University of Northern Iowa
Drug-Free Schools and Campuses Regulations [EDGAR 86]

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Introduction

The Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require that institutions of higher learning (IHE) such as the University of Northern Iowa adopt, implement, and evaluate programs to prevent the misuse or abuse of alcohol and use or distribution of illicit drugs both by university students and employees both on its premises and as a part of any of its activities. At a minimum, each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students.
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives: (1) determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if needed; and (2) to ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to: (1) the number of drug and alcohol-related violations and fatalities occurring on the campus, or as part of their activities that are reported to campus officials; and (2) the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

The University of Northern Iowa acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act. The intention of this document is to comply with the legal requirements as set forth by the DFSCA and to discuss prevention and education related programs, initiatives and activities related to alcohol and other drug abuse prevention during the 2014-2015 and 2015-2016 academic years.

Biennial Review Process

The University of Northern Iowa strives toward fulfilling the Drug-Free Schools and Communities Act requirements to maintain compliance.

Coordinated by the Associate Director of Student Health and Wellness, the biennial review is a comprehensive, evidence-informed practice designed to implement and evaluate campus strategies to prevent high-risk drinking and substance use/abuse among college students. It is a collaborative effort with campus partners.

The members of the review committee include:
- Shelley O'Connell, Executive Director of Health and Recreation Services, Interim Director of Counseling
- Leslie Williams, Dean of Students, Office of Dean of Students
• Nicholas Rafanello, Director of Residence Life, Residence Hall Program Administration
• Shawna Haislet, Health Promotion Coordinator, Student Wellness Services
• Joseph Tyler, Associate Director of Public Safety, Public Safety
• Melissa Ward, Employee Leave & Accommodations Coordinator, Human Resource Services
• Connie Hansen, Student Organizations Coordinator, Student Life & Event Services
• Angela Meeter, Associate Director of Student Health and Wellness, Student Wellness Services
• Staci Eggers, Associate AD for Student Services, Student Athletics

This biennial review is covering the timeframe from academic years 2014-2015 & 2015-2016. Due to the absence of an Associate Director of Student Wellness Services, the review began in May 2017 and ended August 2017.

The following documents were collected and assessed when compiling the biennial review.
• ACHA-NCHA II data (Fall 2015)
• Student Wellness Services Annual Reports
• Student Conduct Data
• University Policies
• Counseling Center Annual Reports
• Cleary Act Report

Biennial review reports are maintained in the office of the Associate Director of Student Health and Wellness and kept for a minimum of three (3) years. One may request a copy of the report by contacting the Associate Director of Student Health and Wellness at (319) 273-3423 or angela.meeter@uni.edu or by accessing the report from the UNI Student Wellness Services webpage at https://subabuse.uni.edu/law-policy.

**Annual Notification Process**

**Student Notification**
UNI distributes the required information to all students via electronic mail. This message was sent after the completion of the first two weeks of classes in the fall term during the 2014-15 and 2015-16 academic years to all current students registered at the University of Northern Iowa. The emails were sent after the first two weeks of classes to assure the accuracy of email addresses and thus, no messages were rejected as undeliverable. The emails were sent under the heading, "Annual Notification from Dean of Students." For students who enter the university after the Fall notice is delivered, information is received at new student orientation and online. The full text of the emails is included in *Appendix A*.

**Employee Notification**
In compliance with the Federal Drug-Free School and Campus Regulations (DFSCR), UNI annually distributes required information via electronic mail to all UNI employees. The message is also distributed via campus mail in paper format to merit blue collar employees who may not have access to work email on a regular basis. The email subject for these distributions was, "Annual Policy Notifications."

The full text of the emails and information provided are included in *Appendix B*. 

New employees who began working at the institution after the policy was distributed are provided an information packet at orientation which includes the Drug-Free Workplace Pamphlet and a Staff Guide containing summaries of policy.

Link to Drug-Free Workplace Pamphlet (Appendix C): [https://hrs.uni.edu/sites/default/files/mybenefits/drugs_alcohol_policy_brochure.pdf](https://hrs.uni.edu/sites/default/files/mybenefits/drugs_alcohol_policy_brochure.pdf)
Link to Drug-Free Workplace and Schools Policy (Appendix D): [http://www.uni.edu/policies/413](http://www.uni.edu/policies/413)

**Alcohol and Other Drug Prevalence Rates, Incidence Rates, Needs Assessment and Trend Data**

**ACHA-NCHA II Data**
Student Wellness Services gathers quantitative data using the ACHA-NCHA II, an established survey questionnaire created by the American College Health Association. This survey is completed every two years on odd numbered years. IRB approval was obtained before beginning this study. IRB protocol was strictly followed while obtaining data for this study. The study aimed to address the following research questions:

1. What is the pattern of alcohol and other drug use among current students?
2. What is the perception of others regarding alcohol and other drug use?
3. What percentage of students received alcohol and other drug information from the University?

A random sample of 5,000 students enrolled during the fall 2015 semester was selected by Office of the Registrar. The American College Health Association was given the list of students to send the health assessment survey via email. There were 840 respondents resulting in a 16.8% response rate. Several descriptive and inferential analyses of the data were performed. Some key findings included:

- 76% of students reported they received information about alcohol and other drug use from UNI.
- 22% reported never using alcohol; 41% of students used alcohol 1-5 days within the last 30 days and 25% used alcohol 6-29 days within the last 30 days.
- 31% reported over the last two weeks, they had five or more drinks of alcohol at a sitting (binge crank).
- 77% of students reported they never used marijuana; 14% used, but not in the last 30 days; 8% used from 1-29 days; <1% used daily.
- 4% of students used a prescription pain killer (OxyContin, Vicodin, codeine) within the last 12 months that was not prescribed to them.
- 2% of students used a prescription sedative (Xanax, Valium) within the last 12 months, that was not prescribed to them.
- 5% of students used a prescription stimulant (Ritalin, Adderall) within the last 12 months, that was not prescribed to them.
Student perception of students' use:

- 2% never used alcohol; <1% have used but not in the last 30 days; 86% used from between 1-29 days; and 13% use daily.
- 8% of students never used marijuana; 11% have used but not in the last 30 days; 75% used from between 1-29 days; and 6% use daily.
- 48% never used cocaine; 20% have used but not in the last 30 days; 31% used from between 1-29 days; and <1% are daily users.
- 48% never used opioids (heroin, smack); 15% have used but not in the last 30 days; 2% used daily.

Refer to Appendix F: 2015 ACHA NCHA II Executive Summary Results regarding alcohol and other drugs
Policy, Enforcement of Disciplinary Sanctions & Compliance Inventory

The Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require the University of Northern Iowa to certify that it has developed and implemented a drug and alcohol abuse education and prevention program.

The University of Northern Iowa prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Therefore, the University's drug and alcohol abuse education and prevention program is designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities.

Alcohol continues to be the most commonly used drug among UNI students and results in the highest number of violations of the Student Conduct Code each year. While education and prevention remain a top priority, the consistent and timely enforcement of the Student Conduct Code rules and regulations is critical to the quality of the educational environment and the success of students. Enforcement is focused on harm and risk reduction intervention strategies and decreased recidivism. Delivery is personalized and attentive to both the needs of individual students and the community as a whole. The University enforces the Student Conduct Code (http://www.uni.edu/policies/302), Discrimination, Harassment, and Sexual Misconduct Policy (http://www.uni.edu/policies/1302), the Alcohol and Drugs Policy (http://www.uni.edu/policies/1318), and the Drug-Free Workplace and Schools Policy (http://www.uni.edu/policies/413) and documents incidents of potential rule violations. Students involved in potential conduct violations are afforded a conduct hearing in accordance with Student Conduct Code, and those students found in violation are given appropriate sanctions.

The Dean of Students is responsible for the oversight and direction of student conduct administration. Considerable authority for the administration of student conduct is delegated to the Assistant Dean of Students. Due to the diffuse nature of enforcement, the Office of the Dean of Students works closely and collaboratively with the Department of Residence Life and student conduct administrators working in the Office of the Dean of Students to ensure student conduct policies are consistently enforced.

UNI's Alcohol and Other Drug Policies
Appendix G: 13.18 Alcohol and Drugs
Appendix H: 8.1 Smoking and Tobacco Use
Appendix D: 4.13 Drug-Free Workplace and Schools
Appendix I: 3.02 Student Conduct Code
Appendix J: Student Athlete Code of Conduct
Appendix K: 3.03 Personal Conduct Rules

Sanctions Administered via the Student Conduct Code
Those students found responsible for violating prohibited behaviors regarding alcohol or other drugs are held accountable in accordance with the policies described in the Student Conduct Code. Accused students are requested to attend an administrative hearing to determine if they are responsible for violating the policy. The hearing is conducted by a student conduct administrator, usually a Residence Life Coordinator or a staff member in the Office of the Dean of Students.

The student conduct administrator determines sanctions as appropriate. More than one sanction may be imposed for any single violation, and the sanction(s) imposed on any student
or organization are progressively more severe, if the student or the student organization has violated the Student Conduct Code previously.

Sanctions are structured to be consistent with the seriousness of the offense. Student conduct administrators consider several factors in determining sanctions including:

- Helping the student accept responsibility for their actions
- Helping the student learn how their behavior affects themselves and others
- Helping the student make better choices in the future
- The risk of the offender being a danger to themselves or to others in the community
- Consistency of sanction(s) with the University mission
- The impact of the behavior upon other individual(s)

In addition to the factors described above, student conduct administrators evaluate the attitude and level of understanding of the violation of the accused student, and their previous disciplinary history.

To aid in administering sanctions consistently, the Office of the Dean of Students and Department of Residence staff utilize sanctioning guidelines (Appendix L: Sanctioning Guidelines) that include standard sanctions for different levels of violations. While the guidelines do not mandate specific sanctions, it gives a strong guideline for student conduct administrators to follow to ensure consistency. Additionally, Substance Abuse Services created various educational options for sanctions to utilize for AOD violations (Appendix M: Substance Abuse Services Program Referral Information).

The Office of the Dean of Students conducts training of all student conduct administrators including Residence Life staff to foster greater consistency in sanctioning. The training includes discussion about the philosophy of student conduct administration, the factors used in determining sanctions, and guidelines for choosing educational interventions in alcohol-related offenses. The training facilitates a common framework for all student conduct administrators to use in assigning educational interventions for alcohol violations.

**Maxient Discipline Databases**

The University of Northern Iowa uses Maxient database system. The system provides functionality, tracking of prior incidents, sanction follow up, and reporting functions. Administrators use the system to study the impact of sanctions on student behavior and specifically the recidivism rate of alcohol and other drug related offenses. (Appendix N).

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<thead>
<tr>
<th>2014-2015</th>
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<tbody>
<tr>
<td>Alcohol Edu</td>
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<tr>
<td>BASICS</td>
<td>76</td>
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<tr>
<td>Marijuana eCheckup To Go</td>
<td>27</td>
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<td>Parental Notification</td>
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<td>Substance Abuse Evaluation</td>
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<tr>
<th>2015-2016</th>
<th># of times Sanctioned</th>
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<tr>
<td>Alcohol Edu</td>
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<tr>
<td>BASICS</td>
<td>64</td>
</tr>
<tr>
<td>Marijuana eCheckup To Go</td>
<td>45</td>
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<tr>
<td>Parental Notification</td>
<td>63</td>
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<tr>
<td>Substance Abuse Evaluation</td>
<td>34</td>
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**Student Athlete Code of Conduct**

The Athletics Department utilizes a Student-Athlete Code of Conduct (Appendix J) that describes the expectations of student-athletes in addition to those expectations defined in the Student Conduct Code. The Student-Athlete Code of Conduct describes levels of violations
(Level I and Level II) and the possible sanctions associated with each type. Possible sanctions for violating the Student-Athlete Code of Conduct include: dismissal from a sports team, suspension from participation in athletic events and/or practice, and scholarship revocation. The Department of Athletics works closely with the Office of Dean of Students in addressing misconduct by athletes.

Residence Life
Resident Assistants are responsible for monitoring, documenting, and reporting incidents of violations or abuse involving alcohol and other drugs in Department of Residence facilities to the appropriate Residence Life Coordinator via Maxient. Documentation and reporting is conducted in the following manner:

1. A person who is found in possession of alcohol in a public area and who appears to be a minor or is known to be a minor is: a) asked for proof of age; b) told to pour out the alcohol in the nearest room or restroom sink; and c) is asked to leave the residence hall if a non-student.

2. When a staff member responds to a room for any reason and learns underage persons may be in possession of alcohol, the staff member requests:
   a. Proof of age;
   b. Has minor pour out the alcohol in the manner described above;
   c. Asks resident(s) of the room to have others present leave the room or the building if they are non-students;

3. The Resident Assistants do not take responsibility for residents in situations when residents are documented or cited by University Police but not arrested or transported to the hospital or county jail. Police take the necessary steps to find someone to care for the student if necessary.

4. Students who are documented as being present during incidents which violate alcohol policies are referred to the Residence Life Coordinator who initiates disciplinary action according to the Student Code of Conduct. Residents of a room may be held responsible if they or other minors in the room were in possession of alcohol.

UNI Public Safety
UNI Police Officers who respond to Alcohol and Drug law and policy violations involving students have a degree of discretion in determining how to best respond. Several factors are considered by officers in determining the appropriate response including, but not limited to:

- The seriousness of the offense
- Impact of the crime on other individuals, property, and the community
- The level of impairment and actions of the violator
- The living arrangements of the violator and any victims
- Level of danger the violator poses to self or others
- Previous interactions with the offender

The officer may elect to arrest the student and refer the student to the Dean of Students for disciplinary action. Regardless of whether an arrest is made, the officer documents the incident and the department reports the matter to the Office of the Dean of Students using an informational report. The Office of the Dean of Students then determines if disciplinary action against the student is appropriate. If the violator is not a student but attends another college or university, the referral form may be submitted to the Office Dean of Students who may then forward the report to the respective college or university student conduct officer.
The University of Northern Iowa Department of Public Safety is made up of the Police Division and the Parking Division. The Police Division is the official law enforcement authority for the university. Up to 18 sworn and state certified police officers, along with full and part time trained and certified police dispatchers, provide a variety of services to the community on a 24-hour basis. The UNI Police derives its enforcement authority from the Iowa Code Chapter 262. The department trains and certifies students to perform dispatch services to supplement agency operations pursuant to state statutes as well. University of Northern Iowa police officers possess full powers to detain, investigate and arrest. The official patrol jurisdiction is university property located in Cedar Falls. However, jurisdictional authority is state-wide in matters involving UNI. Mutual aid agreements with other law enforcement agencies may result in the extension of enforcement authority beyond university boundaries.

The UNIPD maintains a close working relationship with other local law enforcement agencies. UNI Police cooperates fully with federal, state and local law enforcement agencies in cases involving both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an investigation. UNI and the City of Cedar Falls have a mutual aid agreement which formalizes the relationship for sharing patrol, criminal investigations and other law enforcement related activities.

**Alcohol and Other Drug Crimes Data**

For data on alcohol and other drug crimes refer to Appendix E: Crimes Reported to University of Northern Iowa Department of Public Safety.

**Employee Assistance Program**

UNI offers extensive EAP services. Employees are eligible for six sessions of in-person counseling, per issue annually. In addition, they are eligible for life coaching, financial/tax assistance, legal assistance, 24 hour assistance with a licensed mental health counselor, Better Living web resources and numerous educational sessions offered on campus, and via webinar on a monthly basis. Employees are eligible to utilize counseling services across the state and country, through a network of counselors contracted with Employee & Family Resources (EFR). For a full summary of EAP services, visit: https://hrs.uni.edu/sites/default/files/mybenefits/eap_summary.pdf or see Appendix O.

**Alcohol and Other Drug Education and Prevention Program Elements**

Substance Abuse Services coordinates alcohol and other drug (AOD) preventative, educational and supportive services on campus. The Counseling Center also provides AOD supportive services, while Human Resource Services coordinates supportive services for employees. Enforcement and adjudication oversight for students is provided by the Department of Public Safety, the Department of Residence, and the Dean of Students Office. Services provided by these departments include:

- Presentations and prevention programming for students, faculty and staff
- Training programs for Public Safety and Department of Residence staff, and other campus departmental trainings
- Consultation and referral services for students
- Substance abuse evaluations in conjunction with the university student conduct process
- Interventions for alcohol and other drug policy violators
- Maintenance of an alcohol and other drug incident database
Currently enrolled students may access free individual and group counseling sessions via the Counseling Center.

Employees eligible for health insurance are provided access to an Employee Assistance Program (EAP).

Although Student Wellness Services is the primary provider of alcohol and other drug prevention education, many departments and campus partners are involved in educating students, staff, and faculty.

**Individual Based Programs and Interventions**

**Alcohol Edu**

Alcohol Edu is a 2 to 3 hour online alcohol education course that is sanctioned for AOD policy violators of minor offenses. Students are provided with a web address and a password that allows convenient access to the course from a home computer or a computer lab. Taking the course in more than one sitting will facilitate retention of the material, helping students perform optimally on the final exam. The course is divided into six chapters that include information on alcohol metabolism, blood alcohol concentration, alcohol's effect upon learning, memory and behavior, alcohol poisoning, impaired driving, alcohol abuse and addiction.

**Brief Alcohol Screening and Intervention for College Students**

BASICS uses a harm reduction approach. The program was designed specifically for heavy-drinking college undergraduate students who have either experienced problems because of heavy consumption or are at high risk of doing so. After completing a confidential alcohol/drug questionnaire, a personalized feedback profile is generated, and a one hour, one-on-one meeting is scheduled to assist the student. The following bullets provide information regarding BASICS outcomes:

- Helping the student identify high-risk drinking situations for them individually.
- Providing accurate information about alcohol (i.e. negative consequences, blood alcohol content, standard drinks, tolerance).
- Identifying personal risk factors (i.e. family history, behavior).
- Challenging of myths and positive alcohol expectancies (i.e. examining beliefs, social functioning, self-monitoring).
- Establishing more appropriate and safer drinking goals (i.e. moderation).
- Managing high-risk drinking situations (i.e. strategies and goals).
- Learning from mistakes.
- Increasing self-efficacy.
- Attaining lifestyle balance.

BASICS was designed specifically to help college students make safer and healthier choices, and hopefully, to minimize the risk of continued legal problems. Within the field of collegiate alcohol/drug prevention/education, BASICS is considered a model program based on sound research efficacy. BASICS is mandated for students who have violated AOD policy and have been sanctioned for a major offense. However, this intervention is available to all students on a voluntary basis by contacting Student Wellness Services.

**Substance Abuse Evaluation**

Student Wellness Services professional, certified staff use a testing process to determine whether a student is addicted to alcohol and/or other drugs. The evaluation process requires
approximately an hour and a half. The student completes questionnaires concerning alcohol and other drug use and difficulties use has caused. After the initial meeting, an additional session is scheduled to review the results of the testing and to discuss subsequent recommendations. Follow-up recommendations may include educational and/or treatment referrals. A substance abuse evaluation is mandated for students who have violated AOD policy and have been sanctioned for more than one offense. However, this intervention is available to all students on a voluntary basis by contacting Student Wellness Services.

Alcohol eCHECKUP TO GO
Alcohol eCHECKUP TO GO is an online questionnaire that provides students with accurate and personalized feedback about their, individual pattern of alcohol use, risk patterns, aspirations and goals, and helpful resources at University of Northern Iowa and in the community. This is available to all students through the Student Wellness Services website.

Alcohol eCHECKUP TO GO is a voluntary process students can take to evaluate their alcohol use by completing the questionnaire then following up with professional staff if they desire at Student Wellness Services to review their personalized feedback, offer education, and information and referral for substance abuse services / treatment.

Marijuana eCHECKUP TO GO
Marijuana eCHECKUP TO GO is an online questionnaire that provides students with accurate and personalized feedback about their individual pattern of marijuana use, risk patterns, aspirations and goals, and helpful resources at University of Northern Iowa and in the community. This is available to all students through the Student Wellness Services website. Marijuana eCHECKUP TO GO is required of students who violate AOD policy for marijuana use. Violators are sanctioned to take the online questionnaire then consult with professional staff at Student Wellness Services to review their personalized feedback, offer education, and information and referral for substance abuse services / treatment. Marijuana eCHECKUP TO GO was designed specifically to help college students make safer and healthier choices, and hopefully, to minimize the risk of continued legal problems. Within the field of collegiate alcohol/drug prevention/education, this program is considered a model program based on sound research efficacy.

Prime for Life: Driving Unimpaired
Prime for Life is an extensive, 12-hour program that focuses on individual drinking choices. Students will learn about the amount and frequency of drinking that is considered low-risk, and learn how a family history of addiction increases the risk for alcoholism. The course also introduces signs of a drinking problem and highlights substance abuse resources that are available on and off campus. Students will also complete a self-assessment of their drinking and learn where they can access a more in-depth substance abuse evaluation. This course is provided by Hawkeye Community College, Pathways Behavioral Services, and Cedar Valley Recovery Services.

This course is often required by the courts for an OWI/DUI offense. Generally, Prime for Life is sanctioned for a serious incident or multiple offenses. A student who has suffered alcohol poisoning, or repeated negative consequences as a result of their drinking may be a good candidate for this program. The student would benefit from the group experience and interaction with others in the program may serve as an "eye-opener."
Employee Assistance Program
For the 2014-2015 fiscal year, five referrals were made to the EAP for alcohol concerns, one for drugs, and five for addictions. The 2015-2016 fiscal year saw three referrals for alcohol, one for drugs, and two for addictions. There were no mandatory referrals for AOD.

Counseling Center Individual Counseling
The Counseling Center utilizes an assessment tool Counseling Center Assessment of Psychological Symptoms (CCAPS-62) at the initial assessment appointment and CCAPS-32 at every fifth client session. The CCAPS-62 assesses for drug or alcohol use and CCAPS-32 only assess for alcohol use and does not contain any questions pertaining to drug use.

Clients also complete the Alcohol Use Disorders Identification Test (AUDIT) at the initial intake assessment. While the Counseling Center does not provide treatment, staff assist students in accessing the resources that best suit their needs and make referrals when needed. The Counseling Center staff members are also available to consult with parents to strategize the best ways to support students contending with AOD issues.

Health Clinic Substance Abuse Referrals
New medical patients and every semester thereafter and psychiatric patients at every visit take an easy-to-use patient questionnaire as a screening test for problem drinking and potential alcohol problems. The CAGE questions should not be preceded by any questions about alcohol intake (i.e. its sensitivity is dramatically enhanced by an open-ended introduction.)

Data from Student Health Clinic Quality Improvement Study in 2014 and 2015:
I. Alcohol use
   a. In 2014
      i. 9% of the patients reviewed answered positively to the alcohol questions.
   b. In 2015
      i. 8% of the patients reviewed answered positively to the alcohol questions and of that 8%:
         ii. 3% were medical patients; and,
         iii. 20% were psychiatric patients
II. Street drug use:
   a. In 2014
      i. 1% of the patients reviewed answered positive to the use of street drugs.
   b. In 2015
      i. 5% of the patients reviewed answered positive to the use of street drugs and of that 5%:
         1. 2% were medical patients; and,
         2. 12% were psychiatric patients.

Annual training is provided to healthcare providers on how best to address alcohol and street drug use risk amongst the college student age population. Providers are required to address problem or high risk drinking and drug use with patients and document in the medical /psychiatric note. The UNI health clinic staff is expected to provide the highest quality of care in all aspects of student health and well-being. If the patient has positively answered high-risk questions, they are given the opportunity to have the health risks and concerns addressed by a healthcare professional and be provided with a referral to substance abuse resources as appropriate.
Health clinic staff can refer to UNI Substance Abuse Services for preventative and confidential supportive services for students as well as substance abuse evaluations. They may also refer to off-campus community substance abuse services/treatment.

