

STUDENT GUIDE TO UNIVERSITY LIFE
2019–2020

Academic Resource Guide and Student Handbook



Student Name _____

Campus Address _____

Email Address _____

Cell Phone _____

Resident Assistant (RA) _____

Phone _____

Residential Learning Coordinator (RLC) _____

Phone _____

College ☐ Arts & Sciences ☐ Business ☐ Engineering ☐ Nursing and Health Professions

Academic Majors _____

Academic Minors _____

Special Programs ☐ Christ College ☐ Pre-Med ☐ Pre-Dent ☐ Pre-Law ☐ MSEED

Major Advisor _____ Phone _____

Other Advisor _____ Phone _____

_____ Phone _____

_____ Phone _____

Other Frequently Called Numbers:

About the Student Guide to University Life: Academic Resource Guide and Student Handbook

Welcome to the 2019-2020 academic year at Valparaiso University!

Valparaiso University provides an extraordinarily rich environment for learning and personal growth. Strong academic majors, minors, and study options build intellectual and technical competence. An inviting residential setting and an array of extracurricular and co-curricular activities expand interpersonal skills and enrich the educational experience. A vital Christian ethos in a multicultural context encourages a meaningful personal faith and a genuine concern for others in our community and around the world.

The ***Student Guide to University Life: Academic Resource Guide and Student Handbook*** is a ready reference for programs, procedures, and policies for these aspects of 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**, 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 Guide to University Life***. 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.

Please use the **current Valparaiso University General Catalog** and this ***Student Guide to University Life*** as a guide to smooth academic progress and a satisfying campus experience this year. Refer to them when questions arise about life as a Valparaiso University student.

The *Student Guide to University Life* is only a guide to assist students at the University. Please consult the current Valparaiso University General Catalog, the appropriate offices on campus, and advisors for clarification.

Please note: Academic and student life 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).

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General Academic Information

Valparaiso University Honor Code

"I have neither given or received, nor have I tolerated others' use of unauthorized aid".

Valparaiso University is proud to be one of the select few universities to operate under an honor system. The Honor Code was established in 1943 by the students with the support of the faculty. Signing one's name to the honor code not only ensures academic pride and integrity of oneself and others, but also one's commitment to a future comprised of honest work and integrity.

Every Valparaiso University student is required to sign this statement before final admittance into the University. The code should also be written in full and signed on every assignment, quiz, and examination turned in for a course. In signing this statement students ensure that their work complies fully with the authorized aid defined by the professor. It is the professor's responsibility to define unauthorized and authorized aid, but it is the students' responsibility to question any reasonable doubts that may arise about that definition. **Ignorance is not accepted as a valid excuse for a violation of the honor code.**

An integral clause in the honor code is that of non-tolerance. This clause ensures that the honor code is a functioning entity supported by the active participation of all students. Students are not expected to police others' actions but only to report violations of which they may become aware. It is inherent in the honor code that exams not be proctored, which gives professors and students the freedom of formats such as take-home exams. However, if students feel threatened that the honor code may be violated, they have the right to request anonymously that the exam be proctored. A form for this purpose can be found on the Honor Council webpage (valpo.edu/honor-council/).

The Honor Council itself is composed of students and faculty members. The students are recommended for membership, required to complete an application, and interviewed. If accepted to membership, each student is instructed on the importance of confidentiality and proper investigation procedures. The faculty members of the council are recommended by the president of the University and represent the colleges respectively.

For specific guidelines on reporting a possible violation or what will happen to students accused of a violation, see Appendix J: Honor Council Policies.

Goal Directed Advising

Once students are assigned advisors, they should begin more focused planning for their future. Short and long-term goals need to be set. Students should draft a rough plan for their time at Valparaiso University. When arranging a plan of study, students should consider which courses will best prepare them for their future.

There are several graduation requirements:

1. A **minimum of 124 credits** are required for most bachelor's degrees. However, some degrees in the Colleges of Business, Engineering, and Arts and Sciences require more than 124 credits. Be sure to verify specific degree requirements.
2. A **"C" (2.0) cumulative grade point average (GPA)** is required. A few programs require a higher grade point average.
3. A **2.0 grade point average in each major and each minor field** is required. A few programs require a higher grade point average.
4. All general education requirements published in the **current Valparaiso University General Catalog** must be met for each major and minor.

An advisor is a student's guide, but students are responsible for their own goals and progress. Since each student's situation is unique, they should not consider their roommate's or friends' goals as their own.

When do new students meet with their advisors?

1. During FOCUS Summer Orientation, students meet with advisors and other new students in a small group to create their semester schedule of classes. Advisors check their registration forms and sign them.
2. Academic advising occurs each semester prior to course registration. Students should review the schedule of classes and create a tentative semester plan prior to meeting with their advisors.
3. Students can and should meet with their academic advisor(s) at any point during their studies when they would like to discuss their current academic situation, plans for the future, and career goals.

Academic advisor information is available under “My Profile” on the Student Menu of DataVU. Please see your department chair with any questions on advisor assignment.

General Education

General Education requirements include courses that are part of undergraduate studies whose purpose is common to all students. These courses are distinguished from courses in the major area of concentration and from elective courses selected according to a student’s interest.

General Education courses fulfill three basic purposes:

1. **First, General Education courses assist students in the development of a variety of complex skills.** Such skills include the ability to read analytically, to communicate ideas effectively both in speech and in writing, to comprehend complex ideas and concepts, and to cultivate the imagination. Students should also learn a foreign language, acquire information literacy skills through using the library, learn how to conduct scientific experiments and investigation, learn how to analyze data and formulate hypotheses, learn the process of logical argumentation, and be introduced to the language of mathematics. The acquisition of such skills is an appropriate objective of the entire general education program, although not all of them receive specific attention in individual courses.
2. **Second, General Education courses introduce students to a broad range of disciplines and areas of study.** Breadth of knowledge, awareness, and attitudes are important for all students, especially those who know their major and are settled on career objectives. Students majoring in the area of humanities and fine arts should have some knowledge of the natural and social sciences and vice versa. On the other hand, many students come to the University uncertain of their major area of concentration, and others change their majors during their undergraduate careers. Such students are also best served by a broad range of courses during their first two years to assist them in clarifying their areas of talent and interest.
3. **Third, a general education program educates the whole mind and contributes to the development of the whole person.** This implies that general education should be liberal education. It should, as William Theodore deBary states, attempt “to liberate the powers of the individual by disciplining them.” General education should free students from parochialism and provincialism, should familiarize them with their own historical traditions and the traditions of other cultures, should indicate how the world of ideas relates to social structures and institutions, should instill in them the civilizing quality of the humanities and fine arts, and should suggest the significance of values in all methods of inquiry. The achievement of such goals can be accomplished through a coherent, rigorous, and broad-based program of courses.

Requirements for the General Education program are described in the **current Valparaíso University General Catalog**. All students enroll in the Valpo Core or the Christ College Program, to be taken in their first year. Courses are required in additional academic areas, such as theology, cultural diversity, humanities, social sciences, natural sciences, quantitative analysis, and physical education. Many of these courses are normally taken in the second and third years of study.

Academic Resources

University Libraries

Christopher Center for Library & Information Resources

The Christopher Center Library provides active learning environments in which students, faculty, and staff use innovative tools and resources to create and access information intelligently, efficiently, and with integrity. The resources and services of the Christopher Center for Library and Information Resources are available to all Valparaiso University students, faculty, and staff. Access to library resources will not be denied or abridged because of origin, age, background, or views.

In order for the Christopher Center Library to properly fulfill its mission and to provide and manage its information resources and services, guidelines defining the rights and responsibilities of all library users have been established and are available at library.valpo.edu/policies.

Access

A student's OneCard serves as their library card and must be presented to borrow any library materials, including those on reserve for classes. Students are responsible for all materials checked out to their account. Learn more about borrowing options at library.valpo.edu/circ/student.html.

Resources

Library Website	library.valpo.edu
Subject and Library Use Guides	libguides.valpo.edu
Journal Article Databases	libguides.valpo.edu/databases
Information for Students	libguides.valpo.edu/infoforstudents

Contacts and Services

Ask or Tell Us!	library.valpo.edu/ref/question.html
Research and Consultation Requests	library.valpo.edu/forms/consultationrequest.php
Librarians by Subject Area	library.valpo.edu/liaison.html
Library Staff & Faculty Directory	library.valpo.edu/personnel.html
Contacts for General Help	library.valpo.edu/ref/helpcontacts.html
Reserves for Classes	galileo.valpo.edu/search/r

Hours

During the Fall and Spring semester, with the exception of holidays and vacation periods, daily hours are:

Monday – Thursday	7:30 a.m. to 2:00 a.m.
Friday	7:30 a.m. to 9:00 p.m.
Saturday	9 a.m. to 6 p.m.
Sunday	10 a.m. to 2 a.m.

For specific hours during summer, holidays, or breaks, go to library.valpo.edu/hours.html or call us at 219.464.5366. Closing procedures begin 30 minutes before the posted closing time.

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/servicedesk/customer/portals>) 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/aup and in Appendix E of this booklet 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.

Academic Support Services

Academic Learning Centers

There are four academic learning centers on campus:

- Academic Success Center (ASC)
- Hesse Learning Resource Center
- Language Resource Center (LRC)
- Judith L. Beumer Writing Center

These learning centers are “united in purpose, and distinct in service.” As a Valpo student, you will have access to numerous campus resources committed to your success inside and outside the classroom. Take advantage of our learning centers, 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.

Tutoring

The learning centers provide free tutoring services in a variety of forms and venues across campus. Students experiencing difficulties with coursework, or students wanting to further improve their skills, should consider the following options:

- **Work with the Professor** – The first option for help in a course is usually for the student to work directly with the professor during weekly office hours. Frequently, simple concerns regarding coursework can be resolved by speaking to the professor.
- **Help Sessions** – Besides seeking support from the professor, the student should also seek help provided by departments, colleges, and learning centers. Some departments have undergraduate teaching assistants and student aides who provide

group help sessions for first and second year courses, free of charge to students. Professional colleges also arrange academic support in conjunction with particular courses, and the University's learning centers function to offer group and individual learning assistance.

- **Tutoring** – If help sessions are not available or have not met the need, then a student can seek tutoring opportunities from one of the campus learning centers. Each center connects students with tutors through a specific process. Some centers have an application process where students can request to be paired with a tutor for certain courses. Pairing is based on individual needs and tutor availability. Other centers serve students through drop-in tutoring hours or online scheduling for individual or shared appointments. Students should contact the appropriate center to learn how to connect with a tutor for a specific course or subject. If students are uncertain where to begin, they should visit the welcome desk in the Academic Success Center (ground floor of the library) for a referral.
- **Study Groups** – Students are also encouraged to gather in small groups and work with each other in mastering class material. This practice reinforces learning from daily lectures and supports good study habits.

Academic Success Center (ASC)

valpo.edu/academic-success-center

The ASC promotes academic achievement by connecting students with opportunities to enhance their learning, boost their performance, and develop new study skills. In collaboration with other offices, ASC staff work to provide academic support services and programs that benefit the learning needs of students and advance their academic goals.

