

VALPARAISO  UNIVERSITY

Student Handbook

2020-2021



About the Student Handbook

Welcome to the 2020-2021 academic year at Valparaiso University!

The ***Student Handbook*** is a ready reference for procedures, policies and resources for campus life and more. It is designed with the student in mind – as a user-friendly compilation of information all students need to know to help ensure successful and rewarding college careers. Every community has some regulations, common understandings, and shared values to assure that every person’s rights and privileges are protected. Valparaiso University students are expected to follow and obey all University regulations and local, state, and federal laws, and to take personal responsibility for their conduct and behavior. The statements included in this student handbook, and others in the ***current Valparaiso University General Catalog and Graduate Catalog***, describe orderly procedures for living and learning together at this University, as well as some limits for behavior.

By their registration at Valparaiso University, students signify their acceptance of the University’s academic and non-academic rules and procedures. The relationship between the University and its students is not custodial in nature; there is no special relationship with the University created by a student’s enrollment. The University does not assume any duty toward any student that is not otherwise required by operation of law or by the terms of the ***Student Handbook***. In addition, the University reserves the right to amend and/or revise policies and procedures.

Please note: It is each student’s responsibility to know academic and student life policies, procedures, and deadlines.

General Academic Information can be found in the *Valparaiso University General Catalog or Graduate Catalog* and Honor Council information can be found on the Honor Council website. Academic and Student Life policies such as Student Academic Fair Practices policies can be found on the general counsel webpage.

Please note: Policies, procedures, and deadlines are subject to change. Please review the general counsel web page for the most up-to-date version (valpo.edu/general-counsel).

Valparaiso University Nondiscrimination Policy

In order to ensure compliance with federal law, Valparaiso University has established two policies related to nondiscrimination. The Nondiscrimination Policy as to Students reflects the University’s obligations to the U.S. Department of Education.

Nondiscrimination Policy as to Students

Valparaiso University admits students of any race, color, national and ethnic origin, age, sex, gender identity, disability, sexual orientation, veteran status, pregnancy or (as qualified herein) religion, to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, gender, gender identity, disability, sexual orientation or (as qualified herein) religion in administration of its educational policies, admissions policies, scholarship and loan programs, career services and placement, and athletic and other school-administered programs. Valparaiso University is an institution committed to its Lutheran traditions. The University reserves the right to promote the teachings of the church and to exercise preferences in admissions in favor of Lutherans.

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Academic Resources

Academic Advising

Valparaiso University is committed to excellence. That same commitment to academic excellence is extended to advising practices. Entering students are assigned an academic advisor to assist them in selecting a curriculum, meeting University requirements, and making the most of their studies.

Your advisor can sign your registration forms, S/U forms, degree application forms, and other various paperwork, but that is not the extent that your advisor can assist you in reaching your goals and getting your degree. Academic advising is also committed to your holistic development as a college student and a point of contact for the various campus resources related to student success.

Please visit the [Council of Academic Advisors webpage](#) for more information regarding our academic advising services.

Academic Support Centers

Unified in Purpose, Distinct in Service

As a Valpo student, you have access to numerous campus resources committed to your success inside and outside the classroom. Take advantage of our learning center, where peer tutors are available to help you grow as a writer, strengthen your learning strategies, practice language skills, and thrive during your academic journey.

- [Academic Success Center](#)
- [Hesse Learning Resource Center](#)
- [Judith L. Beumer Writing Center](#)
- [Language Resource Center](#)
- [Access and Accommodations Resource Center](#)

Starfish

We care about your success! Valpo has adopted Starfish Retention Solutions. This is a system that will connect students, faculty and staff by increasing communication, connectedness with your courses/campus resources, and supporting your journey at Valpo.

Three main tips for Starfish use are

- Set up your profile – make it easier for your instructors and advisors to get to know you and stay in contact
- Connect to people and services that can help you – use your personalized My Success Network and courses channels for quick access to contact information, appointment scheduling, and course help.
- Stay on track – use the upcoming tab to keep track of upcoming appointments, and your personalized dashboard to see assignments, plans, and recommendations from your instructors.

Helpful links:

[Official Starfish Website](#)

[Direct Link to Student Demo Videos](#)

Technical Support: starfish@valpo.edu

Information Technology

Valpo students rely on a wide array of information technologies and services provided and supported by the Office of Information Technology (IT). Some of the services provided by IT for use on and off campus are

- Data networks, wired and wireless access
- Internet and intranet access
- Web-based access to multiple systems and services and including an online course management system (Blackboard Learn) and an interface with student records and registration data (DataVU)
- Email, calendaring, and collaborative software through Google's G Suite for Education
- Productivity and course-related software on various platforms
- Classroom technology, video conferencing, and cable television

The Valpo Network and Internet Access

The Valpo network provides access to productivity and course-related software, email, the internet, Valpo Intranet and library resources. Secure wireless access is available throughout campus. Residence halls each have a 24-hour lab with printing services as well as high-speed wired network connections available in resident rooms.

Each student has storage space available through their Google account, allowing access to files from anywhere and providing confidence that files are preserved by regular backups and secure against intrusion.

DataVU for Students

DataVU is a web interface to the administrative software. Students may view/print the information listed below using this system, and may grant parents/guardians access to their academic and financial records.

- Financial Aid (status, documents, loans, etc.)
- Financial Information (student accounts, statements, tuition payments, Crusader Cash accounts, etc.)
- Registration (schedules, drop/add classes, transfer equivalencies, etc.)
- Academic Profile (grades, restrictions, academic advisors, degree audits, ordering official transcripts and diploma, etc.)
- Meal Plans and Housing (housing, parking registration, etc.)
- VU Community (fitness center registration, etc.)
- Personal Information (address/phone changes, directory information, etc.)
- Employee Information (W-2 statements, pay advices, etc.)

Logging into DataVU

Students should log into DataVU at <https://datavu.valpo.edu>. ValpoNet credentials are required to access student information. For login assistance, contact the IT Help Desk.

Assistance with Resources

When students need assistance with technology, they can receive help in a variety of ways:

- **Online:** The Information Technology website (valpo.edu/it/) has information on IT services and contains links to documentation. The ITicket system (<https://helpdesk.valpo.edu/>) allows requests for help to be made directly to IT and also includes an online knowledge base with FAQ, how-to, and troubleshooting information.
- **In Person:** Students can visit the IT Help Desk located on the first floor of the Christopher Center to get answers to technology-related questions. The staff will route service requests appropriately to other IT staff. The Help Desk can also be reached by phone at 219.464.5678 or via email at helpdesk@valpo.edu.
- **Training:** IT offers LinkedIn Learning with Lynda.com content, online learning courses on a variety of professional, creative, and technical subjects developed by industry experts. In addition, instructor-led technology training sessions are available on request to assist students with specific applications. Visit bookwhen.com/valpo for a schedule of these training sessions.

Email Communications

Valparaiso University relies on University-provided email accounts for students, faculty, and staff as a primary means to communicate vital information. Individuals who do not routinely check their University-provided email accounts assume all risks and consequences of such neglect.

Safety and Security

All devices connecting to the network must comply with security measures that protect data. Students should make sure their devices are configured with anti-malware software and that the operating system is configured to automatically accept operating system updates. The IT Help Desk provides assistance with these protective measures.

Everyone must be vigilant for scams, malware, or other “creative marketing” that may compromise computers, data, or even financial health and personal safety. Be selective about personal information posted online. **Never** provide passwords or bank account information through email or online forms. Follow IT publications for protective suggestions and for notifications of new invasion techniques. IT employees will never ask for University account passwords.

Copyright Violations

Under the provisions of the Digital Millennium Copyright Act, the University must act promptly to halt a properly-presented allegation of copyright violation. In such cases, the University complies with the law by blocking the alleged offender’s access to the University network until the matter is resolved between the individual and the person or organization presenting the complaint.

Be aware that software on a user’s computer which allows downloading media files from the internet often distributes it (illegally) as well. For more information about copyright and protecting computer files contact the IT Help Desk or visit this webpage: <https://www.us-cert.gov/ncas/tips/ST05-004>. The Acceptable Use Policy found at valpo.edu/it/policy summarizes other technological responsibilities for the Valpo community.

Telephone Service

Telephones for emergencies are located in the hallways of the residence halls.

Accepting collect calls is prohibited. Students will be expected to pay all charges incurred as a result of accepting collect calls.

Emergency phone calls are handled by the Valparaiso University Police Department (VUPD); dial 911 from any campus phone. Emergency calls from cell phones are directed to a public safety answering point (E911 center), not the Valparaiso University Police Department. The University also has emergency call boxes at various outdoor and indoor locations around campus. These phones are activated simply by pressing the red call button which call the Valparaiso University Police Department 911.

Employment with IT

Student employees are important members of the IT staff. The IT work experience includes ongoing training opportunities to work with professional staff, providing an excellent work experience to take into a professional career. Visit the Handshake site via the Career Center for available positions, job descriptions, and applications.

Student Life

Student Life Division

Embracing Valparaiso University's heritage of scholarship, freedom, and faith, the Division of Student Life provides significant opportunities for students to grow in many dimensions, including intellectually, psychologically, emotionally, socially, physically, and spiritually. Student Life is comprised of many campus centers and services and each center is staffed by professional personnel and supported as appropriate by trained student aides and peer educators.

Vice President for Student Life and Dean of Students

Student Life Division
Harre Union Suite 250
student.life@valpo.edu
219.464.5411

The vice president for student life and dean of students serves as chief administrative officer for the Division of Student Life and reports to the provost. Charged with the overall responsibility to provide effective and efficient services to support the learning and development of University students, the Office of the Vice President for Student Life and Dean of Students maintains close liaison with many campus offices and individuals, including especially

- Leaders of student government, campus organizations, and interest groups to encourage and support co-curricular and extra-curricular activities and learning opportunities
- Academic units to facilitate integration of academic and student life concerns
- Staffs of the Chapel of the Resurrection and other centers of campus worship to support opportunities for students to live faithfully and to grow spiritually
- Admission personnel to recruit, enroll, and retain a student body that reflects Valparaiso University's character

Associate Dean for Harre Union, Conferences and Events

Student Life Division
Harre Union Suite 100
219.464.5411

The Associate Dean for Harre Union, Conferences and Events oversees the Harre Union staff, Parkhurst Dining Services, University Bookstore, and Student Mail Services.

Assistant Dean for Strategic Initiatives

Student Life Division
Harre Union Suite 250
219.464.5413

The Assistant Dean for Strategic Initiatives works on institutional and divisional level strategic initiatives as well as FOCUS orientation and Welcome Week planning.

Parkhurst Dining Services

Harre Union, Room 170

dining@valpo.edu

219.464.5016

valpo.edu/aux/dining

With our dining program, you'll enjoy fresh, made-from-scratch food and menus that focus on seasonal items and provide continuous selections that change throughout the day. We're here to help you eat healthy your way. Have your choice of a wide variety of delicious and nutritious meals, featuring local and sustainable food sources, build-your-own meal concepts, and special options for every diet, including vegan, vegetarian, and gluten-free.

Founders Table-Our all-you-care-to-eat resident dining location offers a wide variety of craveable stations. Clean Plate offers delicious options completely free of the FDA's seven most common allergens to give our guests total peace of mind. The 1859 Grille serves everything from hot, hand-carved sandwiches to barbecue, always with delectable sides. Our V2 station hones in on vegan and vegetarian cuisine, and The Oven serves up pizza, stromboli, and calzones made from fresh dough as well as other roasted entrée features. Bravissimo is our action station, where food preparation comes alive. The Center Market serves as a focal point in the space, and includes made-to-order deli sandwiches. Spoon & Fork serves up scratch-made entrées from traditional comfort foods to international cuisine every day. And for quick and convenient options to go, stop by Take 3.

Campus Café-You can have it all at Campus Cafe, from a healthy, customizable greens bowl at Green Fork to pizza, nachos, and chicken tenders! You can also grab a cup of coffee or a pastry and do some shopping for snacks and other convenience items while you're at it.

Grinders serves Starbucks® coffee, espresso drinks, and fresh house-baked pastries. You'll also find On the Go! items and fresh, made-to-order sandwiches throughout the day.

Valparaiso University is residential by design. Living on campus represents an integral component of the mission of the institution by providing living and learning experiences, which lead to a student's growth and development, and an enhancement of one's total education at Valpo. Because residency is such an important aspect of the Valpo experience, Valparaiso University has a three-year residency requirement. All undergraduate students should expect to reside in campus housing for six (6) semesters. Meal Plans are assigned based on numbers of semester living on campus.

Students with medical restrictions and special dietary needs should contact Access and Accommodations Resource Center directly @ aarc@valpo.edu to ensure appropriate accommodations are established. If you have any questions or concerns, please do not hesitate to contact us directly or visit our website.

Student Mail Services

Harre Union

student.mail.services@valpo.edu

219.464.5259

<https://www.valpo.edu/aux/mail-services/student-mail-services/>

The mission of the Valparaiso University Student Mail Services is to provide a professional, efficient and secure mail service to the University community using existing and emerging technology. Our staff is responsible for the delivery, collection and processing of all student mail, intra-campus, and shipping service to all student and staff at the Student Mail Services. For more information, including hours of operation, please see our website.

Valparaiso University Bookstore

Harre Union

valpo@bkstr.com

219.464.5421

<https://www.valpo.edu/aux/bookstore/>

The Valparaiso University Bookstore provides new, used, rental, and digital course materials required for Valparaiso University courses. The bookstore also offers a Price Match program. The Valparaiso University Bookstore sells Valpo clothing and gift items. The bookstore accepts cash, check, credit card, campus cards, and Crusader Cash as payment.

Additional services include book buy-back and check cashing. Students may also buy and rent textbooks online by visiting the store's website at valposhop.com. Clothing, gifts, and supplies may be purchased online as well. Online purchases can be picked up in-store or shipped to a student's location. More information on bookstore services can be found online at valposhop.com.

Associate Dean of Students for Student Engagement and Student Conduct

Student Life Division
Harre Union Suite 250
219.464.5413

The Associate Dean of Students for Student Engagement and Student Conduct is responsible for the strategic vision and direction for the full student conduct system, and provides vision and direction for student engagement opportunities on campus. This position also oversees the residence life program staff.

Associate Dean of Students for Student Success, Fraternity and Sorority Life

Student Life Division
Harre Union Suite 100
219.464.5411

The Associate Dean of Students for Student Success, Fraternity and Sorority Life focuses on providing strategic vision and direction for overall student wellness and success as well as individual level student crisis management. The associate dean of students oversees the following areas in the student life division:

Career Center

Harre Union, Room 100
Career.Center@valpo.edu
219.464.5005
valpo.edu/career-center/

The Career Center is a comprehensive career services facility offering a wide array of services to all students and employers. The Career Center houses a resource library, conference/workshop room, interview rooms, and staff offices. Career Center services include

- Career guidance and exploration
- Career advising, coaching, and counseling
- Internship and job search assistance
- Graduate/Professional School assistance
- Resume and cover letter assistance
- On-campus and remote interviews with employers
- On-line postings of full-time, part-time, co-op, internship, and summer job opportunities
- Mock interviews
- Comprehensive on-line library of career resources, graduate school directories, and internship information
- Workshops, panels, webinars, and special events such as Speed Networking, Career & Internship Fairs, Etiquette Dinner, Occupational Panels, Receptions, and much more!