**Group Presentations and Educational Workshops**

In addition to professional Student Wellness Services staff providing health education, three to four student staff are trained and work as Peer Health Educators taking wellness programming out on our campus. Workshops, trainings, and group presentations are provided upon request to targeted student populations (i.e. first-year students, international students, sororities/fraternities, students living in the residence halls, athletes). The following are workshops and group presentations relating to alcohol and/or marijuana that SWS Professional Staff or Peer Health Educators offered to UNI students in this review period reaching well over 1,500 students:

- Substance Abuse Prevention (alcohol and/or marijuana) and active bystander intervention presentations with first-year athletes, international students, and fraternities
- Facts on Tap (substance abuse prevention) peer health education program with students living in the residence halls
- Marijuana: What You Should Know – provided students living in a residence hall
- Interactive stations regarding alcohol safety, sexual assault prevention, and active bystander intervention with Gamma Phi Beta sorority
- Interactive alcohol safety stations with students enrolled one section of the Dimensions of Well-being course
- Training and education regarding substance abuse prevention, sexual assault prevention, and active bystander intervention with Camp Adventure Youth Counselors, Directors, and Project Coordinators

**B.A.C. Zone Cards**

Student Wellness Services offers UNI students the opportunity to order a free, customized B.A.C. ZONE card. B.A.C. ZONE cards are credit-card sized, laminated cards that students can use to think and plan ahead for drinking occasions. If they choose to drink alcohol, but would like to stay safer at the same time, the information about their sex and weight on the cards can help them stay below a certain blood alcohol concentration (BAC). Students can order their free B.A.C. ZONE card by visiting the Student Wellness Services website and completing a request form.

**ULifeline**

ULifeline offers UNI students a mental health screening tool, information about mental health issues geared towards college students, and resources for learning more and getting help. Screening options include alcohol and drugs, depression, anxiety disorders, eating disorders, bipolar disorder, suicide, stress, cutting, and more. Go to Ulifeline.org/uni and check out the Self-Evaluator.

**UNI Police Programming**

UNI Police have focused alcohol and drug prevention on presentations to the student body. The programming also focuses on safety for the individual and their friends. The department has consistently attempted to target the timeframes before homecoming and spring break when alcohol and drug abuse are apt to occur. The programming has taken place in the residence halls, Wellness and Recreation Center and Maucker Union. The events have been well attended.
Making Safe Decisions:
Student Wellness Services, UNI Public Safety, and local and state law enforcement hosted "Making Safe Decisions" during the 14-15 academic year. This was a fun and educational event involving a life-size drinking and driving simulator; alcohol goggle simulations; alcohol poisoning case study, as well as substance abuse prevention information and resources from a variety of areas on- and off-campus.

Spring into Wellness:
Student Wellness Services, UNI Public Safety, the Northern Iowa Student Government (NISG), and the Residence Hall Association (RHA) hosted "Spring into Wellness" during the 15-16 academic year. This was a wellness and activity fair allowed students to explore and learn more about the eight dimensions of wellness. Various student and professional organizations were available to speak with students regarding services and resources they offer. Emphasis was placed up alcohol safety and spring break safety.

Fraternity and Sorority Greek New Member Orientation
Student Wellness Services professional staff educate new fraternity and sorority members during their fall and spring Greek New Member Orientation regarding substance abuse prevention, sexual assault prevention, and active bystander intervention.

Northern Iowan student newspaper
Student Wellness Services writes monthly guest column articles for the Northern Iowan student newspaper. Several of these articles are focused upon substance abuse prevention, safety in social settings, on-campus safety resources, and active bystander intervention.

Universal/Entire Population Based Programs

Student Success – Not Anymore™
Student Success Not Anymore is an online sexual assault prevention program that teaches students about sexual misconduct and interpersonal violence (including sexual violence, harassment, stalking, and dating/domestic violence).

This online program is required of all new, first-year and transfer students. Students must complete the course by the beginning of fall term with a score of 80 percent or higher on the post-test. The program takes students less than two hours to complete. Alcohol and sexual consent is a critical theme throughout this program. For example, content discussion includes the impact of alcohol on decision-making and communication, as well as a focus on empowering students to be prosocial, active bystanders. Through this review period, the following students completed the program:

During the 14-15 academic year, 2,805 new undergraduate students completed the required Student Success - Unless There's Consent™ – Sexual Assault Prevention online program.

During the 15-16 academic year, 3,132 new undergraduate and graduate students completed the required Student Success – Not Anymore™ – Sexual Assault Prevention online program.
e-Check-up to go Online Program
The eCHECKUP TO GO programs are personalized, evidence-based, online prevention interventions for Alcohol & Marijuana developed by counselors and psychologists at San Diego State University. Drawing on Motivational Interviewing (Miller & Rollnick, 2002) and Social Norms Theory (Perkins & Berkowitz, 1986), the eCHECKUP TO GO programs are designed to motivate individuals to reduce their consumption using personalized information about their own drinking or other drug use and risk factors. The programs were designed and are updated with the most current and reliable research available. The eCHECKUP TO GO programs are currently in use on over 550 universities and colleges across in 49 states, in Canada, Australia and Ireland. At UNI, eCheckup To Go is utilized with students enrolled in the Cornerstone and Strategies for Academic Success courses. Any student can utilize this program for free on the Student Wellness Services website.

Weekend SafeRide
The Weekend SafeRide provides weekend transportation between campus, downtown, and major housing areas. It runs every Friday and Saturday night, from 9:55 PM to 2:00 AM, while classes are in session. This is a free service for UNI students. The service is intended to provide an alternative mode of transportation for students who have been drinking.

Student User Breakdown by month in academic years:

<table>
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<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<td>2016</td>
<td>866</td>
<td>943</td>
<td>522</td>
<td>996</td>
<td>58</td>
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<td>5401</td>
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Social Marketing Campaigns
Student Wellness Services provides on-going education to students via health promotion messages on various social media outlets (Twitter, Facebook, Instagram). Much focus is placed upon priority health topics such as: alcohol safety, sexual assault prevention, safety in social settings, spring break safety, and active bystander intervention. In addition, social media outlets are used to promote UNI health and safety resources.

Passive Programming
Student Wellness Services is involved in many tabling and displays across campus as a passive approach to create awareness and enhance education/prevention to the universal population. Examples of passive programming as it relates to substance abuse prevention and alcohol safety include: Spring Break and Homecoming Safety (alcohol safety, sexual assault prevention, safety in social settings, bystander intervention).

Student Health 101 eMagazine
Student Wellness Services provides UNI students an opportunity to learn more about important college health topics through reading Student Health 101, a free, interactive e-magazine. Each month, Student Health 101 covers a variety of topics such as alcohol and other drugs, healthy relationships, sleep habits, working out, body image, mental health, stress, money management, and more. In addition, there are monthly articles written specifically for UNI students. By viewing the eMagazine, students can also access information about upcoming health and wellness events on campus, plus other UNI health, wellness and safety resources.
Environmental/Socio-Ecological Based Programs

Substance-Free Activities
University of Northern Iowa provides a healthy and stable support structure for students in addition to their regular academic routine. There are hundreds of programs offered by various departments and student organizations that promote health and wellness and are substance-free. The Maucker Union website offers an online involvement management system. This website calendar is centralized and accessible to students, as is the Maucker Union building itself which hosts many student and employee activities and events that are all substance-free. Intentional and collaborative programming between departments encourage student involvement with activities that are substance-free. Intentional and collaborative programming is also done for the first forty days of the fall semester as data shows that this is a time for determining true connections to a college or university, specifically by first year students. Participation is encouraged in activities that foster positive social, emotional, and physical well-being throughout the academic year. The concept is that by offering a variety of healthy outlets for students to be involved in, they will choose these activities over unhealthy or inappropriate ones.

Student Life and Event Services
Student Life and Event Services is responsible for co-curricular and extracurricular programming, in which all students at University of Northern Iowa are encouraged to participate. In addition to working with all student organizations on campus, special emphasis is placed on the needs of the commuter student. Activities are designed to develop and refresh the body and mind in the form of entertainment, educational enrichment, cultural diversity and fine arts activities. The organizations listed under the Student Government Association support these objectives.

Student Life serves as the "clearinghouse" for programming events on campus. They play an active role in assisting all clubs and organizations as they plan on- or off- campus events. Their office puts out monthly activity calendars, while also serving as advisors and facilitators for student clubs, organizations and the Student Government Association.

I. Student Organization Events
   a. 101 Unique Organizations
   b. 2,939 Event Hours
   c. 15,080 Attendance

II. Greek Life
   a. Fall 2016
      i. 14 (Dry Events)
      ii. 15 (3rd Party Vendor Events)
      iii. 2 (BYOB Events)
   b. Spring 2017
      i. 24 (Dry Events)
      ii. 16 (3rd Party Vendor Events)
      iii. 0 (BYOB Events)

Examples of activities/events:
Campus Activities Board (CAB) Thursday evening movie nights
CAB's Flair Bartenders event
Volunteer Tuesdays - Every Tuesday, the Service and Leadership Council in cooperation with the Volunteer Center of Cedar Valley, have organized opportunities for students to get involved in the local community and give back through volunteering. Each Volunteer Tuesday includes two sessions that students can choose from, 3:30-5:30pm and 5:30-7:30pm.

Recreation Services
Recreation Services provides programs, services and facilities that encourage personal development and learning experiences through enjoyable sport and recreational opportunities. The Wellness/Recreation Center at University of Northern Iowa is 244,000 square feet with over 60 pieces of cardio, fitness and strength equipment. It also supports an eight lane, 25 yard long indoor pool, full size gym, six racquetball courts, three multi-purpose fitness classrooms, and a lounge area.

Students receive automatic membership through a mandatory recreation fee that is included in tuition. The facility is open Monday-Thursday 6:00am - 11:00pm with reduced hours on weekends, for students to use in a variety of both active and passive ways. Approximately 1700 students use the facility on a daily basis. A total of 180 students were employed in a variety of capacities at the Wellness/Recreation center.

The Wellness/Recreation Center markets the concept of making choices that promote health, wellness, and fun for all students on campus. The goal of the recreation center is to provide appropriate outlets for student involvement that are substance-free. The facility acts as a safe haven for students to come and be involved in a variety of ways.

Opportunities include:
- Approximately 75 fitness classes
- Lap swimming, swim instruction, and aquatic events
- Rock climbing wall
- Open gym
- Two floors of free weights and cardio equipment
- Lounge area
- Ping pong and racquetball

Intramural Sports and Club Sports range from non-competitive to moderately competitive activities that are open to all students on campus. There is a variety of sports to provide diverse choices. Most intramural sport activities are open, male, female or co-recreational. Seasons are relatively short to encourage a larger participation level. Club Sports are initiated and managed by students with the assistance and guidance of campus recreation staff. These sport activities require little to no previous experience and are positive physical and social outlets for students.

"Outdoor Adventure" is a program that offers weekday and weekend programs including canoeing, spelunking, rock climbing, and camping. Experiences are designed to provide physical challenges, teamwork, and an appreciation for nature and the environment. All of these programs have an emphasis on healthy outlets where students can learn, enjoy and grow.
Healthy Campus Coalition
The Healthy Campus Coalition (HCC) is an initiative led by the Division of Student Affairs that takes a campus-wide approach to creating a university environment that supports the health, wellness, and safety of its members through awareness, education, policies, practices, and services. The goals, actions, and outcomes of the HCC are evidence driven and based upon sound assessment tools.

Though primarily focused on student health, the HCC also includes representation from Human Resources (UNI Employee Well-being) to address topics and issues that span the needs of faculty and staff as well.

The HCC consists of individuals representing groups or departments that have a unique opportunity to assess and understand the needs, concerns, and interests of UNI’s diverse populations and to positively influence their health and well-being. In addition, the designated representatives may bring a student representative to HCC meetings and activities. The following individuals served on the committee within the reporting timeframe:

- Lisa Krausman (Dept. of Residence/Dining)
- Therese Callaghan (Employee Well-being)
- Leslie Williams (Dean of Students)
- Hunter Flesch (NISG)
- Katelyn Melcher (NISG)
- Emily Borcherding (Academic Learning Center)
- Monica Johnson (Individual Studies)
- Dana Foster (Recreation Services)
- Keyah Levy (Wheaton Franciscan Healthcare)
- Oksana Matvienko (School of Kinesiology, Allied Health & Human Services-Dimensions of Well-being)
- Jodie Huegerich (UNI Local Food Program)
- Lindsey Wagner (Student Disability Services)
- Angela Meeter (Student Health Clinic)
- Steffoni Schmidt (Student Life & Event Services)
- Shawna Haislet (Student Wellness Services)
- Jodi Naber (Student Wellness Services)
- Taylor Wirtanen (Student Wellness Services)
- Nikki Harken (Cornerstone/First Year)
- Andrea Greve (Athletics)
- Alejandro Dominguez (RLC-Campbell Hall)
- Nick Modzik (RHA)
- Amanda Jean Nulle (Communication Studies)
- Nicholas Rafanello (Residence Life)
- Shelley O’Connell (Student Health Clinic)
- Stephanie Harken (Counseling Center)
Alcohol and Other Drug Program Analysis and Goals

Alcohol and Other Drug Comprehensive Goal Achievement and Objective Achievement

1. In the fall of 2016, the new UNI Now! extended orientation program will be in its second year. It is proposed that as part of the programming, an alcohol education component be added into the week’s schedule.
   a. Alcohol education was provided and information about AOD campus resources were made available to students by Student Wellness Services.

2. Expanded collaboration between UNI Police and Student Wellness Services for alcohol awareness and educational efforts. The intended benefit would be enhanced programming, consistent messages in presentations, reaching specific groups whom previous efforts have not, and bringing creativity to the programming to increase the number of students we can reach.
   a. Student Wellness Services in collaboration with UNI Police, implemented the following events and programs regarding alcohol education:
      i. Making Safe Decisions:
         1. Student Wellness Services, UNI Public Safety, and local and state law enforcement hosted "Making Safe Decisions" during the 14-15 academic year. This was a fun and educational event involving a life-size drinking and driving simulator; alcohol goggle simulations; alcohol poisoning case study; as well as substance abuse prevention information and resources from a variety of areas on- and off-campus.
      ii. Spring into Wellness:
         1. Student Wellness Services, UNI Public Safety, the Northern Iowa Student Government (NISG), and the Residence Hall Association (RHA) hosted “Spring into Wellness” during the 15-16 academic year. This was a wellness and activity fair allowed students to explore and learn more about the eight dimensions of wellness. Various student and professional organizations were available to speak with students regarding services and resources they offer. Emphasis was placed up alcohol safety and spring break safety.
      iii. 2 alcohol safety sessions with interactive stations for a section of the Dimensions of Well-being course; 2 alcohol safety sessions with interactive stations for Gamma Phi Beta Sorority; and 1 Peer Health Education program in Campbell Hall.

3. Inventory all UNI alcohol-free programming targeted at students (i.e. Office of Student Life, Residence Life, Student Wellness Services, etc.).
   a. All programming is alcohol free and targeted as an alternative. The Office of Student Life provided 73 alcohol-free events, all other programs targeted at students through Residence Life and Student Wellness Services were alcohol-free.

4. Consider any necessary additions to the Employee Background Check Policy, and Drug-Free Workplace Policy. Additions may be deemed necessary to further enhance campus health and safety efforts, and employee wellness.
a. A draft revision of the Policy for Conducting Pre-Employment Checks was posted for public comment right before the end of Spring semester 2014. It is anticipated the policy will be updated sometime in the 2017-2018 academic year. No changes have been made to the Drug-Free Workplace Policy. This goal will be maintained for the next review period.

Alcohol and Other Drug 2014-2016 SWOT Analysis

Strengths related to policies:

- Policies are progressive, proactive and education focused. They are reviewed and revised according to need and purpose.
- Policies provide the ability to hold students and student organizations accountable for their behavior have an education focus on sanctions.
- We review sanctions yearly and could implement changes to sanction options yearly if needed.

Weakness related to policies:

- We tend to focus enforcement on a portion of students that live on-campus and have less ability to enforce incidents that occur off campus.

Opportunities related to policies:

- The Student Conduct Code is going through a minor revision in Fall 17, so we could consider any suggestions for revisions immediately.

Threats/Challenges to policies:

- Good Samaritan provision only applies to UNI policy. Civil and state law allows for arrest and charge for under age drinking in spite of calling for help in a medical emergency.

Strengths related to programs/interventions:

- BASICS, Alcohol eCheckup To Go, and Marijuana eCheckup To Go are theory-based, evidence informed and utilized best practices for sanctioned students.
- Intentional programming and events offered as alternatives during high-risk drinking times such as the first several weeks of the semester.
- AOD education and intervention programs are available ongoing throughout the year.
- AOD programs include data collected from the UNI ACHA NCHA and conducted every two years.

Weakness related to programs/interventions

- Need to increase student engagement.
- Need to increase the education and engagement of students regarding the prevention of alcohol overdose when they are freshmen.
- The BASICS and Marijuana eCheckup to Go programs are mostly being utilized by students who are sanctioned to complete these programs. Hence, we are missing students who have not been sanctioned, but are participating in high risk behavior.

Opportunities related to programs/interventions

- Education related to programming and intervention extended to off campus students which is the majority of our student population.
Threats/Challenges related to programs/interventions

- Institutionally, we struggle to start the conversations related to alcohol that if you are not 21 you should not drink and marijuana is illegal, and we start the conversation with responsible use for everyone.

Recommendations for Next Biennium

- Increase student use of Alcohol eCheckup To Go and Marijuana eCheckup To Go as campus universal education.
- Partner with faculty to incorporate Alcohol eCheckup To Go and Marijuana eCheckup To Go into the class curriculum (i.e. Dimensions of Well-being and first-year classes).
- Require all new freshmen and transfer students to participate in some type of alcohol education program (either online or in-person) that covers the following topics:
  - strategies to prevent alcohol overdose
  - signs of alcohol poisoning and how to help a friend
  - ways to turn down a drink
  - the effects of alcohol on the body
  - resources for support
- Increase education of AOD perceived use versus actual use.
- Increase circulation of the ACHA NCHA data across campus.
- Increase tobacco and marijuana programming to students.
- Increase education regarding misuse of prescription drugs and harmful interactions of mixing alcohol with medicine.
- DFSCR committee meet at least twice a year.
- Start the process of creating an Alcohol-Harm Reduction Plan.
- Improve AOD program data collection and evaluation.
- Start the review a year earlier so that goals and objects are based off more recent data and recommendations can have a more immediate impact.

Goals and Objectives for Next Biennium

Goal I: Increase student use of Alcohol eCheckup To Go and Marijuana eCheckup To Go as a universal intervention.

Goal II: Increase tobacco and marijuana programming for students.

Goal III: Increase education regarding misuse of prescription drugs and harmful interactions of mixing alcohol with medicine.

Goal IV: Create a comprehensive strategic plan for UNI’s AOD prevention program. (DFSCR requires an alcohol and other drug prevention program and while UNI has all the elements of a plan in place it is not organized as a formal written plan.

Conclusion

Meeting minutes from the last DFSCR committee meeting that took place on July 28, 2017 are included in Appendix P. Members collaborated on the biennial review process of AOD policies, data and program evaluation. Throughout the process, recommendations were made and goals were created based on them.
Annual Notification from the Dean of Students

1 message

Dean Of Students <m1621001@uni.edu> Tue, Sep 9, 2014 at 3:52 PM
Reply-To: DeanOfStudents@uni.edu
To: all-enrolled-uni-students@uni.edu
Bcc: Leslie Williams <leslie.williams@uni.edu>, leah.gutknecht@uni.edu, Terrence Hogan <terry.hogan@uni.edu>, Alyson Rafanello <allyson.rafanello@uni.edu>, Margaret Corson <margaret.corson@uni.edu>

Welcome UNI Students,

I hope you have had a successful start to the fall semester and that you are enjoying your experiences at the University of Northern Iowa.

Various state and federal laws require the University of Northern Iowa to provide information and notice to you on a variety of policies and procedures. You should receive this message only once each academic year. Please review and retain this message for future reference. Consumer information that is required by law to be made available may be found online at: http://www.uni.edu/resources/consumer-info/. Paper copies of any of the information provided here are available upon request.

It is your responsibility to know and follow current requirements and procedures at all levels of the university. Information about key resources, student conduct policies, student rights, and other matters affecting you are described in detail the University Student Conduct Resources <http://www.uni.edu/studentaffairs/deanofstudents/handbook/>.

EMERGENCY ALERT
The UNI Alert System notifies the campus community of emergencies and threats to physical safety in emergency situations: tornado, violence, hazardous material incident, cancelled classes, university closure, etc. Notification is by cell phone, landline phone, e-mail and/or text-message. If you want to change your emergency contact information, log in to MyUNIverse and click on Update my personal information/UNI Alert tab. You are the only person who can update this data. Please review it carefully. You are encouraged to update your UNI Alert notification to text messages, as you are likely to receive these the quickest.

EMAIL
All students are provided with an email account hosted by Google Apps for Education. All official UNI communications, including u-bill notifications, are sent to your UNI email account, so it is important that it is checked often. If you want to forward your email to another account, visit the following website: http://www.uni.edu/its/support/article/1030

CRIME AWARENESS & CAMPUS SAFETY
https://mail.google.com/mail/b/AjjsLrYXon_9QjAh63jIIeNZfGJzK6rXJ-ahmcpOYfpJ0fRlKbh_N/u/0?ui=2&ik=d94370aafc08jsver=f8MLSIuXbkM. en. &view...
In compliance with the Jeanne Clery Act, UNI publishes an Annual Security & Fire Report. The report contains information regarding campus safety and security including crime prevention, crime reporting policies, drug and alcohol abuse, sexual assault and student disciplinary procedures. The report also contains the three previous years' crime and fire statistics for on-campus locations and certain off campus locations owned or controlled by UNI.

To obtain a copy of the report, contact the UNI Department of Public Safety located at 030 Gilchrist Hall, Cedar Falls, IA 50614, call (319) 273-2712 or visit the website: http://www.vpaf.uni.edu/pubsafcrime_stats/clery.shtml

Questions regarding any of the information contained in the university’s annual security report may be directed to the Director of Public Safety or the Dean of Students.

FERPA
The Family Educational Rights and Privacy Act (also referred to as FERPA or the Buckley Amendment) guarantees matriculated students at postsecondary institutions certain rights with respect to their educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Students have four basic rights under FERPA, which include:

- To be notified of their FERPA rights at least annually.
- To inspect and review their records.
- To amend an incorrect record.
- To consent to disclosure (with exceptions).

A school may disclose, without consent, "directory information," such as a student's name, address, telephone number, birthday, honors and awards, and dates of attendance.

For more information related to FERPA, please go to FERPA Information and Training under the Faculty and Staff tab or go to Notification of Rights Under FERPA under the Students tab.

RESOURCES FOR SEXUAL ASSAULT, TITLE IX, & MISCONDUCT CONCERNS
The University of Northern Iowa is committed to providing a safe living and learning environment for all students. Maintaining this type of environment requires that any sexual behavior of students be consensual. The university provides comprehensive support and services for students harmed by violence, and works toward creating an environment that is intolerant of violence and supportive of victims. Special emphasis is placed on violence prevention, providing support for those who may have been victimized, and ensuring a vigorous enforcement of institutional policy and law.

The following resources are available to you:

Safety Website
- Provides information on the Discrimination, Harassment, and Sexual Misconduct Policy, how to file a report and options for support.

Violence Intervention Services, 101 Wellness Recreation Center, (319) 273-2137
- Provides confidential advocacy for survivors of sexual assault, sexual misconduct, stalking, domestic violence, and other forms of relationship violence.

Riverview Center, (888) 557-0310
- Offers confidential advocacy for sexual assault survivors 24 hours a day, 7 days a week.
Waypoint Services, 800-208-0388

- Offers confidential advocacy for relationship violence 24 hours a day, 7 days a week.

UNI Police, 30 Gilchrist Hall, (319) 273-2712

- Assists students in determining whether a crime was committed and what options are available for the survivor to pursue.

Title IX Officer, Office of Compliance and Equity Management, 117 Gilchrist, (319) 273-2846

- UNI encourages those who have experienced any form of sexual harassment or assault to report the incident to the Title IX Officer or any of the Title IX Deputy Coordinators. Separate criminal charges may be pursued by contacting UNI Police at (319) 273-2712. For more information, please visit www.uni.edu/equity/title-ix-reporting.
- Assists students with Title IX and equity issues involving Federal and state laws, as well as Board of Regents and University policies dealing with civil rights issues.