The ASC promotes academic achievement through the following core programs and services:

- Peer Tutoring Program (course-specific tutoring in many subjects at the 100-200 level)
- Supplemental Instruction (SI) Program (weekly peer-led collaborative learning sessions in CHEM 111/121/122 & BIO 151/152/171/172)
- GS-100: Strategies for Academic Success (a 1-credit study skills course)
- Nursing 200-level & 300-level Weekly Help Sessions
- Referral Services (connecting students to appropriate campus resources via email, phone & drop-in visits)

More about the Peer Tutoring Program

After seeking support from the professor, help sessions and any available Supplemental Instruction sessions, then a student can request a spot in the ASC Peer Tutoring Program for a specific course by submitting a Peer Tutor Request form on the ASC website. The ASC hires and assigns peer tutors to work with undergraduate students enrolled in a variety of 100-200 level courses. Peer tutors have successfully completed the courses (or similar courses) for which they provide tutoring and are recommended by professors. The tutoring sessions arranged by the ASC uphold the standards set by the University's Honor Code. It is the student's responsibility to abide by what is authorized and unauthorized aid in a particular course.

More about Strategies for Academic Success (GS100)

This course is designed for students who want to enhance their academic achievement by strengthening their learning strategies and study skills. Course topics include effective use of study time and learning strategies (active reading, note taking, organizing, memory techniques), test preparation (study plans), test-taking techniques, time management, overcoming procrastination, goal setting, motivation, decision making, academic resilience, self-regulation, and using academic support resources on campus. This course is coordinated through the Academic Success Center and is appropriate for all students who want to boost their academic performance and learn success strategies that can be used in a variety of learning contexts. First-year students may find the fall course particularly helpful as they make the transition to college life.

The ASC is located in the Christopher Center Library, Room 110, on the lower level by the Writing Center. For more information visit the ASC, call 219.464.5985, or email Academic.Success@valpo.edu.

Hesse Learning Resource Center

valpo.edu/hesse-center

Staffed by a team of engineering peer tutors, the Hesse Learning Resource Center provides academic support and resources for all students taking classes included in the engineering program. The Hesse Scholars are trained to not only help guide students toward a better understanding of course content, but also to focus on assisting students to develop the skills necessary to become independent learners.

Located in Gellersen Center 121, the Hesse Center promotes student success through the following programs:

- Walk-in Peer Tutoring Monday - Thursday 10:30 a.m. – 5:30 p.m., 7 – 10 p.m., Friday from 10:30 a.m. – 2:30 p.m., Saturday from 2 – 5 p.m., and Sunday 7 – 10 p.m.
- Course-specific help sessions
- Personalized weekly tutoring schedules
- Academic coaching for student in academic recovery

Additional details on help sessions and tutoring schedules can be found at valpo.edu/hesse-center. Questions or individual tutoring requests can be directed to the Hesse Center Director at Laura.Sanders@valpo.edu or 219.464.5210.

Language Resource Center (LRC)

valpo.edu/language-resource-center

Located in the College of Arts and Sciences Building, the Language Resource Center supports Valpo language learners within an internationally focused setting. The LRC welcomes all students, while providing an environment and resources that meet the particular needs and interests of students enrolled in foreign language courses, as well as international students. Central in the design of the LRC is the priority placed on face-to-face communication and authentic language use among students interested in cultural and linguistic exchange. This occurs through LRC-sponsored tutoring, conversation partner pairings formally integrated into certain courses, informal learning programs, and activities sponsored by student groups. The LRC promotes academic achievement through these core programs, resources and services:

- Language Partner Program: Tutoring support in French, German, and Spanish; additional languages supported as needed. Chinese tutoring, coordinated through the Valparaiso University Confucius Institute, also takes place in the LRC.
- Learning resources and reference materials: Open computer lab, comfortable study space, international film collection, global TV, study tips and reference materials, cultural enrichment items.
- French and Spanish reading collection: Books of various genres, topics and levels, available for students to borrow or read in the LRC.
- GS-106/GS-180: English Conversation Partners: One credit course where domestic and international students are paired for one-on-one weekly English conversation.

Information on how to schedule a tutoring session with an LRC language partner, current LRC hours, and other details can be found at valpo.edu/language-resource-center. For additional assistance, please stop by the LRC in the Arts and Sciences building, Room 240; email LRC@valpo.edu; or call 219.464.5764.

Judith L. Beumer Writing Center

valpo.edu/writingcenter

At the Writing Center, undergraduate and graduate students discuss their writing with trained, experienced writing consultants. We offer free individual and small group peer consultations and workshops on writing to support undergraduate and graduate students in their development as writers. In our sessions, we provide strategies and guidance on writing assignments from any discipline, at any stage in the writing process, and for writers at all skill levels. Our goal is to help you become a credible, confident writer.

Go to valpo.mywconline.com to make an appointment – you will need to register first. Graduate students, please make appointments only with graduate or undergraduate/graduate tutors in the Writing Center. Undergraduate and graduate students may also drop in since walk-in appointments are also sometimes available. Please visit our website at valpo.edu/writingcenter for additional contact information and resources. We look forward to seeing you!

International and Graduate Student Support: Writing consultants work closely with international students and visiting scholars, whether in their first courses on campus, or in the MBA, School of Law, or other graduate programs. Tutors with experience in working with ELL students are available. Graduate faculty and students are available to assist graduate students, and on-line writing assistance may be available.

Hours and Location: Consultants are available Monday through Thursday, 10:30 a.m. – 8 p.m., and Friday 10:30 a.m. – 5 p.m. Limited weekend hours are also available. Summer hours vary. Please check the schedule at valpo.mywconline.com for a full list of available hours. We are located on the first floor of the Christopher Center, close to the IT Help Desk and Grinders.

Additional Support Resources

Academic Advising

One of the benefits of an education at Valparaiso University is the availability of experienced faculty members and staff for personal conferences and advising. Although these sessions develop informally, a formal system of advising is in place in each of the colleges. Entering students are assigned an academic advisor to assist them in selecting a curriculum, meeting university requirements, and making the most of their studies.

In the College of Arts and Sciences, students who have not declared a major are assigned to an exploratory advisor. As soon as students declare a major, they are assigned to a departmental advisor by the chair of their major department. Students in a special program are assigned a program advisor. The major field or interdisciplinary program of study should be chosen by the end of the sophomore year. Some majors and programs, such as teacher certification, pre-med, music education, and engineering require students to declare their intentions and begin the programs at the beginning of the freshman year to make it possible to complete the degree or certification requirements in four years.

All students must have their proposed schedule for the next semester reviewed by their primary academic advisor before registering. If students have more than one advisor (e.g., departmental, special program, Christ College) they should consult with the other program advisor(s) after consulting with their primary advisor. Advisors' signatures or removal of registration restrictions indicate only that they have counseled the student, not that they approve the schedule. Nor does the advisor's approval guarantee that the schedule will meet the requirement of the student's program.

Graduate Tutoring

Graduate content tutoring is coordinated by the Graduate School in communication with graduate program directors. Content tutoring is made available across program content areas to serve the academic needs of all graduate students. Tutoring is provided in a location that is determined by the program director and the instructor of the course in which tutoring is being provided. If a graduate student expresses interest in additional one-on-one tutoring for a particular class, an attempt will be made by the Graduate School to find someone to help.

Graduate Academic Success

Graduate Academic Success (GRD500) is a course required for all new international graduate students to complete during their first semester of enrollment at the Graduate School. This course is designed to help students from diverse cultural backgrounds learn and adjust to the expectations and requirements deemed necessary for academic success all across Valparaiso University graduate programs. This course builds upon information presented at the Graduate School's International Graduate Student Orientation.

Access and Accommodations Resource Center (AARC)

Valparaiso University's Access and Accommodations Resource Center coordinates university efforts to provide access and opportunity to students with disabilities, including students who have disabilities that are non-apparent. Students wanting to learn more about services or accommodations available to those with a documented disability should contact the AARC director at 219.464.5206 or by email at aarc@valpo.edu. Please note that students' diagnoses remain confidential, despite communication with various entities on campus regarding students' needs.

Steps involved in receiving accommodations from the AARC

1. Schedule an intake appointment with the staff of the Access and Accommodation Resource Center (AARC). This can be done by contacting the AARC (CCLIR 165; aarc@valpo.edu).
2. After the student has disclosed a disability, AARC will ask for documentation of the disability.
3. AARC will review the documentation and determine the following:
 - Does the student's condition rise to the level of a disability as defined in Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act (amended in 2008)?
 - What are the functional limitations of the disability in an educational setting?
 - What, if any, accommodations would be reasonable and appropriate for the student?
4. If a student's documentation verifies the need to receive accommodations staff in the AARC will produce an accommodation letter that will be distributed to the student's professors and academic advisor. These letters will verify disability (diagnosis not stated) and list reasonable accommodations. It is the student's responsibility to discuss the listed accommodations with the professors and to arrange the usage of accommodations when applicable.
5. If a student has problems relative to the provision of accommodations, the student should contact the AARC.

For further information, please refer to Valparaíso University's Access and Accommodations Resource Center website valpo.edu/access-and-accommodations-resource-center/.

Academic Opportunities

Study Abroad Programs

Valparaíso University offers a number of attractive study-abroad opportunities to students. By carefully planning for study abroad – freshman year is not too early to start planning – students can use courses taken abroad to apply towards general education requirements and some major/minor requirements. Completion of any semester or year-long Valparaíso University-approved study abroad program fulfills the cultural diversity course requirement. Courses with a two-week study abroad component do not automatically fulfill the cultural diversity requirement; the General Education Committee must approve them.

Program eligibility requirements often vary from program to program. Most have a minimum GPA requirement of 2.5 or higher, and require at least sophomore standing, though some programs may have flexibility. Some programs may also have language requirements, however many have no language requirement – even some programs in non-English-speaking countries offer coursework in English. Students should consult the Study Abroad website for more specific information on programs, including eligibility and requirements.

For all Valpo-approved study abroad programs, students pay Valpo tuition and general fee. Housing and cost of living may vary from program to program, but in most cases it is comparable to what they would pay to live on campus. Students may use their financial aid, including Valpo scholarship (with a few exceptions) for their study abroad program. Students are highly encouraged to meet with their financial aid advisor to determine their cost to study abroad.

Study Center Programs

Valpo operates four study centers. The Cambridge, England and Reutlingen, Germany centers, were the first two Valpo programs. They had their first classes in 1968, and celebrated their 50th anniversary in 2018. Along with the Hangzhou, China Center, these programs feature on-site staff who coordinate the program including excursions, and generally oversee the centers. The fourth, and newest, center is in San José, Costa Rica and features a Resident Director who oversees the center, teaches a couple of courses and coordinates group excursions. Students stay with host families, and have the opportunity to complete an internship in addition to coursework.