Career Center workshops and events prepare students for career decisions, internships, cooperative education, interviewing, networking, job searching, and job fairs. The Center is open 8 a.m. to 5 p.m. Monday through Friday.

Each fall the Business Career Fair, the Engineering, Science & Technology Career Fair, the Non-Profit, Government & Education Career Fair, and the Nursing & Health Professions Career Fair provide opportunities for students to interact with hundreds of employers. There also is a Career & Internship Fair during spring semester.

Students seeking teaching jobs should consult the Professional Development and Placement Office for teachers, located in Meier Hall. This office provides assistance to beginning and experienced candidates who have completed requirements for certification under the supervision of the Department of Education at Valparaiso University. The telephone number of the Professional Development and Placement Office is 219.464.5458.

Counseling Center (CC)

Alumni Hall
1602 LaPorte Avenue (across from Lankenau Hall)
Counseling.Center@valpo.edu
219.464.5002
valpo.edu/counseling-services/

The Counseling Center provides counseling and psychotherapy services to full-time undergraduate and graduate students with personal, interpersonal, family, and academic performance issues. The confidential services are provided by professional psychologists, counselors, social workers, and graduate interns. In addition to individual counseling and consultation, Counseling Center staff offer numerous educational presentations through outreach services; psychiatric availability for students in counseling who require medications; and psychological crisis coverage for the University community. A Stress Relief and Anxiety Reduction room is available for use by all students and can be scheduled by appointment. While all counseling and educational services are free of charge, a minimal fee may be required for some psychological tests. Psychiatric medication consultation sessions may be charged to insurance and the student is responsible for covering the costs of medication prescribed.

The Counseling Center hours are 8 a.m.- noon, and 1 - 5 p.m. Monday through Friday. Appointments can be made in person or by phone.

Self-help resources are available at <https://thepath.taconnect.org/local/login/index.php> (valpo email account required) and at <https://www.valpo.edu/counseling-services/>

Office of Alcohol and Drug Education (OADE)

Alumni Hall
1602 LaPorte Avenue (across from Lankenau Hall)
OADE.Office@valpo.edu
219.464.6820
valpo.edu/counseling-services/office-of-alcohol-drug-education/

The Office of Alcohol and Drug Education is responsible for substance abuse prevention and intervention efforts at Valparaiso University. Among its services are online educational and self-assessment tools, the CARE program which assists at risk students through a program of assessment and education, outreach programming to residences and classrooms, and counseling and referral services for students who are experiencing problems with alcohol and other drugs.

To schedule an appointment with OADE, please call or stop by between 8 a.m. – noon, and 1 - 5 p.m. Monday through Friday.

Sexual Assault Awareness and Facilitative Education (SAAFE)

Alumni Hall
1602 LaPorte Avenue (across from Lankenau Hall)
SAAFE.Office@valpo.edu
219.464.6860
SAAFE Crisis Number is 219.386.3128
valpo.edu/counseling-services/sexual-assault-awareness-facilitative-education/

The Sexual Assault Awareness and Facilitative Education (SAAFE) Office provides peer facilitative education as a means to broaden awareness of healthy relationships and lifestyles and to aid in the prevention of sexual assault. The SAAFE Office resource center contains handouts, training, and written materials available to students. All student organizations and campus groups may request a variety of programs ranging from informational to interactive workshops such as safety issues: sexual assault, sexual harassment, sexual misconduct, stalking and domestic violence; relationship issues: healthy and unhealthy relationships, dating violence, gender issues, body image, and STDs; and past issues involving sexual abuse. SAAFE Advocates provide outreach programs for students through campus sponsored programs and events. We also encourage students to volunteer to become SAAFE Advocates by emailing SAAFE.Office@valpo.edu. The SAAFE Office provides advocacy services to individuals (all genders) who have experienced sexual assault, harassment, misconduct, stalking, dating violence or gender discrimination. The SAAFE and OADE programs coordinator can, confidentially, provide students who experience any of the above Title IX violations with information about their rights, options available to the student, and support in their decision making. She is a confidential source, meaning that what you share with her will not be shared with anyone else without your permission or unless required by law (e.g. if there is imminent threat to yourself or others, abuse of a child). The SAAFE Office also provides support services to a student's parents (with written permission by the student), friends, and a significant other looking for their own needs, coping skills, psychoeducation, etc.

To schedule an appointment with SAAFE, please call, or email SAAFE.Office@valpo.edu, or stop by the Counseling Center between 8 a.m. – noon or 1 – 5 p.m. Monday through Friday. **Emergency access is available by calling 219.386.3128.**

Health Center

55 University Drive, Suite 102
Health.Center@valpo.edu
219.464.5060
valpo.edu/student-health-center/

The Student Health Center provides professional health care and educational wellness programs for full-time undergraduate, graduate, and international students. The Student Health Center is open 8 a.m. - noon, and from 1- 4:30 p.m. Monday through Friday during the fall and spring semesters. During the summer, the Student Health Center will close at noon. Appointments are recommended. Walk-ins are taken as time permits.

All visits to the Student Health Center are confidential. No medical information will be released without written authorization from the patient, except in rare instances, as specified by law. Services include evaluation and treatment by a nurse practitioner and/or physician. Medical Nutrition Therapy and Nutrition Counseling are services offered by the health center's registered dietitian by appointment only. Wellness screenings, immunizations, immunotherapy, and laboratory services are also offered.

Students are required to carry their own comparable health insurance or purchase health insurance sponsored by the University that covers the student in the Valparaiso area. On an annual basis, all domestic full-time undergraduate and graduate students will be required to either provide their existing health insurance information or enroll in the University-sponsored plan, through an on-line process. Students who take no action by the first day of fall semester will be automatically enrolled in and billed for the University-sponsored plan. All international students will automatically be enrolled in and billed for the University-sponsored plan except for students from sponsoring countries that provide health insurance.

The services provided by the Student Health Center will be billed to the student's health insurance. Students and/or their legal guardian are responsible for the costs of treatment not covered by the student's health insurance. This remaining cost is applied to the student's account and can be paid online or in person.

The University requires all students to complete a health form and receive all higher education required immunization for the State of Indiana prior to the deadline set by the health center.

Fraternity and Sorority Life at Valpo

Inter/National fraternities and sororities provide interested students the opportunity to become part of a group which shares common ideals and promotes academic excellence, community service and philanthropic endeavors, leadership development and healthy social engagement. Fraternity and sorority life at Valparaiso University can offer training, guidance, friendship, and lasting inspiration to their members, to the campus, and to the Valparaiso community.

Valparaiso University is home to seven (7) sororities and ten (10) fraternities, with approximately 30% of undergraduate students as members. Matriculated students at Valparaiso University are eligible for membership in a fraternity or sorority once they have completed twelve (12) college credits and achieved a 2.50 cumulative GPA. Credits transferred from another institution of higher education will count toward eligibility.

As recognized organizations, fraternities and sororities are responsible to the University. They are expected to regulate their own lives within standards which apply to all students, to retain a quantity and quality of membership to insure their continued success, and to maintain their own internal discipline at a level to assure continued recognition as an organization and a recognized housing unit. The University reserves the right to remove this recognition at its discretion. The fraternities and sororities govern themselves through their own constitutions and policies and collectively through the Interfraternity Council and the Panhellenic Council.

Sororities and fraternities are responsible for a positive contribution to the primary functions, mission, and goals of the University, and therefore are under an obligation to encourage the intellectual, physical, social, and spiritual development of their members. As members of the Valparaiso community, fraternities and sororities are directly subject to civil and criminal laws. The University expects them to function responsibly in the community and to obey civil and criminal laws.

Members of fraternities and sororities at Valparaiso University are encouraged to know and understand the policies that govern the fraternity and sorority experience, and those include

- Standards and Expectations for Fraternities and Sororities at Valparaiso University

- Fraternity and Sorority Life Policies Document which includes policies on risk management, alcohol, hazing, sexual assault prevention, etc.

Violations of fraternity and sorority regulations will be handled by the procedures outlined in the Fraternity and the Sorority Judicial Board Policy. Violations of University policies and regulations will be dealt with by the Office of Student Life if it is felt that the University's best interests are involved. The involvement of the Office of Student Life in violations of civil or criminal laws may occur regardless of the action taken by civil authorities in such matters.

More information on the Valparaiso University fraternity and sorority experience can be found on their [website](#).

Additional Campus Services

Valparaiso University Police Department

816 Union Street

VU.Police@valpo.edu

Non-emergency service hours: 8 a.m. – 4 p.m.

219.464.5430

Emergency contact: 24 hours/day

Campus Emergency 911

The Valparaiso University Police Department provides educational and professional police services for the campus to help protect the students, faculty, staff, and properties owned by Valparaiso University. The lost and found office is also located here.

The University police department can be contacted any hour of the day or night for any type of emergency. If it is a situation not directly handled by the University police department, the proper authority will be notified of the problem.

Campus Services

Our Mission

Valparaiso University's Campus Services Department works in continuous support of the mission of the University by providing the campus and the community with state-of-the-art programs and services. Using strategic targets to continually enhance and improve the overall experience of our students, Campus Services provides return on investments that financially support the University and its programs. We pride ourselves to provide the highest level of hospitality and services to meet your everyday needs.

Campus services are comprised of

- [OneCard Services](#)
- [Parking and Transportation Services](#)
- [DesignWorks Printing Services](#)
- Vending, laundry, and residence hall amenities services

OneCard Services

Harre Union, Room 244

OneCard@valpo.edu

219.464.5131

valpo.edu/aux/onecard/

Valparaiso University's OneCard ID Office strives to provide the university community with a convenient form of identification that offers the ability to function as a key to access a variety of University systems and services. We are continually seeking new and expanded uses of the card and its services through advanced technology. A dedicated and professionally-trained staff is committed to providing the University and its members of the community with courteous, timely, and resourceful services. The Valparaiso University OneCard ID is your one-stop shop.

Your OneCard ID allows you to

- Access the buildings that you need on campus
- Make use of your Meal Plan and Dining Dollars
- Charge Course Materials at the Bookstore
- Make the most of your Crusader Cash both on and off campus
- Utilize facilities and amenities offered to cardholders
- Check out materials at the campus library
- Gain access to various campus events
- Use copying and vending services

Parking and Transportation Services

Harre Union, Room 244

parking@valpo.edu

219.464.5131

valpo.edu/aux/parking/

valpo.edu/aux/transportation/

Parking and Transportation Services seeks to meet the needs of all members of the University community by providing various parking options, along with a safe and reliable form of transportation. Inquiries related to obtaining a parking permit, visitor parking, campus vehicular regulations, and on-campus transportation needs will be answered by a dedicated, courteous, and professionally-trained staff.

Vehicle Regulations

All motorized vehicles and bicycles to be operated on the Valparaiso University campus by any currently enrolled students must display a valid campus parking permit obtained through the [Valparaiso University Parking and Transportation Office](#). A valid driver's license and proof of vehicle registration are required when registering motor vehicles. All campus and state law parking and traffic regulations must be observed; failure to do so will result in a citation issued electronically through email. A list of parking and traffic regulations is available on the Parking and Transportation website. Please note parking enforcement is in effect year-round.

Vehicles left on campus during breaks must be parked in Ramp 8. Any vehicle left abandoned on University property after the close of the academic year will be towed and stored at the owner's expense.

Bicycles left abandoned on University property after the close of the academic year will be disposed of by the University.

Campus Shuttle Service

A campus shuttle is available to faculty/staff/students during the fall and spring semesters, with the exception of holidays and University break periods. The shuttle operates Monday – Friday from 7:30 a.m. – 2:00 a.m., as well as Saturday and Sunday from 6 p.m. – 2 a.m., and is wheelchair accessible. The Crusader Transit Tracker App can be downloaded for free and used to help facilitate use of the shuttle service by way of tracking the shuttle's location and requesting a ride. Students who are in need of specific accommodations for ADA or medical transports can call 219.464.5131 for further details.

Mission and Ministry

Worship and Pastoral Care

Centered in Christ, the ministry of the Chapel of the Resurrection proclaims God's love, serves students, faculty, staff, and the wider community, and welcomes all.

Chapel of the Resurrection

chapel@valpo.edu

219.464.5093

valpo.edu/chapel/

Students are invited and encouraged to participate in a variety of ministry and leadership opportunities through the Chapel of the Resurrection.

Worship

Two full-time ministers serve the Valpo community through worship, mentoring, pastoral care, and spiritual nurture. They are available to provide pastoral care for all, regardless of religious background. Anyone can drop by their offices in the Helge Center or make an appointment with one of them through their links on the Chapel's staff page (valpo.edu/chapel/staff/).

During the regular school year, there are eight services a week offered at the Chapel, the most frequent being morning prayer, a 20-minute time during the weekday when activities pause to give the whole campus the opportunity to come to Chapel for a time of spiritual refreshment at 10 a.m. Holy Communion is celebrated Sunday mornings at 10 a.m. On Sunday nights at 10 p.m., Candlelight Evening Prayer gathers around word, song and prayer. Celebrate! Is the weekly praise band service of Holy Communion that meets on Wednesday nights at 10 p.m.

Leadership

The Chapel employs more than 100 students each year, giving opportunities to experience leadership for the various worship services and for a variety of aspects of the Chapel's work. Students serve in both planning and leadership roles for all worship services. Other ministry opportunities include SALT (Social Action Leadership Team – social justice ministry), BRO (Brothers Reaching Out), SIS (Sisters in Spirit), Kantorei (Chapel Choir, by audition), Peer Ministry (residential ministry), as well as LuMin and LCMS-U, campus ministry developed by – but not limited to – ELCA and LCMS students. People of all backgrounds are welcome to participate in all areas. Students are also encouraged to bring their ideas and passions for new ministry experiences to the life of the Chapel.

Inter-religious Dialogue

A student-led group called MOSAIC (Mobilizing of Students Advocating Interfaith Cooperation) coordinates activities on campus, leadership training, and visits to off campus settings to learn more about inter-religious dialogue. Their work is in the areas of literacy, activism, dialogue, encounter, and service.

