester.

Section VII: Social Misconduct Policy

I. Student Conduct Process

Purpose

The University of Indianapolis Student Social Misconduct Policy and Procedure (the "Procedure") is designed to create an orderly and effective means of dealing with student behavioral misconduct in a reasonable and timely manner.

Definition

"Student social misconduct" means all forms of policy violating behavior by students at the University of Indianapolis (the "University") other than behaviors addressed in the University's Academic Misconduct Policy and Procedure.

Policy

All students, who live both on- and off-campus, are to conduct themselves in accordance with the policies, rules, and regulations set forth in the University's *Student Handbook*, Catalog, and other University publications that address student behavior and responsibilities (i.e. residence life rules and vehicle regulations). Students who conduct themselves in a manner that violates or is inconsistent with such policies, rules, and regulations are subject to disciplinary procedures and sanctions as set forth in this procedure. From time to time policies and regulations will be added or changed mid-year. Notification of these changes will be given to students.

Procedures

Informal Disciplinary Procedures

1. Self-discipline. The highest form of discipline is self-discipline. Students are encouraged to monitor their own behavior and conduct themselves in a manner consistent with University rules and regulations.
2. Confrontation by peers or others. In the event a student fails to conduct himself or herself in a manner consistent with University rules and regulations, the student's peers or others interested in the student's and community's well-being are encouraged to confront the student and to demand adherence to University rules and regulations. Where a student does not respond positively to such a confrontation, conducts himself or herself in a manner inconsistent with applicable rules and regulations, or conducts himself or herself in a manner that is or may become harmful or dangerous to the student or others in the community, the confronting individual should seek the assistance of others in the community or seek to initiate the commencement of **Formal Disciplinary Procedures** by communicating with a member of the Residence Life staff or the Dean of Students.

Formal Disciplinary Procedures

When the informal disciplinary procedures set forth above fail to correct student behavioral misconduct or where a student violates public laws or University rules, standards or regulations, is generally uncooperative, or conducts himself or herself in such a manner as to create a serious situation that jeopardizes the well-being of the student, the campus community, or the surrounding community, the student shall be subject to the University's formal disciplinary procedures under this paragraph and shall be contacted by the Dean of Students (or their designees).

The student shall be notified:

1. that the student is now subject to the University's formal disciplinary procedures;

2. of the reason the student has become subject to the formal disciplinary procedures;
3. that they should schedule a meeting for the applicable disciplinary hearing called for by the formal disciplinary procedures.

Generally, the student shall meet with one of the listed hearing groups:

1. **Staff hearing.** Comprised of the Dean of Students, and/or the appropriate Residence Director, if any.
2. **Special hearing.** On occasion, the Staff Hearing may not be appropriate. At such times, a Special Hearing Group may be established by the Dean of Students. Authority for final decision-making with respect to the establishment and membership of the Special Hearing group shall remain with the Dean of Students.

The particular hearing group to be used will be selected by the Dean of Students in consultation with appropriate University staff. The Dean of Students shall chair and establish operational procedures for each disciplinary hearing. At the applicable hearing, the following shall occur:

1. The Dean of Students shall advise the student of the alleged act of misconduct and the information upon which the allegation is based.
2. The student shall be given an opportunity to respond to the allegation of misconduct.
3. The members of the hearing group shall be given the opportunity to discuss the allegations with the student and ask relevant questions of the student.

Each hearing group shall function as a recommending body rather than a decision-making body. The hearing group shall make a recommendation with respect to culpability and appropriate sanction to the Dean of Students, who shall make the final decision with respect to culpability and the sanction to be imposed. The Dean of Students shall communicate his or her decision to the student.

After communicating the disciplinary decision to the student and imposing the disciplinary sanction, the Dean of Students should convert the decision to writing and distribute the written report to the student and to the Vice President for Student Affairs & Enrollment Management.

The written report should include the following:

1. A statement describing the nature of the offense.
2. The terms of the disciplinary sanction being imposed.
3. A statement that the student may appeal the disciplinary sanction by submitting a written appeal, setting forth the reasons for the appeal, to the Vice President for Student Affairs & Enrollment Management within two (2) days after receiving oral notice of the disciplinary decision.

Appeals

Grounds. A student may appeal the Residence Director's or the Dean of Students' decision and disciplinary sanction if:

1. The student claims unfair treatment by the applicable hearing group Residence Director or the Dean of Students.
2. The student claims extenuating circumstances.
3. The student claims excessiveness or inappropriateness of the disciplinary sanction.

Procedure. A student's appeal with respect to a disciplinary decision and sanction concerning an act of behavioral misconduct shall proceed as follows:

1. A student shall initiate an appeal concerning the decision of the Residence Director or Dean of Students by submitting a written appeal, setting forth the reasons for the appeal. Decisions made by the Residence Director shall be appealed to the Dean of Students and decision made by the Dean of Students shall be appealed to the Vice President for Student Affairs & Enrollment Management within two (2) days after receiving oral notice or by the date stated in the written notice concerning the disciplinary decision.
2. Spurious appeals may be rejected by the Dean of Students or the Vice President for Student Affairs & Enrollment Management.
3. The Dean of Students and the Vice President for Student Affairs & Enrollment Management may discuss the matter individually with the student or the Residence Director/Dean of Students if deemed necessary or appropriate.

4. The Dean of Students and Vice President for Student Affairs & Enrollment Management shall have the authority to sustain, amend, or reverse any decision of the Residence Directors or the Dean of Students concerning the student's act of behavioral misconduct:
 - a. If the Dean of Students or Vice President for Student Affairs & Enrollment Management concludes that the disciplinary sanction is unwarranted or excessive, they may set aside the disciplinary sanction or sanctions imposed.
 - b. The Dean of Students or Vice President for Student Affairs & Enrollment Management may confirm the disciplinary sanction or impose a lesser or greater disciplinary sanction than the sanction imposed by the Residence Director or Dean of Students.
5. The Dean of Students or Vice President for Student Affairs & Enrollment Management shall act in a timely manner in making a decision concerning an appeal.
6. The Dean of Students or Vice President for Student Affairs & Enrollment Management shall notify the student in writing of his or her decision with respect to the appeal.
7. The decision of the Dean of Students or Vice President for Student Affairs & Enrollment Management with respect to the appeal of the disciplinary sanction shall be final and may not be appealed.

Exceptions to Usual Disciplinary Procedures

The disciplinary procedures outlined above reflect the usual method for responding to disciplinary situations involving behavioral misconduct. Situations that are of serious consequence to the individual student or to the campus community may call for a more immediate response by the University. In such cases, the usual disciplinary procedure described in this procedure may be bypassed so that the University may address the matter immediately. A decision to bypass the usual student misconduct procedures may be made by the President, the Vice President for Student Affairs & Enrollment Management and the Dean of Students or their designees.

II. Disciplinary Sanctions

The list of sanctions below may be imposed as a result of student misconduct. This list is not comprehensive and additional sanctions may be imposed. Variations of these disciplinary actions may be created when deemed appropriate.

Counseling and/or Confrontation. A member of the University community makes personal contact with the student, discusses the inappropriate behavior or attitude, and asks for compliance.

Referral. A student is referred to another person for counsel or disciplinary action. In those cases, students must comply with the directions of the person or agency to whom they are referred and submit reasonable proof of such compliance (i.e., attend alcohol assessment).

Letter of Warning and/or Reprimand. A written statement documenting inappropriate behavior or attitude and that such conduct, if continued, may be in jeopardy of serious disciplinary action.

Social Conduct Probation. A warning status into which a student is placed when he or she is in jeopardy of suspension or dismissal from the University. Elements of the probationary status are outlined in a written statement.

Fines, Community Service, and Restitution. A student may be asked to complete certain hours of community service either on- or off-campus. Fines may be levied against a student which must be paid before the student may register for classes or graduate. The student may also be asked to make reasonable restitution for damages or losses or be fined a monetary amount for the violation. Any one or a combination of these remedies may be applied in resolving a disciplinary matter.

Suspension from Residence or from Campus. A student is suspended for a specified period of time from either the residence halls or from campus activities altogether. In the case of suspension from the halls, the student is to vacate the halls immediately and not to be present in any hall until the specified period has ended. Suspension from campus prohibits a student from any activity on campus or any other sponsored event off-campus. Students who are suspended from residence living may still attend classes and use services. Students who are suspended from the campus may not attend classes nor use services, but may be allowed to take major examinations or submit papers or projects.

Services withdrawn. A student may be denied access to certain services or assistance based upon the student's conduct in those offices or related to the services. Terms and conditions for reinstating of services are specified in the withdrawal notice.

Dismissal or expulsion. A student is dismissed from school immediately and for a predetermined period of time. The student will not be able to take missed examinations or submit papers or projects. The student shall not receive any credit for classes in which he or she is enrolled that semester. The student is not eligible to apply for readmission for at least the balance of the semester. Expulsion means that the student's behavior was so egregious that it is highly unlikely the student would ever be readmitted to the University.