Exchange Programs

Valpo also has several opportunities for students to participate in direct student exchange programs. These programs are closer to the more traditional study abroad model where students will spend a semester or year as a student at our partner institution abroad taking courses as if they were a fully matriculated student there. These immersive programs are ideal for students looking to increase language skills, or who are looking for a more independent experience abroad. Locations include the UK, Germany, Japan, France, Spain, Chile, Mexico, and for Christ College students, the Netherlands.

Affiliate Programs

In addition, Valpo has partnerships with other US institutions and program providers to offer additional program options. These programs are a little more independent in style than the Valpo Center programs, but offer more support than a direct exchange would, featuring an on-site director, built-in excursions and logistical support. Program locations include South Africa & Namibia, France, Hungary, Spain, Australia, Greece, and Ireland.

Short-term Programs

For those unable to spend a semester or year abroad, some short-term program options are available over the two-week spring break or summer. Most of these programs are faculty-led, and are sponsored by a particular department or college, such as the College of Engineering, the College of Nursing and Health Professions, or Department of Education. As such, the courses are usually more focused and credit is earned through that area. These programs can vary based on what is proposed. Additionally, there are some non-faculty-led options available during the summer. Work with the study abroad office for up-to-date program information and options.

Non-Valpo Programs

Valpo students are also able to participate in programs that are not Valpo-approved through another institution in the U.S., a program provider, or sometimes by direct enrolling in an institution abroad. This could be a great option for someone looking for something very specific that is not currently offered through existing Valpo study abroad programs. Students will earn transfer credit (no grades) and not be able to use any Valpo financial aid, so careful and early planning is very important.

Additional information about any of Valparaíso University's study abroad programs is available from

The Office of International Programs – Study Abroad
valpo.edu/study-abroad
study.abroad@valpo.edu
Harre Union 209
Ghandi-King Center
219.464.5333

Internships and Co-ops

Both internships and co-op positions provide excellent opportunities to gain work experience. According to employer information provided in the Michigan State University Recruiting Trends Report, it is critically important for college graduates to have meaningful work experience before they graduate. The following will clarify the similarities and differences between internships and co-op positions. International students on student visas (F and J) must have work authorization to work off-campus. International students should contact an advisor at the Office of International Programs before starting any off-campus work. Graduate students should work closely with program directors to ensure that program, department, and Graduate School policies are being addressed.

Internships

- An internship may be for academic credit. The amount of credit varies by department and college.
- An internship for credit must have approval of the academic department.
- An internship MAY be paid, but some internships are not. It depends on the employer.
- Usually an internship is a one-time experience. Additional internships are usually done with another employer.
- Academic work is part of a credit-bearing internship. Students will write papers, keep a journal, or document their activities. Written work is submitted to the department or internship coordinator.
- For-credit internships are supervised (at Valpo) by academic departments and/or internship coordinators. Students may ask the department chair of their major for clarification regarding advisor assignment. The Career Center director is also a valuable resource regarding internships.

Co-Op Positions

- Co-op is for academic credit. The amount of credit varies by department and/or college.
- The co-op position must be approved by the appropriate co-op coordinator prior to the start of the co-op experience. Co-op positions are paid positions.
- Co-op is a repetitive program. The expectation is that each student will stay with the same employer for all co-op rotations.
- Academic work is part of the co-op experience. Specific guidelines exist for the written work students will complete. These guidelines are available on the Career Center website. The written work itself is submitted directly to the co-op coordinator within the appropriate college or department.
- Co-ops are supervised (at Valpo) by faculty members identified as co-op coordinators.

Cooperative Education

Cooperative Education is a form of education that integrates classroom study with paid, planned, and supervised work experience in the public or private sectors.

Benefits of Co-op

Students participating in co-op (which generally begins at the end of the sophomore year) can expect the following benefits:

- Professional contacts in a particular career field
- Career-related, paid work experience
- Opportunities to clarify career goals
- Improved job search skills
- An income that can be applied to educational costs

Participation in Co-op

At Valpo, students experience Cooperative Education in two ways:

- Full-time Alternating Program
- Part-time Parallel Program

The full-time Alternating Program intersperses a semester of full-time employment with a semester of full-time coursework. While this option delays graduation, students can continue coursework through various summer school and evening course offerings. This is the only option available to students in the College of Engineering.

The part-time Parallel Program enables students to work for a co-op employer while attending classes at Valpo on a full-time basis. This option is available to students of all majors in the College of Arts and Sciences, the College of Business, and the College of Nursing and Health Professions. In most cases, participating in the part-time Parallel Program will not delay graduation.

Getting Started with Co-op

Students can learn more about co-op and its benefits on the Career Center website.

Credit for Co-op

The college or department in which a student is enrolled grants academic credit. The number of credits for each experience and the total number of credits that count toward a major or a degree varies with each program. Students should consult their faculty co-op coordinator for specific information.

Tuition While on Co-op

Co-op students are charged for the number of credits in which they are enrolled for co-op, usually 2 credits. Although Co-op students are considered to be full-time students for purposes of loan deferment, they are not eligible for financial aid. Co-op students should budget for their tuition charges when planning Co-op expenses.

GPA Requirements

The GPA requirement varies by college:

- Arts and Sciences 2.5/4.0
- Business 2.0/4.0
- Engineering 2.4/4.0
- Nursing 2.5/4.0

Co-op Salary

Co-op employers determine salaries. Wages are influenced by the major, college year, grades, market demand, and the geographic area of employment. Co-op is an **educational program** designed to provide students with opportunities to gain career-related work experience that complements classroom instruction. The program is NOT intended to replace financial aid packages, although many students are able to supplement their educational expenses through Co-op earnings. Co-op per credit cost is the same as summer school tuition per credit cost.

Majors that Employers Seek for Co-op

Co-op students are often majoring in engineering, business, math/computer science, nursing, or some of the arts and sciences majors. If no employers seem to be an obvious potential fit, the Career Center may assist students in developing opportunities through networking and their own research.

Available Co-op Jobs

Co-op job listings are posted on the Career Center's job search platform, Handshake. While reading the available job descriptions, pay close attention to the desired qualifications, application requirements, and work schedule required. Address any questions concerning these positions to the Career Center located in the Harre Union, which is open 8 a.m. – 5 p.m. Monday through Friday. The Career Center phone number is 219.464.5005, or email Career.Center@valpo.edu.

Co-op Student Comments

"I knew when I enrolled as an engineering student at Valpo, I would undoubtedly desire to have a time as an intern or co-op before I graduated. After some research, I decided to co-op for Soil and Materials Engineers, Inc. out of Lansing, MI. My experience was unlike any other I think I could have had. I was an engineering technician, which is on-site quality control and quality assurance. I tested soil compaction, concrete, and asphalt in several different specifications. I was able to see countless job sites and different types of project construction every day. Many times, I would see up to four job sites in one day. The tasks could be challenging, but with proper training and guidance, I was given responsibility to make sound engineering judgements. Virtually all of my time on site, I was working with a contractor and a construction superintendent. Due to the incredible responsibility, I learned to carry myself as a professional, and do my job in a manner that was beyond reproach. I had to know that the product being delivered under my supervision was going to hold paramount the safety, health, and welfare of the public. I learned countless skills and ideas that cannot be taught in the classroom. I was

able to see real projects from beginning to end. I cannot imagine leaving Valpo and entering my career field without a true depiction of what I am getting myself into. That is exactly what a co-op job did for me.”

Jake Brunoehler, civil engineer/engineering technical at Soil and Materials Engineers

“Living and working in Germany is an important facet of my excellent Valpo education, even after I graduated this past spring. Studying abroad during my undergraduate years not only gave me new tools with which to study this world and the shared human condition, but also allowed me to make new friends and acquaintances who have become important in my fledging career. Along with the exciting mix of cultures inherent in any European university, my current work in the Reutlingen University International Office has exposed me to many nations’ differing views on education, gender roles, linguistics, and even the good old USA. I translate from English to German and vice versa, and find that concepts which we take for granted don’t apply elsewhere in the world. I also find that despite our many foibles, many people respect the United States and its citizens, as long as we work hard and act thoughtfully with our friends throughout the rest of humanity. My co-op position does not just mean typing documents, processing visas and paperwork, and organizing events; the work of this internship is most importantly a work of ambassadorship for Valpo, America, and our specific Weltanschauung, or world view. Graciously and openly moderating this world view with those of other peoples is not just the job of diplomats and presidents; it also falls upon students, faculty, and interns.”

Daniel Jarratt, communication: television and radio major and co-op at Reutlingen University International Office

IN Advance

All undergraduate students, including students in the Persistence & Success Program as well as the Exploratory Studies Programs, are eligible to participate in the IN Advance Program. Students may join the program at any time in their undergraduate career. IN Advance program educates students about career opportunities within Indiana and strengthens their connection to the state. Students progress from vocational exploration to internship work experiences to career readiness. Through a program integrating interdisciplinary coursework and professional training, students become better prepared for successful careers in Indiana and beyond.

Summer Sessions

Valparaiso University provides academic programs in the summer to meet the needs of a variety of undergraduate and graduate students.

Advantages of Summer Sessions

Students at Valparaiso University increasingly use the summer sessions to accomplish a variety of educational objectives. The following are some of the reasons for enrolling in summer courses:

- To take advantage of online summer classes, which enable completion of Valpo coursework using a distance-learning format.
- To add a Fundamentals of Business Minor by enrolling in the Summer Business Program. Most of this minor may be completed by taking coursework during one or more summers, or by combining summer coursework with business courses during the fall and spring semesters.
- To take prerequisite courses for upper-division work that could not be taken or satisfactorily completed during the regular academic year.
- To earn enough credits to permit an international experience, such as a semester in Germany, England, China, Mexico, or one of Valparaiso University’s other international study opportunities, and still graduate in four years.
- To earn extra credits to allow for a full semester of cooperative education, internships, or practicums, and still graduate in four years.
- To develop a second major or additional minors.
- To complete a college degree within three years.

Structure of the Summer Session

There are three summer terms, one lasting a full twelve (12) weeks and two lasting six (6) weeks (referred to as Full Summer, Summer I, and Summer II.) The standard length of most courses is six (6) or twelve (12) weeks. Some sources are offered more intensely for a shorter length of time in order to meet special pedagogical considerations, such as the use of films, field trips, or other special instructional techniques.

Credit Hour Limits

Undergraduate students may earn as many as fourteen (14) credit hours during the combined summer terms. The normal limit is seven (7) credit hours for each six (6) week term. Students who take an intensive course may not simultaneously be enrolled in other courses

without special permission. Graduate students may register for a maximum of twelve (12) credits over the entire summer, with no more than six (6) credits in a single summer session. See the ***Graduate Catalog*** for details.

Registration

Registration for the Summer Sessions begins at the same time as Fall, generally a few weeks after spring break. This timeline may change and these changes are sent out via email from the Office of the Registrar. Preliminary course listings are available on the Office of the Registrar page of the University website. Occasional changes are made subsequent to distribution of summer schedules.

On-campus housing is available. Students apply for summer housing directly with the Office of Residential Life. Students who are not registered or enrolled may not stay in University residence halls.