St. Teresa of Avila

1511 LaPorte Avenue

219.464.4042

<https://saintt.com/>

St. Teresa of Avila is the Catholic student center service the Valparaiso University community. The center serves as a place of worship and as a place where students can gather in fellowship to nurture their Catholic Christian identity and to affirm and assist the overall Christian mission and vision of the University. Students can get involved in a variety of activities including book and Bible studies, social events, retreats, and service opportunities. Christian counseling also is available through the pastoral staff at the Catholic student center.

Other Places of Worship

Information regarding opportunities for worship in Christian and other religious settings close to campus is available in the Helge Center from the Office of Church Relations at 219.464.6954. In addition, three inter-religious prayer spaces are available on campus. For more information, please contact Brian Johnson at 219.464.6732.

Institute for Leadership and Service

lead.serve@valpo.edu

219.464.6592

valpo.edu/institute-for-leadership-and-service/

The Institute for Leadership and Service is dedicated to helping students prepare themselves for lives of leadership and service – lives grounded in reflection, shaped by a sense of calling, and responsive to the needs of their community and wider world. Through its programs (detailed below) the Institute helps students connect their studies to their experiences of service and their plans for future success, leading to a deeper sense of purpose and direction as they move forward in life.

Pathways to Purpose

The Pathways to Purpose Speaker Series brings dynamic alumni and other exemplary practitioners of leadership and service to campus to help expand student imagination about pursuing purposeful work and a meaningful life in response to the challenges of our time. Pathways to Purpose events offer a variety of touchpoints for students, faculty, and members of the Valparaiso community, including informal conversations around lunch or dinner, classroom visits, interview-format discussions, and formal presentations.

CAPS Fellow Program

The CAPS Fellows Program helps students develop their sense of Calling and Purpose in Society through intensive summer internships that offer relevant real-world experience, accompanied by significant reflection in community with other Fellows and conversations with alumni mentors. CAPS Fellows are placed with a broad range of regional and national organizations for 9-10 weeks in the summer, provided housing and supported with stipends and travel expenses. This is a selective program for sophomores, juniors and seniors.

Bridge/Work Conference

Bridge/Work is the Institute's research conference and journal, offering students and alumni opportunities to connect theory to practice. Held each spring, Bridge/Work invites top scholars and practitioners to present alongside student researchers and engage in compelling conversation about action, ideas and the meaningful life.

Civic Reflection Initiative

The Civic Reflection Initiative is a student-driven organization that helps promote and facilitate civic reflection dialogues on campus and throughout the region. Students can be trained as civic reflection facilitators, developing their leadership and listening skills and equipping them to lead thoughtful civic conversations.

Office of Multicultural Programs

Gandhi-King Center for Diversity and Global Engagement

Harre Union, Room 203

omp@valpo.edu

219.464.6769

valpo.edu/multicultural/

The mission of the Office of Multicultural Programs (OMP) is to foster and maintain a distinctive, compelling student experience that promotes leadership in creating an inclusive environment and the deep appreciation, education, and celebration of diverse cultures at Valparaiso University. We act as a hub for diversity and inclusion with a focus on supporting underrepresented student populations, while increasing the participation among all students and creating avenues of leadership that will increase the representation among our student body.

The Office of Multicultural Programs accomplishes this mission by focusing on four (4) Pillars of Excellence: Leadership, Retention, Celebration, and Education. We invite you to join and to participate in diverse co-curricular groups and programs that offer powerful leadership opportunities, identify exploration and development, and promote multicultural education that enhances the student experience. Our hope is to prepare all of our students for the world they will encounter and change. During this process, students will meet caring and dedicated faculty/staff and develop special friendships with others that will last a lifetime. For more information, visit valpo.edu/multicultural/, or follow us on Twitter (@Valpo_OMP), Instagram (@Valpo_OMP), and Facebook (Office of Multicultural Programs at Valparaiso University).

University Governance

University Governance

Valparaiso University has created procedures and structures to accomplish its goals in an atmosphere of mutual confidence, good order, academic freedom, respect for human dignity, and a commitment to the Christian faith in the Lutheran tradition. Ultimate responsibility for the proper functioning of the University rests in the person of the president. The following governing bodies are responsible to recommend policy for the president's approval or disapproval in various matters. (A complete chart of the committees involved in University governance can be found on the next page.)

University Council

The University Council consists of fifty-two (52) members, composed of twenty-four (24) faculty members from the Faculty Senate, twelve (12) undergraduate student representatives (eleven (11) being elected by the Student Senate, plus the student body president ex officio), and one (1) graduate student, thirteen (13) staff and administrative representatives, and the president of the University ex officio. There are a variety of standing committees and special committees, each of whose members represent certain university constituencies.

Student Senate

Harre Union, Suite 232

student.senate@valpo.edu

219.464.5525

<https://www.valpo.edu/student-senate/>

The Student Senate provides a forum to discuss student concerns and issues, and to take action in a positive, effective fashion. Student senators are elected from various constituencies including freshmen, sophomores, juniors, seniors, minority students, international students, and "at large" from the general student population.

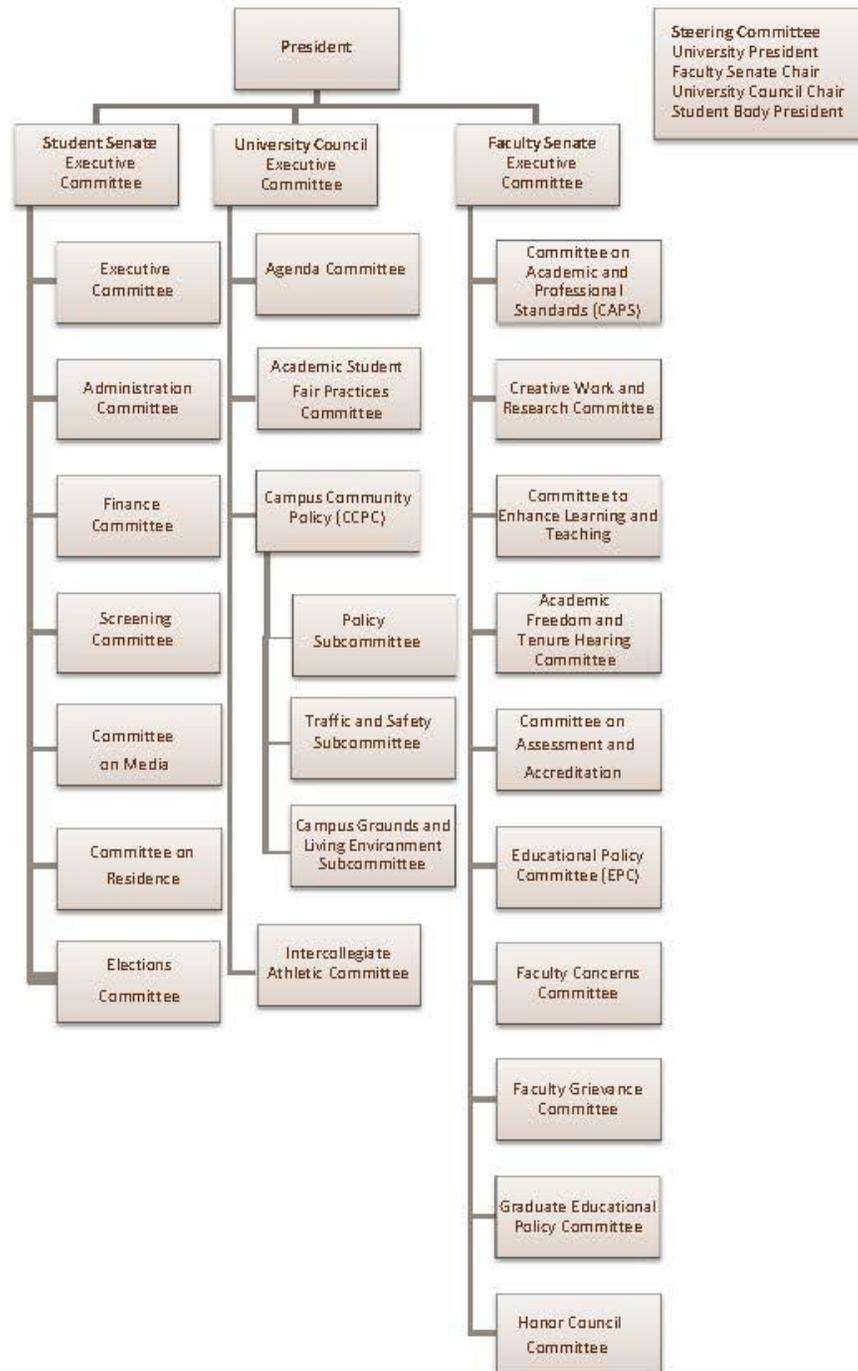
The Student Senate, except when meeting in plenary session, delegates its advisory, administrative, and legislative sanctions to the Executive Committee, which consists of the following officers:

- President
- Vice President
- Executive Secretary
- Executive Treasurer
- Public Relations Chair
- Parliamentarian
- Finance Committee Chair
- Administration Committee Chair
- Screening Committee Chair
- Committee on Media Chair
- Committee on Residence Chair

Graduate Student Advisory Council

GSAC is comprised of graduate student representatives from each degree program. It meets each semester to address issues of concern to graduate students and to make recommendations to the Graduate School, graduate program directors, and the Graduate Educational Policy Committee. Each year, one member of GSAC is elected to serve on the University Council. The council is overseen by the dean of the Graduate and the assistant director of student services.

Valparaiso University Governance Structure



General Tenets of Student Behavior

Christian Ethos

In fostering and supporting a Christian ethos, Valparaiso University actively seeks to promote within its community personal freedom, trust, justice and creativity, as well as all necessary conditions for intellectual work.

The University calls its members to seek and practice a personal morality, which expresses the best aspirations and judgments of the Christian and civic communities and affirms the foundation of community.

The Valparaiso University Community

The conviction that the University has the obligation to assist each student in the development of a responsible lifestyle necessitates adopting guidelines for conduct. The unique character of University academic and campus life assists students to develop a responsible lifestyle that is rewarding to the individual student, respectful to the rights of others, and compatible with the legal norms of the society.

Valparaiso University is committed to the active promotion of racial and ethnic diversity.

Community Conduct

As members of the Valparaiso University community, students assume obligations of conduct reasonably imposed by the institution relevant to its objectives and mission.

In all relationships, students are expected to treat others with the dignity given them by their Creator and Redeemer and should be guided by mutual concern for others' dignity, integrity, needs, and feelings. Such concern dictates sensitivity and a sense of responsibility.

Students are expected to be honest in their classwork, in following academic procedures, in furnishing accurate information to the University, in the use of identification cards, and in respect for public and private property.

Personal Integrity Code

The Valparaiso University community is dedicated to personal and academic excellence. All Valparaiso University community members are encouraged to commit to certain ideals and to strive for the level of achievement and virtue suggested by the following

I will act with integrity and respect the dignity, rights, and property of all persons.

I will strive to learn from ideas and opinions that differ from mine and from people different from me.

I will affirm the ideals of Valparaiso University in my response to bigotry or inappropriate behaviors whenever or wherever encountered.

Commitment to these ideals

- Requires academic honesty as defined in the Valparaiso University Honor Code
- Precludes all forms of theft and destruction of property
- Pledges affirmative support for equal rights and opportunities for all regardless of gender, disability, race, color, age, national origin, or ancestry

University Policies

General University Policies

The following policies apply to all members of the Valparaiso University community. The most recent versions of the policies are found on the General Counsel's page and are linked below.

[Acceptable Use Policy for Computing and Network Resources and Web Page Policy](#)

[Communicable Diseases Policy](#)

[Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)

Free Speech Policy

The right of free expression and advocacy is equally protected for all providing it is peaceful and not patently offensive to Christian sensibilities. Protest is peaceful if it does not interfere with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any group of the university community to express his/her views); does not restrict the freedom of movement of any member or guest of the University; does not harass persons in the area; and does not obstruct the normal processes and activities of the University community.

[Harassment and Sexual Misconduct Policy: Notice of Nondiscrimination, Reporting Procedures, and Complaint Process](#)

[Nondiscrimination Policy: Notice of Nondiscrimination, Reporting Procedures, and Complaint Process](#)

[Political Activity and Events Policy](#)

[Prohibitions of Weapons on Campus](#)

[Service and Emotional Support Animal Policy](#)

[Social Media Policy](#)

Sports Wagering Policy

Valparaiso University seeks to give student athletes an exceptional educational and athletic experience. As a member of the National Collegiate Athletic Association (NCAA), Valparaiso University adheres to the NCAA Bylaws which provide that student athletes and those providing support to the athletic program are prohibited from engaging in wagering on sports in which the association sponsors championships.

The State of Indiana allows sports wagering on NCAA Division I sports. However, Valpo members of the Board of Directors, faculty, staff, students, and independent contractors may be afforded greater access to information about the University's teams, student athletes and coaches that could impact the outcome of competitions. When all directors, faculty, staff, students and independent contractors refrain from placing sports wagers on Valpo and its student athletes and its coaches, we foster a culture of honesty, integrity and fair play and we protect our teams, student athletes and coaches from undue influence and improper conduct. *Please review the full policy on the [general counsel's website](#).*

Valparaiso University Expression and Demonstration Policy¹

Valparaiso University believes in the rights of its community members to learn and work freely and that freedom of expression is critical to the educational mission of the University (see *Valparaiso University Free Speech Policy*). As such, Valparaiso University community members are free to support their views by lawful and peaceful demonstration. The University welcomes speakers from a variety of viewpoints and will provide them platforms from which to express their views in an unconstrained manner, consistent with the Free Speech Policy. Peaceful protests and/or rallies present our community with the opportunity to further share information and to learn from others. What they cannot do is restrict the freedom of movement of any member or guest of the University, harass persons in the area, or obstruct the normal processes, operations, and activities of the University. Unreasonable blocking of the University's activities is not acceptable. University administrators may choose not to permit a rally

¹ Some language used with permission from University of New England's *Expression, Demonstration and Gathering policy*.

or demonstration if they have reason to believe the safety or the performance of University operations has or may become compromised.

Jurisdiction of this Policy

The policies and procedures outlined below apply only to events on the Valparaiso University campus. Events happening off-campus will be the responsibility of the event hosts to coordinate with City of Valparaiso or Porter County officials. For events that may start on-campus and then move off-campus, event hosts must abide by the policies below for the on-campus portion but are responsible to coordinate with local officials for the off-campus portion of the event.

Outcomes for Violation of the Policy

This policy applies to all students and employees of Valparaiso University. Students and employees who violate this policy are subject to disciplinary processes as outlined in the Faculty Handbook, Staff Handbook, or *Student Handbook*.

For the purpose of this document the terms public speech, rally, march, demonstration and protest are used interchangeably.

Events Covered by this Policy

NOTE: This policy does not extend to demonstrations and rallies related to political activities. For events of this nature, please refer to the [*University Political Activities and Events Policy*](#).