STUDENT RIGHTS AND RESPONSIBILITIES
As a student at the University of Northern Iowa, you are responsible for upholding the values of the Student Conduct Code: honesty, respect, and responsibility. Students are ensured due process and fair treatment through an educational conduct process that informs students of their rights as members of the university community and educates them about the responsibilities they have to themselves and the other members of the university community. The following policies outline the rights and responsibilities for students:

Academic Ethics <http://www.uni.edu/pres/policies/301.shtml>

Discrimination, Harassment, and Sexual Misconduct Policy <http://www.uni.edu/policies/1302>

Drugs and Alcohol <http://www.uni.edu/pres/policies/413.shtml>


Violations of Digital Copyrights (e.g. music, video, gaming, downloads, etc.)
https://www.uni.edu/its/policies/plan-combating-copyright-abuse-required-higher-education-opportunity-act

Student Rights http://www.uni.edu/deanofstudents/studentrights

Student Conduct Code <http://www.uni.edu/pres/policies/302.shtml>

Records and Privacy <http://www.uni.edu/pres/policies/311.shtml>

Use of Computer Resources <http://www.uni.edu/pres/policies/954.shtml>

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large. In order to receive assistance with requests for accommodations, a student with a disability must contact Student Disability Services.
PREGNANT STUDENTS
Students who are pregnant or who are parents cannot be excluded from participating in any part of UNI's educational program (academic or extracurricular). They must be treated in the same way that we treat similarly situated students who have temporary medical conditions. Absences related to pregnancy or childbirth must be excused for as long as the student's physician deems it medically necessary. When the student returns to school, they must be allowed to return to the same academic or extracurricular status as before they began their medical leave.

If you have questions, please contact Ashley Brickley, Coordinator of Student Disability Services (SDS), 3-2677. If, after working with SDS and/or your instructor, you believe your situation was not handled appropriately, please contact Leah Gutknecht, Assistant to the President for Compliance and Equity Management, and Title IX Officer, 3.2846.

For more information, visit this website: http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201306-title-ix.html

FINANCIAL AID
Grant permission for "Federal Aid to Apply to Miscellaneous Charges." Federal aid will automatically be applied to all tuition, mandatory fees, and housing/meal plans that are contracted through the university. If you want to have your federal aid also pay for your miscellaneous charges, you must give your consent online.

For more information and detailed instructions, visit the website: http://www.uni.edu/sis/sites/default/files/GrantingPermissionForFederalAidtoApplytoMiscCharges_JOBAID_0.pdf

Sign-up for Direct Deposit. The University of Northern Iowa requires that all excess financial aid refunds and all other credit balances from your University bill be electronically deposited at the financial institution of your choice. This effort is to provide faster refunds, reduce mailing errors, and lower costs.

For prompt processing of your refund, you must sign into MyUNIverse, go to the Finances tab, and click on the Direct Deposit Sign-up link. You will need to provide your bank account information into the secure site to expedite all future refunds. If you do not enroll in direct deposit, paper refunds could be delayed up to 21 days!

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS
A conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1); (20 U.S.C. 1091(r)(1)).

SALES AND SOLICITATION
Sales persons or agents for any product, service, proposition, or cause are prohibited from soliciting employees or students on University property or by campus mail systems. This prohibition applies to employees and students as well as off campus organizations and individuals. The full policy can be read at <http://www.uni.edu/pres/policies/807.shtml>

GRIEVANCES
Students have the right to resolve academic and student employment grievances, disagreements, and complaints according to the policies outlined below:

Academic Grievances <http://www.uni.edu/pres/policies/1201.shtml>

Graduate Assistant Grievances <http://www.uni.edu/pres/policies/1205.shtml>

https://mail.google.com/mail/u/0?ik=d94370af3d0&jsver=8&pli=1&de=1&from=appp@uni.edu&sequence=1&DetailView=1
RESOURCES FOR ALCOHOL & DRUG USE CONCERNS
There are many preventative and supportive services for students concerning alcohol and other drug use. All of these services are confidential. Students may seek consultation when they are concerned about their substance use or that of a partner, family member or friend, or about a recent incident/arrest.

Substance Abuse Services, 101 Wellness and Recreation Center, (319) 273-3423
- Students should contact Substance Abuse Services for consultation and referrals, substance abuse evaluations, and educational interventions.

UNI Counseling Center, 103 Student Health Center, (319) 273-2676
- Provides students with individual and group counseling, consultations and referrals.

UNI Health Clinic, Student Health Center, (319) 273-2009
- Offers evaluation of injuries, general medical care, urgent care and pharmacological therapies when appropriate for students.

ALCOHOL & DRUG POLICY
It is the policy of the University of Northern Iowa and the Board of Regents to provide a drug-free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. Alcohol and drug prevention programs include policy enforcement, education programs, and treatment services. The full policy may be found at http://www.uni.edu/policies/413.

Students who violate this policy may receive any of a number of sanctions, including an officia warning, conduct probation, suspension, expulsion, or referral for prosecution and may be required to pay for any damages they caused. Depending upon the circumstances, participation in an educational program and/or a treatment program may also be required.

IOWA LAWS CONCERNING ALCOHOL
State law prohibits:

- Consuming or possessing an alcoholic beverage in a public place
- Possessing an open or unsealed container in a motor vehicle if it is within the immediate reach of the driver
- Public intoxication or pretending to be intoxicated
- Giving or selling alcohol to someone under age 21 or who is intoxicated
- Lending or permitting someone to use your driver's license so that they can obtain alcohol

Each of the above violations is a simple misdemeanor offense punishable by up to 30 days imprisonment and a fine of at least $50, but not more than $500.

Fake I.D.:
Anyone under 21 who alters, displays or possesses a fictitious or fraudulently altered license and uses it to purchase alcohol can lose their driver's license for up to 6 months.

Minor in Possession (MIP):
It is illegal to consume, possess or purchase alcohol if you are under 21.
• First Offense MIP - $200 fine + court costs and surcharge = $330
• Second Offense MIP - $500 fine AND completion of a substance abuse evaluation or driver's license revocation for up to one year
• Third or subsequent Offense MIP - $500 fine and license suspension for up to one year

Operating While Intoxicated (OWI):

• Deferred Judgment is available only to a first offender who was not involved in a personal injury crash, who consented to the test and whose test result was less than .15.
• Jail/Prison and Fine Minimums:
  ○ 1st offense - 48 hours jail / $1,250 fine (reductions possible)
  ○ 2nd offense - 7 days jail / $1,850 fine
  ○ 3rd offense - 30 days jail or commit to prison (5 years maximum) / $3,125 fine
• Driver's License Sanctions:
  ○ .02 violation (applies to persons under 21) - revocation of 60 days, second or subsequent violation is 90 days, no work permit is provided plus $200 victim reparation fee and $40 reinstatement fee
  ○ 1st offense (defendant consented to test) - revocation of 180 days
  ○ Subsequent violations result in harsher sanctions up to losing your vehicle.

HEALTH RISKS OF ALCOHOL CONSUMPTION:

• Violence: Fights, vandalism, sexual assaults, homicide, and suicide are far more likely when drinking is involved.
• Unprotected sex: Safer sex practices are often abandoned when drinking, which can result in unplanned pregnancy and/or sexually transmitted disease infection
• Serious injury: Most fatal automobile accidents involve alcohol use.
• Death from overdose.
• Addiction: If you have a family history of addiction, you have significantly increased risk for addiction.
• Lowered resistance to disease/illness.
• Increased risk of ulcers, heart disease, and multiple forms of cancer.
• Alcohol consumption during pregnancy can cause a range of physical deformities, brain damage and mental retardation.

HEALTH RISKS OF ILLEGAL DRUGS:
Marijuana: Possible long-term effects include apathy, lung disease, heart disease, stroke cancer and addiction. Marijuana use significantly impairs driving skills.

Stimulants: Possible long-term effects include anxiety, confusion, insomnia and psychotic symptoms, such as paranoia. Stimulants increase wakefulness and physical activity and decrease appetite. An overdose can be lethal.

Hallucinogens: Possible long-term effects include flashbacks & psychosis. The effects of hallucinogens are unpredictable and can vary dramatically based upon setting/environment. During "bad trips", the user generally feels panicked, confused, paranoid and out of control.

GENERAL CONCERNS & QUESTIONS
Dean of Students Office, 118 Gilchrist, (319) 273-2332

• The Dean of Students Office is committed to helping students succeed. We value and support the rights of individuals to express views and opinions, to associate freely with others, and to live, work and assemble peacefully.
Welcome UNI Students,

I hope you have had a successful start to the fall semester and that you are enjoying your experiences at the University of Northern Iowa.

Various state and federal laws require the University of Northern Iowa to provide information and notice to you on a variety of policies and procedures. You should receive this message only once each semester. Please review and retain this message for future reference. Consumer information that is required by law to be made available may be found here.

It is your responsibility to know and follow current requirements and procedures at all levels of the university. Information about key resources, student conduct policies, student rights, and other matters affecting you are described in detail in the Student Conduct Resources.

EMERGENCY ALERT

The UNI Alert System notifies you of emergencies and threats: tornado, violence, hazardous material incident, cancelled classes, university closure, etc. Notification is by cell phone, landline phone, e-mail and/or text-message. If you want to change your emergency contact information, log in to MyUNIverse and click on "Update My Personal Information/UNI Alert" tab. You are the only person who can update this information. Please review it carefully. You are encouraged to update your UNI Alert notification to text messages, as you are likely to receive these the quickest.

EMAIL

All students are provided with a UNI email account. All official UNI communications, including u-bill notifications, are sent to your UNI email account, so it is important that it is checked often. Email is considered an official form of communication with you. If you want to forward your UNI email to another account, click here.
UNI publishes an Annual Security & Fire Report. The report contains information regarding campus safety and security including crime prevention, crime reporting policies, drug and alcohol abuse, sexual assault and student disciplinary procedures. The report also contains the three previous years' crime and fire statistics for on-campus locations and certain off-campus locations owned or controlled by UNI. To obtain a copy of the report, visit the UNI Public Safety, 030 Gilchrist Hall, 273-2712 or click here.

**RECORDS AND PRIVACY**

The Family Educational Rights and Privacy Act (also referred to as FERPA) guarantees you certain rights with respect to your educational records.

You have four basic rights under FERPA, which include:

- To be notified of your FERPA rights at least annually.
- To inspect and review your records.
- To amend an incorrect record.
- To not have records disclosed without your consent (with exceptions).

A school may disclose, without consent, "directory information," such as your name, address, telephone number, birthday, honors and awards, and dates of attendance. For more information related to FERPA at UNI, click here.

**SEXUAL ASSAULT, TITLE IX, & MISCONDUCT CONCERNS**

The University of Northern Iowa is committed to providing a safe living and learning environment for you. Maintaining this type of environment requires that any sexual behavior of students be consensual. The university provides comprehensive support and services for students harmed by violence, and works toward creating an environment that is intolerant of violence and supportive of victims. Special emphasis is placed on violence prevention, providing support for those who may have been victimized, and ensuring a vigorous enforcement of institutional policy and law. The following resources are available to you:

Safety Website

- Provides information on the Discrimination, Harassment, and Sexual Misconduct Policy, how to file a report and options for support.

Violence Intervention Services, 134 Wellness Recreation Center, 273-2137

- Provides confidential advocacy for survivors of sexual assault, sexual misconduct, stalking, domestic violence, and other forms of relationship violence.

Riverview Center, (888) 557-0310

- Offers confidential advocacy for sexual assault victims 24 hours a day, 7 days a week.

Waypoint Services, (800) 208-0388

- Offers confidential advocacy for relationship violence 24 hours a day, 7 days a week.
UNI Police, 30 Gilchrist Hall, 273-2712

• Assists students in determining whether a crime was committed and what options are available for a victim to pursue.

Title IX Officer, Office of Compliance and Equity Management, 117 Gilchrist, 273-2846

• UNI encourages those who have experienced any form of sexual harassment or assault to report the incident to the Title IX Officer or any of the Title IX Deputy Coordinators. Separate criminal charges may be pursued by contacting UNI Police at 273-2712.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student at the University of Northern Iowa, you are responsible for upholding the values of the Student Conduct Code: honesty, respect, and responsibility. You are ensured due process and fair treatment through an educational conduct process that informs you of your rights as members of the university community and educates you about the responsibilities you have to yourself and the other members of the university community.

The following policies outline the rights and responsibilities for you:

• Academic Ethics
• Discrimination, Harassment, and Sexual Misconduct
• Drugs and Alcohol
• Equal Opportunity and Non-Discrimination
• Accommodations of Disabilities
• Violations of Digital Copyrights (e.g. music, video, gaming, downloads, etc.)
• Student Rights
• Student Conduct Code
• Records and Privacy
• Use of Computer Resources

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large.

If you are pregnant or parenting, you cannot be excluded from participating in any part of UNI’s educational program (academic or extracurricular). You must be treated in the same way that we treat similarly situated students who have temporary medical conditions. Absences related to pregnancy or childbirth must be excused as long as your physician deems it medically necessary. When you return to school, you must be allowed to return to the same academic or extracurricular status as before you began your medical leave.

In order to arrange accommodations, contact Student Disability Services.

https://mail.google.com/mail/b/AJlsLrYXon_9O/Ah63jILeNZkGJzK6rXJ-ahmcpOYpJ0fRkIkh_N/u/0?ui=2&k=d94370af0d0&javer=fBMLSuXbkM.en.6vle...
FINANCIAL AID

Penalties for drug law violations. A conviction for any offense, during a period of enrollment for which you are receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1); 20 U.S.C. 1097(r)(1)).

Permission for "Federal Aid to Apply to Miscellaneous Charges." Federal financial aid will automatically be applied to all tuition, mandatory fees, and housing/meal plans that are contracted through the university. If you want to have your federal aid also pay for your miscellaneous charges, you must give your consent online.

Sign-up for Direct Deposit. The University of Northern Iowa requires that all excess financial aid refunds and all other credit balances from your University bill be electronically deposited at the financial institution of your choice. This effort is to provide faster refunds, reduce mailing errors, and lower costs. For prompt processing of your refund, go to MyUNIverse > Finances > Direct Deposit Sign-up. You will need to provide your bank account information to complete the setup of direct deposit.

VETERAN STUDENT SERVICES

The Military and Veteran Student Services Center is available to support military members, veterans, and their families at UNI. You can contact the MVSS Center at 273-3040 or stop by 111 Maucker Union to visit.

LGBT+ CENTER

The LGBT+ Center supports LGBT students and allies. The LGBT+ Center provides a safe space, resources, and educational opportunities to advocate for an inclusive community. You can contact the LGBT+ Center at 273-5428 or stop by 111 Maucker Union to visit.

STUDENT WELLNESS SERVICES

Learning new ways to lead a healthy, balanced life as a UNI student is as easy as reading Student Health 101 (SH101), a free monthly e-magazine offered by Student Wellness Services. Each interactive issue covers topics that impact student success, such as sleep habits, working out, body image, mental health, stress, and money management. By reading SH101, you can become more connected to UNI and stay updated on upcoming wellness events on campus. View the magazine and click on the SH101 logo.

GRIEVANCES

You have the right to seek resolution of academic and student employment grievances, disagreements, and complaints according to the policies outlined below:

- Academic Grievances
- Graduate Assistant Grievances
- Student Employee Grievances

RESOURCES FOR ALCOHOL & DRUG USE CONCERNS

There are many preventative and supportive services for you concerning alcohol and other drug use. All of these services are confidential. You may seek consultation when you are concerned about your own substance use or that of a partner, family member or friend, or about a recent incident/arrest.
Substance Abuse Services, 104 Wellness Recreation Center, 273-3423
• For consultation and referrals, substance abuse evaluations, and educational interventions.

Counseling Center, 103 Student Health Center, 273-2676
• Provides individual and group counseling, consultations, and referrals.

Student Health Clinic, 016 Student Health Center, 273-2009
• Offers evaluation of injuries, general medical care, urgent care, and pharmacological therapies.

ALCOHOL & DRUG POLICY
It is the policy of the University of Northern Iowa and the Board of Regents to provide a drug-free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. Alcohol and drug prevention programs include policy enforcement, education programs, and treatment services. The full policy may be found here.

If you violate this policy you may receive any of a number of sanctions, including an official warning, conduct probation, suspension, expulsion, or referral for prosecution and may be required to pay for any damages you caused. Depending upon the circumstances, participation in an educational program and/or a treatment program may also be required.

IOWA LAWS CONCERNING ALCOHOL
State law prohibits:
• Consuming or possessing an alcoholic beverage in a public place
• Possessing an open or unsealed container in a motor vehicle within the immediate reach of the driver
• Public intoxication or pretending to be intoxicated
• Giving or selling alcohol to someone under age 21 or who is intoxicated
• Lending or permitting someone to use your driver’s license so that they can obtain alcohol

Each of the above violations is a simple misdemeanor offense punishable by up to 30 days imprisonment and a fine of at least $50, but not more than $500.

Fake ID:
Anyone under 21 who alters, displays, or possesses a fictitious or fraudulently altered license and uses it to purchase alcohol can lose their driver’s license for up to 6 months.

Minor in Possession (MIP):
It is illegal to consume, possess or purchase alcohol if you are under 21.
• First Offense MIP - $200 fine + court costs and surcharge = $330
Second Offense MIP - $500 fine AND completion of a substance abuse evaluation or driver's license revocation for up to one year

Third or subsequent Offense MIP - $500 fine and license suspension for up to one year

Operating While Intoxicated (OWI):

- Deferred Judgment is available only to a first offender who was not involved in a personal injury crash, who consented to the test and whose test result was less than .15.

- Jail/Prison and Fine Minimums:
  - 1st offense - 48 hours jail / $1,250 fine (reductions possible)
  - 2nd offense - 7 days jail / $1,850 fine
  - 3rd offense - 30 days jail or commit to prison (5 years maximum) / $3,125 fine

- Driver's License Sanctions:
  - .02 violation (applies to persons under 21) - revocation of 60 days, second or subsequent violation is 90 days, no work permit is provided plus $200 victim reparation fee and $40 reinstatement fee
  - 1st offense (defendant consented to test) - revocation of 180 days
  - Subsequent violations result in harsher sanctions up to losing your vehicle.

HEALTH RISKS OF ALCOHOL CONSUMPTION:

- Violence: Fights, vandalism, sexual assaults, homicide, and suicide are far more likely when drinking is involved.

- Unprotected sex: Safer sex practices are often abandoned when drinking, which can result in unplanned pregnancy and/or sexually transmitted disease infection.

- Serious injury: Most fatal automobile accidents involve alcohol use.

- Death from overdose.

- Addiction: If you have a family history of addiction, you have significantly increased risk for addiction.

- Lowered resistance to disease/illness.

- Increased risk of ulcers, heart disease, and multiple forms of cancer.

- Alcohol consumption during pregnancy can cause a range of physical deformities, brain damage and mental retardation.

HEALTH RISKS OF ILLEGAL DRUGS:

Marijuana: Possible long-term effects include apathy, lung disease, heart disease, stroke cancer and addiction. Marijuana use significantly impairs driving skills.

Stimulants: Possible long-term effects include anxiety, confusion, insomnia and psychotic symptoms, such as paranoia. Stimulants increase wakefulness and physical activity and decrease appetite. An overdose can be lethal.

Hallucinogens: Possible long-term effects include flashbacks & psychosis. The effects of hallucinogens are unpredictable and can vary dramatically based upon setting/environment. During "bad trips", the user generally feels panicked, confused, paranoid, and out of control.

https://mail.google.com/
SALES AND SOLICITATION

Sales persons or agents for any product, service, proposition, or cause are prohibited from soliciting employees or students on University property or by campus mail systems. This prohibition applies to employees and students as well as off-campus organizations and individuals. The full policy can be read here.

GENERAL CONCERNS & QUESTIONS

Office of the Dean of Students, 118 Gilchrist Hall, 273-2332

The Office of the Dean of Students is committed to helping you succeed. We value and support the rights of individuals to express views and opinions, to associate freely with others, and to live, work, and assemble peacefully. Please feel free to contact our office if you have any questions or concerns.

Thank you and have a great semester!

The Office of the Dean of Students
University of Northern Iowa
118 Gilchrist Hall
Cedar Falls, Iowa 50614-0010

Tel: 319.273.2332
Fax: 319.273.5832
deanofstudents@uni.edu
www.uni.edu/deanofstudents

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Disclaimer: If you are not the intended recipient of this message, please know it contains privileged and confidential information. Any disclosure or copying of this communication or use of its contents is strictly prohibited. If you have received this communication in error, please notify me immediately by return email or by calling the above phone number and delete this message from your system. Thank you.
--- Forwarded message ---
From: Leah Gutknecht <leah.gutknecht@uni.edu>
Date: Thu, Sep 11, 2014 at 9:32 AM
Subject: Annual Policy Notifications
To: annual-policy-notifications@uni.edu

Dear UNI Employee,

As we embark on a new and exciting year at UNI, please allow this memo to serve as a reminder that we have several University policies that are important to maintaining a positive environment for all members of our University community. A number of federal laws require the University to disseminate certain policies to faculty and staff on an annual basis. Please review the information below, familiarize yourself with these important policies, and bookmark the websites for future reference. Note that these policies are updated as needed; current versions are maintained on the University Policy (www.uni.edu/policies) web site.

NEWLY REVISED: Discrimination, Harassment, and Sexual Misconduct Policy (www.uni.edu/policies/1302)
The University is committed to achieving fairness and equity in all aspects of the educational enterprise and therefore prohibits discrimination, harassment, sexual misconduct, and retaliation under this policy. This policy applies regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff.

Reporting Responsibilities: All University employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title IX Officer or a Title IX Deputy Coordinator. (See full policy for additional information.)

Please note: This policy now incorporates the former Student Sexual Misconduct Policy (3.15). Online educational programs related to this policy will be available later this month. Refer to uni.edu/safety for additional information on resources and reporting options, including on-line reporting.

Accommodations of Disabilities Policy (www.uni.edu/policies/1313)
No qualified individual with a disability shall be denied the benefits of, be excluded from participation in, or be otherwise discriminated against on the basis of disability in the programs or activities of the University. Accommodations for disabilities are provided in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable laws.

Affirmative Action Policy (www.uni.edu/policies/1301)
The University is committed to a policy of equal opportunity in employment, retention, and advancement of employees without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law, except in rare instances where sex may be a bona fide occupational requirement of the applicant, and to a policy of affirmative action for protected classes. Affirmative action entails special efforts by the University to recruit and hire protected class members throughout the University, proportionate to their availability in the labor market. These policies apply to all positions in the University.

Equal Opportunity and Non-Discrimination Statement (www.uni.edu/policies/1303)
The United States Department of Education’s Office for Civil Rights (OCR) requires that a notice of nondiscrimination be prominently displayed in any publications used in connection with recruitment of students or employees. Please note that this applies to electronic formats as well. Refer to the policy to view the University’s approved statement.

Dear Colleague Letters (DCLs)
Occasionally, the federal Office for Civil Rights (OCR) issues letters as reminders and/or guidance addressing specific types of discrimination and harassment. Relevant DCLs are posted to the OCEM web site.

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The following information is being provided to comply with the Federal Drug-Free Schools and Campus Regulations.

Drug-Free Workplace and Schools Policy (www.uni.edu/policies/413)
It is the policy of the University of Northern Iowa and the Board of Regents to provide a drug-free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, alcohol and drug prevention programs include policy enforcement, education programs, and treatment services.
The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students on property owned or leased by the University of Northern Iowa or in conjunction with a University-sponsored activity is prohibited. See also UNI policy 13.18 Alcohol and Drugs.

In accordance with the Drug-Free Workplace Act of 1988, employees must report any conviction under a criminal drug statute for a violation occurring while conducting official business on or off University premises, within 5 days of the conviction to the department head. The department head may consult with the Director of Human Resources. See also Personal Conduct Rules.

Additional information and resources can be found at: [http://www.uni.edu/hr/benefits/hr_files/hrbenefits/drugs_alcohol_policy_brochure.pdf](http://www.uni.edu/hr/benefits/hr_files/hrbenefits/drugs_alcohol_policy_brochure.pdf). If you have questions, please contact Therese Calleghan, Employee Health and Well-being Coordinator, at therese.calleghan@uni.edu or 273.5164.

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Thank you in advance for acquainting yourself with the information provided and for helping to make our campus welcoming to everyone.

Leah Gutknecht  
Assistant to the President  
Title IX Officer  
Office of Compliance and Equity Management  
University of Northern Iowa  
117 Gilchrist  
Cedar Falls IA  50614-0028  
319.273.2046

Leah Gutknecht <leah.gutknecht@uni.edu>  9/11/15

to annual-policy-

Dear UNI Employee,

Welcome back to campus! As we embark on a new and exciting year at UNI, please allow this message to serve as a reminder of the importance of maintaining a positive environment for all members of our University community. A number of federal laws require the University to disseminate related policies to faculty and staff on an annual basis. Please review the information below and familiarize yourself with these important policies. These policies are updated as needed; current versions are maintained on the University Policy [www.uni.edu/policies](http://www.uni.edu/policies) website.

**Discrimination, Harassment, and Sexual Misconduct Policy (www.uni.edu/policies/1302)**

The University is committed to achieving fairness and equity in all aspects of the educational enterprise and therefore prohibits discrimination, harassment, sexual misconduct, and retaliation under this policy. This policy applies regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff.