Graduate students, whether commuter or residential, are under the same general non-academic policies and regulations that apply to undergraduate students, unless otherwise specified or indicated in either the ***General Catalog*** or the ***Graduate Catalog***. Graduate academic policies, including the Honor Code, are published in the ***Graduate Catalog***.

Academic Checkpoints

Important Academic Deadlines

For important academic deadline information, please go to valpo.edu/registrar.

4-Week Freshman Checkpoint

Consult the **current Valparaíso University General Catalog** for additional information regarding University policies. In the 4th week of the Fall and Spring semester, instructors will review rosters of the freshmen enrolled in their sections and report on student attendance, participation, and coursework completion. This information is sent to the academic deans and the students' advisors to identify students who might be beginning to have trouble with their coursework.

Freshman Mid-Semester Grades

Just after the middle of the semester, freshmen will receive individual mid-semester grades. These grades are a valuable indicator of individual progress made in each course. Students whose grades are below expectations should meet with the instructor for advice about remedial work or tutoring.

See the entry for the Academic Success Center (ASC) in this ***Student Guide to University Life*** to learn more about resources students can utilize to be a successful student at Valparaíso University.

Notice of Unsatisfactory Academic Performance

If, at any point in the semester, a student's academic performance is unsatisfactory in a given course, the student's instructor will send a Notice of Unsatisfactory Academic Performance to that student by Valpo email. It explains what is unsatisfactory about the student's academic performance and provides suggestions about how to improve that performance. The "Notice" also requests that the student meet both with the instructor of the course and with the student's academic advisor. The student's academic advisor, the dean of the college, and the dean of students will each receive an electronic copy of the "Notice of Unsatisfactory Academic Performance."

For graduate students, notices of unsatisfactory academic performance are sent by the Graduate School. Graduate students whose GPA falls below the required minimum will be contacted by the Graduate School regarding warning, academic probation, and possible dismissal. See the ***Graduate Catalog*** for details.

Final Examinations

Regular written final examinations are held at the close of each semester. Each examination is usually limited to two (2) hours. The final examination schedule is available online (valpo.edu/registrar/calendar/) each semester. Students are responsible for planning their vacation/travel arrangements with this schedule in mind. A student wishing to change the time for a final exam will need written approval from the dean of the college in which the course is offered.

If the course is offered in the College of Arts and Sciences, students must work individually with their professor to change the time for a final exam. A form is available for this purpose and can be picked up in the dean's office. Students seeking exceptions for reasons other than having three or more exams scheduled on the same day should be aware that exceptions are **not** automatically approved.

DataVU

Students may view/print the following types of information using DataVU:

- 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 can log into DataVU at <https://datavu.valpo.edu>. A ValpoNet username and password are required to access student information. For user account assistance, contact the IT Help Desk (219.464.5678 or valpo.edu/it/help/.) Students may grant parents/guardians access to their academic and financial records through DataVU.

GPA Calculation

Grade point average (GPA) is calculated by dividing the total number of quality points (also called grade points) by the number of letter-graded credit hours. Credits for transferred courses, courses taken on the S grading basis, or credit by examination (e.g., AP, CLEP) must not be included in the calculation.

The quality points earned for a course are calculated by taking the number of credits for the course times the numerical equivalent for the grade listed below.

Grade		Grade Equivalent:
A	=	4.0 quality points
A-	=	3.7 quality points
B+	=	3.3 quality points
B	=	3.0 quality points
B-	=	2.7 quality points
C+	=	2.3 quality points
C	=	2.0 quality points
C-	=	1.7 quality points
D+	=	1.3 quality points
D	=	1.0 quality points
D-	=	0.7 quality points
F	=	0.0 quality points

Grade	Course	CR	X	GE	=	QP

GPA – TOTAL QUALITY POINTS ÷ TOTAL CREDITS

TOTAL QUALITY POINTS

Divided by

TOTAL CREDITS

Equals

GRADE POINT AVERAGE (GPA)

To Project a GPA:

To calculate the GPA needed to meet minimum scholarship GPA requirements, or to obtain honors, or to get off of academic probation, take the following steps:

1. Fill in the graded credits (no S courses), quality points, and grade point average already earned.
2. Fill in current or projected credits (do not include S graded credits.)
3. Add earned and projected graded credits.
4. Fill in the goal GPA.
5. Fill in the projected quality points by multiplying the total graded credits (3) times the desired GPA (4).
6. Subtract the current quality points from the projected quality points to get the number of quality points needed to obtain the desired GPA.
7. Divide the projected quality points (6) by the projected credits (2) to obtain the GPA needed (7) in order to meet the goal. If this number is higher than 4.0, then it is impossible to meet the goal in the projected credits.

	Current	Projected	Total
Credits	1.	2.	3.
Quality Points	1.	6.	5.
GPA	1.	7.	4.

Academic Policies and Procedures

Consult the current *Valparaíso University General Catalog* (found at valpo.edu/registrar/catalogs/) for additional information regarding University policies.

Adding/Dropping Courses

Regular courses may be added or dropped and sections changed, with no transcript record kept **until noon on the date specified in the catalog or noted on the electronic calendar on the Registrar website**. All requests for adding a course after the official drop-add period shall remain at the discretion of the appropriate academic dean, department chair, and instructor.

Class Attendance

Students are expected to be registered for the classes they are attending.

Changes/additions to registered courses can be made during the add/drop period via DataVU. While students can attend one class meeting during the add/drop period without being registered, they must update their registration to continue attending after that time. Students with challenges or questions pertaining to registration or changes in registration, should contact the Office of the Registrar.

Students are expected to attend every class for which they are registered unless their absence has been approved in advance by the instructor concerned.

Absence from class is primarily a matter between the student and the instructor of the class. It is the student's responsibility to discuss with the instructor the reason for their absence and to learn what makeup work may be required. In case of emergency or extended absences due to illness (more than three (3) consecutive days), undergraduate students should notify the Dean of Students' Office at 219.464.5411. Graduate students should notify Graduate Academic and Student Services at 219.464.5313.

Withdrawal from Courses

It is every **student's responsibility** to know the deadline dates for adding or withdrawing from a class. Deadlines are published in the **current *Valparaíso University General Catalog***. A student who stops attending class without officially withdrawing from the class will receive a grade of "F" in that course. Students must use the withdrawal link in DataVU after the add/drop period.

Petitions

It is a **student's responsibility** to adhere to published requirements and regulations. A petition for approval to deviate from catalog requirements that are active for the student's course of study must be made on a CAPS form available online (found at <https://www.valpo.edu/registrar/forms/>), and must have all the required approvals, including the student's primary academic advisor and the dean of the college, who will route the petition to the committee. Students will be informed of committee decisions by the appropriate administrative office.

Graduate students petition for course and program exceptions with the assistance of academic advisor and the Graduate School. See the *Valparaíso University Graduate Catalog* for policies, and the Graduate School website at valpo.edu/graduate-school/ for information about procedure and forms.

Withdrawal from the University

Undergraduate students who wish to withdraw from the University for the remainder of a semester must meet with the Dean of Students and then use the link available in DataVU. The Tuition Refund Schedule is available online at valpo.edu/student-financial-services/billing/withdraw-information/. If students withdraw after the 7th week of the semester, they are ordinarily not granted readmission for the following semester unless an unusual circumstance, such as a severe illness, caused the withdrawal. Graduate students are encouraged to contact Academic & Student Services in the Graduate School so that assistance may be provided regarding *Valparaíso University Graduate Catalog* policies and the appropriate forms that will need to be completed.

Students who voluntarily withdraw as a result of known psychological or medical concerns will ordinarily be required to undergo an assessment prior to being allowed to re-enroll for classes. This assessment will be performed by the director of the Counseling Center. Depending on the nature of the concerns at the time of withdrawal, additional actions (e.g., counseling) may be required of an individual before s/he is allowed to re-enroll for classes. In such cases, releases of information will ordinarily be required, in order to allow for on-going communication between a health care services provider and a counselor from the Counseling Center during the student's time away from campus.

Leave of Absence

At the end of a semester, undergraduate students who have completed at least one full semester of work in residence and who are in good academic standing may apply for a leave of absence. The necessary form is available online at valpo.edu/registrar/forms/. Leaves are not given to students who withdraw from the University during a semester. All leaves must be requested before the beginning of the semester in which they are to take effect.

Graduate students are encouraged to contact Academic & Student Services in the Graduate School so that assistance may be provided regarding **Valparaiso University Graduate Catalog** policies and the appropriate forms that will need to be completed.

Grade Grievance

If a student receives a course grade that is not what the student expected, the first thing to do is to check with the instructor to make sure that this is the grade that was recorded by the instructor into DataVU or turned in to the Office of the Registrar. If the instructor verifies that a different grade was entered into DataVU, then the instructor must contact the Office of the Registrar. Sometimes clerical data entry errors do occur and those are easily corrected. If, however, the grade was correctly recorded and the student wishes to contest it. There is a formal procedure for doing so. For more information, please see Appendix K: Student Academic Fair Practices (SAFP).

International Students

International students on student visas (F1 and J1) must adhere to federal regulations governing their status. See an advisor in the Office of International Programs for guidance in this matter.

College of Arts and Sciences

Dean Jon T. Kilpinen, Ph.D.

ASB 214 – 219.464.5314

Associate Dean Lissa Yogan, Ph.D.

ASB 337 – 219.464.6998

Assistant Dean Nancy M. Scannell, M.A.

ASB 208 – 219.464.5318

Assistant Dean Allison Urbanczyk, MBA

ASB 210 – 219.464.5582

Director, Valpo CORE Lisa Jennings, Ph.D.

How can we be of help?

We think the best way is to help students establish their personal goals and understand what it takes to graduate with a degree from our college. Students in the College of Arts and Sciences are assigned an academic advisor. Students who have declared a major on their first registration form are considered a **Declared Student**.

Students who wish to explore for a major are called **Exploratory Students**. It's okay for students to take some time to make a decision about their program at Valpo. Consider taking beginning-level courses in two or three major areas of interest to make a better-informed decision. Students can do this while they are taking General Education requirements. **Exploratory Students** are assigned an exploratory advisor through the dean's office. They will meet with this advisor until they are ready to declare a major or program.

Students may declare or change their major or minor by filling out a curriculum change form, which is available online (valpo.edu/registrar/forms/). A student's current advisor can help them to fill out this form.

Keep an **advising folder** with the following information:

- Registration schedule
- ***Student Guide to University Life***
- Personal goals and a rough four-year plan of studies
- Grades and transcripts
- Degree audit (available through DataVU)

Bring this advising folder to all meetings with an academic advisor.

A student's advisor has access to the student's registration and evidence of academic progress, including grades. Advisors track general education credits and credits in a student's major field or program. They help students to become informed about regulations governing their work at Valpo. Students and their advisor(s) can access academic records through DataVU (<https://datavu.valpo.edu>). Students can also check their academic progress through DataVU using the program evaluation (also called a degree audit).

It is the student's responsibility to know the standards and regulations of the University. Consult the current *Valparaiso University General Catalog* if in doubt about those standards and regulations.

Please direct any questions to the College of Arts and Sciences office. The phone number is 219.464.5318.