Planned Protests, Rallies, or Demonstrations

Protests, rallies, or demonstrations under this policy are classified as any event planned with the expressed purpose of gathering the University community to raise awareness about, or express a viewpoint on, any issue or cause. These events require advanced arrangements with the University as outlined below (Advance Arrangements). Events must be hosted by current University faculty, staff or students to take place on campus. Outside entities may not host protests, rallies or demonstrations or counter demonstrations on campus. Outside entities/individuals members will be asked to leave if they do not adhere to the expectations set in this policy. Events covered in this policy are intended to be focused primarily on Valparaiso University members. No employee can host or organize such an event during their regularly scheduled work hours.

Spontaneous Events

The University recognizes that there are times when things happen that preclude the ability to plan an event. These include responses to world or local events, vigils, and/or celebratory gatherings (e.g. White Sox/Cubs win the World Series, Valpo wins a championship, etc.). The University has designated areas where these events may occur (see section below).

Restrictions to these spontaneous events include: no amplified sound after hours below; no disruption of the operations of the University, no blocking traffic, and the expression of viewpoints that are inconsistent with the Free Speech Policy. These events should take place between the hours of 9:00 a.m.-10:00 p.m.

Counter Protests

Planned protests, rallies, or demonstrations may invite protest by persons or groups whose ideas lie in contrast. Event hosts should be aware of, and train leaders of the groups for, the possibility of counter protests when organizing events. In cases where dissenting views are likely to be expressed, the University will reserve the right to identify areas designated for counter protest to protect the freedom of expression of all parties.

Planning and Execution of Event

Community Notification Event organizers are responsible for notifying the Valparaiso University community that a protest or demonstration will be, or is, taking place including notification of the location of the event.

Advance Arrangements

Group organizers must submit a *Request for Demonstration Form* no less than two business days prior to the date of the proposed protest, rally, or demonstration. This will ensure that University officials can assist students, faculty, and staff in the planning of their event, and to help anticipate the possibility of counter protests (see Counter Protests). University staff will be present during protests, rallies, or demonstrations to monitor the event's safety and to ensure the event does not interrupt University educational operations. Protests, rallies, or demonstrations slated to occur on an adjacent street or sidewalk (see Approved Locations) may require city permits and/or adherence to city ordinances. Event hosts proposing such events will need to work within the parameters as set forth by local, county and state government.

Approved Location for Exterior Demonstrations Include

West lawn of the Harre Union
Lawn between the Harre Union and the Chapel

Event hosts are encouraged to identify an appropriate indoor location as a result of inclement weather by contacting the Harre Union, Conferences and Events Staff.

Building Occupancy and Hours of Operation

For protests, rallies, or demonstrations occurring indoors, advanced reservations must be made for the space with the Harre Union Conferences and Events. To ensure the safety of event attendees, events must adhere to established building occupancy codes and opening/closing times.

Restriction from Buildings (individuals and groups)

The University may deny individuals access to all or some University property, if a person(s) is known to have or has engaged in criminal activity, suspicious activity, or behavior that is or is likely to be threatening, violent, or disruptive to University operations and activities.

Construction

The associate dean of students or designee must approve any structure (stage, tent, etc.) to be erected for use during a protest, rally, or demonstration. Necessary consultation will occur with the Facilities Management Office.

Disorderly Conduct

Any behavior that is disruptive (regardless of intent) to the rights of others or behavior which denies the daily productive functioning of self or others will not be permitted (see *Student Handbook*).

Disruption or Obstruction

The following actions are prohibited: Intentional or unintentional obstruction of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

Destruction or Defacing Property

Individuals and groups will be held responsible for any destruction, damage or defacement of personal, public or University property.

Noise Levels

While amplified sounds (voices, music, noisemakers) may be part of a protest, rally, or demonstration, those that impact the operations of the University may need to be lowered at the discretion of the University official on site. Amplified sound may only be used during the hours of 9am and 10pm.

Special Circumstances

The University recognizes that some demonstrations may occur over a period of hours or days (i.e. late night into morning events). Similarly, some protests, rallies, or demonstrations may draw large attendance warranting the need for an increased presence among University officials including the Valparaiso University Police Department (VUPD). Any such events will require the approval of the vice president for student life and dean of students (or designee), who will consult with the Valparaiso University Policy Department, Facilities Management, etc. It will also be necessary that the faculty or staff advisor associated with the club or organization be present throughout the duration of the event when it occurs over a period of hours or days, is expected to draw a large crowd, or when a counter protest should be anticipated.

Posters, Placards, Banners and Signs

The University allows posters, placards, banners and signs (without sticks or poles) as long as they are not attached to walls or buildings in a way that will cause permanent damage. Any such signs must state the students, faculty, staff, or organization hosting the event. Outside chalk signs on sidewalks are permitted only in areas accessible to rainfall, thereby eliminating the necessity of University personnel to wash off the writing. Writing on the sides of buildings is not permitted.

Placards, banners, and signs used during a protest, rally, or demonstration may not impede upon the operations of the University and thus should not block sidewalks, entryways, roadways, etc. While allowed, if found to impede upon the operations of the University, placards, banners, and signs must be relocated at the request of University officials.

Media/Public Relations

Valparaiso University Integrated Marketing and Communications (IMC) is responsible for communications including media relations, public relations, publications, advertising/marketing and web sites for the University. While individuals are free to speak to the press regarding personal positions, only the University's president can support, endorse, or oppose a political position or statement on behalf of the University.

Valparaiso University Webpage Policy

Web Policy Summary

Web Pages

In addition to the Valparaiso University Acceptable Use Policies, webpages linked to the Valpo Web Space are expected to conform to the Valparaiso University Policies for internet and intranet. *Please see the [general counsel website](#) for the most current version of this policy.*

Briefly, the additional conditions on webpages are as follows:

All pages

- are subject to all applicable University policies and local, state and federal laws and regulations
- must have a designated approved page manager
- must not be used for personal gain or to promote *cause célèbre*
- must be good stewards of Valpo resources
- should be designed for inclusive access
- are expected to be in good taste, consistent with University culture and values

Departmental and Organizational Pages

- are available only to University departments and recognized University organizations
- must be approved by the faculty or staff member responsible for the department or organization
- should follow applicable guidelines as issued by Integrated Marketing and Communications (IMC) and Information Technology (IT) for such properties as format and layout
- should be located on a Valpo server or be accessed via a page that specifically states the pages are not located in the Valpo domain

Personal Pages

- must bear a standard disclaimer
- must not generate undue traffic on the Valpo network
- must be approved by Student Senate before they are added to the Valpo CMS domain (for student organizations)

Student Life Policies and Information

Alcohol Policies

Health risks associated with alcohol abuse are*

- Effects of drinking too much at one time may include increased heart rate and skin temperature, loss of muscle control, and hangover symptoms such as fatigue, nausea, and headache.
- Alcohol abuse can also result in damage to brain cells, mental illness and personality disorders, as well as causing birth defects or other abnormalities in the unborn.
- Long-term heavy drinking can damage the heart muscle, increase the risk of heart disease, and lead to heart failure and alcoholism. It can also inflame vital tissue; increase the risk of ulcers and cancers of the liver, mouth, throat, and stomach; cause degeneration of bone and muscle; and result in blackouts and memory loss.
- The cumulative effects of alcoholism may include all of the above disorders or risks, particularly cirrhosis and cancer of the liver, alcoholic hepatitis, enlarged heart, congestive heart failure, ulcers and gastritis, and brain damage, as well as “DTs”/disorientation, shaking, memory impairment, and hallucinations resulting from the alcohol withdrawal.

(*Used with permission from Gustavus Adolphus College)

On-Campus Resources

Office of Alcohol and Drug Education: Staffed by a Licensed Clinical Addictions counselor, students can receive personalized substance abuse assessments, receive group or individual treatment, and be connected to outside resources such as Self-Help Meetings, IOP, MAT, and Residential Centers.

Valparaiso University Student Health Center: The trained professionals at the health center can screen for substance abuse or misuse and provide feedback about any physical health concerns related to this use.

Local Community Resources

Recovery Connection: This resource is located near campus and provides a variety of self-help meetings as well as sober social activities.

Local AA Meetings

Porter Starke Services: Community Mental Health Center accessible by V-Line that provides wrap-around services including IOP, Aftercare and Medication Assisted Treatment.

SAMHSA HELPLINE: SAMHSA’s National Helpline, 1.800.662.HELP (4357), (also known as the Treatment Referral Routing Service) or TTY: 1.800.487.4889 is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information.

Inpatient Facilities

Rosecrance: Locations throughout the Chicagoland Area

Recovery Works: Located approximately 30 miles away in Merrillville, IN

The use or possession of alcoholic beverages on campus is prohibited. This includes all administrative and academic buildings, athletic fields or functions, student residences, University-owned or leased apartments, houses governed by residential life regulations, and uncontrolled outside areas (parking lots, lawns, etc). Students will be held accountable for the way or ways in which they possess, use or abuse alcoholic beverages. It is expected that student use of alcoholic beverages will be in conformance with applicable state laws as noted below.

If student groups violate University policies regarding the use of alcoholic beverages they will be disciplined by appropriate University disciplinary and judicial procedures. All fraternities and sororities are expected to follow state statutes regarding the use of alcoholic beverages, as well as University alcohol policies and regulations. Fraternities and sororities also are expected to comply with national office guidelines.

Students who misuse or abuse alcohol in violation of campus policies and/or applicable laws may receive counseling, diagnostic, and assessment services from the University's Office of Alcohol and Drug Education (OADE).

Students may generally expect the following actions to be taken:

1. Following a violation of the alcohol policy for the first time, or when another type of policy is violated and this violation was alcohol-related, a student will ordinarily be referred to the SUDDS (Substance Use Discussion and Decision Session) program. This one-hour session is facilitated by Peer Educators from the OADE. It is designed to assist students with personal behavior assessment, and to introduce them to low risk decision making. These discussions are confidential.
2. For a referral of two or more alcohol policy violations, or when different types of policies have been violated and these violations have been alcohol-related, or for an arrest by legal authorities, a student will ordinarily be required to meet with the OADE coordinator for assessment. This assessment includes a drinking and other drug use history, family history of chemical use and dependency, and a psychological history in order to determine if alcohol or other drug use has caused significant problems with academic or work performance, with legal authorities, or with interpersonal relationships.
3. When a pattern of abuse is not identified through the assessment, a student is ordinarily referred to the CARE (Chemical Awareness Responsibility Education) program. This program consists of one set of three, two-hour classes held monthly one three concurrent days. There is a \$75.00 fee for these classes. Following a student's satisfactory completion of these classes, a notice is sent to the referral source.
4. If a pattern and/or history of abuse is apparent, if a student appears to be at risk, or if violations continue, a student may
 - ✦ be referred to the Porter County Alcohol and Drug Offender Services (PCADOS), for a further assessment and extended class/group participation. The fee for this (eight (8) to twelve (12) week) program is \$300.00. Students arrested for a second time are automatically referred to this program by the courts.
 - ✦ be directed to become involved in an individual counseling program provided by the OADE and/or Student Counseling and Development Center, or an off campus therapist.
 - ✦ be recommended for a structured, local, intensive outpatient program.
 - ✦ be recommended to enter an inpatient program specializing in addictions.
5. Except in the SUDDS program, students should expect to sign a release of information to the referring party. In cases of chemical dependency, involvement in AA or NA is strongly recommended.
6. Failure to comply with sanctions will ordinarily result in further disciplinary action.

In all cases involving student discipline (including alcohol and drugs), the dean of students or his/her designate has absolute discretion to utilize other procedures and/or penalties as s/he deems appropriate.

State of Indiana Alcoholic Beverage Statutes

The following is a summary of Indiana laws pertaining to alcoholic beverages:

- a. It is unlawful for a minor (a person under the age of 21) to make a false statement of his age, or to present or offer false or fraudulent evidence of majority or identity, to a permittee for the purpose of ordering, purchasing, attempting to purchase, or otherwise procuring or attempting to procure an alcoholic beverage.
- b. It is unlawful for a person to sell, give, or furnish to a minor false or fraudulent evidence of majority or identity

- with the intent to violate a provision of the alcoholic beverage laws.
- c. It is unlawful for a minor to have in his possession false or fraudulent evidence of majority or identity with the intent to violate a provision of the alcoholic beverage laws.
 - d. It is unlawful for a minor to knowingly
 - 1) Possess an alcoholic beverage;
 - 2) consume it; or
 - 3) transport it on a public highway when not accompanied by at least one (1) of his parents or guardians; In addition to other penalties, the minor's driver's license may be suspended for up to one (1) year.
 - e. It is unlawful for a person to sell, barter, exchange, provide, or furnish an alcoholic beverage to a minor.
 - f. It is unlawful for a minor to recklessly be in a tavern, bar, or other public place where alcoholic beverages are sold, bartered, exchanged, given away, provided, or furnished. In addition to other penalties, the minor's driver's license shall be suspended for up to one (1) year.
 - g. It is unlawful for a person twenty-one (21) years of age or older to knowingly encourage, aid, or induce a minor to unlawfully possess an alcoholic beverage.
 - h. It is unlawful for a person to be in a public place or a place of public resort in a state of intoxication caused by the person's use of alcohol.

Fraternity and Sorority Alcohol Policies

All fraternities and sororities are responsible for complying with Indiana laws regarding the use of alcoholic beverages. In addition to state statutes, the following regulations also apply:

1. Alcoholic beverages and containers for alcoholic beverages may not be displayed outside chapter facilities.
2. Alcoholic beverages may not be consumed outside chapter facilities.
3. Alcoholic beverages may not be provided or consumed at any fraternity or sorority event to which more guests than the established capacity for that facility are invited or are present in the facility.
4. Fraternities must provide door monitors at all major entrances/exits to the facility while events are in progress. These door monitors shall perform the following functions:
 - 1) Prohibit persons from entering the facility if the maximum capacity of the facility has been reached.
 - 2) Prohibit alcoholic beverages from being carried out of the facility.
 - 3) Prohibit non-University, Valparaiso area persons not of legal age from entering the facility. Guests of Valparaiso University students (not from the Valparaiso area) must be accompanied by their host/hostess and present proper identification before being admitted into the chapter facility.
5. Fraternities and sororities must provide non-alcoholic alternative beverages at all social events sponsored by the fraternity or sorority at which alcoholic beverages are available.
6. Fraternities are required to "police" the grounds of their property, up to and including the sidewalks and curbs abutting their property, following all events sponsored by the fraternity in order to remove trash, debris, and litter.
7. Under no circumstances may alcoholic beverages be sold.
8. Alcoholic beverages may not be available at any event where an admission fee is charged.
9. No alcohol may be dispensed at fraternity or sorority sponsored events after 2 a.m.
10. Fraternities receiving complaints from the University or Valparaiso city police departments regarding noise disruptions are expected to respond positively and reduce or eliminate the noise.
11. No drinking games are permitted on campus or at events associated with the University, and this is to include any and all events with any form of liquid substance, regardless of alcohol content.
12. Sorority housing facilities owned and operated by the University are alcohol free.