If you are aware of or witness discrimination, harassment, sexual misconduct, or retaliation report the incident to the Title IX Officer or a Title IX Deputy Coordinator in accordance with the policy. Refer to [www.uni.edu/psafety](http://www.uni.edu/psafety) for additional information on resources and reporting options including on-line reporting. Online educational programs related to this policy are available at [www.compliance.uni.edu](http://www.compliance.uni.edu). Sign in with your CAT ID and pass phrase to view the training programs assigned to you. It is recommended that you complete the online training or attend an OCEM sponsored training at least once every other year.

**Accommodations of Disabilities Policy (www.uni.edu/policies/1315)**

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This policy applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large.

**Affirmative Action Policy (www.uni.edu/policies/1301)**

The University is committed to a policy of equal opportunity in employment, retention, and advancement of employees without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or state law, except in rare instances where sex may be a bona fide occupational requirement of the applicant, and to policy of affirmative action for protected classes. Affirmative action entails special efforts by the University community to recruit and hire protected class members throughout the University, proportionate to their availability in the relative labor market. These policies apply to all positions in the University.
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The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students on property owned or leased by the University of Northern Iowa or in conjunction with a University-sponsored activity is prohibited. See also UNI policy 13.18 Alcohol and Drugs.

In accordance with the Drug-Free Workplace Act of 1988, employees must report any conviction under a criminal drug statute for a violation occurring while conducting official business on or off University premises, within 5 days of the conviction to the department head. The department head may consult with the Director of Human Resources. See also Personal Conduct Rules.

Additional information and resources can be found at: [http://www.uni.edu/hr health/well benefit/1386.html](http://www.uni.edu/hr/health/wellbeing/1386.html). If you have questions, please contact Therese Callaghan, Employee Health and Well-being Coordinator, at therese.callaghan@uni.edu or 273.6164.

Thank you in advance for acquainting yourself with the information provided and for helping to make our campus welcoming to everyone.
Human Resource Services

Policy

Drug & Alcohol Free Workplace

Human Resource Services

University of Northern Iowa

Community Resources

Employee Assistance Program

Appendix C
**Purpose**

This policy is intended to serve in maintaining the health and safety of the University's Faculty, Staff, Students, and Visitors, in addition to providing the practice and procedure for managing issues regarding drug and alcohol abuse in the workplace, and on Campus.

**Policy Statement**

It is the policy of the University of Northern Iowa and the Board of Regents to provide a Drug-Free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University Faculty, Staff, Students, and Visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, alcohol and drug prevention programs include policy enforcement, education programs, and treatment services.

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In Accordance with the Drug-Free Workplace Act of 1988, employees must report any conviction under a criminal statute for violations occurring while conducting official business on or off University premises, within 5 days of the conviction to the department head. The department head may consult with the director of Human Resources. See also Personal Conduct Rules.

**Procedure**

All employees are expected and required to report to work in an appropriate condition to carry out their responsibilities. In particular:

1. While performing work for the University, operating any University vehicle, or conducting University business, faculty and staff are prohibited from using, being under the influence of, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia). Any illegal drugs or drug paraphernalia found on University property will be turned over to University Police and may result in criminal prosecution.

2. Employees are prohibited from being impaired or under the influence of legal drugs and/or alcohol, including prescription medication, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or creates an unnecessary risk for the University. If taking necessary medication could compromise workplace safety or affect work performance, the employee is responsible for communicating with his/her supervisor to evaluate temporary job modification/reassignment during the course of the treatment.

Employees who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action including a formal reprimand, being placed on enforced leave status, suspension, termination and/or referral for prosecution. Employee policy violations shall be addressed by the supervisor, in conjunction with the Director of Human Resource Services and/or the Associate Provost for Faculty Affairs. See also employee handbooks: Merit, P&S, and the Faculty Resource Guide.

**Health Risks**

Health Risks of Alcohol Consumption:

- Violence. Fights, vandalism, sexual assaults, homicide, and suicide are far more likely when drinking is involved.
- Serious injury. Most fatal automobile accidents involve alcohol use.
- Death from overdose.
- Addiction. If you have a family history of addiction, you have significantly increased risk for addiction.
- Lowered resistance to disease/illness. Increased risk of ulcers, heart disease, and multiple forms of cancer.

Health Risks of Illegal Drug Usage:

Marijuana: Possible long-term effects include apathy, lung disease, heart disease, stroke cancer and addiction. Marijuana use significantly impairs driving skills.

Stimulants: Possible long-term effects include anxiety, corrosion, insomnia and psychotic symptoms, such as paranoia. Stimulants increase wakefulness and physical activity and decrease appetite. An overdose can be lethal.

Hallucinogens: Possible long-term effects include flashbacks & psychosis. The effects of hallucinogens are unpredictable and can vary dramatically based upon setting/environment. During "bad trips", the user generally feels panicked, confused, paranoid and out of control.
4.13 Drug-Free Workplace and Schools

Purpose:
This policy is intended to serve in maintaining the health and safety of the University's faculty, staff, students, and visitors, in addition to providing the practice and procedure for managing issues regarding drug and alcohol abuse in the workplace and on campus.

Policy Statement:
It is the policy of the University of Northern Iowa and the Board of Regents to provide a drug-free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, alcohol and drug prevention programs include policy enforcement, education programs, and treatment services.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students on property owned or leased by the University of Northern Iowa or in conjunction with a University-sponsored activity is prohibited. See also UNI policy 13.18 Alcohol and Drugs.

In accordance with the Drug-Free Workplace Act of 1988, employees must report any conviction under a criminal drug statute for a violation occurring while conducting official business on or off University premises, within 5 days of the conviction to the department head. The department head may consult with the Director of Human Resources. See also Personal Conduct Rules.

Procedure:
Employees
All employees are expected and required to report to work in an appropriate condition to carry out their responsibilities. In particular:

1. While performing work for the University, operating any University vehicle, or conducting University business, faculty and staff are prohibited from using, being under the influence of, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia). Any illegal drugs or drug paraphernalia found on University property will be turned over to University Police and may result in criminal prosecution.

2. Employees are prohibited from being impaired or under the influence of legal drugs and/or alcohol, including prescription medication, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or creates an unnecessary risk for the University. If taking necessary medication could compromise workplace safety or affect work performance, the employee is responsible for communicating with his/her supervisor to evaluate temporary job modification/re-assignment during the course of the treatment.
Employees who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action including a formal reprimand, being placed on enforced leave status, suspension, termination and/or referral for prosecution. Employee policy violations shall be addressed by the supervisor, in conjunction with the Director of Human Resource Services and/or the Associate Provost for Faculty Affairs. See also employee handbooks: Merit, P&S, and the Faculty Resource Guide.

Students
Students who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action in accordance with the policies and procedures outlined in the Student Conduct Code. The Dean of Students or a student conduct administrator will determine if the student is responsible for violating this policy and will impose appropriate sanctions. Sanctions may include warning, probation, suspension, expulsion, and other discretionary sanctions. See also Student Conduct Code.

Employee Assistance Program
Drug and alcohol abuse can lead to adverse health effects, legal ramifications, and may negatively impact work performance. The University offers an Employee Assistance Program designed to assist UNI employees and their families with problems affecting personal relationships, health, and work performance. All services are confidential. For more information on the Employee Assistance Program contact Human Resource Services.

Student Assistance & Resources

University Health Services
104 Wellness and Recreation Center, (319) 273-3423
Preventative and supportive services for students concerning alcohol and other drug use.

Counseling Center,
Health and Recreation Services
103 Student Health Center, (319) 273-2676
Individual counseling, consultations and referrals.

Student Health Clinic,
Health and Recreation Services
16 Student Health Center, (319) 273-2009
Consultation and referrals for substance abuse-related problems.

UNI Police,
30 Gilchrist Hall, (319) 273-2712
UNI Police are committed to providing a safe campus environment.
Local Hospitals
All local hospitals provide 24-hour emergency medical services.

Sartori Hospital
515 College St.
Cedar Falls, IA
50613
(319) 268-3090

Allen Hospital
1825 Logan Avenue
Waterloo, IA
50703
(319) 235-3697

Covenant Medical Center
3421 West 9th St
Waterloo, IA 50702
(319) 272-7050

The University's contact for any question regarding this policy for Students is the Substance Abuse Services Coordinator, telephone (319) 273-3423. The University's contact for any question regarding this policy for Employees is the Employee Disability and Leave Coordinator, telephone (319) 273-6164. Information can also be found on the Human Resource Services web page, and the Wellness web page.

Crimes Reported to University of Northern Iowa Department of Public Safety
(Statistics include anonymous reports.)

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON CAMPUS</th>
<th>RESIDENCE HALLS</th>
<th>TOTAL ON CAMPUS*</th>
<th>NON CAMPUS</th>
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ARRESTS/REFERRALS:
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Arrest
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</table>

| Total Unfounded** | | |
| 2015 | 4 |
| 2014 | 6 |

**Hate Crimes***
2015 – One (1) non-campus Intimidation incident characterized by race bias.
2014 – No Hate Crime reported.

* Total on campus crimes includes residence hall incidents.
** Unfounded means that a sworn or commissioned law enforcement officer has investigated the reported incident and determined the incident to be false or baseless. Unfounded crimes are not counted in any other category.
*** Hate crimes include the offenses listed above and also the following offenses: larceny/theft, simple assault, intimidation, Damage / vandalism of property. Categories of bias are: gender, race, religion, ethnicity, gender identity, national origin, sexual orientation, and disability.
C. Academic Impacts

Within the last 12 months, students reported the following factors affecting their individual academic performance, defined as: received a lower grade on an exam, or an important project; received a lower grade in the course; received an incomplete or dropped the course; experienced a significant disruption in thesis, dissertation, research, or practicum work; (listed alphabetically):

<table>
<thead>
<tr>
<th>Factor</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol use</td>
<td>2.3%</td>
</tr>
<tr>
<td>Allergies</td>
<td>1.0%</td>
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<tr>
<td>Anxiety</td>
<td>18.1%</td>
</tr>
<tr>
<td>Assault (physical)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Assault (sexual)</td>
<td>1.0%</td>
</tr>
<tr>
<td>Attention Deficit/Hyperactivity Disorder</td>
<td>4.4%</td>
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<tr>
<td>Cold/Flu/Sore throat</td>
<td>9.8%</td>
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<tr>
<td>Concern for a troubled friend</td>
<td>6.8%</td>
</tr>
<tr>
<td>or family member</td>
<td>2.5%</td>
</tr>
<tr>
<td>Chronic health problem or serious illness</td>
<td>1.4%</td>
</tr>
<tr>
<td>Chronic pain</td>
<td>4.5%</td>
</tr>
<tr>
<td>Death of a friend or family member</td>
<td>11.6%</td>
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<tr>
<td>Depression</td>
<td>0.4%</td>
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<tr>
<td>Discrimination</td>
<td>0.6%</td>
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<tr>
<td>Drug use</td>
<td>4.2%</td>
</tr>
<tr>
<td>Eating disorder/problem</td>
<td>0.8%</td>
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<tr>
<td>Finances</td>
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<tr>
<td>Gambling</td>
<td>5.2%</td>
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<tr>
<td>Homesickness</td>
<td>6.6%</td>
</tr>
<tr>
<td>Injury</td>
<td>9.5%</td>
</tr>
<tr>
<td>Internet use/computer games</td>
<td>2.3%</td>
</tr>
<tr>
<td>Learning disability</td>
<td>2.3%</td>
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<tr>
<td>Participation in extracurricular activities</td>
<td>5.4%</td>
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<tr>
<td>Pregnancy (yours or partner's)</td>
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<tr>
<td>Relationship difficulties</td>
<td>7.0%</td>
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<tr>
<td>Roommate difficulties</td>
<td>5.4%</td>
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<tr>
<td>Sexually transmitted disease/ infection (STD/.)</td>
<td>0.1%</td>
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<tr>
<td>Sinus infection/Ear infection</td>
<td>3.6%</td>
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<tr>
<td>Bronchitis/Strep throat</td>
<td>16.4%</td>
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<tr>
<td>Sleep difficulties</td>
<td>24.3%</td>
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<tr>
<td>Work</td>
<td>9.7%</td>
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<tr>
<td>Other</td>
<td>1.2%</td>
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</table>
E. Alcohol, Tobacco, and Other Drug Use

Reported use versus perceived use - reported use for all students within the past 30 days compared with how often students perceived the typical student on campus used substances within the same time period. The last line of each table combines all categories of any use in the last 30 days.

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<thead>
<tr>
<th>Alcohol</th>
<th>Actual Use</th>
<th>Perceived Use</th>
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<tbody>
<tr>
<td></td>
<td>Percent (%)</td>
<td>Male</td>
</tr>
<tr>
<td>Never used</td>
<td>26.4</td>
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<tr>
<td>Used, but not in the last 30 days</td>
<td>8.5</td>
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<tr>
<td>Used 1-9 days</td>
<td>54.7</td>
<td>58.9</td>
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<td>Used 10-29 days</td>
<td>10.4</td>
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<tr>
<td>Used all 30 days</td>
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<tr>
<td>Any use within the last 30 days</td>
<td>65.1</td>
<td>65.4</td>
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<thead>
<tr>
<th>Cigarette</th>
<th>Actual Use</th>
<th>Perceived Use</th>
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<tbody>
<tr>
<td></td>
<td>Percent (%)</td>
<td>Male</td>
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<tr>
<td>Never used</td>
<td>75.5</td>
<td>84.2</td>
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<td>Used, but not in the last 30 days</td>
<td>19.3</td>
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<tr>
<td>Used 1-9 days</td>
<td>3.8</td>
<td>3.4</td>
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<tr>
<td>Used all 30 days</td>
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<tr>
<td>Any use within the last 30 days</td>
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<td>Any use within the last 30 days</td>
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## Appendix C continued

### Tobacco from a water pipe (hookah)

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<td>0.0</td>
<td>0.5</td>
</tr>
<tr>
<td>Used all 30 days</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Any use within the last 30 days</strong></td>
<td>7.5</td>
<td>6.5</td>
</tr>
</tbody>
</table>

### All other drugs combined

<table>
<thead>
<tr>
<th>Percent (%)</th>
<th>Actual Use</th>
<th>Perceived Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Never used</td>
<td>59.6</td>
<td>81.0</td>
</tr>
<tr>
<td>Used, but not in the last 30 days</td>
<td>25.4</td>
<td>12.9</td>
</tr>
<tr>
<td>Used 1-9 days</td>
<td>9.4</td>
<td>4.7</td>
</tr>
<tr>
<td>Used 10-29 days</td>
<td>2.3</td>
<td>1.0</td>
</tr>
<tr>
<td>Used all 30 days</td>
<td>3.3</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Any use within the last 30 days</strong></td>
<td>15.0</td>
<td>6.1</td>
</tr>
</tbody>
</table>

*Includes cigars, smokeless tobacco, cocaine, methamphetamine, other amphetamines, sedatives, hallucinogens, anabolic steroids, opiates, inhalants, MDMA, other club drugs, other illegal drugs. (Excludes alcohol, cigarettes, tobacco from a water pipe, and marijuana).

- 2.8% of college students reported driving after having 5 or more drinks in the last 30 days.*
- 20.4% of college students reported driving after having any alcohol in the last 30 days.*

*Students responding "N/A, don't drive" and "N/A don't drink" were excluded from this analysis.

Estimated Blood Alcohol Concentration (or eBAC) of college students reporting 1 or more drinks the last time they "partied" or socialized. Students reporting 0 drinks were excluded from the analysis. Due to the improbability of a student surviving a drinking episode resulting in an extremely high eBAC, all students with an eBAC of 0.50 or higher are also omitted from these eBAC figures. eBAC is an estimated figure based on the reported number of drinks consumed during the last time they "partied" or socialized, their approximate time of consumption, sex, weight, and the average rate of ethanol metabolism.

<table>
<thead>
<tr>
<th>Estimated BAC</th>
<th>Percent (%)</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;.08</td>
<td>59.0</td>
<td>69.0</td>
<td>66.5</td>
<td></td>
</tr>
<tr>
<td>&lt;.10</td>
<td>68.1</td>
<td>76.3</td>
<td>74.2</td>
<td></td>
</tr>
<tr>
<td>Mean</td>
<td>0.08</td>
<td>0.06</td>
<td>0.07</td>
<td></td>
</tr>
<tr>
<td>Median</td>
<td>0.06</td>
<td>0.04</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>Std Dev</td>
<td>0.07</td>
<td>0.07</td>
<td>0.07</td>
<td></td>
</tr>
</tbody>
</table>
Reported number of drinks consumed the last time students "partied" or socialized. Only students reporting one or more drinks were included.

<table>
<thead>
<tr>
<th>Number of drinks*</th>
<th>Percent (%)</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or fewer</td>
<td>31.9</td>
<td>63.3</td>
<td>55.5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9.7</td>
<td>11.9</td>
<td>11.3</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>13.9</td>
<td>9.2</td>
<td>10.3</td>
<td></td>
</tr>
<tr>
<td>7 or more</td>
<td>44.4</td>
<td>15.6</td>
<td>22.9</td>
<td></td>
</tr>
</tbody>
</table>

Mean 6.75 4.11 4.77
Median 6.00 4.00 4.00
Std Dev 3.95 2.64 3.22

* Students reporting 0 drinks were excluded.

Reported number of times college students consumed five or more drinks in a sitting within the last two weeks:

<table>
<thead>
<tr>
<th>Percent (%)</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A don't drink</td>
<td>26.6</td>
<td>25.0</td>
<td>25.4</td>
</tr>
<tr>
<td>None</td>
<td>28.5</td>
<td>46.1</td>
<td>41.6</td>
</tr>
<tr>
<td>1-2 times</td>
<td>27.6</td>
<td>21.5</td>
<td>22.9</td>
</tr>
<tr>
<td>3-5 times</td>
<td>13.6</td>
<td>5.2</td>
<td>7.4</td>
</tr>
<tr>
<td>6 or more times</td>
<td>3.7</td>
<td>2.3</td>
<td>2.7</td>
</tr>
</tbody>
</table>

Percent of college students who reported using prescription drugs that were not prescribed to them within the last 12 months:

<table>
<thead>
<tr>
<th>Percent (%)</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antidepressants</td>
<td>2.3</td>
<td>1.1</td>
<td>1.4</td>
</tr>
<tr>
<td>Erectile dysfunction drugs</td>
<td>0.0</td>
<td>0.2</td>
<td>0.1</td>
</tr>
<tr>
<td>Pain killers</td>
<td>6.5</td>
<td>2.7</td>
<td>3.7</td>
</tr>
<tr>
<td>Sedatives</td>
<td>2.8</td>
<td>1.9</td>
<td>2.1</td>
</tr>
<tr>
<td>Stimulants</td>
<td>7.9</td>
<td>4.2</td>
<td>5.1</td>
</tr>
</tbody>
</table>

Used 1 or more of the above 13.1 7.6 8.9
College students reported doing the following *most of the time* or *always* when they "partied" or socialized during the last 12 months:

<table>
<thead>
<tr>
<th>Percent (%)</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate non-alcoholic with alcoholic beverages</td>
<td>21.9</td>
<td>28.6</td>
<td>26.8</td>
</tr>
<tr>
<td>Avoid drinking games</td>
<td>28.9</td>
<td>31.7</td>
<td>30.9</td>
</tr>
<tr>
<td>Choose not to drink alcohol</td>
<td>20.8</td>
<td>27.4</td>
<td>25.6</td>
</tr>
<tr>
<td>Determine in advance not to exceed a set number of drinks</td>
<td>25.8</td>
<td>39.5</td>
<td>35.9</td>
</tr>
<tr>
<td>Eat before and/or during drinking</td>
<td>77.4</td>
<td>80.7</td>
<td>79.5</td>
</tr>
<tr>
<td>Have a friend let you know when you have had enough</td>
<td>30.7</td>
<td>51.6</td>
<td>46.2</td>
</tr>
<tr>
<td>Keep track of how many drinks being consumed</td>
<td>51.9</td>
<td>63.9</td>
<td>61.0</td>
</tr>
<tr>
<td>Pace drinks to one or fewer an hour</td>
<td>14.3</td>
<td>35.7</td>
<td>30.2</td>
</tr>
<tr>
<td>Stay with the same group of friends the entire time drinking</td>
<td>91.5</td>
<td>92.9</td>
<td>92.4</td>
</tr>
<tr>
<td>Stick with only one kind of alcohol when drinking</td>
<td>47.1</td>
<td>57.2</td>
<td>54.6</td>
</tr>
<tr>
<td>Use a designated driver</td>
<td>82.0</td>
<td>91.1</td>
<td>88.7</td>
</tr>
</tbody>
</table>

**Reported one or more of the above**

<table>
<thead>
<tr>
<th>Percent (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.0</td>
</tr>
</tbody>
</table>

*Students responding "N/A, don’t drink" were excluded from this analysis.*

College students who drank alcohol reported experiencing the following in the last 12 months when drinking alcohol:

<table>
<thead>
<tr>
<th>Percent (%)</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did something you later regretted</td>
<td>38.5</td>
<td>33.8</td>
<td>34.9</td>
</tr>
<tr>
<td>Forgot where you were or what you did</td>
<td>43.6</td>
<td>26.0</td>
<td>30.4</td>
</tr>
<tr>
<td>Got in trouble with the police</td>
<td>3.9</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>Someone had sex with me without my consent</td>
<td>1.3</td>
<td>4.3</td>
<td>3.5</td>
</tr>
<tr>
<td>Had sex with someone without their consent</td>
<td>0.6</td>
<td>0.4</td>
<td>0.5</td>
</tr>
<tr>
<td>Had unprotected sex</td>
<td>23.1</td>
<td>15.4</td>
<td>17.2</td>
</tr>
<tr>
<td>Physically injured yourself</td>
<td>9.7</td>
<td>10.6</td>
<td>10.3</td>
</tr>
<tr>
<td>Physically injured another person</td>
<td>1.3</td>
<td>0.4</td>
<td>0.6</td>
</tr>
<tr>
<td>Seriously considered suicide</td>
<td>2.6</td>
<td>2.2</td>
<td>2.3</td>
</tr>
</tbody>
</table>

**Reported one or more of the above**

<table>
<thead>
<tr>
<th>Percent (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>62.2</td>
</tr>
</tbody>
</table>

*Students responding "N/A, don’t drink" were excluded from this analysis.*
# Demographics and Student Characteristics

**Age**
- Average age: 19.85 years
- Median: 19.00 years
- Std Dev: 1.59 years

- 18 - 20 years: 71.1%
- 21 - 24 years: 28.2%
- 25 - 29 years: 0.7%
- 30+ years: 0.0%

**Gender**
- Female: 73.9%
- Male: 25.5%
- Transgender: 0.2%

**Student status**
- 1st year undergraduate: 36.2%
- 2nd year undergraduate: 26.1%
- 3rd year undergraduate: 19.9%
- 4th year undergraduate: 8.9%
- 5th year or more undergraduate: 4.8%
- Graduate or Professional: 4.0%
- Not seeking a degree: 0.0%
- Other: 0.1%

- Full-time student: 58.3%
- Part-time student: 1.6%
- Other student: 0.1%

**Relationship status**
- Not in a relationship: 53.5%
- In a relationship but not living together: 40.0%
- In a relationship and living together: 6.5%

**Marital status**
- Single: 96.4%
- Married/Partnered: 1.9%
- Separated: 0.1%
- Divorced: 0.1%
- Other: 1.4%

- Students describe themselves as:
  - White: 94.2%
  - Black or African American: 1.3%
  - Hispanic or Latino/a: 2.7%
  - Asian or Pacific Islander: 2.1%
  - American Indian, Alaskan Native or Native Hawaiian: 1.3%
  - Biracial or Multiracial: 2.4%
  - Other: 0.8%

- International Student:
  - International: 2.3%

- Students describe themselves as:
  - Heterosexual: 91.7%
  - Gay/Lesbian: 2.3%
  - Bisexual: 4.3%
  - Unsure: 1.7%

- Housing:
  - Campus residence hall: 62.3%
  - Fraternity or sorority house: 0.4%
  - Other university housing: 4.8%
  - Parent/guardian home: 5.3%
  - Other off-campus housing: 26.1%
  - Other: 1.2%

- Participated in organized college athletics:
  - Varsity: 6.0%
  - Club sports: 8.8%
  - Intramurals: 22.2%

- Member of a social fraternity or sorority:
  - Greek member: 6.3%

- Primary Source of Health Insurance:
  - College/university sponsored plan: 2.9%
  - Parents' plan: 91.1%
  - Another plan: 4.2%
  - Don't have health insurance: 1.0%
  - Not sure if have plan: 0.8%

*Cases where sex is missing are included in the calculation of percentages for this variable*
Revision of 13.18 Alcohol and Drugs from Wed, 03/23/2016 - 15:14

Purpose

The University of Northern Iowa adheres to the laws of the state of Iowa, and strives to create an environment that supports healthy decisions and lifestyles. While the use of illegal drugs is prohibited, the University acknowledges and respects the rights of individuals to use alcohol in a legal and responsible manner just as it acknowledges and respects the rights of individuals who choose not to use alcohol. Although the moderate consumption of alcohol may be an acceptable part of certain social activities, alcohol and drug abuse interferes with the ability of the University to achieve its mission and can adversely affect individuals, the university, and the larger community.