Notification of Parents

Students are encouraged at all levels of discipline to share information concerning the disciplinary process with their parents. Official notification of parents is at the discretion of the Student Affairs staff. The parents of a dependent student (as defined by the IRS code), who has been suspended, dismissed, or expelled from school will be notified unless unusual circumstances exist. In addition, the University reserves the right to contact parents of dependent students whenever drugs, alcohol, or excessive disciplinary incidents are involved. Questions about parent notification should be directed to the Student Affairs Office.

III. Social Misconduct—Definitions, Directives, and Descriptions

1. Ignorance of University rules and regulations or of the law does not exonerate any individual.
2. Misconduct includes actions that violate campus, federal, state, county, or municipal laws.
3. Misconduct includes failure to comply with the direction of an authorized official or agent, including residence hall staff and University Police, acting in performance of their duties and/or failure to identify oneself or provide appropriate identification to these persons when requested to do so.
4. Misconduct includes aiding and abetting as an accessory to any violation of any University policy or unlawful act. This includes being present in an area where a violation is occurring.
5. Alcohol is not permitted on campus. This includes any empty alcohol containers or bottle collections. Students who display intoxicated behavior and/or require assistance due to their consumption of alcohol shall be subject to conduct review. Intoxicated behavior includes but is not limited to behavior in which the student is unable to react or respond as they would typically. Behavior such as slurring of speech, stumbling, inability to walk, and disruptive actions are examples. **Note: Students in a campus area/room where alcohol is present are subject to this policy.** In addition, in the instance where Student Affairs staff is made aware of alcohol related pictures that are posted on-line, there may be disciplinary sanctions that result.
6. The use, possession, distribution or being under the influence of any illegal drug or controlled substance, including marijuana, is prohibited. Additionally, the possession of drug paraphernalia is prohibited. Any involvement with drugs, collectively designated as controlled substances, is a University concern whether it occurs on- or off-campus. **These violations can result in arrest and/or suspension or expulsion.**
7. Misconduct includes physically or verbally abusing or threatening any person, on or off campus, including University personnel.
8. Misconduct includes harassment, defined as any actions or situations that do or could result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment. This includes, but is not limited to, harassment based on race, gender, religion, or sexual orientation. These actions are in violation regardless of the intent.
9. Misconduct includes hazing in any form. Hazing is defined as harassment, abuse, or humiliation by way of initiation or activity. This definition includes both physical and mental forms of hazing.
10. Regarding fire safety regulations: Students are expected to
 - refrain from intentional or reckless misuse of fire safety equipment;
 - leave a building during a fire alarm or drill;
 - refrain from intentionally initiating or causing to be initiated any false report of emergency.
11. Misconduct includes vandalism, defined as the destruction or defacement of property on- or off-campus.
12. Misconduct includes sexual offenses, defined as any form of sexual contact with another person without the consent of that person. Consent must be informed, freely given, and mutually understandable in words and actions that are unmistakable in their meaning.
13. Misconduct includes theft of University, public, or private property. Use of property without the owner's consent is considered theft.

14. Misconduct includes disorderly conduct, defined as unruly actions that annoy, disturb, interfere with, or offend others regardless of the intent.
15. Misconduct includes disruption, defined as any action that disrupts or obstructs the following official functions of the University: teaching, research, administration, or any other activity or proceeding on campus that is generally accepted as a legitimate University function.
16. Students are not permitted in restricted areas, such as the roof of any University building, in electrical or mechanical rooms, on any restricted playing field, construction sites, or any place on campus where it could be reasonably inferred that access is prohibited, or in any area that has been specifically designated off-limits by a University-authorized official or agent.
17. Students may not loan or duplicate a University key.
18. Misconduct includes the possession of any potentially dangerous object or weapon, including but not limited to, firearms, ammunition, fireworks or other explosives, hunting knives, tasers, swords, bows and arrows, or sabers.
19. Misconduct includes throwing items from windows (defenestration). It is prohibited to throw any items from student rooms.
20. Failure to comply with posted instructions for trash disposal will result in the imposition of sanctions. Particular attention should be paid to regulations during move-in and move-out periods.
21. Students are responsible for maintaining a clean, safe, and sanitary living area. The University will conduct health and safety inspections regularly.
22. Burned candles, incense, potpourri pots, and other open-flame products are prohibited in the residence halls and campus apartments.
23. Pets are not permitted in residence halls, interior public buildings, classrooms, or eating areas. (Residence Directors are exempt from this policy).
24. Tobacco use on campus, in rooms, hallways, lounges, restrooms, and other public areas is not permitted.
25. Hallways may not be used for sports, group sports, or activities. In addition, hallways are to be kept clear and unobstructed.
26. Misconduct includes abuse of the Student Conduct Process:
 - failure to obey the summons of the judicial officer;
 - falsification, distortion, or misrepresentation in any Student Conduct Hearing;
 - knowingly providing false information or instituting a false complaint;
 - attempting to discourage an individual's proper participation or use of the Student Conduct Process;
 - influencing or attempting to influence another person to commit an abuse of the Student Conduct Process.

Other Forms of Social Misconduct—Further examples of social misconduct for which the University may take disciplinary action include, but are not limited to: unreasonable and disruptive behavior, library misconduct, abuse of University Food Service, unauthorized charging of long distance phone calls, violations of the University computer usage policy, excessive violations of University traffic regulations, violations of community rules and standards, and inciting violence.

IV. Social Misconduct—Classification of Offenses

Offenses are divided into three categories based on the sanction that may be imposed for a first time violation of the regulation: category “A,” category “B,” and category “C.” **These categories are designed to serve only as guidelines in the disciplinary process and do not replace the wisdom and discretion of Student Affairs Staff.**

Repeated violations of University regulations may result in the offense being treated as a violation of a more serious category and the case being handled procedurally in a manner consistent with the greater offense.

Category “A” offenses typically do not lead to probation, suspension, or dismissal from the University, unless repeated. These matters are routinely handled by residence hall staff. A category “A” offense may be considered category “B” when warranted by the circumstances or facts of the case.

Category “B” offenses might result in disciplinary or residence hall probation or suspension. A category “B” offense may be considered category “C” when warranted by the circumstances or facts of the case.

Category “C” offenses are classified as felonies or actions and may warrant dismissal from the University on disciplinary grounds. Note that category “C” constitutes a special case within the disciplinary system; the reader should take notice of the differences between it and categories “A” and “B.”

Category “A” Offenses

1. Visitation
2. Courtesy/Quiet Hours
3. Restricted areas (minor infraction)
4. Pets
5. Guest policy
6. Defenestration
7. Hallway Usage
8. Candles & Incense
9. Tobacco
10. Trash policy
11. Clean and safe living area
12. Abuse of the Student Conduct Process
13. Accessory to violations (minor infraction)
14. Other Forms of Social Misconduct (minor infraction)

Category “B” Offenses

1. Alcohol policy
2. Fire safety regulations
3. Possession of hunting knives, swords, or sabers, etc.
4. Local laws and statutes
5. Physical and/or verbal abuse
6. Theft
7. Vandalism
8. Failure to comply with a University official
9. Dangerous objects
10. Restricted areas
11. Disorderly and/or disruptive conduct
12. Harassment
13. Sexual harassment
14. Accessory to violations
15. Violation of the terms of any disciplinary sanction
16. Other forms of social misconduct
17. Repeat of Category “A” offenses

Category “C” Offenses

1. Theft (felony)
2. Drugs/Controlled Substances
3. Possession of firearms, fireworks, ammunition, or explosives
4. Physical assault with bodily injury
5. Sexual assault

6. Accessory to violations
7. Repeat of Category “B” offenses
8. Any other offense defined as a felony.

Alcohol Related Offenses

Because of the precarious nature involving alcohol-related incidents, the University of Indianapolis has developed an action plan for such incidents.

At a response level, students violating multiple University policies or conduct probation can expect additional sanctions. These sanctions can include suspension or expulsion from the University. **As with any student misconduct policy, these response levels serve as a guide and do not replace the disciplinary discretion of Students Affairs officials.**

Response Level 1

As an educational institution, our goal at the University of Indianapolis is to educate the students about their experiences. Response Level 1 may be seen as a more educational component:

- the student must complete a two-hour alcohol educational program.
- the student must pay a fine of \$100.
- the student is placed on social conduct probation.

Level 1 offenses do not normally lead to suspension or dismissal from the University unless they are repeated. A Level 1 offense may be considered a Level 2 offense when warranted by the circumstances or facts of the case.

If a student has violated other University policies and has violated the alcohol policy only once, the person will still be subject to Response Level 2 sanctions in regard to fines and stricter restrictions with social conduct probation. If the student has violated other University policies, the Dean of Students (or designee) may make the decision to remove the student from the residence halls or campus for the academic year.