Core Requirements

The College of Arts and Sciences provides the university with its program of General Education for all students. General Education requirements will vary somewhat for different degrees in the College of Arts and Sciences and for degrees in the professional colleges of the University. Refer to the **current *Valparaiso University General Catalog*** for detailed information about a specific program.

Each degree consists of three parts:

1. General Education Requirements
2. A major field of study
3. A minor and/or electives

The Valparaiso Core Course

The Valparaiso Core Program consists of Core 110 and Core 115, each a semester-long, four-credit hour course. Core is required for all first-year students not enrolled in the Christ College Freshman Program. Three class hours each week are devoted to exploring some of the recurring questions and contemporary concerns common to the human experience. Core's fourth hour is spent out of class, participating in a sponsored event or activity. These fourth-hour activities are designed to introduce and welcome students to the vibrant life of this campus.

The primary aim of the Valpo Core is to help ensure students' success by introducing them to the intellectual practices essential to academic inquiry and writing. Core 110 asks students to develop the critical thinking, reading, and writing practices needed for university-level work, focusing on context and analysis. Core 115 advances those practices, focusing on argument and research, and asks students to apply them in a sustained research project. Challenging readings and lively discussions are a hallmark of Core – as is the quality of teaching. Talented, energetic professors work closely with students, both exemplifying and encouraging the attitudes and habits of mind needed for life-long learning.

The Core Program builds on and is informed by principles held within the Lutheran higher education tradition, among which are commitments to diversity, vocation, and integrity. In core, students will learn to recognize and honor cultural, social, and religious differences, consider their profession as an opportunity to serve, and to begin exploring how to nourish their intellectual, social, physical, and spiritual selves. After Core, and beyond a Valpo degree, our students will be called upon to engage difficult problems with people from around the world in many different contexts. Core offers the first steps in preparing Valpo students for living dynamic lives of leadership and service as humane, responsible, thoughtful, citizens able to participate effectively in their communities, careers, and institutions in this ever-changing world.

Exploratory Studies 150 (GS 150):

This one-credit course (required for exploratory students) emphasizes exploration of majors, careers, and vocations. Students will investigate different majors, reflect on their personal strengths and interests, complete career and personality inventories, look at job and employment trends, and consider examples of people finding their vocations and passions.

Envision Exploratory Program

The Envision Your Future Exploratory Program is designed for students who enter Valpo without declaring a major. It does not itself constitute a major course of study, but it is an important part of academic life at Valpo. The coordinator of the program and the exploratory advisors work together to advise students and plan events that will help exploratory students determine a fulfilling, meaningful course of study at Valpo. We encourage active searching and reflection in this process – thus the name “Exploratory.”

Students cannot graduate from Valpo without declaring a major, and are encouraged to declare a major by the end of the sophomore year at the latest. We will help students determine the right time to declare and will provide support as they seek out their major. We will not rush students, but we will remain in regular contact, to remind them that it is important to pay close attention to their academic choices and not wait too long to declare. Our hope is that our sustained conversation will result in the early and true discovery of the right academic path for students. Advisors are here to help students; we encourage frequent communication with them. All students are required to meet minimally once a semester with their advisor to review their progress towards graduation.

In addition to regular meetings with an advisor, exploratory students will

- Meet other exploratory students and an advisor as the search for a major is launched – conducted at August Welcome Week.
- Visit the Career Center which is located in the Harre Union and invites students to take interest/aptitude surveys. A specialist will meet individually with students to better understand the results and guide them to resources for further research.
- Take the Exploratory Studies (GS150) course designed to aid exploratory students in considering majors, careers, and vocations.

First-Year Planning

While designing a plan of study, students should refer often to this handbook, the **current Valparaiso University General Catalog** online, and the Schedule of Classes on DataVU. Keep a detailed set of notes. The **current Valparaiso University General Catalog** includes

information on general education requirements for all degrees, requirements for all majors and minors, and course descriptions organized by college and by department for all courses offered.

Students are encouraged to register for 12-18 credits, which will be a full credit load of classes. While advisors help to guide students' decisions and answer questions, advanced preparation will ensure the best use of time with an advisor.

Here are some suggestions to aid in planning:

- All students will register for either the Valpo Core (Fall: CORE 110 and Spring: CORE 115) or the Christ College Freshman Program (only for those students enrolled in Christ College).
- Schedule the Core class after other courses have been selected, since Core is offered at numerous times of the day.
- Select course(s) within the declared major.
- Select course(s) to fulfill general education requirement(s).
- Some majors require a certain sequence of courses for freshmen. Advisors will inform students if this is the case.
- Select course(s) within a field of interest.
- Explore the **current Valparaíso University General Catalog** and try courses of interest. This may lead an exploratory student to a major or a declared student to a minor. Some of these courses will fulfill a General Education requirement, but students should limit themselves to those courses. Any course will count toward the 124 credits needed for a degree, and every degree includes a number of elective courses.
- Students may take courses for the Foreign Language requirement:
 - A. 0-8 credits are required for the Bachelor of Arts (A.B.) degree. This means that students will take two semesters of one foreign language, unless they have placed into course 203 through CLEP, AP, or the Foreign Language Placement Exam at Valparaíso University. See the **current Valparaíso University General Catalog** for specific details.
 - B. Foreign Language is an option within the Cultural Diversity requirement for the Bachelor of Science (B.S.) and the Bachelor of Science in Physical Education (B.S.P.E.) degrees. See the **current Valparaíso University General Catalog** for specific details.
- Students may wish to register for a Natural Science or Quantitative Analysis course. For Natural Science General Education students will need to take two courses with laboratories from two different subjects, totaling at least six (6) credits.
- Students may wish to take a course in partial fulfillment of other General Education requirements:
 - A. Social Science requirement. The requirement is two (2) 3-credit courses from two (2) different areas. Areas are economics, political science, sociology, gender studies, and some selected geography and social work courses.
 - B. Humanities requirement. The requirement is two (2) e-credit courses from two (2) different areas. Areas are:
 - 1. A fine or performing arts course
 - 2. A history course
 - 3. A literature course numbered 200
 - 4. A philosophy course except PHIL 145 and 150
 - C. Cultural Diversity requirement. See the **current Valparaíso University General Catalog** for a list of suggested courses. Additional topics courses may be approved for the Diversity requirements.

Plan of Study Notes

DataVU

DataVU (<https://datavu.valpo.edu>) is a powerful resource for keeping track of academic progress. Through DataVU, students can check grades, view an academic/course record, register for classes, and view program evaluation (degree audit). The program evaluation shows requirements for a student's declared major(s), minor(s), and General Education. Students may also try a "what if" program evaluation to see how their courses would fit with a different major or degree program. **Students should review their current program evaluation every semester with their academic advisor.**

Residence Requirements

- At least one-half of the credits required for any major(s) and minor(s) must be taken at Valparaíso University.
- At least 30 of a student's last 40 credits must be taken at Valparaíso University.
- At least one 3-credit course in theology (THEO) must be taken at Valparaíso University.
- Any deviation from these requirements must be approved by the Committee on Academic and Professional Standards (CAPS). Petition forms are available online (valpo.edu/registrar/forms/).

Credit and GPA Requirements

- A 2.0 cumulative GPA is required in course work at Valpo. A few programs require a higher GPA. A 2.0 GPA in any major(s) and minor(s), based on work taken at Valpo, is also required. Again, a few programs require a higher GPA. Consult an advisor about a specific degree and major.
- A minimum of 124 total credits is required for a B.A. degree. Requirements vary slightly for other degrees. Transfer students who still need to take courses for general education requirements may find it necessary to complete more than 124 credits.
- A maximum of 48 credits in any one subject area may be applied to the 124 credits required for graduation. Exceptions to this policy are found in the **current Valparaiso University General Catalog**.
- A maximum of 30 credits from the professional colleges may be used toward a degree in the College of Arts and Sciences.
- A maximum of 16 credits of AFROTC may be used toward a degree.

For further information on registration and academic policies, please refer to the **current Valparaiso University General Catalog**.

Transfer Students

Transfer students are invited to the assembly for all Arts and Sciences students at Valparaiso University. Please consult the Welcome Week schedule at valpo.edu/admission/undergrad/welcome-week for complete information and details. The Arts and Sciences meeting is very important. Although most will have participated in the FOCUS advising and registration program, some will still have questions and last minute credits to evaluate. Please contact Assistant Dean Nancy Scannell by calling 219.464.5318 with questions related to the Statement of Equivalence.

If a student's transcripts were not received by the Office of Admissions, we will not have a Statement of Equivalence prepared. We will meet with students individually to help decide which courses are necessary in the first semester.

Grades below "C-" are not accepted by Valparaiso University for transfer credit. Courses of fewer than three (3) credits will not count as fulfilling general education requirements. Natural science courses transferred from another school may require proof of laboratory work. If there are any questions regarding the Statement of Equivalence, please make an appointment to speak with Assistant Dean Nancy Scannell by calling 219.464.5318.

College of Business

Dean James D. Brodzinski, Ph.D., SPHR

Urschel 230 – 219.464.5040

Assistant Dean Toni Spaliaras, MBA

Urschel 230 – 219.464.5474

Academic Advisor Joy Davis

Urschel 206 – 219.464.6943

Assessment Center Coordinator Myra Crawford

Urschel 210 – 219.464.5407

Advising and Practical Experience Coordinator Deborah Singer

Urschel 204 – 219.464.5969

Thinking about a business degree?

Considering a degree program in accounting or business? Many business firms, the state and federal governments, and nonprofit organizations are looking for bright, energetic, young professionals for challenging careers in public and private accounting, systems management, international business, investment banking, financial management, commercial banking, marketing, sales and promotion management, business analytics, supply chain management and logistics, and human resource management. Those who are the entrepreneurial type who would like to run their own business should explore the degree programs available in the College of Business. They provide a solid foundation for a wide range of rewarding careers and high-level professional responsibilities as well as a strong base for entry into quality business, law, and other graduate programs.

AACSB Accreditation

The college's degree programs are fully accredited by AACSB International – The Association to Advance Collegiate Schools of Business. AACSB is the largest and most recognized specialized accreditation worldwide for degree programs in business administration and accounting. AACSB Accreditation is the hallmark of excellence in business education, and has been earned by less than five percent of the world's business programs.

AACSB accreditation serves as a special external recognition of the college's quality. This means students will have improved access to top quality employers, better access to the nation's best graduate schools and programs, and – for those who are honor students – the opportunity to be recognized by the prestigious national business honorary, *Beta Gamma Sigma*. Valparaiso University business students receive an externally recognized quality education and enjoy close access to an outstanding faculty of top-quality educators!

Professional Preparation

Although students are well prepared for a career and a first job after graduation from Valpo's business school, the education goes beyond that. A strong background in the liberal arts is developed primarily in the freshman and sophomore years before entering the challenging, upper-division, professional business courses.