This policy is intended to help maintain the health and safety of the University's faculty, staff, students, and visitors, and to ensure that alcohol and drug use do not interfere with the effective functioning of the University. It further delineates the parameters relative to the use of alcoholic beverages on University property, at University-sponsored events, or in conjunction with University activities.

Definitions

"University-sponsored events" are those activities that are organized and/or sponsored by a unit of the University (but not events sponsored by student organizations or by individuals associated with UNI but acting in their private capacities). Examples include receptions, performances, athletic competitions, gallery openings, meetings, and conferences organized by departments, colleges, divisions, programs and facilities.

"University activities" are those activities sponsored by entities other than the University, but where the University (under the auspices of a unit of the University) is a participant. Examples would include participation in an athletic competition hosted by another university, a conference hosted by a professional association, a field trip associated with a class, and a volunteer service project hosted by a community agency.

Policy

Because alcohol and drug abuse poses a threat to the health and safety of University faculty, staff, students, and visitors and interferes with the ability of the University to achieve its mission, it is the policy of the University of Northern Iowa to provide a drug-free workplace and learning environment and, more specifically, to:

1. Prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students on property owned or leased by the University, at University-sponsored events, or in conjunction with University activities.


3. Maintain alcohol and drug prevention programs including policy enforcement, education programs, and treatment services.

4. Only permit the sale and/or use of alcoholic beverages on University property, at University-sponsored events, or in conjunction with University activities in a manner that reasonably ensures the health and safety of participants, complies with applicable law, and meets the requirements of this policy.

I. Employees

An employee, for purposes of this policy, includes any individual providing a service to the University and receiving compensation directly from the University for that service. This includes, but is not limited to, faculty, staff, administrators, graduate assistants, and student employees. Employees are expected and required to report to work in an appropriate condition to carry out their responsibilities and are subject to the requirements of University Policy and Procedure 4.13 "Drug Free Workplace and Schools".

II. Students

All community members, including students, are responsible for following state laws and University policies and rules. This policy applies to student conduct that occurs on University property, at University-sponsored events, or in conjunction with University activities and to student conduct off-campus that adversely affects the University community and/or the pursuit of its objectives.

A. General policy

1. Sale and use of illegal drugs is a violation of the Student Conduct Code and violators are subject to discipline as prescribed by the Student Conduct Code.

2. Alcoholic beverages shall not be possessed, dispensed, distributed, or consumed by students on campus except as allowed by applicable law and this policy.

3. Violations of this policy are violations of the Student Conduct Code (University Policy and Procedure 3.02 "Student Conduct Code") and students found to violate this policy will be subject to discipline as prescribed by the Student Conduct Code.

4. Students are required to provide proof of age to University Police or other University officials acting in performance of their duties.

5. Good Samaritan Provision: Students who seek medical assistance for themselves or another person who is intoxicated due to alcohol and/or drugs will not be subject to University disciplinary action, except when it has been determined that another violation of University policy has occurred (for example, destruction of University property; fire safety violation; physical harm to another person; etc.). In order for this provision to apply, the student must agree to complete all educational programming or other treatment recommended by the Dean of Students or a student conduct administrator. (See Student Conduct Code, Article X, Good Samaritan Provision, for further details.)

6. All alcoholic beverage use by sorority and fraternity members, in the context of chapter activity, is additionally subject to policies as promulgated by their respective governing bodies.

7. Student athletes are subject to additional policies as promulgated by the UNI Athletics in the Athletics Code of Conduct.

B. Living spaces on University property

Students who are of the legal drinking age and who live on University property, including residence halls, on-campus apartments, and other university rental properties, may possess or consume alcohol in their living space. If none of the students assigned to a living space is of the legal drinking age, alcohol is not
permitted in the living space. This includes empty alcohol containers. Students living in residence halls or on-campus apartments are also subject to further guidelines as defined in the Department of Residence On-Campus Community Standards and Housing Contract.

Students assigned to a living space who are of the legal drinking age may possess or consume alcohol according to the following guidelines:

1. Students living in the residence halls may only consume alcohol in their rooms with the room door closed.
2. Students living in on-campus apartments may only consume alcohol inside the apartment.

3. Students living in other University rental properties may consume alcohol in their house or yard.

4. Alcoholic beverages must be limited to a maximum container size of one gallon. All common sources of alcohol, including but not limited to kegs, punch bowls, beer balls, beer bongs, beer taps, and plastic jugs, are prohibited. Excessive amounts of alcohol in bottles or cans are prohibited.

5. Students living on campus are responsible for any guests present in their living spaces. Guests may only consume or possess alcohol in accordance with the law and this policy. Guests who do not comply with this policy may be required to leave the campus and may be subject to arrest and criminal prosecution.

C. Student travel

While traveling in or operating a University vehicle, students are prohibited from using, being under the influence of, possessing, buying, selling, or dispensing alcohol or any illegal drug, and possessing drug paraphernalia. Additionally, students must not be impaired by alcohol or illegal drugs during any University-sponsored event or in conjunction with University activities in which they are participating. All use of alcoholic beverages during personal time must be in compliance with laws of the applicable city, state, province, or country.

D. Policy violations

Student violations may be reported to the Dean of Students or a student conduct administrator, who will determine if the student is responsible for violating this policy and may impose appropriate sanctions. Student policy violators may be referred for an educational and/or treatment program, and may be subject to disciplinary action in accordance with the policies and procedures outlined in the Student Conduct Code. Sanctions may include warning, probation, suspension, expulsion, and other disciplinary sanctions.

III. Sale, service, and consumption of alcoholic beverages at events

The University has the authority to determine the time, place, quantities and conditions under which alcoholic beverages are consumed on University property, including the right to refuse to serve alcohol at any event or to any person. The service and sale of alcoholic beverages on University property and at University-sponsored events off-campus must comply with Iowa law and the requirements of this policy.

1. General policy:

   1. Any service or sale of alcoholic beverages on campus must be provided by the Department of Residence Catering or UNI Athletics and is subject to their operational policies.

   2. Any service or sale of alcoholic beverages, whether an activity is open to the public or is private, must comply with the provisions of this policy.

   3. Alcoholic beverages are permitted to be served at an event on University property only if management of the facility where the event will be held has approved the service. Regardless of this policy, individual facilities' management may disallow alcoholic beverage service via a pertinent facility policy.

   4. No alcoholic beverages will be served at an event where the majority of those expected to attend will be under the legal drinking age.

   5. No dimension of any service of alcoholic beverages will encourage or facilitate unsafe or excessive consumption of alcohol. The provision of alcoholic beverages must appropriately serve or complement the purpose of an event, and the sale of such beverages will be confined to this purpose.

   7. When a University event is off-campus, the sponsoring unit assumes responsibility for the event and must ensure that the service of alcoholic beverages is legal and complies with applicable portions of this policy.

   8. No open containers of alcoholic beverages are permitted on University property for non-University sponsored activities (such as for personal use or for informal social gatherings held by departments, employees, or student groups), except as allowable for Tailgating (Section IV) and residential spaces (Section II. B).

2. Service Guidelines

   1. Alcohol consumption is limited to the immediate premises where alcohol is approved to be served.

   2. Individuals or organizations hosting or sponsoring an event must provide adequate supervision at the event and implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated. The University caterer may require security staff be provided for the event at a cost to the event host.

   3. All events at which alcoholic beverages are served must also have food available. The menu and manner of the service of food must be approved by the University caterer serving the alcohol.

   4. Non-alcoholic beverages must be available for guests at all times during the event.

   5. The on-site catering manager and event hosts have the authority to limit or discontinue alcohol service at their discretion.

   6. Only by obtaining a Charity Beer and Wine Auction Permit (from the State of Iowa, Alcoholic Beverages Division) may beer or wine, donated by individuals or purchased from a retailer, be auctioned as part of a fundraising event. Retailers, free goods, or quantity discounts on products from retailers may not be accepted (per Iowa Code).

   7. Gambling is not legal at an event where alcoholic beverages are available unless the establishment holds a social gambling license (per Iowa Code).

   8. Private alcoholic beverage use off-campus associated with meals, meetings and informal social gatherings conducted by University officials on behalf of the University and intended to accomplish University business are not considered "events" within the meaning of this policy.

3. Exceptions (that do not constitute violations of law) may be granted by the Vice President for Student Affairs in consultation with department heads of directly affected units.
IV. Tailgating
Tailgating is defined as an on-campus public outdoor social event that involves the consumption of food and/or alcoholic beverages. Individuals, groups, and organizations participating in tailgate activities are responsible for their own conduct and expected to respect the rights of others. Any purchase, possession, or consumption of alcoholic beverages in conjunction with tailgating is subject to Iowa law and the previously-stated provisions of this policy.
1. Tailgating is allowed only in conjunction with UNI home football games and is subject to the management and oversight of UNI Athletics. UNI Athletics shall be responsible, in consultation with Public Safety, Student Affairs, and the UNI Risk Manager, to develop and implement rules regarding all aspects of tailgating activity, including but not limited to:

1. Designate approved locations and allocate their usage.
2. Determine starting and ending times.
3. Manage parking and post-event cleanup.
4. Provide signage and other means to clearly communicate rules to participants.
5. Ensure appropriate and adequate placement of security and other event personnel.
6. Provide adequate supply of portable restrooms, trash and recycling containers, and other equipment as needed.
7. Restrict loud music, public address system use, and other disruptive activities.
8. Determine all other rules necessary to reasonably manage tailgating activity.

2. UNI Athletics shall ensure that current tailgating rules are available to the public via its website. Current event and participant guidelines are available here.

V. Marketing activity related to alcoholic beverages

Any marketing activity that promotes unsafe or excessive consumption of alcohol or encourages underage drinking is prohibited on University property or at University-sponsored events.

1. Alcohol-related advertising or other marketing for any activity on University property or in any University publication (including, but not limited to, paid advertising, printed materials, permanent and temporary signage, and promotional activities) must: Alcoholic beverages may not be used as an enticement to participate in a University activity nor be provided as a prize or award to individual students, campus organizations, or other members of the campus community.

1. Not encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.
2. Avoid demeaning, sexual or discriminatory portrayals of individuals.
3. Not portray drinking alcohol as a solution to personal or academic problems or as necessary to social, sexual, academic or career success.
4. Use only the name or logo of a particular company or product; no pictures or renditions of beverage containers are permitted. In cases of a sponsored event, the name or logo must be clearly subordinate to the name or title of the sponsored event.
5. Not promote drink specials, price or price advantage.
6. Not incorporate University students or employees as participants in the alcohol advertising.
2. Advertisements must carry a statement encouraging responsibility where drinking occurs.
3. Broadcasters under contract with the University or its agents are encouraged to follow the above provisions when accepting advertising that promotes use of alcoholic beverages.
4. Student-run media (newspapers, radio, TV, websites, etc.) are encouraged to follow the above provisions for any advertising that promotes sale or use of alcoholic beverages.

VI. Resources

A. Faculty and staff only

Employee Assistance Program (EAP): Drug and alcohol abuse can lead to adverse health effects and legal ramifications, and may negatively impact work performance. The University offers an EAP, designed to assist UNI employees and their families with problems affecting personal relationships, health, and work performance. All services are confidential. For more information about the EAP, contact Human Resource Services, (319) 273-2423.

B. Students only

Substance Abuse Services
Student Wellness Services
104 Wellness and Recreation Center, (319) 273-3423
Preventative and supportive services for students concerning alcohol and other drugs.

Counseling Center
Health and Recreation Services
103 Student Health Center, (319) 273-2674
Individual counseling, consultation, and referrals for substance abuse-related problems.

Student Health Clinic
Health and Recreation Services
16 Student Health Center, (319) 273-2009
Consultation and referrals for substance abuse-related problems.

C. Faculty, staff, students and visitors

UNI Police
30 Gilchrist Hall, (319) 273-2712
UNI Police Department is committed to providing a safe campus environment.

Local Hospitals

Sartori Hospital  Allen Hospital  Corent Medical
VII. Policy Contacts

University contacts for any question regarding this policy are as follows:

• **Students:** Substance Abuse Services Coordinator (319) 273-3423.

• **Employees:** Employee Disability and Leave Coordinator (319) 273-6164.

• **Events:** Department of Residence Catering (319) 273-2333 or UNI Athletics (319) 273-6197.

• **Marketing:** University Relations (319) 273-2761.

• **Tailgating:** UNI Athletics (319) 273-2470.

• **Commercial activity at tailgating:** UNI Athletics (319) 273-4502.

Vice President for Student Affairs and Department of Athletics, approved December 14, 2015
President’s Cabinet, approved March 7, 2016
President and Executive Management Team, approved March 8, 2016
Revision of 8.10 Smoking and Tobacco Use from Thu, 10/22/2015 - 09:57

Purpose:
The purpose of this policy is to foster a healthy environment for students, faculty, staff, visitors and guests on the University of Northern Iowa (UNI) campus and owned and leased spaces off campus, by eliminating the use of tobacco and tobacco-related/tobacco-like products.

For the purposes of this policy, the phrase "smoking and use of tobacco products" is defined as the smoking of tobacco via cigarettes, cigars or pipes or the use of devices or products that may be used to smoke or mimic smoking including water pipes (hookahs), vaporizers, electronic cigarettes, etc. and the use of smokeless tobacco including snuff and chewing tobacco.

The university recognizes its social responsibility to promote the health, well-being and safety of university students, faculty, staff, visitors and guests of the university. This policy is designed to assist the university in becoming a healthier and safer environment.

Policy Statement:
The policy of the University of Northern Iowa is to provide a smoke and tobacco-free environment for its students, faculty, staff, administrators, visitors and the general public on campus. Smoking and use of tobacco products are prohibited on university-owned or leased property, and in University vehicles and any vehicle located on University property.

Exception: The use of tobacco products is permitted in the Gallagher-Bluedorn Performing Arts Center, Lang Auditorium, Bengston Auditorium and the Strayer-Wood Theatre when it is called for by the director as part of the production. Only the specific characters during rehearsals and performances may use tobacco products. The appropriate department is in charge of the production and shall include notification that there will be smoking in the show. Smoking and use of tobacco products in the green rooms is prohibited.

This policy applies to all events and persons on campus or on owned and leased property including, but not limited to students, faculty, staff, contracted personnel, vendors and visitors to the university.

Background
The Iowa Smokefree Air Act enacted in 2006, establishes prohibitions for smoking in places of employment and on school grounds, including institutions governed by the Board of Regents, State of Iowa pursuant to Iowa Code section 262.7. The Iowa Department of Public Health (IDPH) has been designated the oversight authority.

Procedure:
A. University Owned or Leased Property
   1. Smoking and any other use of tobacco-related and tobacco-like products are prohibited on university-owned or leased property including grounds, parking lots, athletic fields, recreation fields, tennis courts and any other outdoor area, as well as any vehicle located on the university’s property. This policy applies to walkways and sidewalks adjacent to city streets that adjoin university property including the grassed area between the sidewalk and the street.

   2. No Smoking/No Tobacco Use signs shall be posted at all entrances to university-owned or leased buildings.

B. University Owned Buildings and Leased Space
   1. Use of tobacco products is prohibited in any university-owned or leased facility or property. This prohibition shall apply to any area enclosed by the outermost walls of the building and will include atriums, balconies, stairwells and other similar building features.

   2. No Smoking/No Tobacco Use signs shall be posted at all entrances to university-owned or leased buildings.

C. University Owned Passenger Vehicles and Moving Equipment
   1. Use of tobacco products is prohibited at all times in any university-owned or leased vehicles or vehicles provided by the University.

   2. This prohibition applies to passenger vehicles and all other state-owned mobile equipment to include light and heavy trucks, cargo and passenger vans, buses and any other applicable mobile equipment.

   3. No Smoking/No Tobacco Use signs shall be posted in every vehicle owned or leased by the university.

D. Complaints and Enforcement
All members of the campus community share the responsibility of adhering to and enforcing this policy and have the additional responsibility to communicate the policy to visitors in a courteous and considerate manner.

1. The IDPH is responsible for maintaining a system for receiving and investigating complaints of non-compliance with the Iowa Smokefree Air Act.

2. The IDPH designates the law enforcement authorities of the state and for each political subdivision of the state, to assist with the enforcement of the Iowa Smokefree Air Act. A peace officer may issue a citation instead of arresting a violator of this Act and the violator shall pay a civil penalty (Iowa Code Section 805.8C(3)) for each violation. The UNI Police Department is the designated law enforcement authority for the campus.

3. Any person may register a complaint with the IDPH by calling the toll-free number, 1-888-944-2747, by registering a complaint on the IDPH web site, www.iowasmokefreeair.gov or by downloading a complaint form from the IDPH web site.

4. The responsibility to inform applicants and current employees that university-owned and leased facilities and grounds are smoke and tobacco-free environments is held with the following individuals: The Dean of Students will be responsible to inform and promote compliance among students.

   1. Human Resource Services Director or designee for all institutional official and staff positions.

   2. Provost and Executive Vice President for Academic Affairs, or designee, for faculty, graduate assistants along with other academic positions within Academic Affairs.
3. Director of Career Services, or designee, for student employment positions.

5. The Dean of Students will be responsible to inform and promote compliance among students.

6. Individuals found to be noncompliant with this policy will be subject to campus disciplinary action:

1. For students, noncompliance will be referred to the Office of the Dean of Students.
2. For employees, noncompliance will be referred to the employee’s supervisor, Associate Provost for Faculty or Director of Human Resource Services as applicable.

3. For contractors and subcontractors, noncompliance will be referred to the campus unit responsible for monitoring performance of the applicable work or contract.

4. Visitors and members of the public who refuse to comply with this policy will be referred to the University Police Department and may be asked to leave campus or may be served a civil citation if they are smoking.

This policy is effective on final approval and supersedes all previous University smoking policies. Questions regarding this policy should be directed to Environmental Health and Safety at 319-273-7269.

Senior Vice President for Administration and Financial Services, approved September 1, 2015
President’s Cabinet, approved October 6, 2015
President and Executive Management Team, approved October 12, 2015
3.02 Student Conduct Code

This policy is outlined as follows:

I. Purpose
II. Policy
III. Philosophy
IV. Student Conduct Authority
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VI. Violations of Law
VII. Definitions
VIII. Student Rights
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   2. Misconduct related to property
   3. Misconduct related to health, welfare, and safety
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XI. Student Organizations
XII. Student Conduct Procedures
   A. Charges and Notice
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I: Purpose
The University of Northern Iowa is committed to the education and personal development of students, so as to support the achievement of their educational and life goals and prepare them for responsible citizenship. In this context, the University seeks to foster an environment conducive to achieving its academic mission and that is supportive of the rights of individuals to live, work, learn, and assemble safely and equitably, to express views and opinions, and to associate freely with others.

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

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

III. Philosophy
The Student Conduct Code is grounded in a commitment to three core values:

Respect: University of Northern Iowa students support the rights of individuals to live and work with each other in a safe environment reflective of the educational ideals of the University.

Responsibility: University of Northern Iowa students engage in responsible social conduct that reflects positively upon the University community, while modeling good citizenship in all communities.

Honesty: University of Northern Iowa students live a life of integrity, creating good leaders, friends, and colleagues who share the common goal of building our learning community.

IV: Student Conduct Authority

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

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

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

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

V: Jurisdiction

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

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

1. Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of self or others;
2. Any situation significantly infringing upon the rights, property, or educational pursuits of others or significantly breaching the peace and/or causing social disorder; and/or,
3. Any situation detrimental to the pursuit of the educational mission and/or interests of the University.

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

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

Reports of alleged policy violations should be submitted as soon as possible after the misconduct event occurs. Although there is no time limit on the reporting of misconduct, the university may ultimately be unable to adequately investigate if too much time has passed or if the students involved have graduated.

Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to an alleged violation.

VI: Violations of Law

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

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

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

VII: Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15. **Student(s):** as pertaining to the Student Conduct Code, are defined as:
   1. Persons enrolled at the University of Northern Iowa;
   2. Persons who are not enrolled for a particular academic term but who have a continuing educational relationship with the University;
   3. Persons who have been notified of their acceptance for admission;
   4. Persons who are participating in programs sponsored by the University and another college or university (e.g. community college partnership agreements), although not enrolled at this institution; or,
   5. Persons who were defined as a student at the time of their misconduct.

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

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

8. **University:** University of Northern Iowa.

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

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

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

**VIII: Student Rights**

1. A student has the right to be treated with dignity and respect by all persons involved in the student conduct process.

2. A student has the right to a hearing that is conducted fairly.

3. A student has the right to a hearing by an unbiased Student Conduct Administrator/Conduct Board.

4. A student has the right to an advisor present at meetings or hearings regarding allegations of misconduct.

5. A student has the right to written notice of the alleged violation(s).

6. A student has the right to share as much information as desired; however, a decision will be made based on the information available or shared.

7. A student has the right to present witnesses, share written or oral statements, and any other information pertaining to the incident.

8. A student has the right to an appeal.

9. A student has the right to see the contents of their student conduct file.
IX: Student Conduct Policies

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

1. Misconduct related to others
   1. Harm to Person: Intentionally or recklessly causing physical harm or endangering the health or safety of any person, including oneself.
   2. Threatening Behaviors:
      1. Direct Threat: Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
      2. Indirect Threat: Implied threat or acts causing a reasonable fear or harm interfering with a person's ability to participate in or benefit from the University's educational, social and/or residential program.
      3. Harassment: An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of intimidation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being harassed does not excuse the violation. Failing to intervene, to prevent, to discourage, and/or failing to report those acts may also constitute harassment.
      4. Harassment via Technology: Use of electronic or other technology, without a valid purpose, to intentionally intimidate, embarrass, ridicule, or humiliate another person. This includes the creation or distribution of video, audio, or photographic files without the consent of all parties recorded or photographed which could foreseeably intimidate, embarrass, ridicule, or humiliate and causes another person to be intimidated, embarrassed, ridiculed, or humiliated.
      5. Public Exposure: Deliberately and/or publicly exposing one's intimate body parts, public urination/defecation, and/or public sex acts.
      6. Collusion: Knowingly, recklessly, or willfully enticing or assisting others to commit or attempt to commit acts prohibited by this code or that violate the law.
      7. Complicity: Condoning or supporting others to commit or attempt to commit acts prohibited by this code or that violate the law.

2. Misconduct related to property
   1. Theft: Intentional and unauthorized taking or removal of property that belongs to another person or entity, including goods, services, furniture, artwork, plants, electronics, books, window screens, signs, and/or other valuables.
   2. Possession of Stolen Property: Knowingly maintaining possession of property belonging to another person or entity without permission.
   3. Sale of Stolen Property: Selling or attempting to sell any item which is known to be, or can reasonably be assumed to have been stolen, or otherwise illegally obtained.
   4. Fraud: Attempting to defraud by means of deception, bad checks, forged, or stolen credit or ID cards, possession or use of counterfeit currency, and/or other means.
   5. Identity Theft: Using the identity of another person or entity, including the use of a fake ID, with the intent of misrepresenting oneself as another for any reason.
   6. Vandalism and Damage: Intentional, reckless, and/or unauthorized damage to property owned by another person, entity, or the University.
   7. Burglary: Unlawful entry with intent to commit a policy violation or violation of law.
   8. Unauthorized Access: Unauthorized access to any building (i.e., keys, cards, etc.) or unauthorized possession, duplication, or use of means of access to any building or failing to report a lost university identification card or key in a timely manner.
   9. Unauthorized Entry: Entry into any building, room, location, or space where a person does not have a reasonable expectation of access or right of entry or where the conditions of authorized entry, such as payment or presentation of proper identification, have not been met. Misuse of access privileges to premises or unauthorized entry to or use of buildings, including trespassing, peering or unauthorized use of alarmed doors for entry into or exit from a building. Restricted university areas include, but are not limited to, building roofs, fire escapes, steam tunnels, elevators, shafts, equipment and mechanical storage rooms and construction sites. This includes entering a residence hall room of which the student is not a contract holder without permission.