Drug Policies

Health risks associated with and the use of illegal drugs*

- Long-term drug abuse can lead to organic damage, mental illness, hallucinations, and malnutrition and can increase the risk of AIDS, hepatitis, and other infectious diseases if drugs are injected
(*Used with permission from Gustavus Adolphus College)

On-Campus Resources

Office of Alcohol and Drug Education: Staffed by a Licensed Clinical Addictions counselor, students can receive personalized substance abuse assessments, receive group or individual treatment, and be connected to outside resources such as Self-

Help Meetings, IOP, MAT, and Residential Centers.

Valparaiso University Student Health Center: The trained professionals at the health center can screen for substance abuse or misuse and provide feedback about any physical health concerns related to this use.

Local Community Resources

Local NA Meetings

Porter Starke Services: Community Mental Health Center accessible by V-Line that provides wrap-around services including IOP, Aftercare and Medication Assisted Treatment.

SAMHSA HELPLINE: SAMHSA's National Helpline, 1.800.662.HELP (4357), (also known as the Treatment Referral Routing Service) or TTY: 1.800.487.4889 is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information.

Inpatient Facilities

Rosecrance: Locations throughout the Chicagoland Area

Recovery Works: Located approximately 30 miles away in Merrillville, IN

So as to foster the personal health and development of students and to assist in the establishment of an environment which is wholesome and supportive of the growth of students, Valparaiso University seeks and supports a campus environment in which there is abstinence from use of illicit drugs. The use of illicit drugs is harmful and potentially life threatening. The use of these substances at a minimum can lead to an impairment of physical and mental capacities and at a maximum may lead to physical addiction and death.

Policies - In order to support the type of environment indicated above, it is the policy of Valparaiso University that the unlawful possession, use, or distribution of illicit drugs and/or drug paraphernalia is prohibited. Students found to be intending to distribute, possessing, using, buying, or selling illicit drugs will be subject to University disciplinary action which may include mandatory counseling, disciplinary probation, suspension, or expulsion from the University.

Valparaiso University will pursue sanctions through the student judicial system. Sanctions under this policy may affect the student's ability to participate in campus life, including their ability to remain in good standing with the University, participate in extracurricular activities or athletics, live in campus housing, or remain enrolled.

The use of illicit substances and misuse of prescription drugs are associated with health risks including the risk of dependence, possible short-term health effects, long-term health effects, and overdose. Additional information on the health risks associated with drug use is available here

State Statutes –The unlawful possession, use, or distribution of cannabis, stimulants (cocaine, crack, amphetamines), methamphetamine, opiates, barbiturates, gamma-hydroxybutyrate (GHB), and hallucinogens is prohibited by state and federal law. The classification of drugs, Schedule I through V, can be found in the Indiana Code § 35-48-2-4, 35-48-2-6, 35-48-2-8, 35-48-2-10, 35-48-2-12.

The full Indiana codes can be found at the following site: <https://law.justia.com/codes/indiana/2019/title-35/article-48/>

Federal Statues - Possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. Penalties increase significantly where use of the illicit drugs results in death or serious bodily injury. The following information, although not complete, is an overview of federal penalties for first convictions. Federal

Drug Possession Penalties (21 USC §844) deadiversion.usdoj.gov/21cfr/21usc/844.htm

Persons convicted of illegally possessing any controlled substance face penalties of up to 1 year in prison and a minimum fine of \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Special sentencing provisions for possession of Flunitrazepam (Rohypnol, "roofies" or "roaches")

impose a prison term of up to 3 years, a fine, or both. Civil penalties of up to \$10,000 may also be imposed for possession of controlled substances, whether or not criminal prosecution is pursued. Persons convicted of possession may also be fined for the reasonable costs of the investigation and prosecution of the offense. Penalties for possession with intent to distribute are potentially even more severe.

Drug Paraphernalia (21 USC §863) deaddiversion.usdoj.gov/21cfr/21usc/863.htm Persons convicted on federal charges of the sale, import, export, or shipping of drug paraphernalia face penalties of up to 3 years in prison and a monetary fine.

Forfeiture of Personal Property, Real Estate (21 USC §853) deaddiversion.usdoj.gov/21cfr/21usc/853.htm Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. Property may be seized upon arrest on charges that may result in forfeiture.

Denial of Federal Benefits (21 USC §862) deaddiversion.usdoj.gov/21cfr/21usc/862.htm A federal drug conviction may result in the loss of federal benefits, including school loans, grants, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions

Drug Trafficking (21 USC §841) deaddiversion.usdoj.gov/21cfr/21usc/841.htm Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substances involved in the transaction. The tables below summarize penalty information for several types of controlled substances. Persons who violate federal drug trafficking laws within 1,000 feet of a university may face penalties or prison terms and fines up to twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year (21 USC §860). Federal Trafficking Penalties for Schedules I, II, III, IV, and V.

Valparaiso University further prohibits the possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended.

A student who violates this policy is subject both to Valparaiso University's sanctions and to criminal sanctions as provided by federal, state, and local law.

Residential Life Policies and Information

Residential Life Philosophy

Valparaiso University is by design a residential University. It is our belief that residence halls provide living and learning experiences which, in turn, can lead to students' growth and development and an enhancement of their total educational experience. For this reason, all freshmen, sophomores, and juniors are required to live in University operated residence halls (specific exemptions to this policy are determined by the Office of Residential Life). Living in a residence hall is also a privilege and, as such, this privilege may be revoked whenever doing so is in the best interests of the University.

In the residence halls, students are encouraged to take the responsibility for determination and self-enforcement of hall policies. Within each community students are expected to work together in a spirit of mutual respect and confront one another when appropriate. Efforts are made to develop communities by interest and personal choice; to encourage educational, social, and recreational functions; and in many ways to provide the climate for growth. To help achieve these goals, the University provides professional residential learning coordinator (RLCs) and student resident assistants.

Student Senate Regulations for University-Operated Residence Halls

The Student Senate has been given responsibility for a system of internal regulation for the residence halls. This system allows residence halls to determine their own hall policies within guidelines established by the University Senate. At the beginning of the fall semester, the RLC and resident assistants are responsible for organizing and directing the affairs of the residence hall until the House Council and Judicial Board are elected and functioning. After that time they serve as advisors to insure that the residence halls function according to University policy.

The RLC and resident assistants of each residence hall, in conjunction with the Student Senate, will conduct hall elections no later than the third week of the fall semester. The hall president may be chosen at large or by the elected House Council. Corridors may elect their representatives before or after the residence hall election. Each residence hall begins the year using the constitutions for House Council and Judicial Board approved during the previous year.

Freshman Hours

Although freshmen are not required to return to their residence halls prior to certain hours, first-year students are still encouraged to return to their halls by the following hours for the first four weeks of the semester:

Sunday – Thursday: Midnight Friday – Saturday: 2 a.m.

These hours are established in order to provide a supporting framework for freshmen.

Room Visitation Policy

Each University-operated residence hall or living unit within it, may arrange visitation hours (guest privileges) during which students may have a member of the opposite sex in their room, within the following limits:

Freshmen Visitation Hours¹

	First Four Weeks of Fall Semester	After First² Four Weeks
Sunday-Thursday	10 a.m.-11 p.m.	10 a.m.-1 a.m.
Friday-Saturday	10 a.m.-1 a.m.	10a.m.-2a.m.

Freshmen are expected to comply with freshmen specific hours whether they are in their own rooms, the rooms of other freshmen, or the rooms of upperclassmen.

Upperclassmen Visitation

Hours Sunday – Thursday, 10 a.m.
to 1 a.m. Friday – Saturday, 10 a.m.
to 2 a.m.

Visitation in Floor Lounges

Floor lounges may be designated as a 24-hour visitation area with an 85% affirmative vote of floor residents. Only those lounges that are fully enclosed and possess a closeable door may be designated as 24-hour visitation areas. Overnight sleeping is not permitted in any residence hall lounges, unless the space has been designated as temporary housing.

Guest and Escort Policy

Guests, whether they are Valpo students or not, must be escorted by their hosts at all times within the residence halls. Guests and hosts are responsible for signing in and signing out with the residence hall main desk using the Guest Sign In Sheet.

Students wishing to host an overnight guest of the same sex in their room may only do so with consent of their roommate(s) at least 24 hours in advance. All guests must be registered at the front desk of the residence hall using the Guest Sign in Sheet. Students may host no more than one guest per bed in the applicable room. Guests are limited to no more than three consecutive nights in the residence hall. Guests are expected to abide by all regulations which apply to their hosts. Hosts must escort their guests at all times within the residence halls and are responsible for the actions of their guests within the residence halls and on campus. If a guest violates a University policy, it will be adjudicated in accordance with the appropriate judicial procedures. Since the host is responsible for their guest(s), the host may be held responsible for the actions of their guest(s).

Quiet Hours

Quiet Hours for residence halls are

10 p.m. to 8 a.m. (Quiet Hours) – A level of quiet should be maintained so that noise from student rooms or common areas cannot be heard by residents in another room with the door closed.

8 a.m. to 10 p.m. (Respect Hours) – A spirit of mutual respect and concern should guide one's actions in determining a level of noise that is acceptable to the various members of the community. Residents should respect others' needs for an acceptable level of quiet to allow for sleep and study.

¹ Incoming freshmen during their first year

² The extended freshmen hours begin the fourth Sunday following the opening convocation.

A 24-hour quiet is maintained during final exams. The 24-hour quiet period begins at 10 p.m. on the day before Reading Day,

and continues until 6 p.m. on the last day of final exams each semester.

Because the residence halls are located near academic buildings, students should exhibit courtesy and conscientiousness in regard to activities outside of the residence halls. In addition, at no time are speakers to be placed in or near window in order to amplify music or other sound to the outside.

First-Year Experience Community

We offer an optional Living-Learning Community for first-year students. Students participating in this community will have the opportunity to participate in regular programs and activities that are designed to provide skills and knowledge that will enhance their academic performance, their understanding of world cultures, and their personal health and wellness.

Residence Hall Telephone Service

A common use telephone is provided for campus and emergency calls in each hallway within the Residence Halls.

Vacating Residence Halls

The residence halls close at Noon on the day following the last day of classes or exams prior to each vacation period or at the end of the semester. Residence hall students are expected to vacate the building no later than 24 hours after their last final examination at the end of the fall and spring semesters and summer sessions, unless an exception is made in advance by the RLC. Should a student withdraw from the University, or be suspended or expelled, the student must vacate University residence halls no later than 24 hours from the suspension, expulsion, or withdrawal or immediately within the sole discretion of the vice president for student life and dean of students. Students who do not vacate by established deadlines are subject to a monetary fine and/or reinforcement by law enforcement officers.

Residence halls are closed during vacation periods according to the undergraduate calendar, except for those residence halls which remain open for international students, student teachers, and other students approved by the Office of Residential Life. All students requesting vacation housing must apply at the Office of Residential Life prior to each vacation period.

Residence Hall Storage

For international students and those students who live 500+ miles away, limited storage facilities are available at the University to store possessions during the academic year or the summer. The RLC will determine which items may or may not be kept in storage areas. Any possessions stored on University premises are stored at the student's risk. The University cannot guarantee their safety. The University accepts no financial responsibility for the personal property of students. University room furnishings may not be removed from a student's room and/or placed in to storage.

Residence Hall Security

Students are encouraged to assist in insuring that the exterior doors of residence halls remain closed and locked. In addition, students are encouraged to lock the door to their rooms when they are absent from the room or when they are sleeping. Students who compromise the safety of other residence hall students will be subjected to disciplinary action. Examples of such behavior include but are not limited to, propping open exterior doors, intentionally allowing non-residents access to the building, failure to escort guests, duplicating and/or loaning keys, and damage to lock mechanisms or other security devices.

For safety reasons, certain additional behaviors are also prohibited in the residence halls. These include, but are not limited to

- removal of window screens
- entrance to roof areas
- sporting activities in corridors or other areas of the hall not designated for such activities
- throwing or dropping objects from windows
- sealing windows or doors closed that would prevent entry in cases of emergency

The residents of a particular room are responsible for what happens in their room. Therefore, it may not be in one's best interest to allow others to have unsupervised access to his/her room or to leave one's room unlocked.

Lost Keys

For security reasons, lost student room keys will necessitate a lock core change. A work order will be provided to Facilities Management by the RLC for the appropriate building. The appropriate fee will be charged to the student account to cover the cost of the new keys, a new lock core for the student room, as well as external and internal building access keys, and mailbox keys where appropriate. The student is responsible for making payment for this fee to the Finance Office. Specific costs related to lock core and key charges for each individual building are available from the RLC.

Locking of Residence Halls

University residence hall main entrances are locked 24 hours a day.

Fire Safety

For reasons of fire safety, the burning or possession of burnt candles and incense is not allowed in residence halls. Candles or incense that have burnt residue will be confiscated. Students residing in University-operated apartments may use outdoor grills on the ground at a minimum of five (5) feet from the building. Grills may not be used on decks or landings. Storing of charcoal and other flammable products is not permitted in University-operated residence halls and apartments.

Fire alarms and firefighting equipment are to be used only for their intended purpose. The setting off of false fire alarms or the starting of fires will result in disciplinary action. Periodic fire drills are required by Indiana State law. The following rules are to be followed in the event of a fire drill or an actual fire:

- a. At the sound of the fire alarm, evacuate the building as quickly as possible.
- b. Be sure windows are closed, drapes open, and the room door is closed and locked.
- c. Take along a towel and coat and wear some kind of shoes.
- d. After evacuation, **move to a safe distance away from the building.**
- e. Return to the building on the all-clear signal.

[**Note:** Students who violate policies related to fire safety will ordinarily be required to pay a monetary fine and participate in an educational program, which may include a fire safety demonstration sponsored by the Valparaiso Fire Department.]

Tornado Alert

Procedures in case of tornado alert

- a. A tornado watch or warning will be announced through local radio and television.
- b. Proceed to the lowest floor which can be reached before high winds or the tornado strikes. **Never use the fire alarm for notification purposes.**
- c. Sit in central corridors covering your head with folded arms.
- d. **Stay away from windows.**
- e. **Remain calm. Try to prevent panic amongst fellow residents.**
- f. If a tornado strikes, do not move to see the damage until the storm is well out of the area.
- g. In open country, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.

Care of Facilities

Residents are responsible for the cleanliness of their rooms and for proper and careful use of its furniture and equipment. Furniture and equipment are not to be removed from an assigned place of use (including window screens) or used in a manner contrary to its intended purpose. Students may be charged for the cost of repairing the room or property or replacing any items accidentally or intentionally damaged or removed from University property.