In the college's computer classroom, students learn to integrate up-to-date analytic and management concepts and procedures into academic course work. The management briefings which students present in business classes are designed to develop oral as well as written communication skills. Students work with and are advised by caring faculty with graduate degrees from outstanding domestic and international universities as well as years of management experience. In addition, student organizations form a social setting in which to meet business managers from the region – *Beta Gamma Sigma*, the business honorary, *Alpha Iota Delta*, the Decision Sciences honorary; *Delta Sigma Pi*, a professional business fraternity open to men and women business students; *Future Business Leaders of America (FBLA/PBL)*; the *Financial Management Association (FMA)*; and Epsilon Nu Tau, a professional business fraternity open to men and women with an interest in entrepreneurship.

Admission/Transfer into the College of Business

Students are admitted into the College of Business directly from high school. Any incoming freshman who has not been admitted into the CoB, but who desires to enroll in a business degree program, should contact the Office of Admissions. Many freshmen do not declare

a business major immediately. The advisor and faculty members work closely with the student helping to determine interests, strengths, and goals in guiding the student's major decision. In that sense, the student can be considered "exploratory" in business.

Any student at Valparaíso University enrolled in the colleges of Arts and Sciences, Engineering, or Nursing who desires to transfer into the CoB should make an appointment with the college's academic advisor. Students from outside Valparaíso University who wish to transfer to Valpo's College of Business must contact the Admissions Office. The CoB's academic advisor will evaluate credits earned from other colleges or universities by transfer students.

Business Degree Programs

The College of Business offers a Bachelor of Science in Business Administration (BSBA – 124Cr.) degree. In addition it offers a Bachelor of Science in Integrated Business and Engineering in conjunction with the College of Engineering (BSIBE-129Cr.) degree.

The BSBA degree offers majors in Accounting, Business Analytics, Finance, International Business, Management, Marketing, and Supply Chain Management and Logistics. With the BSIBE you can minor in bioengineering, civil, computer, electrical, or mechanical engineering and have a focused business area in supply chain management, entrepreneurship, or business analytics. Degree requirements for these programs can be found in the **current Valparaíso University General Catalog**.

Double Majors for Business Students

Many students in the CoB pursue a double major program by completing all the requirements for two majors. The second major can be from within the CoB or from a program within the College of Arts & Sciences (e.g., foreign languages, English, math, political science, economics, sports management, etc.). No course used to fulfill the requirements for one major (including major field requirements in business majors) may be used to fulfill requirements for the second major, unless the course is required for both majors; however, there cannot be any more than a seven (7) credit hour overlap between the two majors.

Minors for Business Students

While a minor is not required in the CoB, students may decide to complete a minor to supplement their business degree by using elective credits available in their program. An International Business and Global Studies Minor, available only to business majors, provides the opportunity for students to focus on the inter-dependent global environment in which business is being carried out. The College of Business also offers Business Analytics and Entrepreneurship Minors and a Certificate in Business Spanish. Of course, business students may earn any minor offered in the College of Arts and Sciences – for example, in foreign languages, psychology, economics, English, etc. In addition, business students may pursue one of the two minors in the Reserve Officer Training Corps: Military Leadership Minor – Air Force or Military Leadership Minor – Army. Details regarding the requirements for all of these programs can be found in the **current Valparaíso University General Catalog**.

Assessment Center

The CoB Assessment Center evaluates student performance on realistic business tasks. Students are assessed on their problem solving, communication, leadership, teamwork, and interpersonal skills. The increased importance of behavioral skills in the workplace emphasizes the necessity of being able to assess these abilities of our students. CoB students participate in the Assessment Center activities during their freshman year in conjunction with BUS 100 and their senior year in conjunction with MGT 475.

College of Engineering

Dean and Professor of Electrical and Computer Engineering

Eric W. Johnson, Ph.D.

GEM 103 – 219.464.5085

Chair and Associate Professor of Civil and Environmental Engineering

Anne Raich, Ph.D.

GEM 129A – 219.464.6208

Chair and Professor of Electrical and Computer Engineering

Doug Tougaw, Ph.D., P.E.

GEM 161 – 219.464.5027

Chair and Associate Professor of Mechanical Engineering and Bioengineering

Scott Duncan, Ph.D.

GEM 207 – 219.464.5785

Assistant Dean for Student Success & Director of the Hesse Learning Resource Center

Laura Sanders

GEM 123 – 219.464.5210

Accreditation

Bachelor of Science degree programs in Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering are accredited by the Engineering Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, 410.347.7700, abet.org. The Bachelor of Science degree programs in Bioengineering and Environmental Engineering will be submitted for accreditation after the first graduates have received their degrees.

Valparaiso University International Engineering Programs (VIEP)

VIEP is a five-year program that combines a major in one of the four engineering fields with a major or minor in German (VIEP-German), French (VIEP-French), Spanish (VIEP-Spanish), or a minor in Chinese (VIEP in China). The program allows students to gain multicultural experience and language proficiency, along with technical engineering skills, and prepares them for careers with one of many international firms located in the U.S. and around the world.

Cooperative Education

The optional, five-year program starts with summer employment after the sophomore year. The student typically works five periods (i.e., three summers and two semesters) with the same employer and functions as a paid para-professional. Positions are available with manufacturing firms, consulting businesses, and government agencies throughout the U.S.

Typical Co-op Schedule

Year	Fall	Spring	Summer
1	School	School	Summer Job
2	School	School	Work
3	Work	School	Work
4	School	Work	Work
5	School	School	

To participate in the Cooperative Education Program, the student must maintain an overall GPA of 2.4.

To learn more about the Cooperative Education Program, contact your academic advisor or department chair. Available Co-op positions can be found by scanning Handshake through the Career Center website.

Order of the Engineer

Since 2001, Valparaiso University has had a link of the Order of the Engineer, an organization that emphasizes pride, ethics, and responsibility in the engineering profession. Students are encouraged to consider this opportunity. For more information contact Professor Doug Tougaw via email at Doug.Tougaw@valpo.edu or go to order-of-the-engineer.org.

College of Nursing and Health Professions

Dean Karen Allen, Ph.D., R.N., FAAN

LeBien 124 – 219.464.5289

Assistant Dean of Graduate Nursing

Julie Koch, DNP, R.N., FNP-BC

LeBien 124 – 219.464.5291

Assistant Dean for the Physician Assistant Program

Joseph Zaweski, MPAS, PA-C

LeBien B125 – 219.464.6512

Assistant Dean of Undergraduate Nursing

Suzanne Zentz, DNP, R.N., CNE

LeBien 123 – 219.464.5292

Program Director Health Care Leadership

Kim Genovese, Ph.D., RN-BC

LeBien 122 – 219.464.5063

Program Director Health Science

Phrosini Samis-Smith, DHed, MSSA, MSCEP

LeBien A107 – 219.464.55295

Program Director Post-Professional Occupational Therapy Doctoral Program

Amanda Scott, OTD, OTR, BCG, CADDCT-CDP, CLT

LeBien 131 – 219.464.6174

Program Director Public Health

Amy Cory, Ph.D., R.N., CPNP

LeBien 121 – 219.464.5296

Program Director RN-BSN Program

Joseph Zart, MSN, RN, CNE

LeBien 117 – 219.548.7795

Introduction

Historical Background

At the opening convocation of the 1968-69 academic year, President Albert G. Huegli proclaimed the official opening of the College of Nursing. That proclamation marked the culmination of the vision and labors of many members and supports of Valparaiso University who recognized the harmony of professional nursing education with the University's goals.

The first administrator of the college, Dorothy Paulsen Smith, Ph.D., assumed the deanship in the fall of 1967, before the college was a reality, and served as dean for 15 years. Sharing the University's goal of providing the highest level of nursing education, Dean Smith helped to bring the College of Nursing into existence.

The College of Nursing opened in the fall of 1968 with an enrollment of 55 freshmen and added a new freshman class each year. In the spring of 1972 the first class, which then numbered 30, graduated with a Bachelor of Science in Nursing (B.S.N.). In the interim the college moved into its newly constructed building, LeBien Hall. The Bachelor's program in nursing was initially accredited by the Indiana State Board of Nurses' Registration and Nursing Education in 1969 and by the National League for Nursing in 1974. The Master's program

in nursing enrolled its first class in 1989 and graduated its first Master of Science in Nursing (M.S.N.) graduates in December 1991 under the leadership of Freda Scales who served as dean from 1982-2000. The Master's program in nursing was accredited by the National League for Nursing Accrediting Commission in 1993. The college instituted a Post-Master's Family Nurse Practitioner program in 1994. Both the graduate and undergraduate programs were accredited by the Commission on Collegiate Nursing Education in 2000. Janet Brown was named as dean of the College of Nursing July 1, 2000. The Post-Master's track of the Doctor of Nursing Practice program was added in 2008. Students were admitted to the BSN-DNP Program fall 2009. In the fall of 2012, a Bachelor of Science in Health Care Leadership was added to the programs offered. A Bachelor of Science in Health Science was added fall 2015 and a Bachelor of Science in Public Health was added fall 2016. The Master's in Health Administration was added fall 2014, followed by a Master of Science in Physician Assistant Studies in fall 2018, and a Post-Professional Occupational Therapy Doctorate Program summer 2019. A Master of Public Health Program will be added in fall 2019 and the entry level Occupational Therapy Doctorate fall 2022.

In fall 2013 the name of the college was changed to College of Nursing and Health Professions. The new name better reflects the vast array of health programs housed in the college.

Throughout its history the college has maintained high academic and professional standards that guide its ongoing response to the changing educational requirements of a changing nursing profession. The robust combination of nursing and health science degree programs under one roof ensures that graduates will possess a range of skills essential to meeting health care needs in a variety of contexts and be ready to continue the work of making the world healthier for generations to come.

Mission

The mission of Valparaiso University College of Nursing and Health Professions at the undergraduate and graduate levels is to prepare critically inquiring and competent professional nurses and other healthcare professionals who embrace truth and learning and who respect Christian values while promoting health for persons in dynamic health care environments.

Organizations

Student Organizations

The Student Nurses Association (S.N.A.) serves as a central student governing body for students in the nursing program. This organization develops and implements activities that promote professional growth, community service, and socialization. Membership in the S.N.A. is open to all students enrolled in the BSN Program. The Health Care Leadership Student Association (HCLSA) assists HCL students in developing skills for effective leadership in the health care fields. Membership in the HCLSA is open to all interested students enrolled in the HCL major. The 5-year Physician Assistant Club (SPAC) fosters leadership development through the coordination of educational and awareness projects. Membership in SPAC is open to any interested students enrolled in the undergraduate level Health Science major. The Public Health Student Association (PHSA) fosters the sense of service and commitment to health equity through teaching, scholarship, and service. Teaching, scholarship, and service projects designed to meet health goals and objectives have been developed and implemented within both the University and broader community settings. The PHSA is open to anyone in the University who has a commitment to health promotion and disease prevention in population.

College of Nursing and Health Professions Committees

Committees established by the Faculty Organization develop and implement policies that promote the best interest of the nursing and healthcare professions, the College of Nursing and Health Professions, and the University.