3. Misconduct related to health, welfare, and safety
   1. Alcohol
      a. Underage possession: The purchase or possession of alcoholic beverages by persons under the age of 21.
      b. Underage use: The consumption or act of being under the influence of alcohol by persons under the age of 21.
      c. Illegal use of alcohol: Illegal manufacturing, distributing, selling of alcohol (regardless of age), and/or providing alcohol to minors.
      d. UNF Alcohol Policy: Violation(s) of the Alcohol and Drugs policy 13.18, which outlines the expectations regarding alcohol use on campus.
   2. Drugs
a. Use or possession of marijuana: The use, possession, sale, or distribution of marijuana and/or its derivative. Substances made to resemble marijuana are also not permitted on campus.

b. Use or possession of any other illegal controlled substance: The use, possession, sale, or distribution of narcotics, steroids, stimulants, depressants, hallucinogens, or any other controlled substance without a prescription.

c. Drug Paraphernalia: The use, possession, or sale of drug paraphernalia. Drug paraphernalia is defined as any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, producing, possessing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

d. Prescription Medications: Abuse, misuse, sale, or illegal distribution of prescription or over-the-counter medications.

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

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

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

6. Fire Safety: Violation of local, state, federal or campus fire policies including, but not limited to:
   1. Intentionally or recklessly causing a fire which damages university or personal property or which causes injury.
   2. Improper use of university firesafety equipment.
   3. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property. Such action may result in a local fine in addition to university sanctions.
   7. Wheeled Devices: Skateboards, roller blades, roller skates, and other wheeled items may not be ridden inside any university building, on railings, curbs, benches, or any such fixture that may be damaged by these activities, and individuals may be liable for damage to university property caused by these activities. Exceptions are made for medical purposes.
   8. Evacuation: Failing to evacuate any building or fail to evacuate after an alarm has been activated or notice has otherwise been given of a fire, fire drill, fire alarm, or other order to evacuate.
   9. Health and Safety: Creating health and/or safety hazards (examples include dangerous pranks, and hanging out of or climbing from/on/in windows, balconies, or roofs).

4. Misconduct related to the operation of the University
   1. Disruptive Behavior: Disruption of university operations including, but not limited to, obstruction of teaching, research, administrative functions, or other university activities, and/or other authorized non-university activities which occur on campus.
   2. Rioting: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, and/or damage of property.
   3. Obstruction: Obstructing the free flow of pedestrian or vehicle traffic on university premises or at university-sponsored or supervised functions.

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

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

3. Retaliation: Violation(s) of the Retaliation and Misconduct Reporting policy 13.19 which prohibits acts of retaliation against an individual who reports suspected or observed misconduct, or cooperates in an investigation of misconduct.

4. Abuse of Computer Resources and Facilities: Violation(s) of the Use of Computer Resources policy 9.54, which prohibits the unauthorized or inappropriate use of University of Northern Iowa computer resources.

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

6. Animals: Violation(s) of the Animals on University-Owned or Controlled Property policy 8.09 which outlines the appropriate use of service, support, working and companion animals on the University of Northern Iowa campus.

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

6. Other acts of misconduct

1. Abuse of Conduct Process: Abuse, interference, or failure to comply with university processes including, but not limited to:
   a. Fabrication, distortion, or misrepresentation of information.
   b. Failure to provide, destroy, or concealing information during an investigation of alleged misconduct.
   c. Attempting to discourage an individual’s participation in, or use of, the student conduct system.
   d. Harassment (verbal or physical) and/or intimidation of a member of the student conduct process prior to, during, and/or following a student conduct proceeding.
   e. Failure to comply with the sanction(s) imposed by the student conduct system.
   f. Influencing, or attempting to influence, another person to commit an abuse of the student conduct system.

2. Disorderly Conduct: Conduct that is disorderly, lewd, or indecent.

3. Failure to Comply: Failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

4. Fabrication: Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts or records.

5. Student Identification: Misrepresentation or misuse of student identification.

6. Trademark: Unauthorized use, including misuse of university or organizational names and images.

7. Violations of Law: Potential or alleged violation of any local, state, or federal law.

8. Other Policies: Violating other published university policies or rules.

7. Misconduct Related to the Department of Residence

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

1. Alcohol

   a. Responsible Consumption: Responsible consumption of alcoholic beverages is permitted in the personal space for those persons who are 21 years of age or older. A guideline for responsible consumption is generally one standard drink per person of legal age per hour. Personal space is defined as a room, suite room, or apartment with the door closed.

   b. Hosting: Both residents and the guests they host must be 21 years of age or older in order to consume or possess alcohol.

   c. Roommate Agreement: Only residents of legal age may possess and consume alcohol. When all persons assigned to a residential space are not of legal age, storage and use of alcohol must be documented in the roommate agreement.

   d. Proximity: Students under 21 cannot be present in an on-campus room or location where alcohol is being consumed or possessed.

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

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

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

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

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

3. Guests

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

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

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

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

5. Overnight: Residents may have overnight guests in their rooms for a maximum of three consecutive nights within a seven day period. Permission of other roommates must be obtained in advance.

4. Noise

1. Respect: Residents and guests are expected to be respectful of other residents at all times and respect another’s right to sleep, study, or not be disturbed. Courtesy hours are in effect 24 hours a day.

2. Quiet Hours: During designated quiet hours, noise should not be heard outside of one’s room, nor should noise from the hallway, restroom, or lounge be heard in student rooms.

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

5. Pets: Only non-dangerous fish in aquariums no larger than 29 gallons are permitted in residence hall rooms and apartments. Laboratory specimens are not allowed. The university assumes no responsibility for harm or loss to an aquarium for any reason. Individuals utilizing service, support, working, and companion animals must follow the Animals on University Owned or Controlled Property policy 8.09.

6. Activities Resulting in Disturbance, Distress, or Damage

1. Disturbance: Individual or group activities resulting in the distress or disturbance of others are not permitted.

2. Destruction: Individual or group activities that can cause damage or destruction to property are not permitted. Types of behavior that fall into the category include but are not limited to hall sports, hallway disruptions, unsanitary conditions, and/or pranks.

3. Improper Use: Using or attempting to use university property in a manner inconsistent with its designated purpose is not permitted. Types of behavior include but are not limited to jumping in the elevator, stacking furniture, window screen removal, and sexual acts in lounges, bathrooms, or restrooms.

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

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

1. Combustible Materials: Combustible materials used for decorations and displays represent a fire hazard. Examples of such materials include all candles with wicks, including decorative and/or incense, live trees, or any part of them, and non-electric lanterns.

2. Prohibited Items: Certain items are prohibited within the residence halls and apartments. Possession of such items can create a risk to the safety of the students in the community and therefore violates this policy. Examples of such materials include appliances with a rating of 1,000 watts or higher, cooking appliances, halogen lights, improper extension cords, space heaters, portable AC units, and improper adaptors.

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

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

X: Good Samaritan Provision

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

1. For those in need of assistance: Amnesty is available to individuals who seek or accept medical or other professional assistance without fear they may be accused of minor policy violations, such as underage drinking at the time of the incident. Educational sanctions may be required, but no conduct proceedings or conduct record will result.

2. For those who offer assistance: To encourage students to seek medical or other professional assistance for others, amnesty is available for minor violations when students offer this help to others in need. Educational sanctions may be required, but no
conduct proceedings or conduct record will result.

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

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

XI: Student Organizations

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

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

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

a. How many of the members of the student organization were involved in the incident?

b. Did the incident occur in relation to an event sponsored by the organization?

c. Did a member(s) of the organization violate university policy(ies) at an event sponsored by the organization or in the course of the organization’s affairs, and fail to exercise reasonable preventative measures?

d. Did the organization’s leadership have knowledge that the event was going to occur?

What was the nature of the incident?

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

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

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

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

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

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

XII: Student Conduct Procedures

A. Charges and Notice

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

a. Allegations of misconduct may be received from any source (victim, Resident Assistant, third party, online, police, community member, etc.). Allegations of misconduct must be made in writing. Those needing assistance may contact the Dean of Students directly.

b. Upon receiving a referral of alleged misconduct the Dean of Students or designee will proceed with:

1. a preliminary investigation;

2. an initial meeting; or,

3. an administrative hearing.

c. If it is determined that reasonable cause exists for the Dean of Students or designee to refer a complaint for a hearing, notice will be given to the respondent. Notice will be given in writing and may be delivered by one or more of the following methods:

1. emailed to the student’s university issued email account;

2. in person by the Dean of Students (or designee); or,

3. mailed to the local or permanent address of the student as indicated in official university records.

d. Once emailed, received in person and/or mailed, such notice will be considered delivered. Students will be provided a minimum of two business days’ notice of their scheduled hearing. Exceptions may be made during finals week.

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

B. Interim Actions

In certain circumstances, the Dean of Students or designee may impose interim actions prior to a hearing being held. Interim actions may be imposed:
1. to ensure the safety and well-being of the members of the university community or for preservation of university property;
2. to ensure the accused student’s own physical or emotional safety and well-being; or,
3. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

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

C. Investigation

A. Prior to the hearing, a Student Conduct Administrator may investigate allegations by conducting interviews, requesting documentation, and/or other means.

B. Investigations under the Discrimination, Harassment, and Sexual Misconduct Policy 13.02, will be conducted as outlined in that policy.

D. Informal Resolution

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

1. It is approved by the Dean of Students or designee;
2. It is agreed to by the complainant and the respondent; and,
3. the complaint does not allege a sexual assault.

E. Hearing Resolution

1. Generally, conduct violations will be resolved in an administrative hearing with a Student Conduct Administrator. For allegations of misconduct when sanctions may include suspension or expulsion from the University, the respondent and complainant will be informed of their option to have the case heard by a Conduct Board.

2. Conduct Boards will be comprised of three trained individuals: a Student Conduct Administrator, a student, and a faculty member. In the rare occasion when a student or a faculty member is unavailable to participate in a given hearing, a trained Student Conduct Administrator may be substituted.

3. Following the hearing and after receiving input and recommendations from the other conduct board members, the Student Conduct Administrator will serve as the adjudicator.

4. Conduct Board hearings will be conducted in accordance with procedures established by the Dean of Students.

5. Allegations of misconduct involving more than one respondent will be heard separately. At the discretion of the Dean of Students, the hearing pertinent to each respondent can be conducted jointly. However, separate determinations of responsibility will be made for each respondent.

6. Both the complainant and respondent have the right to an advisor of their own choosing. The role of an advisor is passive, they may not ask questions or make arguments during a hearing. They may confer quietly with their advisee, exchange notes, and suggest questions to their advisee. When facing criminal charges concurrently, a student may have an attorney present, in addition to an advisor, at their own expense. Any attorney present is subject to the same limitations as an advisor.

7. Each party will have the opportunity to present information, make statements, including impact statements, and present witnesses.

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

F. Decisions

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

2. Following a hearing, the respondent will be provided, within 10 business days, an outcome letter outlining determinations of responsibility and sanctions (if appropriate). In certain cases, where the law allows, a compliant will also receive notification of the outcome. Notice will be given in writing and may be delivered by one or more of the following methods:

   a. emailed to the student’s university issued email account;
   b. in person by the Dean of Students (or designee); or,
   c. mailed to the local or permanent address of the student as indicated in official university records. Once mailed, received in person, and/or mailed, such notice will be considered delivered.

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

4. Barren extenuating circumstances, the student conduct process will be concluded within 60 calendar days of the receipt of an allegation.

G. Sanctions

One or more of the following sanctions may be imposed upon a respondent for being found responsible for a violation of misconduct. Sanctions determined will be proportionate to the severity of the violation and to the cumulative conduct history of the respondent.
1. Warning: An official written notice the respondent has violated the Student Conduct Code with the understanding that additional conduct actions would result should the respondent be involved in other violations while affiliated with the University.

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

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

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

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

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

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

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

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

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

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

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

13. Trespass: Notice of prohibited visitation from a specific location.

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

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

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

17. Housing Expulsion: The respondent's privilege to live in, or visit, any university housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

18. Disciplinary Probation: The respondent is put on official notice that, should further violations of university policies occur during a specified probationary period, the respondent may face suspension or expulsion. Regular probationary meetings may also be imposed. Disciplinary probation means a student is not in good social standing with the University.

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

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

21. Expulsion: Permanent separation from the University. The student is banned from university property and the respondent's presence at any university-sponsored activity or event is prohibited. This action may be enforced with trespass action as necessary. This sanction will be noted as Conduct Expulsion on the respondent's official academic transcript.
22. Deactivation: Deactivation, loss or recognition as a registered student organization or group associated with the university, or loss of all privileges, for a specified period of time.

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

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

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

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

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

H. Appeals

A decision reached by a Student Conduct Administrator may be appealed by the respondent(s) or the complainant(s) to the Dean of Students within five (5) business days of the decision. Appeals must be made in writing and state the reason(s) for the appeal. The decision at each level is based on the written information provided by the Student Conduct Administrator/appeal officer, the respondent, and the complainant (if applicable) for the appeal. Appeals must be delivered in person to the Office of the Dean of Students. If the Dean of Students was the Student Conduct Administrator in a given case the appeal will be considered by the Assistant Vice President for Student Affairs.

Failure to submit an appeal, meeting the above requirements will result in the decision of the Student Conduct Administrator being final.

The bases for appeals are limited to the following:

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

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

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

Options for Appeal:

1. Level I: Decisions of the Student Conduct Administrator may be appealed to the Dean of Students (or Assistant Vice President for Student Affairs). The appeal officer may affirm, reverse, or modify the original decision regarding the violations and/or sanctions imposed. The original finding and sanction(s) will stand if the appeal is not timely or is not based on the grounds listed above. For conduct cases involving a complainant other than the University, when one party requests an appeal, the other party (parties) will be notified and given up to five business days to respond. At the conclusion of those five business days, or upon receiving appeal requests from all parties involved, a decision will be rendered within ten business days. Appeals for findings involving the Discrimination, Harassment, and Sexual Misconduct Policy 13.02 start at Level II.

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

3. Level III: A respondent or complainant may request a discretionary review of the Level II appeal decision by the University President. The President has discretionary authority to grant or deny the request to review the decision. When the President decides to review the Level II appeal, the President's decision becomes the final decision of the University.

4. Level IV: The Board of Regents, State of Iowa, may review the final decision of the University. Appeals of decisions to the Board of Regents must be submitted according to the rules and procedures established by that body.

I. Failure to Complete Sanctions

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

XIII: Student Conduct Records

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

1. Violations that result in suspension or expulsion;

2. Incidents that allege a violation of the Discrimination, Harassment, and Sexual Misconduct Policy 13.02; and/or,

3. Data used for aggregate statistical purposes.

Student conduct records will be disclosed only in accordance with the Student Records policy 3.11.
XIV: Training
The Dean of Students or designee will conduct annual training on the student conduct process with Student Conduct Administrators, Conduct Board members, and those deemed appropriate or required by law. Training will be conducted in a manner that is consistent with the provisions of the Student Conduct Code.

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

XVI: Related University Policies
1. Personal Conduct Rules 3.03
2. Student Records 3.11
3. Violence Free Campus 7.10
4. Animals on University Owned or Controlled Property 8.09
5. Smoking 8.10
6. Use of Computer Resources 5.54
7. Discrimination, Harassment, and Sexual Misconduct Policy 13.02
8. Alcohol and Drugs 13.18
9. Retaliation and Misconduct Reporting 13.19

Office of the Dean of Students, approved March 24, 2015
President's Cabinet, approved May 19, 2015
President and Executive Management Team, approved, July 6, 2015

Revision of 3.02 Student Conduct Code from Mon, 08/25/2014 - 16:02

Preamble
The University of Northern Iowa values teaching and learning in an environment that supports the rights of individuals to express views and opinions, to associate freely with others, and to live, work, and assemble peacefully. This student conduct code maintains the principles of respect, honesty, and responsibility to create a safe, healthy environment for members of the campus community while preserving an educational process that is consistent with the mission of the University.

Purpose
It is the purpose of this document to prescribe procedures to be followed in disciplinary cases in order that cases may be handled in a timely manner while serving the interests of the University community and safeguarding the rights of all students. Administrative responsibility for the establishment and enforcement of policies governing non-academic student conduct and disciplinary action has been delegated by the President of the University to the Vice President for Student Affairs. The Vice President has, in turn, delegated considerable authority for the establishment of rules and handling of violations to designated judicial bodies, Department of Residence professional staff, and the Dean of Students Office.

Article I: Definitions
1. The term "accused student" means any student accused of violating the student conduct code.

2. The term "Appeal officer(s)" means any person or persons designated and authorized by the President to review a Hearing Panel's decision and/or sanctions.

3. The term "class days" means all days when classes are in session. Saturdays, Sundays, holidays, and days when classes are not in session are not counted. When counting days, the day a complaint is received at any point in the procedure shall be considered "day one".

4. The term "complainant" means any person who submits a charge alleging that a student violated this student code. A complainant and alleged victim (even if he/she is not serving as the complainant) have the same rights under the student conduct code as the student charged.

5. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
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6. The term "Hearing Panel" means any persons selected from the Student Conduct Committee by the Dean of Students or designee to determine whether a student has violated the student conduct code and to recommend sanctions that may be imposed when a rules violation has been committed.

7. The term "Hearing Panel Chairperson" means an individual selected by the Dean of Students or designee to facilitate a Hearing Panel from the list of eligible Student Conduct Committee members described in Article V. The Chairperson does not vote unless the hearing panel vote is evenly split.

8. The term "member of the University community" includes any person who is a student, faculty member, staff member, university official, visitor, or a member of the Board of Regents, State of Iowa. A person's status in a particular situation will be determined by the Dean of Students or designee.

9. The term "organization" means any number of persons who have complied with the formal requirements for university recognition.

10. The term "policy" means the written policies, procedures, and regulations of the University as found in, but not limited to, the student conduct code, UNI Policies & Procedures, e.g., the sexual assault and misconduct policy and the use of computer resources policy; residence life policies; and university catalog.

11. The term "staff member" means any person employed by the University who is not a faculty member.

12. The term "student" includes all persons taking courses at the University of Northern Iowa, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the student code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in the University residence system or who are students participating in partnership agreements between the University and another college or university (e.g., community college partnership agreements), although not enrolled in this institution.

13. The term "Student Conduct Administrator" means a University official authorized by the Dean of Students or designee to determine whether a student has violated the student conduct code and to impose sanctions upon any student(s) found to have violated the student conduct code.

14. The term "Student Conduct Committee" means the University committee appointed by the President to serve as participants on hearing panels during conduct hearings.

15. The term "University" means "University of Northern Iowa."

16. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.

17. The term "University premises" includes all land, buildings, facilities, and other property in the possession or owned, used, or controlled by the University (including adjacent streets or sidewalks).

Article II: Student Code Authority

1. The Dean of Students will designate Student Conduct Administrators and the composition of Hearing Panels. The Dean of Students or designee will determine if a Student Conduct Administrator or a Hearing Panel will be authorized to hear each matter.

2. Generally, an alleged conduct violation which seriously threatens the health or safety of any person or which seriously interferes with or disrupts the educational or other functions of the University may result in the sanction of suspension or expulsion, and as such will be considered by a Hearing Panel.

3. The Dean of Students or designee will develop policies for the administration of the student conduct system and procedural rules for the conduct of Hearing Panels that are consistent with provisions of the student conduct code.

4. Decisions made by a Hearing Panel and/or Student Conduct Administrator will be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the Student Conduct Code

The student conduct code will apply to conduct that occurs on University premises, at University sponsored activities, activities that can be interpreted as representing the University, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student will be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The student conduct code will apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students or designee will decide whether the student conduct code will be applied to conduct occurring off campus, on a case by case basis. Generally, this decision will be based on whether or not a conduct violation seriously threatens the health or safety of any person or adversely interferes with or disrupts the educational or other functions of the University.

2. Conduct-Rules and Regulations

The conduct rules and regulations exist for the protection and safety of all members of the University community. The University values an educational environment built on three core principles of honesty, respect, and responsibility. Any student or organization found to have (1) committed, (2) attempted to commit, and/or (3) aided or assisted others in committing the following misconduct will be subject to the disciplinary sanctions outlined in Article II:

1. Honesty

Living a life of integrity is at the heart of what makes us good citizens, leaders, friends, and colleagues who share the common goal of building
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our community. Acts of dishonesty include, but are not limited to, the following:

1. Furnishing false, incomplete, or misleading information to any University official, faculty member, staff member, or office.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Unauthorized possession, duplication or use of keys or other access devices (e.g., key cards) to any University premises or unauthorized entry to or use of University premises, equipment, or other resources.
4. Theft and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
5. Theft or other abuse of computer facilities and resources, including but not limited to:
   1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   2. Unauthorized transfer of a file.
   3. Use of another individual’s identification, email account (without authorization), and/or password.
   4. Use of computing facilities and resources to interfere with the work of another student, faculty member, staff member, or University official.
   5. Use of computing facilities and resources to send obscene or threatening messages.
   6. Use of computing facilities and resources to interfere with normal operation of the University computing system.
   7. Use of computing facilities and resources in violation of copyright laws.
   8. Any violation of the use of computer resources policy.
6. Research misconduct in a non-academic setting (i.e. not part of a credit-bearing activity) that occurs during the process of proposing, conducting, or reporting research, including but not limited to:
   1. Fabrication (making up) of data or results and/or having them recorded or reported.
   2. Falsification - manipulating research materials, equipment, or processes, or changing or omitting data or results such that research is not accurately represented in the research record; and
   3. Plagiarism - intentionally representing the research works of another as one's own, including the theft and misappropriation of intellectual property, the substantial unattributed textual copying of another's work, and the unauthorized use of another person's ideas or unique methods.
2. Respect

A community that values respect supports the rights of individuals to live and work with others in a safe environment that reflects the educational ideals of the University. To the extent provided by law, students may not be subject to discipline under this student conduct code for engaging in speech activities that are protected by the First Amendment. Violations of respect include, but are not limited to, the following:

1. Physical or verbal abuse, threat, intimidation, harassment, stalking, coercion, and/or other conduct which threatens or endangers the health or safety of any person (this rule also applies to the use of electronic resources, such as online communities, email, web logs, etc).
2. Violation of the Student Sexual Misconduct Policy, which prohibits sexual misconduct in any form and which includes any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. (Note: If you or someone you know may be a victim of sexual misconduct, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from Violence Intervention Services, Student Health Center, Room 60 (319) 273-2137 or UNI Police, Gilchrist Hall, Room 30, (319) 273-2712.
3. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area or in relation to a University activity.
4. Obstruction of the flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
5. Conduct that is disorderly, loud or obnoxious, breach of peace, or aiding, assisting, or pressuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the University community.
6. Any unauthorized use of electronic or other devices to make an audio or video record of any person without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
8. Harassment, defined as any act which intentionally, unreasonably or recklessly endangers the physical, mental or emotional health or safety of any group of students or results in ridicule, for the purpose of admission into, affiliation with or as a condition for continued membership in prohibited. This applies to any group, organization or team connected with the university, regardless of the individual's willingness to participate in any forced or required activity. Failure to report hazing activity may be considered a violation of this policy.
9. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
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11. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.

3. Responsibility

Students are expected to engage in responsible social conduct that reflects positively upon the University community and to model good citizenship in any community. Violations of responsibility include, but are not limited to:

1. Use, possession, manufacturing, dispensation, or distribution of marijuana, narcotics, or other controlled substances except as expressly permitted by law.

2. Use, possession, manufacturing, dispensation, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

3. Use or possession on the campus or at or during any university authorized function or event of firearms, ammunition, or other dangerous weapons, substances, or materials, except as expressly authorized by the University, or of bombs, explosives, or explosive or incendiary devices prohibited by law.

4. Violation of any federal, state, or local law.

5. Undue or willful neglect to meet financial obligations to the University when properly notified by the University.

6. Abuse of the student conduct code system, including but not limited to:

1. Falsification, distortion, or misrepresentation of information as part of a conduct proceeding.

2. Disruption or interference with the orderly execution of a conduct proceeding.

3. Submission of a charge that is known to be false.

4. Improperly attempting to discourage an individual's appropriate participation in, or use of, the student conduct code system.

5. Improperly attempting to influence the impartiality of a member of a Hearing Panel prior to, during, and/or after the course of a Hearing Panel proceeding.

6. Harassment (verbal or physical) and/or intimidation of any participant(s) of a conduct proceeding or their family members, friends, or acquaintances, including but not limited to, witnesses, panel members, or advisors, prior to, during, and/or after a student conduct proceeding.