Response Level 2

The University of Indianapolis still desires the student to learn from the experiences, and if they have not, then sanctions are imposed that are more of the punitive component:

- the student must complete an alcohol assessment and comply with the recommendations. The student meets with a counselor from the Counseling Center for an alcohol assessment. The student is provided the results of the assessment and if deemed necessary, treatment recommendations.
- the student must pay a fine of \$200.
- the student is placed on social conduct probation with restrictions.

The Dean of Students (or designee) may make the decision to remove the student from the residence halls or campus for the entire academic year if the offense is warranted as serious. A Level 2 offense may be considered a Level 3 offense when warranted by the circumstances or facts of the case. It is at the Level 3 offense that may mandates immediate removal from the residence halls or campus.

Response Level 3

The University of Indianapolis, by this level, has attempted the educational and punitive component. At this point available sanctions are:

- the student must pay a fine of \$300.
- immediate removal from the residence halls
- suspension or expulsion from the University

Drug-Related Offenses

Because of the danger and illegal activity involving drug-related incidents, the University of Indianapolis has developed an action plan for such incidents. Drug-related incidents will be taken seriously and students found with drugs in their possession may be immediately removed from the residence halls or campus and/or suspended.

At a response level, students violating multiple University policies or conduct probation can expect additional sanctions. These sanctions can include suspension or expulsion from the University. **As with any student misconduct**

policy, these response levels serve as a guide and do not replace the disciplinary discretion of Students Affairs officials.

Response Level 1

The University of Indianapolis desires the student to learn from the experiences, and if they have not, then sanctions are imposed that are more of the punitive component:

- the student must complete a drug and alcohol assessment. The student meets with a counselor from the Counseling Center for an alcohol assessment. The student is provided the results of the assessment and if deemed necessary, treatment recommendations.
- the student must pay a fine of \$200.
- the student is placed on social conduct probation with restrictions (restrictions to be determined by the staff, based on relevant circumstances).

The Dean of Students (or designee) may make the decision to remove the student from the residence halls or campus for the entire academic year if the offense is warranted as serious. A Level 1 offense may be considered a Level 2 offense when warranted by the circumstances or facts of the case. It is at the Level 2 offense that mandates immediate removal from the residence halls and/or the University.

Response Level 2

The University of Indianapolis, by this level, has attempted the educational and punitive component. At this point available sanctions are either:

- the student must pay a fine of \$300.
- immediate removal from the residence halls
- suspension or expulsion from the University

Hosting Off-Campus Events

As part of the University Mission that emphasizes character formation, students are held accountable to the rules of conduct found in this handbook and elsewhere. It means that the rules will apply whether the student is on- or off-campus. The University takes a firm stance in instances off-campus where students are involved with underage drinking, disorderly conduct, or other unlawful behavior. The University works closely with its neighbors and the local authorities to protect the peaceful and historic residential areas surrounding the campus.

In instances where Campus Police or other officials are called to off-campus properties, students who live at the property, students who are hosting the gatherings and other offenders of policies will be sanctioned through the University and possibly through the City of Indianapolis. The levels below will provide some guidance to students being sanctioned, however, with any student misconduct policy, these response levels serve as a guide and do not replace the disciplinary discretion of Student Affairs officials.

Response Level 1

As an educational institution, our goal at the University of Indianapolis is to educate students about their experiences. Response Level 1 may be seen more as educational components:

- students will receive a warning and notice of future sanctions for continued behavior from the Dean of Students and if applicable the Campus Police

Level 1 offenses do not normally lead to suspension or dismissal from the University unless they are repeated. A Level 1 offense may be considered a Level 2 offense when warranted by the circumstances of the case.

Response Level 2

The University of Indianapolis still desires the student to learn from the experiences, and if they have not, then sanctions are imposed that are more of the punitive component:

- students will be officially sanctioned through the university. Sanctions may include but are not limited to: Social Conduct Probation, Fines, Alcohol Class, Community Service, and Apologies to surrounding neighbors.

Response Level 3

The University of Indianapolis, by this level, has attempted the educational and punitive component. At this point

possible sanctions include:

- Suspension or Expulsion from the University
- Fines

Section VIII: University Policies/Statements

Alcoholic Beverage Policy

The United Methodist Church general conference of May 2000 called for voluntary abstinence from alcohol and tobacco products. The prevalence of dangerous and unlawful alcohol consumption on college campuses is disturbing. The University responds to such concerns with a combination of strict enforcement of laws and rules and a focused educational plan. Programming in residence halls and at other events is designed to teach abstinence and the safe consumption of alcohol to those who are allowed by law to consume it. The University prohibits advertisements by alcohol and tobacco manufacturers or sellers in any of its publications, nor are alcohol or tobacco companies allowed to sponsor events at the University. The use, possession, or distribution of alcoholic beverages is prohibited on the premises of the University of Indianapolis, except in private homes. The unlawful use, possession, or distribution at any off-campus activity sponsored by an organization sanctioned by the University is strictly forbidden.

AIDS and STDs

Acquired Immune Deficiency Syndrome, or AIDS, has been identified by the United States Public Health Service as its number one priority and has become the most publicized public health concern in recent years. The Center for Disease Control and Public Health Service reports that AIDS is not a readily communicable disease. The Human Immune Deficiency Virus (HIV) that causes AIDS is a relatively fragile virus and, unlike the common cold and flu viruses, is not airborne. The AIDS-causing virus is most commonly transmitted through intimate sexual contact involving the exchange of body fluids. The virus also may be spread through the direct exchange of blood, such as may occur in the sharing of needles by drug abusers. Infected mothers may transmit the HIV virus to their unborn infants. Nursing mothers can transfer the virus through breast milk. The virus has been transmitted through blood transfusions and blood products, but the American Red Cross states that the U.S. blood supply is safe.

At present, education is the most effective means of AIDS prevention. The policy statement on AIDS offers guidance and direction as the University seeks to fulfill its commitment to provide education to students, faculty, and staff, as well as to give concerned support to members of the University community who may acquire the disease.

The University will endeavor to protect members of the campus community from the risk of exposure to the AIDS-causing virus; however, ultimate responsibility lies with each person to provide for his or her own protection. The University will seek also to protect the privacy and rights of persons with AIDS or the HIV antibodies.

It is impossible to foresee all legal, medical, and ethical circumstances that may pertain to a particular case of communicable disease. This is especially true of AIDS. However, the University in each case intends to comply with all current legal requirements and to make decisions based upon the best medical information available.

Guidelines

1. Education will be provided for University of Indianapolis students and employees concerning the prevention and transmission of the AIDS-causing virus (HIV). HIV testing information will be available.
2. Persons with AIDS or positive HIV antibody tests are encouraged to report their condition to a student Health Center provider so that appropriate health and protective measures may be implemented. Medical records of these persons will be kept confidential as required by law.
3. Persons with AIDS or a positive HIV antibody test are to refrain from any behavior that could transmit the infection to others or they will be subject to available administrative action or legal recourse.
4. Medical information states there is no risk to those sharing rooms and other living facilities with persons with AIDS or a positive HIV antibody test. However, a high risk may exist for persons with AIDS in the event of an outbreak of a contagious disease. Therefore, those persons should exercise exceptional caution in such cases.
5. The University does not intend to require HIV antibody testing of individual students, faculty, or staff, unless it is required by law, or the Indiana State Board of Health, or by currently unforeseen but exceptional circumstances.

For information on other sexually transmitted diseases (STDs), please contact the Student Health Center located

Code of Ethics, Ecumenical & Interfaith Organizations

As a church-related institution, the University of Indianapolis honors religious conversation and mutual respect among Christians and non-Christians. The university provides an environment of hospitality and mutual understanding. Persons and religious groups who agree to abide by the spirit and guidelines contained within this document are welcome on this campus. In order to promote and not to detract from this valued character of the University of Indianapolis, the undersigned pledge to work within, and hold ourselves and others to, the provisions of this Code of Ethics. This pledge is formally made at the beginning of each academic year by advisors and student leaders of each religious unit.

1. We are dedicated to the students of the University of Indianapolis.

a. As persons involved in religious life at the University of Indianapolis, we share the University's commitment to "...gain a deeper understanding of the teachings of the Christian faith and an appreciation and respect for other religions..." (See page 5).

b. We are committed to respecting the integrity, judgment and contribution of the individual student.

c. We affirm that any persuasive effort that restricts a student's freedom to choose is unethical.

d. We will be sensitive to the academic responsibilities of students in planning and promoting our students' activities.

e. When promoting our religious preferences, we will clearly identify ourselves and our affiliation. We will be forthright in our goals.

2. We are dedicated to upholding U of I programs and policies.

a. We view ourselves as cooperative members of the university community.

b. We will encourage our religious student organizations to know and follow procedures and policies found in the University of Indianapolis student handbook. It is the responsibility of group advisors and student leaders to hold members of their group accountable to these guidelines.

c. All advertising will clearly identify our sponsoring religious organization.

d. When exercising our freedom to question or dispute University of Indianapolis programs or policies we will do so in a peaceful and professional manner.