Occupants will be assessed a \$50 fine (in addition to the cost of materials) for a room which has not been returned to its original condition with the room furnishing in place.

If damage is done to any public area of a residence hall, such as lounges, lavatories, corridors, etc., or the personal property of staff members or students, which cannot be attributed to a specific person or persons, the cost of the damage will be assessed on a pro rata basis to the group responsible. Such "a common damage" assessment may be charged to

the residents of a wing, a floor, the residence hall, or another residence hall, depending upon where the responsibility for damages lies. In University-operated apartments, staff will conduct regularly scheduled health and safety inspections each

semester. These inspections will be publicized in advance so students may be present.

Room Decoration

Students may decorate their rooms with posters, wall hangings, etc. provided no permanent damage is done to walls, floors, etc. The use of masking tape and/or poster putty is recommended. However, all residue from tape and other materials must be completely cleaned off of walls or a student may be billed. Students may not paint their rooms.

For reasons of fire safety, decorations may not be affixed to the ceiling or suspended overhead. Decorations on the door or door frame that may interfere with the proper closing, opening and locking of a door are not permitted. No decorations may run under a door or in-between the frame and the door. All door decorations must be at least 24" off of the floor. Live Christmas trees and other flammable decorations are prohibited.

The outside of one's room door is considered a public area. Students may be asked to remove any materials from the outside of the door which are considered lewd or offensive. This policy also includes the patio and deck areas of University-operated apartments.

Alcohol beverage containers; alcohol-related signs, posters, and promotional items; and other materials which refer or allude to alcohol consumption may not be displayed in rooms or University-operated apartments so that they are visible from the outside of the building.

Pets

For reasons of health and sanitation, pets are not permitted in residence halls, with the exception of fish. Aquariums may be a maximum of ten (10) gallons.

Waterbeds

Waterbeds are not permitted in residence halls.

Appliances

High load, heat producing appliances, such as space heaters, hot plates, electric fry pans, etc.; and "octopus" electrical outlets are not permitted in residence hall rooms. Microwaves are allowed only in Beacon, Wehrenberg, Guild, and Memorial Halls. Students are restricted to cooking and preparing food in floor lounges and kitchenette areas of the residence halls, unless prepared in a microwave in approved rooms.

One small refrigerator per room may be used. It must be energy efficient, be no more than 4 cubic feet in size, and draw no more than 5.0 amperes of electricity.

Due to their high heat production, halogen floor lamps and light bulbs are prohibited. Halogen desk lamps may not exceed 50 watts, and must have a protective glass lens over the bulb.

Smoking Policy

All residence hall and University-operated apartment facilities are designated non-smoking including student rooms and common areas of the building. Common areas include restrooms, kitchens, lounges, computer labs, recreation rooms, and lobbies, etc. This policy also includes the prohibited use of e-cigarettes, vape pens, and other related products. Violations of this policy will be subject to disciplinary action. Further, the Tobacco Free Campus Policy is also applicable to all students.

Decks and Lofts

For student safety, lofts and desks are prohibited in all residence halls.

University Housing Policy

Valparaiso University has a three-year residency requirement. All incoming undergraduate students are expected to reside in campus housing for six (6) semesters. All incoming new transfer students with previous, full-time on-campus

residency at a previous University should contact Residential Life to determine how this policy applies to your specific situation. An exemption to the University's residency requirement is given in the following circumstances:

- a. A student who lives exclusively in the permanent or primary residence of a parent or legal guardian within approved commuting counties. For 2020-21, the approved commuting counties are: Lake, Porter, LaPorte, Newton, Jasper, Starke, and Pulaski in Indiana; Berrien and Cass in Michigan. These counties are subject to review during the 2020-21 school year for future eligibility.
- b. A student who is or will be 22-years of age by Sept. 1 of the applicable academic year.
- c. A student who is married.
- d. A student who is a parent of a minor child with whom they will live.
- e. A student who is a veteran of active duty with the United States Armed Forces.
- f. A student who is an active member of a Valparaiso University fraternity and living in recognized Fraternity housing.

Students will not be allowed to complete their class registration until they comply with the University housing policy.

Valparaiso University maintains its residence halls for occupancy primarily by full time undergraduate students. Part time, graduate, and law students are welcome to apply to live on-campus, however first priority for housing is given to full-time undergraduates. The University reserves the right to deny housing to individuals who are not full-time undergraduate students.

Length of the Housing Agreement

The Housing Agreement is binding on the student for the Fall and Spring semesters of the designated academic year or remaining portion thereof, exclusive of vacation periods. Students who breach the residency requirement of this Agreement without prior written approval will be responsible for the entire amount of the Agreement. A breach of this Agreement includes but is not limited to failure to reside within University housing per the terms of the Agreement and/or the University Residency Requirement. This obligation is binding whether or not the student affirmatively chooses a particular room assignment after the time of execution. Students will be assessed all fees for the agreement term if the student enrolls but does not occupy the assigned space and does not have approval of this Agreement cancelled in writing pursuant to the Termination of Agreement sections. (See Housing Agreement for more details).

Student may cancel this agreement after the start of a semester only for the following reasons: graduation, authorized off-campus academic programs, withdrawal, marriage, or circumstances that are determined by the University, in the University's sole discretion, to be an "Authorized Reason." This Agreement cannot be terminated solely for the purpose of living off-campus or to commute from home. Documentary evidence is required to demonstrate cause for cancellation. Contact Residential Life for information regarding this appeals process.

Student may cancel this Agreement at the end of Fall semester, if the cancellation is for an authorized reason. Depending on the reason of cancellation, the student may be subject to a cancellation fee of up to \$400. Student shall remain liable for room charges until written notice is received and cancellation approval is given by the associate dean of students or their designee. At any other time after the start of the academic year, student may terminate the agreement for an authorized reason, any refund will be based upon the University's Student Accounts Office refund schedule.

Single Room Policy

When sufficient space makes it possible, the University may rent single rooms at an additional charge to upper-class students. Single rooms are awarded on a class standing, space available basis, using procedures established for room selection the previous spring semester. Once a student contracts for a single room, he or she is obligated to maintain the single for the remainder of the academic year. The student cannot change from "single" to "double" status, nor can he or she have another student move into his or her room unless that student does not already live in University residence halls.

Room Consolidation

Students who have not been granted a designated single room, but find themselves without a roommate during the first eight weeks of the semester, will be subject to room consolidation. Students in these circumstances will be given three options (provided no students have yet to be moved from temporary housing):

- pay for a single room on a pro-rated basis for the remainder of the academic year (upper class students only)
- have another student who is living alone move in with him/her
- move into a room which is occupied by another student living alone having not paid for a single room

When conflicts as to moving occur, the student with the least number of earned credits will be required to move.

First-year students DO NOT have the option of paying for a single room but must consolidate with another student living alone. Students who lose their roommates after the eighth week of the semester will not be subject to consolidation. Students living in three-and four-person rooms which are not filled to capacity will also be subject to consolidation.

Students who deliberately attempt to remove a roommate in order to obtain a single may be required to move from the existing room into another double occupancy arrangement, and may also be subject to disciplinary action. Students who fail to consolidate may be billed retroactively for a single room, and/or may be subject to disciplinary action.

The University reserves the right to make changes in the residency assignments, if necessary, for the most effective accommodation of the student body.

Room Changes

A request for a room change within a student's current residence hall or to a different residence hall must be made on the appropriate Room Change Request form from the Office of Residential Life. Room Change Request forms must be approved by the RLC for both buildings involved in the move. Students who change rooms without proper authorization may be subject to disciplinary action and/or a monetary fine, and may be required to move back to their original room assignment. No room changes are permitted during the first two weeks of the semester.

Mail Services

Incoming mail to students should be addressed as follows:

Student

Name

1509 Chapel Drive, Unit (#) Valparaiso, Indiana 46383

Alumni Hall	1605 Campus Drive East
Beacon Hall	150 North Campus Drive
Brandt Hall	1710 Campus Drive East
Guild Hall	1210 Union Street
Kade/Duesenberg	822 Mound Street
Lankenau Hall	1515 Campus Drive East
Memorial Hall	1200 Union Street
Mound St. Hall	807 Mound Street
Scheele Hall	1505 Campus Drive East
Wehrenberg Hall	1810 Campus Drive East

All student mail and packages are delivered to the Harre Union. Each residential student has a mailbox located at the Harre Union. There is no mail or package delivery in the residence halls.

Commuter Student Policy

A commuter student is defined as a full-time, undergraduate student who lives exclusively in the permanent or primary residence of a parent or legal guardian within approved commuting counties. For 2020-21, the approved commuting counties are: Lake, Porter, LaPorte, Newton, Jasper, Starke, and Pulaski in Indiana; Berrien and Cass in Michigan. These counties are subject to review during the 2020-21 school year for future eligibility. A student who otherwise would be required to live on campus, may not reside at another off-campus address after registering as a commuter student. Questions related to the Commuter Student Policy should be directed to the Office of Residential Life.

Student Activities Information

The experiences students participate in outside the classroom are highly significant with respect to learning. It is through these experiences that students learn and practice leadership, program planning, management, social responsibility, and interpersonal skills. The University encourages students to participate in educationally purposeful activities and employs staff who provide support services for student organizations and programs, encourage creative campus activities

and programs, and develop and present a variety of leadership development programs. The staff assists students in meeting their needs and building a strong campus community.

Definition

A co-curricular activity is one the University or a student organization sponsors for which no academic credit is granted, and which is not required for graduation. An activity could be co-curricular for one student and not for another if they are in different academic departments of the University. Examples of activities include programs offered by University Programming Council, Student Senate, intramural and intercollegiate athletics, student publications, fraternities and sororities, residence hall organizations, public performances on and off campus, volunteer service, and others.

Responsibilities

Student organizations are expected to adhere to all applicable University regulations. The University reserves the right to determine the appropriate time, place, content, and manner for organizations to conduct activities or post and distribute materials on campus. Therefore, the University may deny or restrict the activities of student organizations. Student organizations are expected to exercise good judgment in planning and promoting their activities. Failure to do so may result in disciplinary action being taken against the organization.

Recognition

To be recognized and gain permission to use the Harre Union and other University facilities, a student group should seek official recognition from Student Senate. The group should submit a statement signed by the organization president and faculty advisor which specifies that membership will be on the basis of individual merit, free from discrimination because of race, national origin, or disability. After the group has completed an application form, the Student Senate will review each petition and vote on its recognition. If recognized by Student Senate, the action is forwarded to the president (via the Office of the Vice President for Student Life and Dean of Students) for final approval.

Scheduling Events

Requests to use Harre Union facilities, the Christ College Refectory, the CCLIR, or other academic buildings for meetings and events should be made in advance to the scheduling office in the Harre Union or online through Virtual EMS scheduling. Requests to use the facilities of the chapel should be made to the chapel office, and requests to use the facilities of the Athletics Recreation Center should be made to the ARC. Permission to use out of doors space on campus should be requested from the union. If food is to be served at an event, the Parkhurst Dining Services Office in the Harre Union should be contacted. No outside catering services are allowed on campus. Groups bringing their own food must obtain a food release form in advance from the Parkhurst Dining Services Office.

Advertising Events

The Harre Union can assist groups with advertising their events. Posters and flyers can also be printed and purchased through Design Works printing service and slides can be submitted through the union for inclusion in video displays. Groups are also encouraged to use the online calendar.

Students are expected to exercise good judgment in advertising their events. Advertising may not be attached to walls or buildings in a way that will cause permanent damage. Outside chalk signs on sidewalks are permitted only in areas accessible to rainfall, thereby eliminating the necessity of University personnel to wash off the writing. Writing on the sides of buildings and references to alcohol or profane or inappropriate postings are not permitted. Please check with the staff person responsible for posting notices and approvals in each building to determine individual building posting policies.

Student Eligibility

Students are academically eligible for co-curricular activities if they are carrying twelve (12) credit hours or more. Some activities such as intercollegiate athletics, fraternities and sororities, and student senate may have additional standards. Academic deans may advise students with academic difficulties against participation in co-curricular activities. Students or organizations on disciplinary probation may be declared ineligible for participation in co-curricular activities.

Types of Student Organizations

A wide variety of student organizations are available to students. The Student Senate funds and is responsible for organizations such as **University Programming Council** (programs and activities), **Beacon** (yearbook), **The Torch**

(student newspaper), **WVUR** (student radio station), and **The Lighter** (student literary magazine). Other organizations including social fraternities and sororities, service organizations, religious groups, honorary and professional societies, and special interest groups are also available to students. Further information concerning these organizations may be obtained from the union office, the Student Organization Suite, or the University website.

Student Judicial System

Definitions

Student: For the purposes of this process, the term “student” includes all persons taking courses at the University. Persons who withdraw after allegedly violating the ***Student Handbook***, 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,” although not enrolled in the University. Persons are considered “students” and are responsible for complying with the ***Student Handbook***, even between periods of their actual enrollment (such as summer, winter, and spring breaks), periods of deferred enrollment, and periods of non-actual enrollment, but with intent to enroll in the future.

Jurisdiction: The ***Student Handbook*** shall apply to conduct that occurs on University premises or property, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives, or when otherwise required by law. Each student shall 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 actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The ***Student Handbook*** shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The associate dean of students or designee shall decide whether the student judicial system shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion. The term “University property” or “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks.)

Principles

Each privilege of an individual places a reciprocal responsibility upon others: the responsibility to permit the individual to exercise the privilege. The student, as a member of an academic community, has both privileges and responsibilities. Within this community, the student’s most essential privilege is the privilege to learn. The student also has responsibilities to the members of the academic community, the most important of which is to refrain from interference with those privileges of others which are equally essential to the purposes and processes of the University.

The important consideration in judicial proceedings is not merely the determination of whether a policy has been violated, or the imposition of a penalty. These elements are involved, but the ultimate consideration is the welfare of the members of the academic community. To achieve this goal, honesty, cooperation, trust, and responsibility of the highest order are called for among students faculty, staff, and administrators.

I. Authority and Scope

The campus judicial system applies to all students, whether they are full time or part time, undergraduate or graduate. Students are expected to be responsible citizens, and to be accountable for their conduct and behavior. Students are also expected to follow all University regulations, as well as local, state, and federal laws. When these expectations are not met, the University reserves the right to terminate or suspend a student’s enrollment, revoke the student’s privilege to reside in University housing or fraternity housing, or otherwise discipline a student whenever, in its opinion, it is in the best interests of the University.

- A. Alleged violations of the following non-academic University regulations may be adjudicated through the judicial system:
 1. University Council regulations, including those which may also be local, state, or federal law.
 2. Student Senate regulations (including regulations of the governing boards which derive their authority from the Student Senate, e.g., House Councils, Interfraternity Council, Panhellenic Council, etc..)
 3. University residence hall and student life regulations.
- B. The following components characterize the judicial system:
 1. ***Administration:*** The vice president for student life and dean of students and the associate dean of students administer the judicial system. The associate dean of students serves as the advisor of the Campus Judicial Board.