7. Retaliation against a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, panel members, or advisors, prior to, during, and/or after a student conduct proceeding. This includes any form of intimidation, threats, harassment (verbal or physical) or knowingly filing a false complaint.

8. Violation of a sanction(s) imposed under the student conduct code.

9. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

3. Violation of the Law and University Discipline

1. University conduct proceedings are separate from criminal or civil litigation. Formal rules of process, procedure and evidence, such as those applied in the criminal or civil court are not used in student conduct proceedings.

2. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the student conduct code (that is, if both possible violations result from the same factual situation) without regard to civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this student conduct code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, at the discretion of the Dean of Students or designee. Determinations made or sanctions imposed under this student conduct code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the student conduct code, the University has the right to advise off-campus authorities of the existence of the student conduct code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives (e.g., attorneys, police officers) as they deem appropriate.

4. Good Samaritan Provision

The health and safety of our students is of the highest priority. At times students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has enacted the following "good samaritan" provision.

Students who seek medical assistance for themselves or another person who is intoxicated due to alcohol and/or drugs will not be
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subject to university disciplinary action, except when it has been determined that another violation of university policy has occurred (for example destruction of university property, fire safety violation; physical harm to another person, etc.). This includes an alleged victim of sexual misconduct or another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. In order for this policy to apply, the student must agree to complete any and all recommended educational programming or other treatment recommended by the Dean of Students or a Student Conduct Administrator.

Examples where this policy would apply include:

1. A student is reluctant to call as ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.

2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21.

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

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

Article IV: Student Conduct Code Procedures

3. Charges and Conduct Hearings

Complaints for alleged violations of the student conduct code will be handled in a timely manner that affords the accused student the right to be notified of the specific charges and the right to have a hearing to respond to the charges prior to a decision being made as to whether or not he/she violated the student conduct code. Charges and complaints regarding student conduct will be handled according to the guidelines outlined in Article IV:

1. Any member of the University community may file charges against a student for violations of the student conduct code. A charge will be prepared in writing and directed to the Dean of Students or Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within one calendar year. A student who is not officially enrolled in a particular term but who was enrolled at the time the alleged misconduct is believed to have occurred may file a complaint under this section. While a reasonable time is allowed for filing a complaint, a prompt reporting and documentation of the events allows alleged victims to keep open the option of filing criminal or university complaints at a later date.

2. Complaints arising from alleged misconduct in residence halls or dining centers shall be made in writing to the office of the appropriate Residence Life Coordinator or Dining Unit Manager. Generally, when alleged misconduct occurs in residence halls, the appropriate Residence Life Coordinator will serve as the Student Conduct Administrator except in instances when the charge may result in the sanction of suspension or expulsion. All other complaints will be made in writing to the Dean of Students or Student Conduct Administrator.

3. The Dean of Students or Student Conduct Administrator may conduct an investigation to determine if the charges have merit and if they will be resolved through an administrative hearing or a hearing panel.

4. Generally, a conduct violation which seriously threatens the health or safety of any person or which seriously interferes with or disrupts the educational or other functions of the University may result in the sanction of suspension or expulsion and generally would be disposed of through a hearing panel in accordance with the procedures outlined by Article IV(D) and related provisions.

5. All charges will be presented to the accused student in written form. A time will be set for the hearing that ensures a prompt and equitable resolution to the complaint, generally not more than 30 days after the student has been notified. Maximum time limits for scheduling a hearing may be extended at the discretion of the Dean of Students or designee.

2. Administrative Resolution

1. If, after charges have been filed, the parties wish to resolve the complaint without further disciplinary proceedings, this is permissible provided:

   1. It is approved by the Dean of Students or designee;

   2. Is agreed to in writing by the complainant, the alleged victim, and accused student

   3. The complainant acknowledges that by his/her agreement he/she forfeits the right to have the complaint reviewed further under any University disciplinary procedures; and

   4. The complaint does not allege a sexual assault.

3. Administrative Hearing

1. Normally, a conduct violation that may not result in the sanction of suspension or expulsion will be resolved through an administrative hearing with a Student Conduct Administrator.

2. Prior to the administrative hearing, the accused student will be informed of the charges in writing, including the time, date, and the rule(s) allegedly violated.

3. At the administrative hearing, the student will be informed, as completely as possible, of all matters relating to the alleged violation(s). The student will be provided with:

   1. An explanation of the misconduct, the rule(s) violated and the evidence,
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2. the possible disciplinary action that could be taken in the case,

3. the opportunity to respond to the charges, and

4. the chance to present evidence contesting the charges.

4. Hearing Panel

1. Conduct violations that may result in the sanction of suspension or expulsion will generally be heard by a hearing panel. In the alternative, the accused student may request to have the case heard by the Dean of Students or designee. Such a request will be subject to the agreement of the victim of the alleged misconduct.

2. Prior to the hearing panel, the Dean of Students or designee will:

   1. Interview the accused student and other witnesses and inform the accused of the charges and the related rights and procedures outlined in this Article IV.

   2. Appoint a Hearing Panel comprised of two students, one faculty member, and one staff member and a non-voting Hearing Panel Chairperson from the Student Conduct Committee (SCC). Three voting members shall constitute a quorum.

   3. Notify the accused student in writing of (1) the alleged conduct violation (2) a summary of the specific allegations (3) the time, date, and place of the hearing (4) the names of the Hearing Panel members who will hear the case, and (5) the related procedures outlined in Article IV. Similar notice also will be provided to the complainant.

   4. Arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, including witnesses who are identified by the complainant and/or accused student at least five (5) class days prior to the hearing.

3. Prior to the hearing panel, the complainant and the accused have the right to:

1. Challenge any member of the Hearing Panel, including the Hearing Panel Chairperson, on grounds of prejudice. This challenge, with the reasons therefor, must be submitted in writing to the person chairing the Hearing Panel at least two (2) days prior to the hearing; although if the challenge relates to the Chairperson then the challenge must be submitted in writing to the Dean of Students at least two (2) days prior to the hearing. The Hearing Panel shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member shall sit on that case. In the case of a challenge relating to a Chairperson, the Dean of Students or designee shall determine whether the Chairperson shall sit on that case. If the challenge is upheld, the Dean of Students or designee shall select another SCC member for the Hearing Panel.

2. Arrange for witnesses to present pertinent information to the Hearing Panel. The complainant and/or the accused will provide the names, addresses, and phone numbers of witnesses scheduled to participate in the hearing to the Dean of Students, whenever possible, at least two (2) days prior to the hearing.

4. Hearing panels will be conducted according to the following guidelines except as provided by Article IV (D)(5) below:

1. Hearings will be conducted in private.

2. To the extent possible and while ensuring that the complaint is heard in a timely manner, an effort will be made to conduct the hearing at a time that allows the accused and the complainant to participate in their normal classroom activities.

3. The complainant, accused student, and their advisors, if any, will generally be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing will be at the discretion of the chairperson of the Hearing Panel.

4. In hearings involving more than one accused student, the Dean of Students or designee, at his or her discretion, may permit the hearings concerning the students to be conducted either separately or jointly.

5. The complainant and the accused student have the right to be assisted by an advisor they choose. A list of trained university advisors will be provided to the complainant and the accused student. The advisor also may be a parent, friend, staff or faculty member, or an attorney provided at the student's own expense.

6. The complainant and the accused student are responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in the hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Hearing Panel because delay will not normally be allowed due to the scheduling conflicts of an advisor.

7. The Dean of Students or designee and/or the Hearing Panel may arrange for witnesses to present pertinent information to the Hearing Panel.

8. Witnesses will provide information to and answer questions from the Hearing Panel. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. Suggested questions will be submitted to the chairperson, rather than asked by the complainant or the accused directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. The determination of whether potential information and/or questions submitted by the complainant or the accused will be allowed during the hearing will be made at the discretion of the chairperson of the Hearing Panel.

9. Pertinent records, exhibits, and written statements (including student impact statements) may be accepted as information for consideration by the Hearing Panel at the discretion of the chairperson.

10. All procedural questions are subject to the final decision of the chairperson of the Hearing Panel.
1. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings.

5. There will be a single verbatim record, such as a tape recording, of all hearings. Deliberations will not be recorded. The record will be the property of the University of Northern Iowa.

6. The Hearing Panel may accommodate concerns for the personal safety, well-being, and/or fears of confrontations of the complainant, the accused student, and/or witnesses by using a visual screen, and/or by permitting participation by telephone, videotape, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of Dean of Students or designee to be appropriate.

9. Decision - Administrative Hearing

1. The decision of the Student Conduct Administrator will be made on the basis of whether it is, "more likely than not," that the accused student violated the student conduct code (rather than the criminal standard of "beyond a reasonable doubt").

2. After the administrative hearing concludes and all pertinent information has been received, the Student Conduct Administrator will render a decision, and if the student is found responsible for violating the student conduct code, the Student Conduct Administrator will issue the appropriate sanctions.

3. The accused student will be informed in writing within ten (10) class days of the hearing whether he/she has violated each section of the student conduct code for which the student is charged and any sanctions imposed.

4. If an accused Student, with notice, does not attend the administrative hearing, the available information relating to the charges will be presented and considered even if the accused student is not present.

6. Decision - Hearing Panel

1. The decision of the Hearing Panel will be made on the basis of whether it is, "more likely than not," that the accused Student violated the student conduct code (rather than the criminal standard of, "beyond a reasonable doubt").

2. After the hearing concludes in which all pertinent information has been received, the Hearing Panel will deliberate in private and render a decision, and if the student(s) is found responsible for violating the student conduct code, the Hearing Panel will issue the appropriate sanctions.

3. The Hearing Panel will determine by majority vote whether the accused student has violated each section of the student conduct code for which the student is charged. If a determination is made that a violation(s) has been committed by the accused student, then the Hearing Panel will determine the appropriate sanction(s) by majority vote.

4. The Hearing Panel Chairperson votes only when the Hearing Panel vote is otherwise evenly split.

5. The accused student will be informed in writing within ten (10) class days of the hearing by the Dean of Students or designee of the Hearing Panel’s decision whether he/she has violated each section of the student conduct code which the student is charged and any sanctions imposed. The complainant will receive similar notification.

6. If an accused student, with notice, does not attend the hearing, the available information relating to the charges will be presented and considered even if the accused student is not present.

7. Sanctions for Individual Students

1. The following sanctions may be imposed upon any student found to have violated the student conduct code:

   1. Warning – A notice in writing to the student that the student is violating or has violated the Student Conduct Code.

   2. Probation – A written reprimand for violation of a specified part(s) of the Student Conduct Code. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any part of the Student Conduct Code during the probationary period.


   4. Fines – Previously established and published fines may be imposed.

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

   6. Discretionary Sanctions – Work assignments, essays, service to the University, or other related discretionary assignments. This includes referral for counseling or substance abuse education, evaluation, and/or treatment. The student is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed.

   7. Delayed Registration – A student may be required to delay his/her course registration until a complainant or any other student(s) involved in the conduct matter has completed course registration. Delayed registration is for a specified number of semesters or may be required until the complainant or other involved student(s) graduate.

   8. Residence System and/or Dining Facility Suspension – Separation of the student from the University residence system and/or dining facilities for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   9. Residence System and/or Dining Facility Expulsion – Permanent separation of the student from the University residence system and/or dining facilities.

10. No Contact or No Trespass Notices – No contact or no trespass notices may be issued in order to help assure that a member(s) of the University community is not subject to harassment or contact with the accused student/person found in violation of the student
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conduct code.

11. University Suspension – Separation of the student from the University for a specified period of time, after which the student is eligible to return. Separation may be retroactive to the start of the term in which the violation occurred. Conditions for readmission also may be specified.

12. University Expulsion – Permanent separation of the student from the University.

13. Revocation of Admission and/or Degree – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

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

2. More than one of the sanctions listed above may be imposed for any single violation. The sanction(s) imposed on any student or organization may be enhanced, i.e., of a greater severity than would usually apply to a given type of misconduct, if the student or organization has violated the Student Conduct Code previously.

3. Other than University suspension, expulsion or revocation or withholding of a degree, disciplinary sanctions will not be made part of the student’s permanent academic record, but will become part of the student’s disciplinary record. In cases of suspension or expulsion, the notation on the academic record will include the specific policy violation and the length of any suspension.

1. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Dean of Students. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree will be expunged from the student’s confidential record seven years after final disposition of the case.

2. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, to the extent allowed by law, the records of the process and of the sanctions imposed, if any, will be considered to be the educational records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. As approved by the Board of Regents, State of Iowa, different conditions prevail when a state of emergency has been declared. The conditions which then pertain are outlined in the Regents policies.

8. Sanctions for Groups or Organizations

1. Complaints regarding recognized student organizations are generally handled by Northern Iowa Student Government (NISG), which is charged with student organization recognition and guidelines. However, under unusual circumstances the Dean of Students or designee may respond to complaints directed at the behavior or actions of a specific organization. In such cases, the Dean of Students or designee will notify NISG in writing of the complaint and will consult with NISG prior to imposing any sanctions against a group or organization.

2. The following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above in article IV(G)(1)(a)-(m).
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation. Loss of all privileges, including University recognition and/or funding, for a specific period of time.

3. As approved by the Board of Regents, State of Iowa, different conditions prevail when a state of emergency has been declared. The conditions which then pertain are outlined in the Regents policies.

4. Sanctions against a group or organization do not preclude the initiation of a student conduct proceeding(s) and/or sanctions against an individual student who may have played a distinct role in the violation.

9. Interim Actions

In certain circumstances, the Dean of Students, or a designee, may impose one or more of the following interim actions prior to the disposition of a conduct hearing.

1. Interim Suspension may include a University or residence hall suspension. Interim suspension may be imposed only:

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

2. During the interim suspension, a student will be denied access to the residence halls and/or to the campus (including classes) and/or other University activities or privileges which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.

3. The interim suspension does not replace the regular student conduct process, which will proceed up to and through a hearing. However, the accused student should be notified in writing of this interim suspension and the reasons for the suspension. The notice will include the time, date, and place of a subsequent hearing at which the accused student may show cause why his or her continued presence on the campus does not constitute a threat (and at which he/she may contest whether a campus rule was violated).
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4. No Contact and No Trespass Notices – No contact or no trespass notices may be issued in order to help assure that a member(s) of the University community is not subject to harassment or contact with the accused student.

5. Holds – A student alleged to have violated a conduct regulation may have a hold placed on his/her registration, transcripts, or other University records until a complaint is resolved.

10. Appeal - Administrative Hearing

1. A decision reached by a Student Conduct Administrator may be appealed by the accused student(s) or complainant(s) to the Vice President for Student Affairs or designee within five (5) class days of the decision. Such appeals will be in writing, and will state the reason(s) for appeal (see #3 below). Appeals will be delivered to the Dean of Students or designee. Failure to do so in said period of time will result in the decision of the Student Conduct Administrator being final.

2. If the Student Conduct Administrator is a Residence Life Coordinator, the appeal will be directed to the Director of Residence Life or designee, unless the student is appealing a residence hall or university apartment contract termination, in which case the appeal will be directed to the Dean of Students or designee. Such appeals will be in writing and will be delivered to the Director of Residence Life or Dean of Students.

3. Except as required to explain the basis of new information, an appeal will be limited to a review of the record of the hearing and
supporting documents for one or more of the following purposes:

   1. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

   2. To determine whether the sanction(s) imposed were appropriate for the violation of the student conduct code which the student was found to have committed.

   3. To consider new information or other relevant facts not brought out in the original hearing, sufficient to alter the decision, because such information and/or facts were not known or available to the person appealing at the time of the original hearing. Failure to participate in the hearing may not be used as a basis for filing an appeal under this section.

4. The Vice President for Student Affairs, Director of Residence Life, Dean of Students, or their designees may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed.

5. The Board of Regents, State of Iowa may review the final decision of the University. Appeals of decisions to the Board of Regents will be forwarded, processed, and reviewed under the rules and procedures established by that body.

11. Appeal — Hearing Panel

1. A decision reached by a Hearing Panel may be appealed by the accused student(s) or complainant(s) to the President within five (5) class days of receipt of the decision. Such appeals will be in writing, and will state the reason(s) for the appeal (see #3 below). Appeals will be delivered to the Dean of Students or designee. Failure to do so in said period of time will result in the decision of the Hearing Panel being final. Generally, if an appeal is filed, the decision of the hearing panel is stayed pending the outcome of the appeals decision.

2. If an appeal is filed, the complainant and the accused will receive written notification stating:

   1. That the appeal has been filed;

   2. The specific reason for the appeal, including a copy of the written appeal document; and

   3. That they have the opportunity to submit additional relevant information and/or statements for review by the President or Appeal Officer(s) designated by the President.

3. Except as required to explain the basis of new information, an appeal will be limited to a review of the record of the hearing and
supporting documents for one or more of the following purposes:

   1. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the student conduct code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

   2. To determine whether the sanction(s) imposed, if any, were appropriate for the violation of the student conduct code which the student was found to have committed.

   3. To consider new information or other relevant facts not brought out in the original hearing, sufficient to alter the decision, because such information and/or facts were not known or available to the person appealing at the time of the original hearing. Failure to participate in the hearing may not be used as a basis for filing an appeal under this section.

4. If the President designates an appeal officer(s) to review an appeal, the Appeal Officer(s) will make a recommendation to the President regarding the President's disposition of the case. The President may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed.

5. The Board of Regents, State of Iowa may review the final decisions of the University. Appeals of decisions to the Board of Regents will be forwarded and reviewed under rules and procedures established by that body.
Article V: Composition of the Student Conduct Committee

The Student Conduct Committee is appointed by the President and is composed of six (6) students nominated by Student Government to serve two (2) year terms, four (4) faculty members nominated by the Faculty Senate to serve four (4) year terms, four (4) staff members nominated by the Vice President for Student Affairs to serve four (4) year terms, and three (3) faculty/staff chairpersons chosen by the President from the University at large to serve four (4) year terms. To be eligible for nomination students must have earned at least fifteen (15) credit hours of undergraduate course work or twelve (12) credit hours of graduate course work in residence at the University. The terms of voting members will be staggered as follows: one half of the student positions each year and one half of the faculty and staff positions every two (2) years. The Dean of Students or designee will preside over all meetings of the Student Conduct Committee.

Article VI: Training

The Dean of Students or designee will conduct annual training with persons involved in the administration of the student conduct system. This includes, but is not limited to, the Student Conduct Committee members, Student Conduct Administrators, and Appeal Officer(s). Training will be conducted in a manner that is consistent with provisions of the student conduct code.

Article VII: Interpretation and Revision

1. Any question of interpretation or application of the student conduct code will be referred to the Dean of Students or designee for final determination.

2. The student conduct code will be reviewed every five (5) years under the direction of the Dean of Students or designee.

3. It is understood that the policies of the Board of Regents, State of Iowa concerning campus disorders and unrest, enacted July 1970, and any amendments thereto, take precedence over these policies, when applicable.

Office of the Vice-President for Student Affairs
President's Cabinet Approval
August 31, 2009
STUDENT-ATHLETE CODE OF CONDUCT

I. Introduction

All student-athletes are members of the University of Northern Iowa's student body. You are a student first, and your participation in intercollegiate athletics derives from your status as a student. Accordingly, all University policies governing student conduct apply to you.

Participation in the University of Northern Iowa intercollegiate athletic program is a privilege. You represent not only yourself, but also your teammates, others in the athletic department, the University, our community, our state, our conference and our alumni throughout the world. Given the significance of this privilege, additional responsibilities are placed upon you beyond those placed on other students at the University.

This student-athlete code of conduct is designed to inform you, the student-athlete, of the behavior expected of you, and to the potential consequences that your behavior may have on your status as a student-athlete, and applies in addition to the student conduct code of the University.

The Athletic Department may take action under this code of conduct regarding your participation in the University's intercollegiate athletics program, and also regarding the awarding, renewal, and modification of a scholarship that you may now have or may receive in the future. This Code of Conduct is intended to complement, not replace, the University student conduct code or conduct rules that your sport team has adopted, including consequences for violating university policy or sport team rules. Always remember that a coach has the right to impose additional rules and sanctions above and beyond those outlined in this policy.

II. Policies on Misconduct

If you are arrested or charged with a crime you are required to notify your head coach within 24 hours. Your head coach will inform his/her sport administrator. The sport administrator shall serve as the representative of the department in determining the appropriate application of this policy. There are two levels of misconduct that may affect your ability to fully participate in the University of Northern Iowa's intercollegiate athletic program: Level I, Level II. Charges such as minor driving offenses, etc. are not subject to the applications, definitions and sanctions of Level I and Level II misconduct.

A. Level I Misconduct

If the University of Northern Iowa Athletics Department has information which leads to the conclusion that a student-athlete has been arrested or charged with a violation of local, state or federal law involving violence (sexual assault, battery, etc.), theft (any degree), drugs (possession, distribution or intent to distribute, etc.) or a major alcohol offense (OWI, providing alcohol to a minor, etc.) or illegal gambling or any felony charge, the student-athlete shall be immediately suspended from intercollegiate athletic participation, which may include practice. The suspension remains in effect until either 1) the charges are resolved by the legal system; or 2) University or departmental disciplinary measures have been issued in accordance with this policy and/or the department lifts or modifies the suspension or the term of the suspension is served.
By suspending the student-athlete, the department is not pre-judging guilt or innocence, rather the suspension protects the integrity of our department and its 18 sport programs, including all of our student-athletes.

I. Sanctions for Level I Misconduct:
   - First Offense - The student-athlete will be suspended from competition a minimum of 10% of the season and may be suspended from practice. However, the Director of Athletics and/or Head Coach reserve the right to dismiss the student-athlete from the team.

   The student-athlete may be required to:
   a) Attend an assessment session with a counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed; b) Perform community service as directed.

   - Second Offense - The student-athlete will be suspended from practice and competition for a minimum of one calendar year. The Athletic Director and/or Head Coach reserve the right to dismiss the student-athlete from the team.

   The student-athlete may be required to:
   a) Attend an assessment session with a counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed; b) Perform community service as directed.

   - Third Offense - The student-athlete will be dismissed from the team.

B. Level II Misconduct

A student-athlete arrested or charged with other infractions (non-Level I) violations such as public intoxication, disorderly conduct, minor in possession, etc. is subject to the following sanctions. The Athletic Director reserves the right to declare any infraction as Level I.

I. Sanctions for Level II Misconduct:
   - First Offense - The student-athlete is required to meet with the appropriate sport administrator, or designee to review the infraction. The student-athlete may be required to:
     a) Perform community service as directed; b) If so directed by the sport administrator, attend an assessment session with a counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed.

   - Second Offense - The student-athlete is required to meet with the appropriate sport administrator, or designee to review the infraction. The student-athlete
may be required to a) Attend an assessment session with a counseling provider to assess if additional intervention is needed; b) Perform community service as directed; c) Shall be suspended a minimum of 10% of all regularly scheduled competitions beginning with the next event.

• Third Offense - Any third level II offense shall be considered a level I violation and result in appropriate level I sanctions.

**Termination of scholarship benefits:** The Director of Athletics may pursue revocation or modification of athletically-related financial aid (i.e., athletic scholarship) as a consequence of any and all Level I misconduct. Any such action shall be in accordance with NCAA legislation and institutional procedures.

**Suspension Guidelines:** Unless a student-athletes has been suspended from all sports, suspensions shall be served at the next opportunity and only in a sport in which the student-athlete was officially participating in at the time the incident occurred. While suspended from competition, a student-athlete may be allowed use of facilities for academic services, athletic training and strength and conditioning. Student-athletes may not travel for, or be on the bench/sideline during, competitions in which they are suspended for conduct violations. The Director of Athletics reserves the right to suspend student-athletes from practice activities under this policy.

**III. Drug Testing**

The University of Northern Iowa shall conduct random drug tests of student-athletes throughout the year. Among the substances tested for are marijuana, cocaine and amphetamines, including ecstasy and methamphetamine. Additionally, the University may test for performance enhancing drugs on a random basis. Refer to the supplemental drug testing policy for additional details.

**IV. Social Networking Sites**

Members of the athletic department staff have the authority to view Facebook, My Space, or any other public online journal, and review profiles and other information for appropriate content related to being a student-athlete. Photos, "groups" or other content (including "wall-postings"), which violate or appear to violate the conditions of this code of conduct or other laws may be considered a violation of this code of conduct. This includes, but is not limited to, derogatory statements, depictions of underage drinking or alcohol use, and any reference to illicit drugs or other inappropriate behavior not reasonably related to a legitimate academic activity.