Student Representation

Full-time students who are in good standing in the College of Nursing and Health Professions are eligible for election to the Student-Faculty Concerns Committee. Ad hoc committees, appointed by the dean or elected by the faculty as necessary, include students as members whenever feasible. The student members are elected by their classmates for a one (1) year term and have voting privileges. In the event of a student vacancy, the dean appoints a class member to fill the unexpired term.

Student-Faculty Concerns Committee

The committee shall be composed of three (3) faculty members; the president of each student association; two (2) student representatives (preferably one freshman/sophomore and one junior/senior) from each of the following undergraduate programs: BSN, HCL, BSHS, and BSPH; and one (1) graduate student representative from each of the following programs: MSN, DNP, MHA, MPH, and PA. One of the undergraduate BSN representatives should be an accelerated student. One of the graduate representatives should be a student using distance technology for coursework. A student will be elected to serve as Vice Chairperson. Student members must be in good standing in the CONHP (based on a minimum GPA for their respective programs). Student members shall be elected by their

classmates for a one (1) year term and shall have voting privileges. The committee serves as a forum for exchange of ideas, recommends policies related to student-faculty concerns, and coordinates the recruitment and retention program, as well as special social functions.

CoNHP Student Academic Fair Practices Committee

When a student grievance is filed, the committee provides a governing board for hearing and ruling on academic grievances and appeals. Membership includes a total of six (6) members; three (3) student members; a sophomore, a junior, and a senior with three (3) alternate members and three (3) faculty members. Student members are appointed by the dean in September of each year.

Honors and Awards

Honors and awards encourage and recognize outstanding achievement. The College of Nursing and Health Professions honors and awards listed below are exclusive of scholarships.

Sigma Theta Tau International

Nursing students who have demonstrated superior scholastic achievement and evidence of professional leadership potential may be elected to membership in this international honor society of nursing. Candidates must have a cumulative grade point average of at least 3.0 and must have completed at least one half of the required nursing courses. The Zeta Epsilon Chapter of Sigma Theta Tau was installed at Valparaíso University in 1983. Elected and transfer members of the chapter include students, alumni, faculty, and community nurse leaders. The chapter presents two (2) annual scholarly programs which are open to all students.

Honors and Awards

The following honors and awards are presented at various recognition events:

Bluemel Award

In 1980 Professor Emeritus Gertrude Bluemel established the Bluemel Award to be given to a graduating senior. The faculty selects as the recipient the graduating senior who consistently has demonstrated the qualities that the award recognizes: determination, perseverance, a sense of humor, a desire to elevate the standards of nursing, recognition of the importance of the nurse's role in prevention, and concern for human worth and dignity regardless of race, creed, or culture.

Dorothy Paulsen Smith Award

An annual faculty award established in 1983 is presented to the graduating senior whose quest for excellence as a student has reflected to an eminent degree the spirit of the nursing program. The faculty selects the recipient of the award on the basis of demonstrated scholarship and leadership, openness and enthusiasm, energy and creativity, empathy and compassion.

Carlene H. Bartelt Award

In 1993 Professor Emeritus Carlene Bartelt established the Carlene H. Bartelt Award to be presented to seniors who graduate Summa Cum Laude.

Distinguished Student Award

Established by the University Alumni Association in 1986, it recognizes the senior student who is distinguished in scholarship, leadership, service, and character.

The Donna Spanopoulos Memorial Scholarship in Pediatric Nursing

Presented each spring to a student entering the senior year in memory of the founder of Infant and Child Special Care, Inc., Valparaíso (now part of Lurie Children's Hospital), the \$1,000 award was established to encourage interest in the practice of pediatric nursing. The student must demonstrate academic and clinical excellence in the nursing care of children and an expressed interest in specializing in pediatric nursing.

Nursing

Purpose and Objectives

The purpose of the nursing programs is to prepare beginning and advanced professionals of nursing and to provide an educational base for graduate study based on professional standards. The BSN graduate will

1. Enter the profession as a critically inquiring, competent, professional nurse who uses the processes of critical thinking, communication, change, and lifelong learning.
2. Engage in the role components of provider of care, teacher, manager, and research consumer wherever persons live, work, play, and/or worship.

3. Appreciate how the environmental influences of culture, economics, ethics, law, policy, politics, society, and technology impact a person's health.
4. Promote the health of persons in dynamic health care environments using primary, secondary, and tertiary prevention strategies.

In accordance with the philosophy of Valparaiso University, the faculty of the nursing program believes its responsibility is to foster intellectual, emotional, and spiritual growth of the student as an educated person and as a competent professional nurse. The curriculum, therefore, includes a wide variety of foundational courses in the natural and social sciences and the liberal arts as well as courses related to the principles and practice of nursing. Permeating the curriculum is cultivation of the spirit of the University's Christian tradition in the student's quest for excellence in all areas of personal and professional life.

Health Care Leadership

Purpose and Objectives

The purpose of the Health Care Leadership degree is to prepare students to be health care leaders by providing theoretical and experiential learning focused on critical knowledge associated with setting vision, guiding change, leading teams and inspiring people within health care. The HCL graduate will:

1. Demonstrate proficiency in the knowledge and skills required for positions of professional leadership in the health care industry.
2. Characterize leadership skills of service-minded, purpose driven, ethical decision-making, empowering individuals and visionary perspectives.
3. Appreciate how the environmental influences of culture, economics, ethics, law, policy, society, and technology impact the intersection of individuals within the health care industry.

In accordance with the philosophy of Valparaiso University, the faculty of the health care leader program believes its responsibility is to foster intellectual, emotional, and spiritual growth of the student as an educated person and as a competent leader in health care. The curriculum, therefore, includes a wide variety of foundational courses in the natural and social sciences and the liberal arts as well as courses related to the principles and practice of health care and leadership. Permeating the curriculum is cultivation of the spirit of the University's Christian tradition in the student's quest for excellence in all areas of personal and professional life.

Public Health

Purpose and Objectives

The purpose of the BSPH degree is to prepare entry level public health practitioners with knowledge, skills, and attitudes in the core concepts of public health, including health behavior, health services administration, environmental health, epidemiology, and statistics, as well as in the ability to identify, assess, plan, implement, and evaluate the needs of populations to promote and protect the health of the community. The BSPH courses provide the strong science background necessary for academic success in the MPH program. The BSPH graduate will:

1. Demonstrate proficiency in the foundational knowledge and skills required for public health professionals.
2. Engage in the processes of critical thinking, communication, change, and lifelong learning.
3. Integrate public health ethics, values, service, and leadership skills.
4. Evaluate the influences of culture, economics, ethics, law, policy, politics, society, and technology on a population's health.
5. Promote health of populations in dynamic public health environments through experiential learning.

In accordance with the philosophy of Valparaiso University, the faculty of the public health program believes its responsibility is to foster intellectual, emotional, and spiritual growth of the student as an educated person and as a competent leader in public health. The curriculum, therefore, includes a wide variety of foundational courses in the natural and social sciences and the liberal arts, as well as courses related to the principles and practice of public health. Permeating the curriculum is cultivation of the spirit of the University's Christian tradition in the student's quest for excellence in all areas of personal and professional life.

Health Science

Purpose and Objectives

The purpose of the Health Science degree is to prepare graduates to pursue positions within varied health care environments. The Health Science graduate will:

1. Demonstrate proficiency in foundational knowledge and skills required for physician assistants or other health care providers.
2. Engage in critical thinking, communication, change, and lifelong learning.

3. Integrate professional health care ethics, values, service, and leadership skills.
4. Evaluate the influences of culture, economics, ethics, law, policy, and technology on the health of persons.
5. Through experiential learning, promote the health of persons in dynamic health care environments.

The mission of the HS curriculum is to provide the student with the prerequisite course work for entrance into the Masters of Science in Physician Assistant program. The curriculum is comprised of general education requirements, requirements for the major in health sciences, and courses that will provide the strong science background necessary for academic success in the MSPA program.

Christ College – Honor College

Dean Susan VanZanten, Ph.D.

Mueller 104 – 219.464.5051

Assistant Dean Anna Stewart, PH.D.

Mueller 100 – 219.464.5022

Organization

Christ College is the interdisciplinary honors college of Valparaiso University. Christ College students are concurrently enrolled in one of the University's undergraduate colleges – Arts and Sciences, Business, Engineering, or Nursing and Health Professions – where they earn their bachelor's degrees. Study in Christ College complements all academic programs. Most Christ College (CC) courses fulfill the University's general education requirements, thus enabling students to earn honors college transcript designations without course overloads or extra semesters. Approximately 40% of Christ College students study abroad.

Completion of a four-year program of study in Christ College leads to graduation with the honors designation **Christ College Scholar** (32 credits of CC courses). A student may also earn a complementary major or an academic minor in humanities through Christ College course work.

Membership in Christ College

A student formally admitted to Christ College is designated a member of Christ College. For continuing membership, requirements include satisfactory academic progress toward the college's stated goals and contribution to the common life of the college and the University. Christ College students should maintain a grade point average of 3.3 or better in all coursework, and a 3.3 GPA or better in Christ College coursework.

Academic Advising

All Christ College students are advised by the assistant dean, who also advises freshmen during FOCUS summer orientation and registration.

Christ College students see both their major academic advisor and their CC advisor prior to registering for courses each semester.

Christ College Freshman Program

Approximately ninety (90) freshmen enter Christ College each fall. The nationally respected Christ College Freshman Program includes a two-semester course in the great traditions of humankind with readings in history, literature, philosophy, and religion from the earliest recorded thought to the present day. Coursework emphasizes close reading, thoughtful discussion, and critical writing. Co-curricular activities include drama, music, and debate.

Sophomore Curriculum

The Christ College sophomore curriculum fulfills the University's general education requirements in social sciences, humanities, and theology, and offers courses students may take as electives.

Junior/Senior Curriculum

As juniors and seniors, Christ College students select from ten (10) or more topic seminars offered each semester. Recent seminars include: *Consumer Culture*; *Shakespeare's World*; *Portraits of Jesus*; *The Scientific Endeavor*; *Medical Missions*; *Environmental History of the American West*; *Human Rights: Politics, Ethics, Law*; *Japanese Visual Culture*; *The Devil and the Problem of Evil*; *Music and Meaning*; *Engineering for the Common Good*. Seminars may in some cases fulfill requirements for a major or minor, or fulfill general education requirements, including the cultural diversity requirement. CC seniors take a one-credit colloquium in which they prepare for the transition from college.

Humanities Minor

Any Valparaiso University student, whether or not a member of Christ College, may pursue a minor in humanities through Christ College coursework.

Complementary Major in Humanities

Christ College students may pursue a complementary major in humanities through CC coursework.

Graduate School and Continuing Education

Interim Dean Christina Hubbert, Ph.D.

Kretzmann 119 – 219.464.5790

Director of Graduate Enrollment Operations

Mike Ramian, MBA

Kretzmann 125 – 219.464.6137

Coordinated by the Graduate School, Valparaiso University offers graduate degrees and certificates through College of Arts and Sciences, College of Nursing and Health Professions, College of Business, and the Graduate School. The Office of Continuing Education offers the opportunity for students to take non-degree coursework as well as noncredit enrichment experiences.