2. *Knowledge of Regulation:* It is each student's responsibility to know academic and student life policies, regulations, procedures, and deadlines, as well as local, state, and federal laws.
3. *Confidentiality:* All hearings are closed. Only students, faculty, or staff members of the University, as they are directly related to a specific case (as determined by the associate dean of students or the vice president for student life and dean of students), may be present at a hearing. If it is alleged that a University student has harmed a person who is not a student, faculty, or staff member of the University, the person who is alleged to have been harmed may be allowed to attend and participate in a hearing, at the discretion of the associate dean of students or the vice president for student life and dean of students. The hearing officer or members of hearing boards will not discuss the proceeding outside of the hearing, unless such discussion is with the associate dean of students or the vice president for student life and dean of students or is required by law. Either of these two individuals have the discretion to publish or disclose information about judicial proceedings, including the outcomes(s), in a form and manner they deem appropriate.
4. *Impartiality:* A complainant or respondent may challenge a hearing officer or hearing board member on the basis of bias or prejudice prior to the hearing. The associate dean of students will determine the validity of a challenge concerning a residence hall judicial board member. The chair of the Campus Judicial Board will determine the validity of a challenge of one of its members. If the associate dean of students (when serving as a hearing officer) or the chair of the Campus Judicial Board is challenged, the vice president for student life and dean of students will determine the validity of the challenge. Depending on who is being challenged, the chair of the Campus Judicial Board, the associate dean of students, and the vice president for student life and dean of students all have the discretion to establish a deadline for filing challenges. There are no appeals for decisions made regarding challenges.
5. *Alternative Dispute Resolution:* The judicial system provides the freedom to resolve alleged violations through mediation, counseling, or some other means. This also includes resolving cases that arise during the academic year prior to the formation of hearing boards, or that take place during the summer, or that include special concerns about confidentiality. In all judicial and disciplinary matters the associate dean of students, the vice president for student life and dean of students, or their designate has absolute discretion to authorize the use of other procedures and penalties that are deemed appropriate.

II. **Structure**

The judicial system has several primary methods of adjudicating alleged violations of regulations. The method utilized for a particular case is determined in consultation with the associate dean of students or the vice president for student life and dean of students, at their discretion.

- A. Residence Hall Judicial Boards
 1. There is a judicial board for each area of residence halls, which adjudicates allegations of violations of residence hall, student life, or Student Senate regulations.
 2. The process of selecting members is established with the approval of the associate dean of students.
 3. The residential learning coordinator and a resident assistant serve as advisors.
- B. Fraternity and Sorority Judicial Board
 1. There is a judicial board for fraternities and sororities which adjudicates allegations of violations of fraternity and sorority policies, inter/national policies or regulations, Fraternity and Sorority Risk Management policy, and **Student Handbook** policies.
 2. The process of selecting members is established with the approval of the associate dean of students.
 3. The associate dean of students for Fraternity and Sorority Life serves as advisor.
- C. Associate Dean of Students and Academic Deans
 1. The associate dean of students and academic deans may adjudicate alleged violations of University Council, residence hall, student life, or Student Senate regulations.
- D. Campus Judicial Board
 1. The Campus Judicial Board may adjudicate alleged violations of University policy, expected behaviors set forth in this **Student Handbook** or other University publications, state, federal, or local law, University Council, residence hall, student life, or Student Senate regulations. The Campus Judicial Board does not adjudicate matters that are academic in nature or violations of the University's Honor Code.
 2. Jurisdiction may be assumed in a case when several students living in different residence halls are alleged to be involved in one incident, or when an allegation is made against one or more student organizations.
 3. The pool of members is made up of ten students nominated by the Student Senate, ten faculty members

nominated by the provost, and five salaried staff members nominated by the president's designate at the beginning of each academic year. The vice president for student life and dean of students may also nominate additional faculty, staff, and students for membership in the pool. The vice president for student life and dean of students recommends to the provost one faculty or staff member from the pool to serve as the chair for the academic year. The Campus Judicial Board will elect a vice chair.

4. In cases where sexual harassment or sexual assault is being alleged, the Title IX coordinator will oversee the adjudication.

III. *Interim Suspension*

When there is behavioral concern about a student's continued presence on campus, the vice president for student life and dean of students or designee, in consultation with others at the University with knowledge of the student or responsibility for University matters may temporarily suspend the student following an individualized safety and risk analysis that determines an immediate threat to the physical or mental health or safety of any students or other individual which justifies removal. The student will receive written notice from the vice president for student life and dean of students or designee on the interim suspension of the student. The notice letter will state the terms of the interim suspension and provide the student the opportunity to meet with the vice president for student life and dean of students or designee to challenge the decision in a post-suspension meeting immediately following their removal. At the post-suspension meeting, the reasons for the University's concern will be stated and the student will be given an opportunity to respond to the concerns. Appropriate University personnel may be present and/or consulted at this meeting. A parent, spouse or any person who would be of support to the student may, with the advance consent of the vice president for student life and dean of students or designee and of the student, participate in the post-suspension meeting. Following the post-suspension meeting, the student will receive written notification of the decision whether to uphold or repeal the interim suspension. The interim suspension shall be upheld pending the post-suspension meeting outcome letter. The vice president for student life and dean of students or designee's decision following the post-suspension meeting shall be final pending any subsequent hearing or disciplinary outcome.

IV. *Procedures*

Judicial procedures are designed to determine whether a student has violated a regulation, as opposed to determining guilt or liability in a civil or criminal proceeding. Hearings are not designed to be adversarial proceedings, but rather are an attempt to ascertain the truth. All hearings are informal in nature. Students are not allowed to be represented by, or to confer with, an attorney during a hearing. All participants are expected to be honest and to provide truthful information. Providing false information will liable students to disciplinary action. When there are behavioral concerns about a student's continued presence on campus, the vice president for student life and dean of students may temporarily suspend the student, pending a hearing.

A. Residence Hall Judicial Boards

The development of allegation, notification, and hearing procedures are established with the approval of the associate dean of students.

B. Fraternity and Sorority Judicial Board

The development of allegation, notification, and hearing procedures are established with the approval of the associate dean of students.

C. Associate Dean of Students and Academic Deans

Allegation, notification, and hearing procedures are determined at the discretion of the associate dean of students and academic deans.

D. Campus Judicial Board

1. *Filing an Allegation:* A student, faculty, or staff member (henceforth referred to as the "complainant") may allege in writing that a student has violated a regulation. Such allegations are filed with the associate dean of students. If it is alleged that a University student has harmed a person who is not a student, faculty, or staff member of the University, the vice president for student life and dean of students or the associate dean of students will accept an allegation filed by the person who is alleged to have been harmed. After an allegation is made, the associate dean of students will determine whether there is sufficient evidence to pursue the allegation and that the alleged conduct is subject to the jurisdiction of the Campus Judicial Board. This may be discussed and determined through pre-adjudication meetings with the parties involved or with other persons deemed appropriate. If the accused students is in a professional school or college, the associate dean of students will discuss the matter with the dean or relevant administrator from that particular school or college. The associate dean of students does not advise complainants about the content of their allegations. An allegation must ordinarily be made no later than ninety (90) days after the occurrence of the alleged violation of a regulation. However, the associate dean of students has the discretion to accept allegations made beyond this period of time when s/he deems it to be in the best interests of the University community.

2. *Notice of Allegation:* If the associate dean of students determines there is sufficient evidence to pursue the allegation and that the alleged conduct is subject to the jurisdiction of the Campus Judicial Board, the associate dean of students will provide written notice to the accused student (henceforth referred to as the “respondent”) that an allegation has been made and is being adjudicated through the campus judicial system. The respondent has ten (10) calendar days from receipt of a complainant’s written complaint to submit a written response and any evidence to the associate dean of students.
3. *Notice of Hearing:* The associate dean of students will notify the complainant and respondent in writing of the date, time, and location of the hearing. The hearing notification will also include the names of the hearing panel members. The hearing shall take place within thirty (30) calendar days from the date the written complaint was filed.
4. *Notice of Interim Measures:* In a case involving an allegation of sexual misconduct, the associate dean of students will notify the complainant and the respondent in writing of any interim measures such as academic, housing, and transportation accommodations, in addition to no contact directives, that are reasonably available.
5. *Selection of a Hearing Panel:* The members of a hearing panel for a particular case are selected from the pool of members, by the associate dean of students and in consultation with the chair. A hearing panel consists of the chair and five (5) additional members; all six (6) members vote when making decisions. Two (2) alternate members may also be selected to serve in the event that an emergency prevents any of the members from participating. If any members believe they may have a conflict of interest in a particular case, they will decline their selection for that hearing panel.
6. *Nature of the Proceeding:* Specific hearing procedures and format are determined at the discretion of the chair and with approval of the associate dean of students.
7. *Appearance at a Hearing:* The complainant and respondent must each be accompanied by a representative. The associate dean of students maintains a list of representatives for consideration, or the complainant and respondent may ask a University student, faculty, or staff member to serve in this capacity. The role of the representative is only supportive in nature. Representatives are not allowed to speak on behalf of the individual whom they are accompanying (e.g., they may not provide information, ask questions of witnesses or the complainant or respondent, address the hearing panel, etc.) with the exception of cross examination in Title IX related cases. Violation of this prohibition may result in the chair removing these individuals from the hearing. In a case involving an allegation of sexual misconduct, the complainant and respondent may each be accompanied to the hearing or any related meeting by an advisor of their choice. However, an advisor’s participation shall be limited in that an advisor may not speak or advocate, present evidence, question witnesses, act in an adversarial manner, or attempt to disrupt the hearing or any related meeting in any way. Violation of this prohibition may result in the chair removing these individuals from the hearing. In cases of alleged sexual misconduct, the complainant, upon request is allowed to have the hearing structured in such a way that s/he does not have to be physically in the presence of the respondent, pursuant to the procedure and format determined by the chair. In such a case, questions will be directed through the chair and not directly from one party to the other.
8. *Failure to Appear:* If a complainant or respondent fails to appear at a scheduled hearing, the hearing board may proceed with the case, unless the chair excuses the absence.
9. *Evidence:* The procedure for presenting evidence is established by the chair. Legal rules of evidence do not apply to these proceedings. There is no discovery process available in student judicial proceedings. The associate dean of students will determine, at his/her discretion, what (if any) information to disclose to a complainant or respondent in advance of a hearing. The chair has the discretion to exclude evidence including, but not limited to, that which regards the respondent’s character, that which constitutes remote hearsay or is otherwise inherently unreliable or incredible, or that which is deemed irrelevant or inflammatory. In cases of alleged sexual assault, evidence of previous sexual history between the respondent and the complainant is admissible if the evidence is not deemed to be remote in time by the chair. Evidence of previous sexual history between the respondent and the complainant is admissible only when the chair deems this type of evidence to be relevant. A party’s consent to previous sexual activity does not imply consent to the sexual activity at issue in the complaint.
10. *Presentation and Examination of Evidence:* The complainant and respondent, and their respective witnesses may present evidence in accordance with the procedure determined by the chair. The complainant and respondent may also ask questions of each other in accordance with the procedure determined by the chair. However, in cases of alleged sexual misconduct when the parties are separated and questions are being directed through the chair, the chair may choose not to pose a party’s question to the other party if the chair believes the question is inappropriate or will likely result in irrelevant evidence. Hearing board members may question anyone, also subject to the discretion of the chair.

11. *Witnesses*: Before the hearing, the complainant and respondent will be informed of the names of the witnesses who may appear. Both the complainant and the respondent will inform the associate dean of students in writing of the names of their respective witnesses. The deadline for receiving this information will be established at the discretion of the associate dean of students. Witnesses who have not been previously disclosed in writing to the associate dean of students may not be permitted to appear at the hearing, subject to the discretion of the chair.
12. *Burden of Proof*: A respondent may be found responsible for violating a regulation only when the evidence indicates that it is more likely than not that s/he violated a regulation.
13. *Deliberation*: Two-thirds of the hearing panel members must vote in the affirmative in order to find that a student has violated a regulation. Should a tie vote occur when deciding on a sanction, the matter will be referred to the vice president for student life and dean of students for a decision.
14. *Notice of Decision*: Written notice of the hearing panel's determination and any accompanying sanction(s) shall be provided to the complainant and respondent within five (5) calendar days of the hearing panel's determination and any accompanying sanction(s). The complainant and respondent shall be notified of their opportunity to appeal to the provost. The associate dean of students shall have sole discretion to extend any and all deadlines referenced above upon written notice to both parties.
15. *Record Keeping*: Secretarial support is provided to keep evidence and make an audio taped record of the proceedings. Both parties may be given access to the written copy of the record if requested.
16. In cases of alleged sexual misconduct, a respondent has ten (10) calendar days from receipt of a complainant's Formal Complaint to submit a written response and any evidence to the associate dean of students. The hearing shall take place within twenty-one (21) calendar days from the associate dean of student's receipt of the respondent's written response. Written notice of the hearing panel's determination and any accompanying sanction(s) shall be provided to the complainant and respondent within five (5) calendar days of the hearing panel's determination and any accompanying sanction(s). The associate dean of students shall have sole discretion to extend any and all deadlines referenced above, upon written notice to both parties.

V. **Sanctions**

Disciplinary actions are designed to educate students and to guide their behavior, as a reflection of University values. If a student is found to have violated a regulation, a sanction (or set of sanctions) is assigned. Judicial records from all previous violations are available to hearing agents, in order to assist them in determining an appropriate sanction for current violations. Common sanctions are indicated below. However, hearing agents may deviate from these sanctions and may assign or recommend alternative sanctions.

A. Definitions

1. *Warning*: A written statement expressing disapproval of the behavior and notice that on-going violations will result in additional outcomes.
2. *Disciplinary Probation*: A period of time specified for observing and evaluating a student's behavior, which may also include special conditions of various types (e.g., counseling, participation in educational programs, etc.). If a student continues to exhibit inappropriate behavior, s/he may be suspended or expelled.
3. *Suspension*: Students who are suspended must leave the University for a specified period of time. Special conditions of various types may also be included with a suspension. At the end of the period of suspension, a student may be allowed to return to the University upon proof that special conditions that were assigned have been fulfilled. The determination of whether the special conditions have been fulfilled is made by the associate dean of students or the vice president for student life and dean of students or designee. When a student is suspended, there are no refunds of tuition or fees, and financial aid is handled according to the policies of the Financial Aid Office. If a student organization is suspended, it loses its recognition and standing for a specified period of time. After the suspension, the student organization will ordinarily have its status reinstated. Students need not have been the recipients of previous disciplinary sanctions before being suspended.
4. *Expulsion*: When a student is expelled, s/he is permanently separated from the University. There are no refunds of tuition or fees, and financial aid is handled according to the policies of the Financial Aid Office. If a student organization is expelled, it permanently loses its recognition and standing. Students need not have been the recipients of previous disciplinary sanctions before being expelled.