**V. Hazing & Initiation Activities**

All forms of hazing on the part of any individual, group or organization are subject to disciplinary action. No initiation or other activity shall be undertaken which endangers the health or safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits.

For purposes of this policy and university disciplinary action, hazing is prohibited and is defined as any act which intentionally, unintentionally or recklessly endangers the physical, mental or emotional health or safety of a student and/or results in ridicule, for the purpose of admission into, affiliation with or as a condition for continued membership in any group. This applies to any group, organization
or team connected with the university, regardless of the individual's willingness to participate in any forced or required activity. Failure to report hazing activity may be considered a violation of the code of conduct.

VI. Sexual Misconduct Policy

If you or someone you know may be a victim of sexual misconduct, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from Violence Intervention Services, Wellness and Recreation Center, Room 101, (319) 273-2137 or UNI Police, Gilchrist Hall, Room 30, (319) 273-2712. Students will be provided counseling and medical referrals; assistance with safe housing and academic and financial concerns related to the sexual misconduct; and information concerning victim's rights. Individuals will also be provided information concerning University, civil and criminal complaints, including how to file such complaints.

*The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. See "Good Samaritan Provision" Article III (D) of the Student Conduct Code.*

VII. Student Hosts During Recruiting Visits

The University of Northern Iowa is committed to providing an informative and safe environment for prospective student-athletes while visiting UNI on official recruiting visits. It is the expectation of this policy that prospective student-athletes and student-athletes who will be serving as campus hosts conduct themselves in a manner that is consistent with NCAA regulations and UNI policies.

It is the student host's responsibility to discourage and report any violations of these guidelines to the head coach.

- It is the responsibility of the University of Northern Iowa to use its best efforts to ensure the safety and well-being of prospective student-athletes visiting campus. At the same time, it is incumbent upon prospective student-athletes and their student host to avoid any situations or activities that would jeopardize their safety or would be against NCAA regulations, UNI guidelines, university policies or local laws, rules and regulations.
- All entertainment of prospective student-athletes is limited to a 30-mile radius of the University of Northern Iowa. It is the responsibility of the head coach and the student host to supervise all activities, structured and unstructured, of the prospect while visiting our campus for the purpose of recruitment.
- Underage drinking (under 21) is illegal in the State of Iowa. Prospective student-athletes under age 21 are not allowed consume alcohol.
- If a prospective student athlete is of legal age (21) and may enter a local bar, it is the student host's responsibility to ensure that the prospective student-athlete is aware that alcohol abuse will NOT be tolerated. Prospects who are not yet 19 years old are prohibited from being in a bar after 11:00 p.m. The student host must understand that the host money CANNOT be used to provide alcohol to any prospect regardless of age.
• The use of banned substances (illegal drugs) is prohibited during any official/unofficial visit to the University of Northern Iowa.
• Campus visits are to exclude other inappropriate behavior including, but not limited to, sexual activity, sexual harassment, and/or any type of visitation to strip clubs.
• Any gambling activities during the prospective student-athlete's official visit are prohibited. No visit to any establishment where gambling activities take place will be acceptable.
• An enrolled student-athlete may participate as the student host during a prospective student-athlete's official visit to the University of Northern Iowa. Non-qualifiers are not eligible to be student hosts. The student host may receive a maximum of $40.00 per day to cover actual costs of entertaining prospects (and the prospect’s parents, legal guardians or spouse), excluding the cost of meals and admission to UNI events. A maximum of $80.00 can be given to the student host for the duration of the official visit. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. At no time may a prospective student-athlete receive cash from the student host.
• A prospective student-athlete may not have contact with representatives of the University of Northern Iowa's athletics interests (boosters). It is the responsibility of the student host to ensure that such contact does not take place when they are entertaining prospective student-athletes. If an unplanned meeting occurs, only an exchange of greeting is permissible.
• Prospective student-athletes will have a curfew of 12:30 a.m. unless they are participating in activities supervised or arranged by the UNI coaching staff.

Incidents contrary to these guidelines may result in a decision by the University to decline admission or grant financial aid to a prospective student-athlete and may also result in penalties to student-athletes up to and including dismissal from the team. If there are any questions relating to these guidelines, you should contact Ben Messerli, Assistant Athletic Director for Compliance.

VIII. Appeals

A student-athlete may appeal sanctions issued as a result of violation of this policy if the policy has been incorrectly applied to the student-athlete's circumstance, or applied in a manner deemed arbitrary and/or capricious, or new information becomes available. This appeal shall be made in writing to the Athletic Director. The basis for the appeal shall be clearly delineated, along with the specific relief sought. The Athletic Director shall respond to the appeal in writing. If the appeal is not resolved to the satisfaction of the student-athlete, further appeal may be made to the Faculty Athletic Representative. This subsequent appeal procedure shall be clearly delineated in the written response from the Athletic Director. Violations of UNI's drug testing policy have a separate appeal policy.

IX. Review

The student-athlete code of conduct is subject to annual review and revision by the athletic department, with subsequent approval of the President of the University.

X. Acknowledgment

Acknowledgment of the terms and conditions of this code of conduct is mandatory prior to athletic participation at the University of Northern Iowa.
3.03 Personal Conduct Rules

Definitions. For the purposes of these rules, the following words shall have the meaning set forth unless the context requires otherwise:

a. "Board" means the State Board of Regents, State of Iowa.

b. "University" means an institution of higher learning under the jurisdiction of the Board. When used in the plural, the word means all institutions of higher learning under the jurisdiction of the Board.

c. "President" means the president (or acting president) of the University or any person or persons designated by the president to act on the president's behalf for purposes of these rules.

d. "Campus" includes all property owned or used by the University.

e. "Student" means a person who is currently registered as a student at the University in an undergraduate, graduate or professional program on the campus.

f. "Member of the faculty or staff" includes all employees of the University.

g. "Visitor" means any person on the campus who is not a student or a member of the faculty or staff. A suspended member of the faculty or staff, or a suspended student, who is on the campus during the period of such suspension shall be deemed a visitor.

h. "Person" means any student, member of the faculty or staff, or visitor.

i. "Admission" means admission, re-admission, re-entry, registration, and re-registration as a student to any educational program of the University.

j. "Suspension of a member of the faculty or staff" means that during a specified period of time, the member of the faculty or staff is not eligible to continue as an employee of the University, or to resume his/her employment status or to be granted admission as a student. Subject to other rules and regulations of each institution concerning continued employment by the institution, a member of the faculty or staff who has been suspended for a specified period shall be reinstated by the University at the expiration of the suspension period provided that during the suspension period the member of the faculty or staff has not committed acts of misconduct specified in B. below. One under such suspension whose re-employment is denied on the basis of alleged acts of misconduct committed during his/her suspension period shall have a right to a hearing on that issue as provided in section C.

k. "Suspension of a student" means that during a specified period of time, the student shall be denied admission to the University or employment by it. Subject to the rules and regulations of each institution concerning enrollment at the institution, a suspended student shall be reinstated to the University at the expiration of the suspension period provided that during the suspension period the student has not committed acts of misconduct specified in B. below. A suspended student whose reinstatement is denied on the basis of alleged acts of misconduct committed during this suspension period shall have a right to a hearing on that issue, as provided in Section C.

l. "Expulsion of a student" means termination of his/her status as a student without right of re-admission.

m. "Dismissal of a member of the faculty or staff" means termination of his/her status as an employee without right of reemployment.

Rules of Personal Conduct. Any person--student, member of the faculty or staff, or visitor--who intentionally commits, attempts to commit, or incites or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures by the University as hereinafter provided:

a. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University or University-authorized function or event.

b. Unauthorized occupation or use of, or unauthorized entry into, any University facility. However, any entry into, use of, or occupation of any University facility by a student or member of the faculty or staff, which does not violate any of the other Rules of Personal Conduct set forth herein, shall be deemed unauthorized only if specifically prohibited, if that facility is closed at the time to general use or if the person fails to comply with proper notice to leave.

c. Physical abuse or the threat of physical abuse against any person on the campus or at any University-authorized function or event, or other conduct which threatens or endangers the health or safety of any such person.

d. Theft of or damage to property of the University or of a person on the campus.
e. Interference with the right of access to University facilities or with any other lawful right of any person on the campus.
f. Setting a fire on the campus without proper authority.
g. Use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by the University), or of bombs, explosives, or explosive or incendiary devices prohibited by law.
h. Conduct off campus which leads directly to a violation of any of subsections "1" through "7" of this section.
   1. Sanctions.
      a. Any student or member of the faculty or staff who is found, after appropriate hearing,* to have violated any of the rules of personal conduct set forth in B. above may be sanctioned up to and including suspension, expulsion or dismissal. If a suspension is ordered after the start of a semester or quarter, however, the time period of the suspension shall be deemed to run from the beginning of the semester or quarter rather than the actual date of the order. A faculty or staff member who is suspended shall receive no salary during the period of his/her suspension provided; however, that he/she shall be paid for work done prior to the date of the suspension order.
      *NOTE: "Appropriate hearing" as used throughout these rules means pursuant to existing hearing procedures in effect at the University for students and members of the faculty and staff.
   b. A person who applies for admission to or employment by the University (either for the first time, or after a term of suspension or dismissal) may be denied such admission or employment if it is found that he/she has committed any acts of misconduct specified in B. above while such a person was a visitor on the campus. A person denied admission or employment under this section shall have a right to an appropriate hearing.
   c. Any sanction imposed under C. 1 and 2 above shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similarly at the other universities.

Emergency Power
   a. The president is authorized to declare a state of emergency to exist at the institution upon a determination by him/her that violent actions or disruptive activities at the University are of such a nature as:
      1. To present a clear and present danger to the orderly processes of the University or to persons or property on the campus and,
      2. To require extraordinary measures to
         1. Safeguard persons or property at such institution, or,
         2. Maintain educational or other legitimate institutional functions.
   b. The state of emergency shall cease to exist automatically 48 hours after it is declared unless the president, after reviewing the situation, determines that it should be extended, such determination to be made under the standards established in a. and b. above. Each extension shall be a maximum period of 48 hours with a new determination being made for each extension. The president may declare the state of emergency to be over before the 48 hour period has run.
   c. As soon as feasible after declaring a state of emergency, the president shall notify the Board of his/her actions taken.
   d. Upon a finding by the president as set forth in D1 above, the president is authorized to take such action as, in his/her judgment, may be necessary to eliminate or alleviate a clear and present danger to the orderly processes of the University and to safeguard persons or property at the University or to maintain educational or other legitimate University functions including barring a particular person or persons from the campus.

Sanctions Under Emergency Power
   a. Any person who, after appropriate hearing, is found to have violated knowingly a presidential order issued as contemplated in section D. above may be expelled or dismissed from the University.
   b. Any person who, after appropriate hearing, is found to have violated during a state of emergency--knowing that a state of emergency has been declared--any of the Regents' Rules of Personal Conduct, set forth in section B. of this policy, may be expelled or dismissed from the University.
   c. Any person who, after appropriate hearing, is found to have violated knowingly a presidential order as contemplated in section D. above and--knowing that a state of emergency had been declared--is
found to have violated during the state of emergency any of the Regents' Rules of Personal Conduct, set forth in section B. of this policy, may be expelled or dismissed from the University.

d. Any sanction imposed under this section shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similarly at the other universities.

Constitutional Rights. The foregoing rules shall be construed so as not to abridge any person's constitutional right of free expression of thought or opinion, including the traditional American right to assemble peaceably and to petition authorities.

Board of Regents Minutes: July 9-10, 1970, p. 27; May 13-14, 1971, pp. 497-504; June 24-25, 1971, p. 611; Oct. 11-12, 1973; Nov. 7-9, 1973
Goal: The goal in creating the below expectations is to increase consistency across campus. We should be affording students a similar process and outcome regardless of where a student allegedly violates policy and who their conduct hearing officer is.

Sanctioning Requirements for the 2014-2015 academic year:

**Alcohol:**

1. Minor First Alcohol Violation (minor violations, including students with a BAC of .15 or lower)
   a. Alcohol Edu
   b. Disciplinary Probation
   c. Additional sanctions may be imposed

2. Major First Violation (students with a BAC of .16 or higher, or who are hospitalized) OR any Second Alcohol Violation
   a. Brief Alcohol Screening and Intervention for College Students (BASICS)
   b. Parental Notification
   c. Extension of Disciplinary Probation
   d. Additional sanctions may be imposed

3. Third Alcohol Violation
   a. Substance Abuse Evaluation
   b. Parental Notification
   c. Extension of Disciplinary Probation for balance of undergraduate enrollment
   d. Additional sanctions for extenuating circumstances upon consultation with the DOS
   e. Housing Contract Termination (only applicable to students with a DOR contract)

4. Fourth Alcohol Violation
   a. Suspension from the University
   b. Housing Contract Termination (DOR only, if not previously cancelled)
   c. Parental Notification
   d. Required proof of treatment to return to UNI, minimum of 2 semesters out

**Marijuana:**

1. First Marijuana Violation
   a. Marijuana eCheckup To Go and Consultation
   b. Parental Notification
   c. Disciplinary Probation
   d. Additional sanctions for extenuating circumstances

2. Second Marijuana Violation
   a. Substance Abuse Evaluation
   b. Parental Notification
   c. Extension of Disciplinary Probation
   d. Additional sanctions for extenuating circumstances

3. Third Marijuana Violation
   a. Suspension from the University
   b. Housing Contract Termination (only applicable to students with a DOR contract)
   c. Parental Notification
   a. Required proof of treatment to return to UNI, minimum of 2 semesters out
Department of Residence Clarification:

1. Students present in a room where alcohol or marijuana is present, but found not responsible for consuming
   a. First incident – University Warning
   b. Second and all subsequent incidents – same as participating, start with #1 under alcohol or marijuana

2. Room contract holders present during documentation will be held responsible for alcohol or marijuana in their rooms
   a. First and all subsequent incidents – same as participating, hosting, and/or providing, start with #1 under alcohol
      or marijuana

Disciplinary Probation Guidelines:
For alcohol and marijuana violations,

1. Students currently not on probation should be sanctioned to disciplinary probation to the end of the current semester,
   plus one semester.
2. Students currently on probation should have their probation extended for an additional semester.

University of Northern Iowa
Alcohol & Marijuana Policy Violation Sanctioning Requirements

Goal: The goal in creating the below expectations is to increase consistency across campus. We should be affording students a
similar process and outcome regardless of where a student allegedly violates policy and who their conduct hearing officer is.

Sanctioning Guidelines for the 2015-2016 academic year:

Alcohol:

1. Minor First Alcohol Violation (minor violations, including students with a BAC of .15 or lower)
   a. Alcohol Edu
   b. Disciplinary Probation
   c. Additional sanctions may be imposed

2. Major First Violation (students with a BAC of .16 or higher, or who are hospitalized) OR any Second Alcohol Violation
   a. Brief Alcohol Screening and Intervention for College Students (BASICS)
   b. Parental Notification (if under 21)
   c. Extension of Disciplinary Probation
   d. Additional sanctions may be imposed

3. Third Alcohol Violation
   a. Substance Abuse Evaluation
   b. Parental Notification (if under 21)
   c. Extension of Disciplinary Probation for balance of undergraduate enrollment
   d. Additional sanctions for extenuating circumstances upon consultation with the DOS
   e. Housing Contract Termination (only applicable to students with a DOR contract)

4. Fourth Alcohol Violation
   a. Suspension from the University
   b. Housing Contract Termination (DOR only, if not previously cancelled)
   c. Parental Notification (if under 21)
   d. Required proof of treatment to return to UNI, minimum of 2 semesters out.

Marijuana:

1. First Marijuana Violation
   a. Marijuana eCheckup To Go and Consultation
   b. Parental Notification (if under 21)
   c. Disciplinary Probation
   d. Additional sanctions for extenuating circumstances
2. Second Marijuana Violation
   a. Substance Abuse Evaluation
   b. Parental Notification (if under 21)
   c. Extension of Disciplinary Probation
   d. Additional sanctions for extenuating circumstances

3. Third Marijuana Violation
   a. Suspension from the University
   b. Housing Contract Termination (only applicable to students with a DOR contract)
   c. Parental Notification (if under 21)
   a. Required proof of treatment to return to UNI, minimum of 2 semesters out

**Department of Residence Clarification:**

1. Students present in a room where alcohol or marijuana is present, but found not responsible for consuming
   a. First incident – University Warning
   b. Second and all subsequent incidents – same as participating, start with #1 under alcohol or marijuana

2. Room contract holders present during documentation will be held responsible for alcohol or marijuana in their rooms
   a. First and all subsequent incidents – same as participating, hosting, and/or providing, start with #1 under alcohol or marijuana

**Disciplinary Probation Guidelines:**

For alcohol and marijuana violations,

1. Students currently not on probation should be sanctioned to disciplinary probation to the end of the current semester, plus one semester.

2. Students currently on probation should have their probation extended for an additional semester.
Substance Abuse Services Program Referral Information
Student Conduct Administrator Guide

For alcohol/other drug sanctions, the following evidence-informed, best practice programs are recommended. You are always welcome to "consult" with Mark if you'd like to discuss what may be the best referral choice for a given student. Call or email anytime!

You are being referred for ____________________. My decision was based upon the outcome of the student conduct hearing, your previous disciplinary record and a review of the incident documentation. A description of this program/service is provided below. Failure to comply with this referral will result in further disciplinary action, which could include removal from University housing and/or placing a "hold" on future course registration.

1. Alcohol Edu

Alcohol Edu is a 2 to 3 hour online alcohol education course. You will be provided with a web address and a password that allows you to conveniently access the course from your home computer or a computer lab. Taking the course in more than one sitting will facilitate retention of the material, helping you perform optimally on the final exam. The course is divided into six chapters that include information on alcohol metabolism, blood alcohol concentration, alcohol's effect upon learning, memory and behavior, alcohol poisoning, impaired driving, alcohol abuse and addiction. There is a $50 registration fee for this program.

Guide: Generally, sanctioned for a minor 1st offense. Examples may include a MIP, 1st offense public intoxication, with lower B.A.C. (below .15) and the student being cooperative. You feel the student could benefit from learning more about alcohol overall (as described above).

2. Brief Alcohol Screening and Intervention for College Students (BASICS)

BASICS is a harm reduction approach regarding drinking. It was specifically developed for use with college students. After completing and turning in a confidential questionnaire about your drinking, program staff will develop a personalized feedback profile and contact you to set-up your appointment. The profile includes myths about alcohol's effects, facts on alcohol norms, ways to reduce future risks associated with alcohol use, and a menu of options to assist in making any desired changes. There is a $75 registration fee for this program.

Guide: Generally, sanctioned for a 2nd offense or in more serious incidents. Examples may include contributing, bootlegging, public intoxication with a higher B.A.C. (above .15) or the student is starting to experience negative consequences as a result of drinking. You feel the student could benefit from: a one-on-one interaction grounded in motivational interviewing, personalized feedback, data-based perception and actuality correction, strategies to avoid/minimize negative consequences.

3. Marijuana e-Checkup To Go and Consultation

The Marijuana e-Checkup To Go program was specifically developed for use with college students. After completing a confidential questionnaire about your marijuana use, you will receive accurate and personalized feedback about your individual pattern of marijuana use, your risk patterns, your aspirations and goals, and helpful resources at University of Northern Iowa and in the community. Complete this program by going to www.uni.edu/subabuse: select Marijuana e-Checkup from the right-hand column to begin. At the end of the program, you will be given the option to print your results, which you should do. Contact Mark Rowe-Bath to set-up your consultation appointment for reviewing your results. There is a $50 registration fee for this program.

Guide: Generally, sanctioned for a 1st offense marijuana incident. You feel the student could benefit from: a one-on-one interaction grounded in motivational interviewing, personalized feedback, data-based perception and actuality correction, strategies to avoid/minimize negative consequences. You are confident, based upon the information available to you, that the student is not addicted.

Updated Summer 2015
4. **Prime for Life: Driving Unimpaired**

Prime for Life is an extensive, 12-hour program that focuses on individual drinking choices. You will learn about the amount and frequency of drinking that is considered low-risk, and learn how a family history of addiction increases your risk for alcoholism. The course also introduces signs of a drinking problem and highlights substance abuse resources that are available on and off campus. You will also complete a self-assessment of your drinking and learn where you can access a more in-depth substance abuse evaluation. The course also thoroughly addresses driving under the influence. *This course is provided by Hawkeye Community College (296-4290; $115 fee); Pathways Behavioral Services (235-8571; $115 fee) and Cedar Valley Recovery Services (277-5808; $115 fee). Phone these programs directly to obtain a class schedule and/or register for the class.*

**Guide:** This is the course required by the courts for an OWI/DUI offense. Generally, Prime for Life is sanctioned for a serious incident or multiple offenses. A student who has suffered alcohol poisoning, or repeated negative consequences as a result of their drinking may be a good candidate for this program. You feel the student would benefit from the group experience and interaction with others’ in the program may serve as an “eye-opener.”

5. **Substance Abuse Evaluation**

An evaluation is a testing process used to determine whether a person is addicted to alcohol and/or other drugs. The evaluation process requires approximately an hour and a half. You will complete questionnaires concerning your alcohol and other drug use and difficulties your use has caused. After the initial meeting, an additional session will be scheduled to review the results of the testing and to discuss subsequent recommendations. Follow-up recommendations may include educational and/or treatment referrals. There is a $125 fee for this service.

**Guide:** Generally, sanctioned for multiple offenses, alcohol poisoning, or because you are concerned that the student may be addicted. If there is a family history of abuse, the student is experiencing repeated negative consequences, or a drug other than alcohol is involved, the student may be a good candidate for this service. You feel the student would benefit from this one-on-one testing, interview and the provision of recommendations moving forward.

Please note: I cannot provide evaluations for students who have received an OWI. Since my program is not a treatment program, we do not meet DOT requirements for evaluation providers. In most cases it would not benefit the student to have two evaluations, and I generally recommend referring them off-campus for one evaluation. When students contact me for an OWI evaluation, I provide them with a descriptive listing of community evaluation providers, costs, etc. If you are working with a student in an OWI situation, and would like to include this off-campus listing in your letter to them, please visit [www.uni.edu/subabuse](http://www.uni.edu/subabuse) and on the right side of the page, select Off Campus Providers.

**Registration Information**

To register for Alcohol Edu or BASICS, phone Phyllis Beauchamp at (319) 273-7166. Ms. Beauchamp provides administrative support for UNI Substance Abuse Services.

To schedule a substance abuse evaluation, or Marijuana eCheckup To Go consultation, please contact Mark Rowe-Barth, Associate Director/Student Wellness, at (319) 273-3423 or mark.rowe-barth@uni.edu.
### 14-15 Violations by AOD Charge and Recidivism Rate for Each

<table>
<thead>
<tr>
<th>Charge</th>
<th>Total Individuals Responsible</th>
<th>Individuals Responsible After First Incident</th>
<th>Percentage of Repeat Offenders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol: Contributing</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol: Minor</td>
<td>102</td>
<td>8</td>
<td>7.84</td>
</tr>
<tr>
<td>Alcohol: Oversized Container</td>
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<tr>
<td>Alcohol: Public Area</td>
<td>14</td>
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<td>Alcohol: Residence Halls</td>
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<td>Controlled Substance</td>
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<td>Drugs: Use or possession of marijuana</td>
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<td>0</td>
<td>0</td>
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<td>OWI</td>
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<td>0</td>
</tr>
<tr>
<td>Operating a Vehicle While Intoxicated</td>
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<td>0</td>
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<td>Public Intoxication</td>
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### 15-16 Violations by AOD Charge and Recidivism Rate for Each

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<th>Charge</th>
<th>Total Individuals Responsible</th>
<th>Individuals Responsible After First Incident</th>
<th>Percentage of Repeat Offenders</th>
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</thead>
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<td>0</td>
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<td>Alcohol: Common Spaces</td>
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<td>Alcohol: Empty Containers</td>
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<tr>
<td>Alcohol: Hosting</td>
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<tr>
<td>Alcohol: Illegal use of Alcohol</td>
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<td>Alcohol: Proximity</td>
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<td>Alcohol: Public Spaces</td>
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<tr>
<td>Alcohol: Responsible Consumption</td>
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<td>Alcohol: Roommate Agreement</td>
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<td>Alcohol: UNI Alcohol Policy</td>
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<tr>
<td>Alcohol: Underage Possession</td>
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<td>18</td>
<td>13.04</td>
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<tr>
<td>Alcohol: Underage Use</td>
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<td>4.62</td>
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