3. We are dedicated to respecting all practices of religious life at the University of Indianapolis.

a. We affirm the value of a collegial relationship among religious life colleagues at U of I (Jewish Student Union, Lantz Center for Christian Vocations, McCleary Chapel Ministries, Catholic Student Association, Fellowship of Christian Athletes, Campus Crusade for Christ, Chi Alpha, The Deliverance Project, The Reunion).

b. We will assume the sincerity and good will of U of I religious life colleagues. In the case of reported misunderstandings, we will assume proper motives and investigate accordingly. We will grant one another the benefit of the doubt as we seek to reconcile our differences.

c. We will seek to create dialogue with other U of I religious life colleagues in order to increase understanding and mutual support of our common mission to serve the university community.

d. We will be accountable for representing the beliefs of all faiths accurately.

e. Overall, we will seek cooperation whenever possible. We will respect the agenda of each campus religious life organization. We will treat one another as we would like to be treated.

4. We are dedicated to being hospitable to invited guests, both Christian and non-Christian, from off-campus religious groups while mindful of our charge to provide a safe living environment for our students.

a. We acknowledge that no student or staff representative of any religious organization should be allowed into the residence of a student for any purpose unless at the expressed invitation of the student.

b. We recognize that it is unethical to initiate a contact with a student under false pretenses, and will abide with a student's decision when asked to be left alone or not to discuss religious matters.

c. We will respect the privacy of the resident's personal space and the sanctity of the student's personal beliefs.

d. We accept that no person from off-campus is to be involved in solicitation of University of Indianapolis students for any purpose. It is appropriate for off-campus personnel, at the invitation of a student or students, to lead bible

studies or teach evangelism on campus, but the actual practice of evangelizing non-group members on this campus, in accordance with these guidelines, can only be permitted by students.

e. We will be sensitive to and respectful of our international students, many of which come to the University of Indianapolis with religious convictions closely tied to their culture.

f. From time-to-time, we invite off-campus religious groups to public events where they may distribute literature and invite people to learn more about and/or visit their religious group (Welcome Week, Religious Life information fair).

g. Given that the commitment of this university's religious life ethos is to promote occasions that persons may express their faith fully in community, and that the commitment to Christian community involves the opportunity for the full Christian community to gather for worship on campus as well as the obligation to give and receive hospitality; and, seeing that there is no one hour of the week during the academic year where such a commitment is made a priority by scheduling protocol; We establish that Thursday evenings, from 9:00-10:00 p.m., will be so designated as a protected time for the possibilities of a unified Christian worship or gathering (for individuals who wish to participate). To make this possibility a reality, no Christian campus ministry will have competing events or programs during this one hour of the week. This will permit individuals from all the organizations to make the decision to be involved with the campus Christian event, unimpeded by conflicting scheduling and pressures to do otherwise. This is the time that has been established for this purpose since 2005. Should we have reason to change the time in the future, the EIP Office would announce that decision in advance.

5. We accept that the Dean for Ecumenical & Interfaith Programs is to oversee and the University Chaplains are to coordinate the ecumenical and interfaith activities of the campus community.

a. We are expected to participate in occasions of frequent dialogue among the various religious groups, at minimum, periodic meetings convened by the Chaplain for communication and coordination.

b. We will notify the Office of Ecumenical & Interfaith Programs of planned activities and events, and will submit a copy of all materials that are to be distributed on campus for the Dean's review and approval.

c. We will seek to develop working relationships with one another, among both leaders and general participants of each group, so that there can be growing understanding among us, straightforward answers to questions that arise surrounding our events and activities, and accountability for our actions.

d. We seek to establish these relationships through the Office of the Chaplain in order to demonstrate good will as well as our intention to abide by the guidelines of this code of ethics.

When this code of ethics is abridged, it is essential that the matter be brought to the attention of the University Chaplain or another member of the Office of Ecumenical & Interfaith Programs staff. The Dean for Ecumenical & Interfaith Programs has the authority to ask off-campus representatives of religious groups to leave the campus if in his/her judgment the group's activities are detrimental to our campus life.

The University of Indianapolis has policies in place dealing with matters of harassment, intimidation, and unreasonable/disruptive behaviors that have a bearing upon our religious conduct on our campus. We encourage religious life personnel and interested others to consult appropriate sections of the *2004-2005 University of Indianapolis Student Handbook* for guidance. (Adapted from the "Code of Ethics", Butler Religious Life, Butler University, May 1990.)

Controlled Substances Policy

The unlawful use, possession, distribution, or influence of controlled substances are prohibited on the premises of the University of Indianapolis and at any off-campus activity sponsored by the University

Copyright

A student must not violate United States copyright laws by making unauthorized copies, downloads, performances, or distributions of copyrighted materials. Copyright law applies to most creative works, including

- Written works, such as books, short stories, poems, plays, and journal articles
- Audio works, such as musical recordings and scores
- Still or moving images, such as motion pictures, videos, sculptures, paintings, drawings, photos
- Choreographic works and pantomines

- Architectural works, including physical buildings, drawings, architectural plans
- Other original works of authorship, such as computer software and computer games

Copies, downloads, etc. may be made under either of two conditions:

1. You have obtained express written permission from the copyright holder, or
2. Your use constitutes a "fair use" under the law.

Details on determining fair use and obtaining permission for using copyrighted materials are available on My UIndy (<http://my.uindy.edu>).

File Sharing

File sharing of digital materials, such as music, movies, and software, without proper authorization constitutes a violation of copyright law. Violations may result in restricted access to the University's network, as well as legal prosecution.

Harassment, Sexual Harassment, Intimidation and Abuse

The University of Indianapolis attempts to provide a place where all employees and students can work and learn in an atmosphere free from discrimination and harassment based on race, religion, creed, age, gender, sexual orientation, national origin, citizenship status, or disability. The University of Indianapolis does not tolerate the harassment of students or employees and responds to every complaint with established process and provides proper remediation when harassment is shown to have occurred. Moreover, the University does not tolerate the intimidation or exploitation of any student or employee for private advantage by anyone.

Harassment includes any physical, written, or spoken conduct regarding a person's race, religion, creed, age, gender, sexual orientation, national origin, citizenship status, or disability when such conduct has the effect of unreasonably interfering with an individual's work or learning or creates an intimidating, hostile, or offensive working or learning environment. Harassment can also be defined as any actions or situations that do or could result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment.

Sexual Harassment:

Included in this policy is the prohibition against sexual harassment, which violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of any employee's employment or a student's participation in an education program or activity; or
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or education decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, limiting a student's ability to participate in or benefit from an education program or activity, or creating an intimidating, hostile, or offensive working or educational environment.

Procedures for Pursuing and Resolving Complaints: Any employee or student who believes that he or she has been harassed is encouraged to attempt to resolve the issue in the most informal manner possible first before proceeding to more formal actions. Education is an effective means of correcting untoward behavior; therefore, directly confronting the person about the behavior that is offensive may be the first course of action. Should direct confrontation fail to remedy the problem or be unreasonable due to the sensitive nature of the issue or the relationship of the persons involved, the complaint should follow the procedure set out below.

Likewise, any student who has knowledge or information concerning harassment has the responsibility to immediately report the matter to one of the offices listed above. All such reports will be investigated and appropriate actions will be taken. Such complaints will be treated as confidential to the extent practical.

Complaints Involving Sexual Harassment: Any employee who believes that he or she is being subjected to conduct that constitutes sexual harassment should immediately report the matter to their immediate supervisor and/or the Director Human Resources. Any student who believes that he or she is being subjected to conduct that constitutes sexual harassment should immediately report the matter to the Dean of Students.

Any employee or student who has knowledge or information concerning sexual harassment of an employee or student has the responsibility immediately to report the matter. All such reports will be investigated and appropriate actions will be taken. Such complaints will be treated as confidential to the extent practicable.

Pets on Campus Policy

The University of Indianapolis is committed to providing an attractive, clean and safe campus for its employees, students, and visitors. To assist in the achievement of these objectives, the University will regulate the presence of pets on campus. For the purpose of this policy, a pet is defined as any domestic animal except fish. Service dogs for persons with disabilities, as well as certified police dogs are exempt from this policy. Special classroom experiences or service projects involving pets can be approved through the appropriate vice president's office. Residence Hall Directors have their own policy administered by Student Affairs.

Buildings

Pets are not permitted in any campus building, including all academic, athletic and administrative buildings, as well as residence halls. The exceptions to this policy include certified police dogs; and guide, signal and service dogs used by persons with disabilities.

Grounds

Pets are not allowed in athletic playing venues. Pets in other areas on the campus grounds must be leashed and under the control of their owner at all times. All animal excrement must be picked up by the owner and may only be discarded on campus if it is placed in waste containers. No pets may be tied up outside buildings or left unattended on campus. Stray animals or those left unattended will result in removal by the City of Indianapolis Animal Control Service. Any costs incurred in the removal or retrieval of a pet shall be the owner's responsibility.