B. Assignment

1. Residence Hall Judicial Boards

Residence Hall Judicial Boards may assign minor sanctions. Examples of minor sanctions include but are not limited to, warnings, written papers or agreements for behavioral change, monetary fines or restitution, attendance at educational programs, and community service hours. A sanction of disciplinary probation may also be recommended to the vice president for student life and dean of students for approval.

2. **Fraternity and Sorority Judicial Board**
Fraternity and Sorority Judicial Board may assign minor sanctions. Examples of minor sanctions include, but are not limited to, warnings, monetary fines or restitution, attendance at educational programs, community service hours, and conduct probation. A sanction of removal of IFC/Panhellenic and/or university recognition may also be recommended to the associate dean of students for approval.
 3. **Vice President for Student Life and Dean of Students and Academic Deans**
The vice president for student life and dean of students and academic deans may assign minor sanctions and also place a student on disciplinary probation. The dean of the student's school or college, or his/her designee, may assign additional sanctions, taking into account the professional conduct ramifications of the violation and its effect on the accused's continued enrollment in the school or college or ability to practice in the profession. These sanctions may include, but are not limited to, a warning, disciplinary probation, suspension, or expulsion from the school or college.
 4. **Campus Judicial Board**
The Campus Judicial Board may assign minor sanctions and/or disciplinary probation. Sanctions of suspension or expulsion are to be recommended to the vice president for student life and dean of students for approval. When a suspension or expulsion has been recommended or approved, the vice president for student life and dean of students has the discretion to require a student to leave campus for the entire time that the decision is being appealed. The dean of the student's school or college will be notified of the outcome.
- C. **Fulfillment**
Students are expected to fulfill assigned sanctions, and in accordance with established due dates. Failure to complete sanctions, or to complete them on time, may result in additional sanctions being assigned and/or the holding of grades, transcripts, and class registration.
- D. **Perspective Regarding Possible Sanctions**
The complainant may be allowed to offer their perspective about sanctions that may be appropriate, in the event that a respondent is found to have violated a regulation.
- E. **Sanction-only Meetings**
When a student admits violating a regulation, there is no need to conduct a hearing. However, a hearing officer or judicial board will convene in order to determine a sanction. Meeting in this manner is not a hearing and, therefore, is not bound by hearing procedures. The procedures to be used by a hearing officer or a judicial board for determining a sanction are informal and determined by the chair with approval of the associate dean of students. The hearing officer or Judicial Board may assign minor sanctions and/or disciplinary probation or recommend suspension or expulsion to the vice president of student life and dean of students for approval. If the accused student is enrolled in a professional school or college, the dean of that school or college will be notified of the student's admission. The dean, or his/her designee, may assign additional sanctions, taking into account the professional conduct ramifications of the violation and its effect on the accused's continued enrollment in the school or college or ability to practice in the profession. These sanctions may include, but are not limited to, a warning, disciplinary probation, suspension, or expulsion from the school or college.

VI. Appeals

A student who has been found to have violated a regulation may only appeal the decision if

1. Procedural irregularity that affected the outcome of the matter
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
3. The Valpo Office for Civil Rights, investigator(s), or decision-makers(s) had a conflict of interest or bias for or against complainants or respondents that affected the outcome of the matter.

In cases involving sexual assault and/or sexual harassment, the complainant may also appeal the decision. The student must write and submit his/her appeal him/herself. If a student chooses not to appeal, or their appeal is not received on time, the decision is final and binding upon all involved.

A. **Residence Hall Judicial Boards**

The procedure for appealing these cases to the Student Appeals Board is found on the Notice of Judicial Board Hearing form.

B. **Fraternity and Sorority Judicial Board**

The procedure for appealing cases to the Fraternity and Sorority Judicial Appeals Board is found in the Fraternity and Sorority Judicial Board Constitution.

- C. Associate Dean of Students and Academic Deans
Appeals of decisions from these cases are reviewed by the provost. In order to be reviewed, a written appeal must be received in the provost's office no later than 5 p.m. on the third (3rd) calendar day after the respondent has been notified of the decision. The appeal should state with specificity the reason(s) why the decision should not stand. All decisions of the provost are final and binding.
- D. Campus Judicial Board
Appeals of decisions from these cases are reviewed by the provost or his/her designee. The respondent's written appeal, or in cases of sexual assault and/or harassment, the complainant's written appeal, must be received by the provost's office no later than 5 p.m. on the fifth (5th) calendar day from the date of receipt or notification of the hearing panel's determination and any accompanying sanction(s). The provost or his/her designee may immediately dismiss the appeal if there is no basis for it. Both parties shall be immediately notified of such dismissal. Otherwise, upon receipt of an appeal, the provost or his/her designee shall provide the non-appealing party a copy of such appeal. The non-appealing party may then provide a written response within five (5) calendar days from the date of receipt of the appeal. The provost or his/her designee shall issue a written determination to the appealing and non-appealing parties within fifteen (15) calendar days of receipt of the appeal. All decisions of the provost or his/her designee are final and binding. The provost or his/her designee has the discretion to review the case on any basis and by any means, and then to render any decisions s/he deems appropriate.

VII. Records and Notification of Parents

All judicial records are included in a student's personnel file, which is maintained by the Office of Student Life. These files are retained for five years after a student leaves the University, or until such time as deemed appropriate by the associate dean of students or the vice president for student life and dean of students. When a student appears before a hearing agent, the dean of students has the discretion to notify the student's parents/guardians.

Prohibited Behavior

Disrupting the University Disciplinary Process

Disrupting the University disciplinary process: any behavior that disrupts the orderly process of a University investigation and/or the University disciplinary process. Examples include, but are not limited to: failure to respond to notice from a University official, providing false testimony, making a false report, misrepresenting information during an investigation or a hearing, attempting to influence the testimony or participation of a witness or attempting to influence the testimony or participation of an individual in official capacity, threatening or intimidating any individual's participation in the disciplinary process, or failure to comply with a disciplinary sanction.

Failure to comply with the Directive of a University Official

Failure to comply with the directive of a University official: direct disobedience of an order/request of a University employee. This includes, but is not limited to, failure to evacuate a building, campus or area of campus when so ordered by a University official, failure to identify self/produce University ID when requested to do so, failure to comply with a reasonable request of a faculty or staff person, or failure to complete prescribed sanctions as given by an administrative hearing officer or by the student judicial board.

Bullying

Any ongoing behavior directed at or about an individual that is degrading, humiliating, malicious or defamatory. Behaviors may occur in person, in print, via electronic means or through social networking (cyber-bullying.) Examples include, but are not limited to: ongoing pranks or ridicule directed against an individual, graffiti, positing insults against a student in a public setting or any website. Bullying does not include discussions, communications, or actions that are part of a legitimate academic exchange. Harassment or discrimination based on sex, race, color, gender, age, disability, veteran status, religion, national origin, gender identity, or sexual orientation must be referred to the Valparaiso University Office for Civil Rights.

Complicity

Students are not to condone, support, or encourage the violation of a University regulation. Students are also expected to remove themselves from locations where a policy is being violated, and are encouraged to report the incident. Failure to leave an area where a regulation is being violated may result in a student being held accountable for the regulation that is being violated.

Destruction or Defacing Property

Destruction, damage or defacement of personal, public or University property; including, but not limited to: defacing structures, bulletin boards, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; and removing window screens without permission.

Disorderly or Disruptive Conduct

Disorderly or disruptive conduct: any behavior that is disruptive (regardless of intent) to the rights of others, behavior which disrupts the daily productive functioning of self or others. Examples include, but are not limited to: intentionally preventing others from listening or presenting their ideas in class; manipulating others to gain sympathy or attention, use of cell phones in classrooms or during campus events; excessive noise; engaging in public urination or defecation; horseplay, practical jokes, hiding from University officials, hall sports and ongoing general pranks or annoyances.

Fighting or Acts of Physical Aggression

Fighting or acts of physical aggression: an encounter with blows or other personal violations between two or more persons. This includes but is not limited to actual or attempted pushing, hitting, kicking, spitting, wrestling, pulling hair, etc. Physical encounters between current or formerly associated individuals in a dating, spousal, or intimate partner relationship, and physical encounters between a party's current roommate, spouse, or intimate partner and the party's current or formerly associated individuals in a dating, spousal, or intimate partner relationship must be referred to the Valparaiso University Office for Civil Rights.

Gambling

It is the position of the University that gambling is not appropriate. Consequently, approval will not be given for student activities or events that involve gambling (raffles, etc.).

In addition, the NCAA prohibits all student athletes and athletic staff from participating in any form of gambling involving intercollegiate or professional athletics, including use of parlay cards or any other method used by organized gambling.

Hazing

Hazing and hazing activities are prohibited. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of a University facility; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement or the regulations and policies of the educational institution or applicable state law." Harassment or discrimination based on sex, race, color, gender, age, disability, veteran status, religion, national origin, gender identity, or sexual orientation must be referred to the Valparaiso University Office for Civil Rights.

Misuse of University Property

Misuse of University property: unauthorized use of University property including, but not limited to, unauthorized use of University keys, duplication of keys or unauthorized use of or access to University spaces, University vehicles or University equipment.

Physical Abuse

Threat of or physical abuse, including sexual assault, of another person in the University community will liable students to disciplinary action.

Possession of Lost or Stolen Property

Possession of property reported to be or known to be lost or stolen, regardless of the item's place or origin including, but not limited to, possession of traffic cones, signs, markers, and/or other public property.

Stealing

Unauthorized taking or using of property or possessions of the University or of another person or organization. Examples include, but are not limited to: borrowing items without prior permission, taking another individual's belongings,

unauthorized possession of permits or parking decals.

Solicitation, Canvassing, Selling, and Fundraising on Campus

No solicitation or canvassing of any kind, including canvassing in residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale by anyone without prior permission from the Office of Student Life. This includes sales of items by campus groups in the Harre Union. Solicitation in residence halls, when approved, is limited to lobby areas on the main floor. Under no circumstances may any individual or group conduct door-to-door solicitation in the residence halls, academic buildings or administrative buildings. Raffles are prohibited.

From time to time, student organizations may seek to raise funds to support group activities from sources outside the University. The following policies have been established concerning fund-raising activities by student groups.

1. A student group seeking to engage in fund-raising activities must be a student organization officially recognized by Valparaiso University.
2. Prior to engaging in fund-raising activities, student groups must file a request with the Office of Student Life. The application should contain a clear statement describing the purpose of the solicitations and a list of names and affiliations (such as the name of a Valpo alumnus, company name and point of contact, or organization name and point of contact) of prospective donors. Once received, the Office of Student Life will submit the list of names and affiliations to the Advancement Office for review and approval.
3. There are two distinct categories of fund-raising activities carried out by student groups: Those for non-campus charitable purposes, not integrally related to the educational purposes of the University, and those directly related to the tax-exempt educational purposes of the University and that will be conducted in the name of Valparaiso University.
 - a. Student groups soliciting for non-campus charitable purposes shall not have access to the University accounting system, and will be unable to deposit monies collected into Student Activities accounts. Checks received by the student group should be made payable directly to the beneficiary of the solicitation.
 - b. Student groups soliciting in the name of Valparaiso University must adhere to the following:
 - i. The University must, at all times, maintain control over the solicitation acceptance, and expenditure of such gifts.
 - ii. In order to determine whether the use of the gift qualifies under the University's tax-exempt status as an educational institution, the proposed solicitation should be approved by the Office of Advancement.
 - iii. After receipt and acceptance of the gift, control of fund expenditures must be vested in a University employee as designated by the University. Gift funds received should be placed in a Designated Gift Fund account for that project. Student activity groups should request the use of the gift funds for the purpose given. Approval of expenditures will be made by the Office of Student Life.

Each authority in charge of a campus building shall establish a written policy for that building concerning all publicity by campus affiliated groups or individuals. A copy of this policy shall be posted in readily accessible locations in the building and shall be submitted to the vice president for student life and dean of students. The policy shall be updated when necessary.

Student Life Policies

Audible Electronic Devices

Respect for the integrity of the educational process requires students and faculty to be actively engaged in intellectual work during class time. Interruptions caused by audible electronic devices can have a negative effect. Thus, the following policy is set forth. Specific enforcement policies may be established by individual instructors.

To preserve the integrity of the learning environment for faculty and students, all audible electronic devices, such as cell phones, MP3 players, and pagers, should be turned off or set to silent ring or vibrate upon entering the classroom and remain so during class time.

Change of Name or Address

All students must report changes of name or address using their [DataVU](#) portal.

Contracts

Students are not authorized to sign contracts on behalf of Student Senate recognized student organizations or the University. If contracts are needed for an event, for purchasing, or for another purpose, students should contact the associate dean of students of the Harre Union to begin the contract review process.

Door to door political activity is not allowed in University residence halls or other buildings. The distribution of

political candidate or party campaign literature on the campus must be approved in advance by the vice president for student life and dean of students. Use of the campus mail system for distribution of campaign material is not allowed.

Search of Premises

Under certain circumstances, the vice president for student life and dean of students may authorize a search of premises controlled by the University and occupied by students, and of the personal possessions of students. University personnel requesting a search should indicate the reasons for the search and the object or information sought; the room(s) to be searched with the reason for searching these specific premises; and the name of the person other than the occupant of the room who will be present during the search, if the student whose room and/or possessions being searched cannot be present. University police, whenever possible, should be directly involved in any search.

For premises not controlled by the institution, the ordinary requirements for lawful search shall be followed. Student rooms will be checked by University staff members at the beginning of vacation periods to verify that windows have been closed, lights turned out, refrigerators unplugged, etc. Staff members may also enter rooms to turn off alarms and the like.

A residential learning coordinator, assistant coordinator, or resident assistant may enter a student room if there is reason to believe a University regulation is being violated.

Respect of Others

No act which is inconsistent with respecting the dignity of all members of the University community will be tolerated. In addition, students are expected to provide accurate and honest information to professors, administrators, and other University personnel.

Responsiveness

Students are expected to respond promptly to requests to visit the office of a faculty member or administrator and to identify themselves on request by a University official.

Student Post-Hospitalization Response

Students who have been identified by Student Life staff as having experienced a hospitalization of three (3) or more days will be contacted by the Student Life Office to offer support for their re-entry to the University. Students will be strongly encouraged to set up a meeting to discuss their reentry needs and concerns they may have (classes, financial, housing, etc.) with a member of the Campus Care and Concerns Committee or to continue or start therapy with staff at the Counseling Center.

Voluntary Withdrawal

The University reserves the right to require a physician's clearance for a student to return to school after a voluntary medical withdrawal.