Confinement in Vehicles

Pets may be confined in vehicles parked on campus for a reasonable period of time, as long as the animal is not endangered and does not endanger others or create a public nuisance, e.g. excessive barking. In the event of endangerment to the animal or others, the City of Indianapolis Animal Control Service will be contacted for appropriate action.

Enforcement

All members of the campus community are expected to comply with this policy. The Campus Police Department is responsible for the enforcement of these regulations. Any questions regarding the implementation of this policy should be directed to the Campus Police Department.

Failure to comply with this policy and its regulations will be subject to appropriate disciplinary action.

Medical Leave Policy for Mental Health Reasons

The University's purpose is to foster an environment that promotes education, research, service, and the growth of all members of the University community. The University is particularly concerned with the health and safety of its students, faculty, and staff.

On occasion University staff may become aware of a student who is a threat to one's self or others or who may impede other students' abilities to pursue their educational objectives. When a threatening, or potentially threatening, situation is identified, the Dean of Students or the University Counseling Center staff may address the situation by (1) recommending assessment, hospitalization, and treatment for mental illness; or (2) initiating an administrative withdrawal from the residence halls and/or academic class work.

A student will be subject to withdrawal on the basis of clear evidence that the student has engaged or threatened to engage in behavior which poses a significant danger or threat of causing physical harm to self or others or substantially impedes the activities of other members of the University community or the educational process of the University.

All attempted suicides, regardless of the degree of lethality involved, are serious and inevitably affect others in the University community. Attempted suicide by a student may subject that student to withdrawal if the student's conduct causes substantial disruption to the University community. In case of long term hospitalization, staff will alert the Provost and Dean of Students to discuss possible administrative withdrawal from the student's academic commitments

and the residence halls. Administrative withdrawal allows the student to retake classes, or receive deferred or incomplete grades. The staff will only make recommendations as to releasing the student from classes and the residence halls. The final decision lies with the Provost and the Dean of Students (or designee). A release of information granting permission to contact other mental health providers is needed to keep track of the student's ability to live independently and a plan of care from the treating facility/physician for the student to return to the residence halls. The medical release shall be provided to the Director of the Counseling Center and the Dean of Students (or designee).

The Center will not advise instructors whether the student should be allowed an incomplete or other such provisions. The assignment of grades, audits, and incomplete grades fall within the domain of academia. It is the responsibility of the student to notify his/her instructors of any absences or missed assignments. The Center staff may contact the student's instructors, with informed consent from the student, to provide basic information as to the prolonged absence from classes.

The University community may encounter students who refuse to leave classes or the residence halls despite their disruptive behavior. In which case, the Center staff will conduct a thorough mental health assessment and provide recommendations should the Provost or Dean of Students request such assessment.

Satisfactory Academic Progress For Financial Aid

The federal government requires colleges and universities to monitor a student's academic progress throughout their college career in order to be eligible to receive financial aid and to maintain eligibility. Therefore, policies have been established that requires a student to progress toward a degree within a reasonable period of time and to maintain a certain level of academic achievement.

Satisfactory academic progress is measured by cumulative credit hours earned and cumulative grade point average.

Credit Hours Earned

To continue to be eligible for financial aid, a student must earn at least 67% of credit hours each semester based on the student's enrollment status at the end of the 100% refund period each semester or summer. *Hours of incomplete, failing, audit, unsatisfactory, and withdrawal do not constitute successful course completion.*

Grade Point Average

Undergraduate students must achieve a cumulative GPA as outlined below:

<u>Term</u>	<u>Minimum Cumulative GPA</u>
End of 1 st term of enrollment	1.7
End of 2 nd term of enrollment	1.8
End of 3 rd term of enrollment	1.9
End of 4 th term & all subsequent terms of enrollment	2.0

Graduate students must maintain a minimum cumulative GPA of 3.0.

There are also merit awards that may require a higher GPA in order to renew that particular award.

Maximum Time Frame

Regulations also govern the maximum length of time a student may receive financial aid. Students working toward a baccalaureate degree may not receive aid beyond 150% of the length of their program of study. This time frame would be 186 total credit hours (150% of 124 hours to graduate). For a student pursuing an associate's degree, this time frame is defined to be 93 total credit hours (150% of 62 hours to graduate). *Transfer hours count toward this number of hours.*

The maximum time frame for graduate students is 150% of the length of their specific program.

Monitoring Progress

The Financial Aid Office monitors a student's progress for course completion at the end of each semester (and summer). If a student is not meeting the requirements, then that student will be notified that they are being put on warning for their next period of enrollment. If they don't make cumulative progress during the warning period, then they would lose eligibility for aid.

Reinstatement

If a student's aid eligibility is denied, then the student must try to make up the deficient hours or increase GPA to meet the standards at their own expense. If a student has experienced unusual circumstances that have affected their academic progress, an appeal may be submitted to the Financial Aid Office. Circumstances might include illness, divorce, death in family, etc.

More Information

For more information about Satisfactory Academic Progress, you may pick up a brochure in the Financial Aid Office and ask questions.

Sexual Assault Policy

In general terms, the University defines sexual assault (*see Sexual Offense Definition, next paragraph*) as attempted or actual unwanted sexual activity, including forcible and non-forcible sex offenses. While most of the overall process for handling social conduct disciplinary matters applies also to cases of alleged sexual assault, there are aspects of such cases that differ slightly from other personal misconduct situations. This section of the *Student Handbook* is provided to describe specific forms of sex offenses as well as the special assistance, rights, options, and protections of the parties involved. Except where noted otherwise in this section, all other elements of the University's student conduct code requirements, procedures, and processes apply. A further reference to the University's sexual assault policy may be found in the publication *Campus Safety: A Guide to Precautions and Services*, distributed annually to faculty, staff, and students.

Sex Offense Definition: Any sexual act directed against another person forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent due to his/her youth or temporary or permanent mental or physical incapacity. Consent must be informed, freely given, and mutually understandable in words or actions that are unmistakable in their meaning.

Reporting Procedures: Any student who is the victim of a sex offense is encouraged to report the incident to a University official and to law enforcement authorities. Among the persons on campus who are prepared to provide information regarding assistance resources and options for action available to the victim are the Counseling Center staff, Student Health Center staff, the University Chaplain, the Vice President for Student Affairs, the Dean of Students, the Residence Life staff, and the Chief of University Police. Standards for confidentiality apply to discussions with the Counseling Center staff, the University Nurse, and the Chaplain. Reports to other campus administrators, including the Dean of Students, Residence Directors and Resident Assistants, by legislative act, are considered official campus crime reports. In addition to campus reporting procedures, a victim of a sexual assault is reminded of her/his right to report the matter directly to University Police, the Indianapolis Police Department, or the Marion County Sheriff's Department.

Victim Assistance and Options: The University offers assistance to victims of sexual assault in a variety of ways. Among the services available are counseling, advocacy, assistance in locating medical and legal help, and follow-up care. A list of campus and area assistance resources may be found in the campus safety brochure distributed annually and made available in most Student Affairs offices.

Campus victims of sexual assault have the option of notifying proper law enforcement authorities on- or off-campus, and assistance in doing so will be provided upon request. Changes in the academic and campus living arrangements of the victim may be made if requested and reasonably available. Assistance in obtaining change information and assistance will be provided on request.

The Accused Person's Assistance and Rights: Any person accused of a sex offense has rights as well. Among those rights for any member of the campus community is the right to question the evidence presented by an alleged victim and to otherwise defend himself/herself through the University's established reasonable process procedures. Information and assistance in their interpretation will be provided by the Vice President for Student Affairs.

Solicitation/Selling

Any kind of solicitation on the campus of the University of Indianapolis is prohibited. Areas of solicitation include residence halls, offices, classrooms, and all other University facilities. Individuals or groups who wish to promote their products or services on campus must be approved by the Business Office. Credit card solicitation is strictly prohibited. Residence hall solicitation/selling must be approved by the Dean of Students. The distribution of handbills or flyers on the campus is prohibited without prior approval from the Business Office.

Student Parking Penalty Structure

The University expects all students to follow the parking policies and procedures as outlined by the Campus Police. It is important and mandatory that all students register their cars annually with Campus Police and follow the guidelines for parking on campus. Failure to comply will result in multiple parking tickets and sanctions. For lot restrictions, see the Motor Vehicle Operations Guide which can be accessed at www.police.uindy.edu. The following structure will be used in regards to parking tickets:

When a student has received 5 tickets, a notice will be sent with a deadline for when the tickets must be paid and also be offered a payment plan option. If the student does not pay for the tickets by the date noted, parking privileges will be revoked and the vehicle will be immobilized or towed (with additional fees assessed) until the tickets are paid. In addition, a transcript hold will be placed on their account.

Revoking of Parking Permits

The following circumstance may result in the permanent loss of parking privileges:

- Habitual offenders of the parking policy
- Stated or continued refusal to pay parking tickets/fines
- Traffic offenses, which jeopardize the safety and/or property of others such as improper or reckless driving, speeding, DUI, or loss of state license
- Being found guilty of possession, consumption, being under the influence of alcoholic beverages or illegal drugs while in a motor vehicle

Tobacco Use

The University of Indianapolis is a smoke-free campus. This means the use of tobacco is prohibited in and around all University facilities, including classrooms, offices, restrooms, the dining hall, public lounges, and parking lots. Repeat offenders of the policy will be sanctioned accordingly.

Unreasonable, Disruptive or Dangerous Behavior

A student must not engage in behavior that disrupts or disturbs the ability of other members of the campus community from performing normal activities or that makes unreasonable demands on others. Disruptive behavior may take the form of acts of violence, outbursts, threats, intimidation, criminal activity, or breaking of University rules. It may also take the form of a pattern of activity which has an adverse impact on the smooth and efficient operation of University offices, classroom activity, residence hall life, or academic progress. Dangerous behavior is that which places the person or others at risk of harming (*See Social Misconduct Policy*) themselves directly and without delay. This Grievance Policy and Procedure represents the University's effort to assist members of the University community in addressing interpersonal difficulties and resolving interpersonal conflicts.

Section IX: Grievances

Purpose

The University of Indianapolis Student Grievance Policy and Procedure is designed to create an orderly and effective means of dealing with grievances in a reasonable and timely manner.

Definition

The term "grievance" means a formal complaint arising out of a conflict between a student and other members of the University of Indianapolis community that is submitted (a) by a member of the University community, whether a student or a member of the University's administration, faculty, or staff, and (b) against a student, administrator, faculty member, or staff member. Grievances may be submitted regarding any matter other than harassment, intimidation, or student social or academic misconduct, which are addressed in separate policies and procedures.

Policy

The University's environment will be the most conducive for teaching and learning where interpersonal relationships between members of the University community are healthy and strong. Members are encouraged, therefore, to address difficulties and resolve conflicts that arise between themselves directly and without delay. This Grievance Policy and Procedure represents the University's effort to assist members of the University community in addressing interpersonal difficulties and resolving interpersonal conflicts.

Procedures

Informal Grievance Procedure

1. **Personal Resolution.** Members of the University community are encouraged to resolve conflicts by communicating directly with the persons with whom they have the conflicts. An effort should be made to reach a resolution without the intervention of others.
2. **Commencement of Formal Process.** If a matter cannot be resolved by communication between the parties involved, a grievance may be submitted pursuant to the procedure set forth in Part IV of this document.

Filing a grievance:

1. If, after making reasonable efforts to resolve a conflict directly with the other person involved, an individual concludes that such efforts will not result in a successful resolution of the conflict, the individual may file a grievance.
2. If the grievance is academic in nature, that is, if it involves faculty; events arising from teaching, advising, or research; relations between faculty and students; or events that are normally in the province of the faculty, the grievance shall be filed with the Provost. If the grievance is nonacademic, that is, if it involves staff members, students in residence or campus settings or matters that are not normally in the province of the faculty, the grievance shall be filed with the Dean of Students.
3. If the grievance is filed against a faculty member or by a faculty member it shall be filed with the University Provost. If the grievance is filed against the Dean of Students it shall be filed with the Vice President for Student Affairs & Enrollment Management. If the grievance is filed against the Provost, it shall be filed with the Vice President for Student Affairs and Enrollment Management. If the grievance is filed against the Vice President for Student Affairs & Enrollment Management it shall be filed with the Provost.
4. An individual who files a grievance is referred to herein as a "complainant," and an individual against whom a grievance is filed is referred to herein as a "respondent."

Appointment of, investigation, and decision by grievance officer:

1. Upon receiving a grievance the Provost (or designee) or the Dean of Students shall serve as or appoint an individual (the "grievance officer") who, in the opinion of the Provost (or designee) or Dean of Students, is best able to conduct a thorough investigation and to render an objective decision with respect to the grievance. If the complainant or the respondent is a member of the University faculty, the grievance officer shall be a member of the University faculty. If the Dean of Students is the respondent, the University Provost (or designee) shall serve as the grievance officer. If the Provost (or designee) is the respondent, the Dean of Students shall serve as the grievance officer.
2. The grievance officer, in his or her sole discretion, shall determine the manner in which the investigation shall be conducted. The grievance officer may, but need not, offer the complainant and the respondent the right to submit written position statements or to be heard.
3. The grievance officer shall communicate his or her decision with respect to the grievance to the respondent on the same day that he or she communicates such decision to the complainant.

Appeals filed with coordinator, selection of arbitrators, appeal process.

1. A complainant or a respondent who desires to appeal a grievance officer's decision shall provide written notice of his or her intent to appeal and the grounds for the appeal to the appropriate appeal coordinator. The appeal coordinator shall be:
 - (1) the University Provost, if the complainant or respondent is a member of the faculty;
 - (2) the Vice President for Student Affairs and Enrollment Management, if the complainant or the respondent is not a member of the faculty;

- (3) the University Provost, if the Vice President for Student Affairs & Enrollment Management is the respondent;
- (4) the Vice President for Student Affairs and Enrollment Management, if the respondent is the Provost or the Dean of Students.

The appeal coordinator must receive such notice of appeal not less than three (3) days after the complainant and respondent receive notice of the grievance officer's decision. Failure to provide timely written notice of appeal pursuant to this paragraph shall result in a forfeiture of the right to appeal.

2. Upon receiving a timely notice of appeal, the appeal coordinator shall notify the complainant and the respondent that each may select one member of the University administration, faculty, or staff (an "arbitrator") to consider the appeal. Each party shall provide written notice to the appeal coordinator of his or her selection of an arbitrator. The appeal coordinator must receive such notice of selection not less than three (3) days after the complainant and respondent received notice of their right to select an arbitrator. Failure to provide timely written notice of the selection of an arbitrator shall result in the forfeiture of the right to select an arbitrator, and the appeal coordinator shall select such arbitrator instead.
3. The two arbitrators (one selected by the complainant and one selected by the respondent) together shall select a third arbitrator from the University administration, faculty, or staff.
4. The arbitrators, in their sole discretion, shall determine the manner in which the appeal shall be conducted. The arbitrators may, but need not, offer the complainant and the respondent the right to submit written position statements or to be heard.
5. The decision of the arbitrators shall be communicated to both the complainant and the respondent, and such decision shall be final and binding on both parties.
6. In computing the date by which any action must be taken relating to the appeal of a grievance officer's decision, the following rules apply:
 - a. The date on which the complainant and the respondent receive the applicable notice (i.e., of the grievance officer's decision or of the right to select an arbitrator) shall not be included.
 - b. The last day of the applicable period (i.e., the third day after receiving notice of the grievance officer's decision or the third day after receiving notice of the right to select an arbitrator) shall be included unless it is a Saturday, a Sunday, or a day on which the office of the appeal coordinator is closed for the duration of regular business hours. In any event, the period runs until the end of the next day that is not a Saturday, a Sunday, or a day on which the applicable office is closed for the duration of regular business hours.

Section X: Student Organizations

Students are offered a broad range of campus organizations with which to sharpen their organizational and leadership skills. Both full-time and part-time students are encouraged to become actively involved with student organizations and programs at the University of Indianapolis. The full description of student organizations and guidelines may be found in the Registered Student Organization Handbook, published by the Office of Student Affairs.

Chalking Policy

Students may chalk event announcements only on sidewalks that are not covered by overhangs or awnings, and student organizations must be identified in the chalking. Chalkings may not be made on walls or any other vertical surface. Chalkings found to be inappropriate or violate University guidelines will be removed.

Sign-Posting Policy

Student organizations are permitted to post posters or flyers in the Schwitzer Student Center after they have been approved. To post a flyer or poster in the Schwitzer Student Center one must follow these guidelines:

- a. Posters or flyers must have approval stamp from Student Services in Schwitzer 209. Someone from the office will then hang the flyer or poster in the appropriate area.
- b. Any poster or flyer posted on any walls or glass will be immediately removed.
- c. Any poster using tape will be immediately removed.
- d. Poster or flyers must be for a recognized student organization (RSO) and should have the name of the RSO on the flyer.

Student organizations are permitted to post posters or flyers announcing events on sidewalks when following these guidelines:

- a. Signs must be laminated
- b. Signs must be taped completely around perimeter with 2-inch clear packing or mailing tape
- c. Signs cannot be placed in direct path of doorway
- d. Student organizations must be identified on poster or flier
- e. Posters or flyers must be removed and properly discarded at close of event

Materials found to be inappropriate or violate University guidelines will be removed. Refer to page 31 for the Residence Life posting policy.

Banner Policy

The Schwitzer Center lends itself to banners being hung from the upper level to advertise events and activities occurring on campus. This policy establishes regulation and guidelines for these banners to be displayed.

- a. Banners will be displayed for the purpose of promoting organizations, events, or activities happening at the University of Indianapolis.
- b. Displays will be in good taste and follow all appropriate policies as outlined in the University posting policy.
- c. The Banner must contain the following information: sponsoring organization or office, event, time, date, and location.
- d. Banners shall only be displayed for one week and must be removed at the conclusion of the event.
- e. Banner must be hung by the sponsoring organization or office with materials provided by Student Services in Schwitzer 209.

Fundraising

All recognized student organizations are encouraged to make every possible effort to become financially self-sufficient. Organizations may generate funds in several ways:

1. Dues or fees: Amounts charged to members should be fair and not used in any way that might be construed as a violation of the University nondiscrimination policy.
2. Donations: Before soliciting any donations off campus, the organization must contact the Development Office for approval (788-3519).
3. Admission charges: Remember to keep a close watch over ticket distribution and your method of collecting money. All receipts should be deposited into your University account as soon as possible after the event's conclusion.
4. Rental fees: Charge a nominal fee for equipment that other student organizations or community groups may need to use.
5. Sales of Goods or Services: This includes car washes, bake sales, etc. A housekeeping or odd job service is acceptable; a "servant" auction is not.
6. Special Events: Please meet with a member of the Student Services staff and/or your organization's advisor before pursuing any innovative fundraiser so that your group may investigate any potential pitfalls before proceeding.

Raffles and Drawings: A drawing, raffle, or other random method of distributing prizes may be used only if it is possible to obtain a chance without purchasing a ticket. If the only way to win a prize is by purchasing a chance/ticket, then this is considered a raffle and is strictly prohibited.

Residence Hall Use/Solicitation/Advertisement

Any student organization that wishes to utilize the Residence Halls for a contest, activity, community service event, etc. must receive permission from the Dean of Students at least seven (7) days prior to the event. Failure to receive permission will result in the organization being unable to conduct their program/event/contest with and in the Residence Halls.

Section XI: Student Bill of Rights

We, the students of the University of Indianapolis, in order to attain the highest degree of self-government, to secure our place in the university community, and to support the basic principles of the University of

Indianapolis establish this Bill of Rights.

Bill of Rights

Ratified Friday the seventh of April, in the year two thousand and five.

Student’s Rights and Freedoms:

- The right in the classroom to full freedom of expression, discussion, and inquiry related to the course, and the right to evaluation during and upon completion of the course.
- The right to receive financial aid from public funds and to participate fully and freely in University and student-sponsored activities and services without discrimination based on a student’s race, creed, color, sex, gender identity, age, national origin, marital status, sexual orientation, or disability.
- The right to protection against any unauthorized disclosure of a student’s information by the University concerning a student’s views, beliefs, or political associations unless required by law.
- The right to affiliate with any registered student organization without discrimination or prejudice towards the student’s race, creed, color, sex, gender identity, age, national origin, marital status, sexual orientation, or disability.
- The right to affiliate with any registered student organization without adversely affecting the student’s standing in the university.
- The right to organize student organizations.
- The right to establish and maintain a democratic student government in which each student shall have an equal right to participate.
- The right of access to services provided by the University.
- The right to due process and appeal with an established University judicial system in all matters which can result in the imposition of sanctions for misconduct.
- The right to petition the University for changes in academic or policy regulations.
- The right of a faith group to organize and practice freely on campus in accordance with the Code of Ethics established by the Ecumenical and Interfaith office.

Registered Student Organizations’ Rights and Freedoms:

- The right to be recognized.
- The right to establish its own constitution or rules of governance.
- The right to elect its own leadership.
- The right to give audience to any person or group.
- The right to participate freely in both on- and off-campus activities.
- The right to receive preferential use of available University facilities in accordance with established reservation procedures.
- The right to participate in the student activity fee distribution process.
- The right to maintain local autonomy from extra-University organizations.
- The right to program for students.

Section XII: Directory / Guide

Campus Administration Guide

President’s Cabinet

President	Dr. Beverley Pitts	3211
Provost & Vice President of Academic Affairs	Dr. Deborah Balogh	3213
Vice President, Business & Finance	Mr. Mike Braughton	3301
Vice President, University Advancement	Mr. James Smith	3360
Vice President, Enrollment Services	Mr. Mark Weigand	6165
Vice President, Research, Planning & International Partnerships	Dr. Mary Moore	3390
Chief Information Officer	Mr. Jeff Russell	3470

Director of Athletics	Dr. Sue Willey	3412
Vice President, Athens Campus Chancellor	Vasilis Botopoulos	

Academic Affairs Leadership Team

Provost & Vice President for Academic Affairs	Dr. Deborah Balogh	3213
Dean, College of Arts & Science	Dr. Dan Briere	3277
Dean, Ecumenical & Interfaith Programs	Dr. Michael Cartwright	3233
Acting Dean, College of Health Sciences	Stephanie Kelly	3501
Dean, School for Adult Learning & Assc. Provost	Dr. Patricia Jefferson	3260
Dean, Psychological Services & Assc. Provost	Dr. John McIlvried	1141
Director of Center for Aging & Community	Dr. Ellen Miller	791-5932
Interim Dean, School of Business	Dr. Sheela Yadav	3232
Dean, Education	Dr. Kathy Moran	3367
Registrar	Dr. Mary Beth Bagg	3219
Dean, Nursing	Dr. Ann Thomas	3207

Department Chairs

Anthropology	Dr. Gregory Reinhardt	3440
Art	Mr. Dee Schaad	3387
Biology	Dr. Roger Sweets	3387
Chemistry	Dr. Katherine Stickney	3552
Communication	Dr. Billy Catchings	3440
English	Dr. Bill Dynes	3512
Graduate Business Programs	Mr. Stephen Tokar	4905
Kinesiology	Dr. Lisa Hicks	3995
Athletic Training	Ms. Connie Pumpelly	6143
History & Political Science	Dr. Larry Sondhaus	3463
Mathematics	Dr. Jeff Oaks	3454
Modern Languages	Ms. Gerberg Garmann	2194
Music	Dr. Kathleen Hacker	3408
Philosophy & Religion	Dr. Perry Kea	3242
Physical Therapist Assistant	Mrs. Linda Biggers	3426
Physics/Earth-Space Sciences	Dr. Timothy Duman	3311
Director of OT Program	Dr. Kate DeCleene	3432
School of Physical Therapy	Dr. Peter Rundquist	3500
	<i>Director of Post Professional Prgms</i>	
Social Sciences	Dr. James Pennell	3236
Teacher Education	Dr. Bev Reitsma	3285
Theatre	Mr. James Ream	3265

Indianapolis Guide

Entertainment

Movie Theatres

Kerasotes Showplace 16, 4325 South Meridian Street, 784-0989
Key Cinemas, 4044 South Keystone Avenue, 784-7454
AMC Greenwood Park 14, Greenwood Park Mall SE Lot, 884-1780
UA Circle Center, 49 West Maryland Street, 237-6356

Clubs & Concert Venues

Brewskies, Circle Center Mall
Gator's, Circle Center Mall
Have A Nice Day Cafe, 225 S. Meridian St.
Ike & Jonesy's, 17 Jackson Place

Jillian's, 141 S. Meridian St.
Lotus, 235 S. Meridian St.
Slippery Noodle Inn, 372 S. Meridian St.
Tiki Bob's, 231 S. Meridian St.
World Mardi Gras, Circle Center Mall
The Vogue, 6259 N. College Avenue in the Broad Ripple Village
Verizon Wireless Music Center, 12880 E 146th Noblesville, IN
Murat Theater, 502 N New Jersey Street, 231-0000

Radio and TV Stations

ABC:	6	
CBS:	8	
NBC:	13	
PBS:	20	
WGRL:	93.9	842-9550
WFBQ:	95.7	255-9500
WFMS:	95.5	842-9550
WHHH:	96.3	266-9600
WENS:	97.1	266-9700
WGNR:	97.9	888-877-9467
WZPL:	99.5	239-1099
WNOU:	100.9	236-9300
WKLK:	101.9	239-1019
WRZX:	103.3	253-1033
WGLD:	104.5	577-3361
WTLC:	106.7	266-9600
WTPI:	107.9	239-1079
WICR:	88.7	788-3280 *UIndy's radio station

Sporting Events

Basketball: Indiana Pacers, Conseco Fieldhouse, 300 E Market St, 917-2500
Football: Indianapolis Colts, Lucas Oil Stadium, 500 S Capitol, (317) 262-8600
Hockey: Indianapolis Ice, Pepsi Coliseum, 222 E Ohio St, 951-0328
Baseball: Indianapolis Indians, Victory Field, 501 W Maryland St, 269-3545

Libraries

Central Branch, 40 E Saint Clair, 269-1700
Southport Branch, 2630 E Stop 11 Rd, 275-4510

Museums

Benjamin Harrison Memorial Home, 1230 N. Delaware, 631-1898
Children's Museum, 30th and Meridian Streets, 232-1637
Conner Prairie, 134000 Allisonville Road, 776-6235
Eiteljorg Art Museum, 500 West Washington, 636-9378
Indiana History Center – 450 W. Ohio, 234-1882
Indiana State Museum, 650 W. Washington St., 232-1637
Indianapolis Motor Speedway Museum, 4790 W. 16th St, 492-6526
Indianapolis Museum of Art, 4000 Michigan Rd, 923-1331
James Whitcomb Riley Home, 528 Lockerbie St., 631-5885

Theatre

Christel DeHaan Fine Arts Center, UIndy Campus, 788-3409
Indianapolis Symphony Orchestra, 45 Monument Circle, 639-4300
Clowes Memorial Hall, Butler University, 4600 Sunset Ave, 940-6444
Hilton U. Brown Theatre, Butler University, 631-5700

Hilbert Circle Theatre, 32 E. Washington, 236-2054
Indiana Repertory Theatre, 140 W. Washington St., 635-5252
Indianapolis Civic Theatre, 1200 W. 38th St., 924-6770
Indianapolis Opera, 250 E. 38th St., 283-3531

Video Rental

Blockbuster Video, 3805 S. East Street, 783-7850
Family Video, 6010 Madison Ave, 780-9130

Other Attractions

Indiana State Fairgrounds, 1201 E 38th St, 927-7500
Indiana/World Ice Skating Academy, 201 S. Capitol Ave., 237-5565
Indianapolis Zoo, 1200 W Washington St., 630-2030

Shopping

Department Stores & Malls

Dollar General, 4060 S Keystone Ave, 781-0192
Wal-mart, 7245 U.S. Highway 31, 888-7906
Wal-mart Neighborhood Market, 3805 S Keystone Ave, 786-3485
K-Mart, 2715 Madison Ave, 783-6621
Circle Center Mall, Downtown Indianapolis
Greenwood Park Mall, U.S. 31 South Greenwood
Castleton Square Mall, 82nd Street and Allisonville Rd

Grocery Stores

Aldi's, 925 E Hanna Ave
Kroger, 4202 S. East St., 786-3304
Save-a-lot, 3819 S. East Street, 780-1320

Office and School Supplies

Office Depot, 4200 S East St. B-1, 782-3178
Staples, 6140 E Southport Rd, 784-7368

Book Stores

Borders, 7565 US 31 S, 859-2949
Borders, 11 S Meridian St, 574-1775
Half Price Books, 844 N U.S. 31, 882-4207

Hardware & Hobby Stores

G's Ace Hardware, Madison @ Thompson Road, 784-4987
AMI DO-IT Best Home Center, 3205 Madison Ave, 788-0008
Hobby Stop South, 5135 S Emerson, 783-7633
Hobby Lobby, U.S. 31 South, 897-1825

Florists

Madison Ave Flower Shop Inc., 2457 Madison Ave., 786-0431
Steve's Flowers & Gifts, 3150 E Thompson Rd, 787-3431

Travel

Hotels

Days Inn, 602 E Thompson Rd, 788-0331
Comfort Inn, 5040 S. East Street, 783-6711
Grand View Inn, 520 E Thompson Rd, 787-8341
Super 8 Indianapolis South, 450 Bixler Rd, 788-0811
Holiday Inn Express, 5151 S East St., 783-5151

Transportation

Indy Go Buses, 635-3344
Airline Taxi, 631-7521
Checker/Yellow Cab, 487-7777
Hoosier Cab Co., 243-8800
American Trailways, 350 S. Illinois St, 687-1111
Greyhound Bus Lines, 127 N. Capitol Ave., 267-3071

Rental Car Companies

Avis Rent A Car, 244-3307
Budget Rent A Car, 248-1100
Enterprise Rent A Car, 243-8988
Hertz Rent A Car, 243-9321
National Car Rental, 243-1177
Thrifty Car Rental, 243-2282

Personal Services

Hair Care

Bryant's Barber Shop, 4035 Shelby Street, 783-4427
Fiesta, 4200 S East St, 782-9045
Great Clips, 3643 S. Keystone Ave, 781-8496
Kellie's Hair Designers, 932 E. Hanna Ave., 787-3752

Laundry Services

Lamping Cleaners, 3939 S. Keystone Ave, 783-5366
Southern Plaza Village Laundry & Tan, 4019 S. Ransdell, 784-0732

Hospitals and Services

Medcheck-Greenwood, 1664 W Smith Valley Road, 888-8112
St. Francis Hospital (Beech Grove), 1600 Albany St. 783-8169
St. Francis Hospital, 8111 S Emerson Ave., 865-5019
Wishard Hospital, 1001 W 10t St., 655-3200
Methodist Hospital, I-65 at 21st St , 962-2000

Pharmacies

Walgreens, 4001 Madison Ave, 780-1990
CVS Pharmacy, 3905 U.S. 31, 784-9716

Banking

Fifth Third Bank, 3995 Shelby St, 786-0807
National City Bank, 4030 S. East Street, 756-5180
Old National Bank, 3805 S. Keystone, 780-9612
Chase Bank, 4071 S Keystone Ave., 266-5572

Car Maintenance

Indy Lube, 494 U.S. 31 N, 888-4639
Firestone Tire Service Centers, 3506 S East St, 787-6034
AutoZone, 3827 S East St., 780-8681
Beck Muffler, 7101 Madison Ave, 787-5345

Postal Services & Shipping

United States Postal Service, Southport Branch, 1701 E Edgewood, 464-6227
United States Postal Service, Beech Grove, 202 Main Street, 783-0578
Mailboxes, Etc., 5351 E. Thompson Rd, 791-1993

Food

Coffee Shops

The Abbey, 771 Massachusetts Ave, 317-269-8426

Starbucks Coffee Co., 55 Monument Circle, 317-971-1893

Einstein Brothers Bagel Co., 7910 US Highway 31 South, 865-9888

Restaurants

Enzo Pizza- 3940 Madison Avenue

Subway- 934 E Hanna Avenue

Wendy's- 3640 S Keystone Avenue

McDonalds- 3649 S Keystone Avenue

Denny's- 3512 S Keystone Avenue

KFC- 903 E Hanna Avenue

Taco Bell- 3910 Madison Avenue

8 Lucky Buffet- 5000 US Highway 31 South

China Buffet- 2310 W Southport Road

O'Charleys- Southport exit

Texas Roadhouse- Southport exit

Cheeseburger in Paradise- Southport exit

Longhorn's Steakhouse- Southport exit

Red Lobster- 690 E Thompson Road

Noble Roman's- Southport exit

Qdoba- Southport exit

Steak 'n Shake- 4020 S East Street

Outback- 7525 US Highway 31 South

IHOP- 7521 US Highway 31 South

Don Pablos- 8150 U.S. Highway 31 South

Olive Garden- 1274 U.S. Highway 31 South

Papa John's- 3915 Madison Avenue #4

Donato's- 5835 Madison Avenue

Pizza Hut- 4200 S East Street

Places of Religious Worship

Baptist

University Heights Baptist Church, 2200 E. Hanna Ave, 784-1005

Southwood Baptist (Southern Baptist), 501 S. 4th Ave., 786-2719

Catholic

St. Mark Catholic Church, 535 E. Edgewood Ave, 783-9574

Good Shepherd Catholic Church, 1109 E. Cameron, 783-3158

Christian

Garfield Park United Church of Christ, 743 E Pleasant Run Pkwy S., 784-8343

University Heights Christian Church, 4050 Shelby St., 784-5249

Islam

Islamic Center of Indianapolis, 2846 Cold Spring Rd., 923-2847

Islamic Society of North America, Old St. Road 267, 839-8157

Jewish

Indianapolis Hebrew Congregation, 6501 N. Meridian St, 255-6647

Lutheran

Bethany Lutheran (ELCA), I-465 & U.S. 31 South, 786-7854

Methodist

University Heights United Methodist Church, 4002 Otterbein Ave., 787-5347

Nazarene

Indianapolis Trinity Church, 1326 E. Sumner, 786-3383

Cornerstone Church of the Nazarene, 1326 E. Sumner Ave., 786-3383

Orthodox

Greek Orthodox Church, 4011 N. Pennsylvania Ave, 283-3816

Presbyterian

First Presbyterian of Southport, 1427 Southview Dr., 788-5925

UIndy Fight Song

Fight on, fight on, big team to victory.

To each of you we sing this song.

On U of I, may she remain,

Ever lasting ever strong! Fight! Fight! Fight!

Here's to you our loyalty,

To Grey and Crimson we'll be true.

U of I fight on, fight on,

Forever Greyhounds we're for you!

Editor & Project Coordinator: Lisa Loveless, Student Affairs