About Graduate Education at Valpo

For over 50 years, Valparaiso University has been preparing well qualified college graduates to pursue their specialties to achieve specific career goals. Initially begun as an evening offering for local teachers, today's Graduate School coordinates a wide array of specialized professional master's degrees and certificates taught by disciplinary faculty in three colleges and coordinated by graduate program directors.

The Graduate School and Continuing Education Office

Located in Kretzmann Hall, and overseen by Interim Dean Christina Hubbert, Graduate School and Continuing Education is organized to serve our multiple populations of adult graduate and nontraditional students during their entire time at Valpo: from interest to admission to matriculation to graduation and beyond. Our Graduate Admissions team helps students to find and to seek admission to the programs that help them pursue their academic and career goals. Once admitted, our Academic and Student Services team coordinates Graduate School and campus-wide services for graduate students and their faculty from matriculation through graduation.

Graduate Degrees and Certificates

At Valpo graduate students can earn one of over 25 advanced degrees and certificates through various colleges at the University. In the College of Arts and Sciences, nine (9) academic departments offer different master's degrees and certificates, including accredited pre-professional licensure programs in psychology, and education; programs for workplace skills in specific industries like sports administration, digital media, and the teaching of English to speakers of other languages; programs that cultivate international awareness and savvy in policy and economics; and programs for high growth fields in mathematics and computer science. Additional graduate certificates and degrees are also available through the Graduate School in specialty fields like humane education, and arts and entertainment administration.

The College of Nursing and Health Professions offers accredited master's and doctoral programs in nursing as well as occupational therapy; in health professions, available master's degrees include health administration, physician assistant and public health. A stackable MBA from the College of Business offers a full time or flexible part time route to this AACSB accredited degree and its accompanying certificates.

Early Entry for Valparaiso University Undergraduates

Many Valparaiso University graduate programs offer an Early Entry admission pathway designed to help Valparaiso University undergraduates get an early start on graduate education and reduce the total expense of pursuing a graduate degree.

Through this program, an undergraduate is provisionally admitted to the graduate program and begins taking graduate level coursework during the senior year that also fulfills requirements for the undergraduate degree. To learn more about Early Entry, please see the **Graduate Catalog** or contact a member of the Graduate School Admissions team.

Graduate Admission

To learn more about all degrees and certificates offered at Valparaiso University, including admission requirements, please consult the Graduate School website at valpo.edu/graduate-school or contact a member of the Graduate School Admissions team at 219.464.5313.

Note: for initial inquiries regarding admission to MBA and related certificates in the College of Business, please contact the MBA office directly.

Graduate Tuition

Graduate tuition and fees may be found on the Student Financial Services website.

Graduate Students and the Student Guide

Graduate students are bound by the same University and student life policies that apply to all students as set forth in this ***Student Guide to University Life***. For most academic matters, including honor code and progress to degree, graduate students follow unique policies set forth in the ***Graduate Catalog***. Graduate students benefit from many of the academic and student services listed throughout this guide, including the library, the Writing Center, Access and Accommodations Resource Center, the Career Center, the Health Center, and the Counseling Center, to name a few.

The Graduate School also coordinates specific services especially for the academic, social, and professional development of graduate students during their time at Valpo. Examples include new graduate student orientation, Graduate Academic Success (GRD 500), graduate tutoring, and Professional & Career Development (GRD 683). Graduate students may apply for special research and travel grants that support the development and presentation of original creative work and research. Through the Graduate Student Advisory Council (GSAC), program representatives advise the dean and graduate school staff regarding matters of interest and relevance to graduate students. Academic honors are recognized by the Graduate School each semester on the Dean's List and at graduation with Distinction and Highest Distinction. In the lead up to graduation, faculty may nominate students for the Graduate Service & Leadership award and/or membership in the graduate Athenaeum Honor Society.

Student Life

Student Affairs Programs

Division of Student Affairs

Embracing Valparaiso University's heritage of scholarship, freedom, and faith, the Division of Student Affairs provides significant opportunities for students to grow in many dimensions, including intellectually, psychologically, emotionally, socially, physically, and spiritually. Student Affairs is comprised of six campus centers and services:

Career Center

Counseling Services

- Office of Alcohol and Drug Education
- Office of Sexual Assault Awareness and Facilitative Education

Dean of Students Office

- Assistant Dean of Students/First-Year Students and Commuter Programs
- Assistant Dean of Students/Greek Life, Leadership, and Volunteer Programs
- Assistant Dean of Students/Residential Life

Harre Union

Health Center

Multicultural Programs

Each center is staffed by professional personnel and supported as appropriate by trained student aides and peer educators.

Vice President for Student Affairs

Office of Student Affairs

Kretzmann Hall 107

219.464.5411

The vice president for student affairs serves as chief administrative officer for the Division of Student Affairs 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 Affairs 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 affairs 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

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 interviews with employers
- On-line listings 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 Career Fair, the Engineering & Computing 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 and a part-time jobs fair in August.

Students seeking teaching jobs should consult the Professional Development and Placement Office for teachers, located in Miller 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 are also without charge, but 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.taoconnect.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

Emergency access is available by calling 219.464.6789

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. The SAAFE Office provides advocacy services to individuals (male and female) who are survivors of sexual assault. Advocates meet with survivors at their request at a confidential location and provide the survivors with information about their rights, options that exist in dealing with the assault, and support in their decision making. All of this occurs within the realm of confidentiality. The SAAFE Office also provides support services to the victim's parents, friends, and any significant others.

To schedule an appointment with SAAFE, please call, or email the coordinator at Paula.Dranger@valpo.edu, or stop by between 8 a.m. – noon or 1 – 5 p.m. Monday through Friday. We also encourage students to volunteer to become SAAFE Advocates. **Emergency access is available by calling 219.464.6789.**

Deans of Students Office

Dean of Students

Harre Union, Suite 250

219.464.5411

The dean of students is responsible for supervising the assistant dean for residential life, the assistant dean for first-year students and commuter programs, and the assistant dean for greek life, leadership, and volunteer programs. The dean of students is involved with developing policies, procedures, and programs that support student life initiatives. The dean also co-advises the student senate, administers the campus judicial process, and develops supportive linkages between student affairs and academic offices.

Assistant Dean of Students for First-Year Students and Commuter Programs

Harre Union, Suite 250

219.464.5411

The assistant dean of students for first-year students and commuter programs is responsible for directing the programmatic and administrative initiatives related to the orientation and transition of first-year students. The assistant dean is also responsible for initiating and implementing initiatives related to first-year student success – and has a key role in the institution's broader retention efforts. Related to commuter programs, the assistant dean reviews and assists in implementing university systems, programs, and support mechanisms to help commuter students connect to campus and persist to degree completion.

Assistant Dean of Students for Greek Life, Leadership, and Volunteer Programs

Harre Union, Suite 250

219.464.5411

The assistant dean of students for greek life, leadership, and volunteer programs serves as the university liaison and advisor to greek letter organizations (fraternities and sororities) and to the fraternity and sorority governing bodies of the Panhellenic Council, Interfraternity Council, Fraternity and Sorority Judicial Board, and Fraternity and Sorority Risk Management Committee. The assistant dean also coordinates leadership programs and the volunteer programs area.

Assistant Dean of Students for Residential Life

Harre Union, Suite 250
219.464.5413

The assistant dean of students for residential life has administrative responsibility for all areas of residential life, including room assignments; selection and training of resident assistants (RAs), assistant coordinators (ACs), residential learning coordinators (RLCs), and the assistant directors for residential life; developing positive educational environments in residence halls; and implementing residential life programs that maximize student learning and development.

Harre Union

1509 Chapel Drive
219.464.5007
valpo.edu/union/

The Harre Union provides a comprehensive program of social, cultural, recreational, spiritual, and educational activities and services that complement the mission of the university. As the community center for the university's campus life, the union is a dynamic, innovative, inclusive, and inviting gathering place for students, faculty and staff, the extended university family, and guests.

University Programming Council (UPC) sponsors a variety of activities including films, lectures, concerts, outdoor recreation trips, coffeehouses, trips to Chicago, and much more. The Harre Union staff also plans the annual Jazz Festival, Union Late Night Programs, Talent Tuesdays, Summer Lunch Concerts, and other events throughout the year. Students are provided the opportunity to explore and develop their leadership potential, making the union a center of coeducational experiences.

The Harre Union offers a variety of facilities and services throughout the building which includes the games and recreation area, the Marion Breen Founders Table Dining Room, Campus Café, welcome desk, meeting rooms, 24-hour Student Organization Suite and computer lab and lounge, Event Management/Room Reservations, ATM, Bookstore, Career Center, and the Gandhi-King Center for Diversity and Global Engagement.

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, law, international, and interlink 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. 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, graduate, and law 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.

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).

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

- Dining Services
- University Bookstore
- OneCard Services
- Parking and Transportation Services
- Mail Services
- DesignWorks Printing Services
- Vending, laundry, and residence hall amenities

Dining Services

Harre Union, Room 170

dining@valpo.edu

219.464.5016

valpo.edu/aux/dining

Dining Services provides both dining and catering for the campus. A variety of dining locations are available for students and our guests. Stop by and experience a myriad of culinary options at Founders Table, located in the Harre Union. Choose from our fresh deli and salad bar, International fare at Flavors, something south of the border at our Nuevo station; experience our tradition grill, brick oven pizzas and daily specials at Chef's Corner. When you are out on campus stop by and visit Grinders Coffee Shop in the Christopher Center Library, the Bistro in Wesemann Hall or the convenience store located in the Campus Café, open late nights in the Harre Union.

Students fulfilling the three-year residence requirement will be required to purchase a dining meal plan. All meal plans are declining balance accounts and items purchased are on an individual basis. Meal plan money, as well as cash, checks, credit cards and Crusader Cash are accepted at all dining locations.

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

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 Dining Dollars and Bookstore Credit
- Utilize facilities and amenities offered to cardholders
- Make the most of your Crusader Cash both on and off campus
- 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 be registered with the Valparaiso University Parking and Transportation Office. A valid driver's license and proof of vehicle registration must be provided when registering motor vehicles. Students who operate motor vehicles are expected to observe campus parking and traffic regulations, state law, and may be ticketed and fined for failing to do so. A complete listing of parking and traffic regulations is available on the Parking and Transportation website.

Vehicles left on campus during vacation 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.

Automobile Permits for Freshmen

Freshmen living on campus are not permitted to have university automobile permits. If a student believes that he/she meets the criteria for an exception to this policy, an application for a waiver must be submitted at valpo.edu/aux/parking/vehicle-registration/freshman-parking-waiver/.

Campus Shuttle Service

A campus shuttle is available to faculty/staff/students during the fall and spring semesters, with the exception of holidays and breaks. 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 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.

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-four (54) members, composed of twenty-six (26) faculty members from the Faculty Senate, twelve (12) undergraduate student representatives (eleven (11) being elected by the Student Senate, plus the student body president service ex officio), and one (1) graduate student, one (1) law student, thirteen (13) staff and administrative representatives, and the president of the university service 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 250
219.464.5525

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.

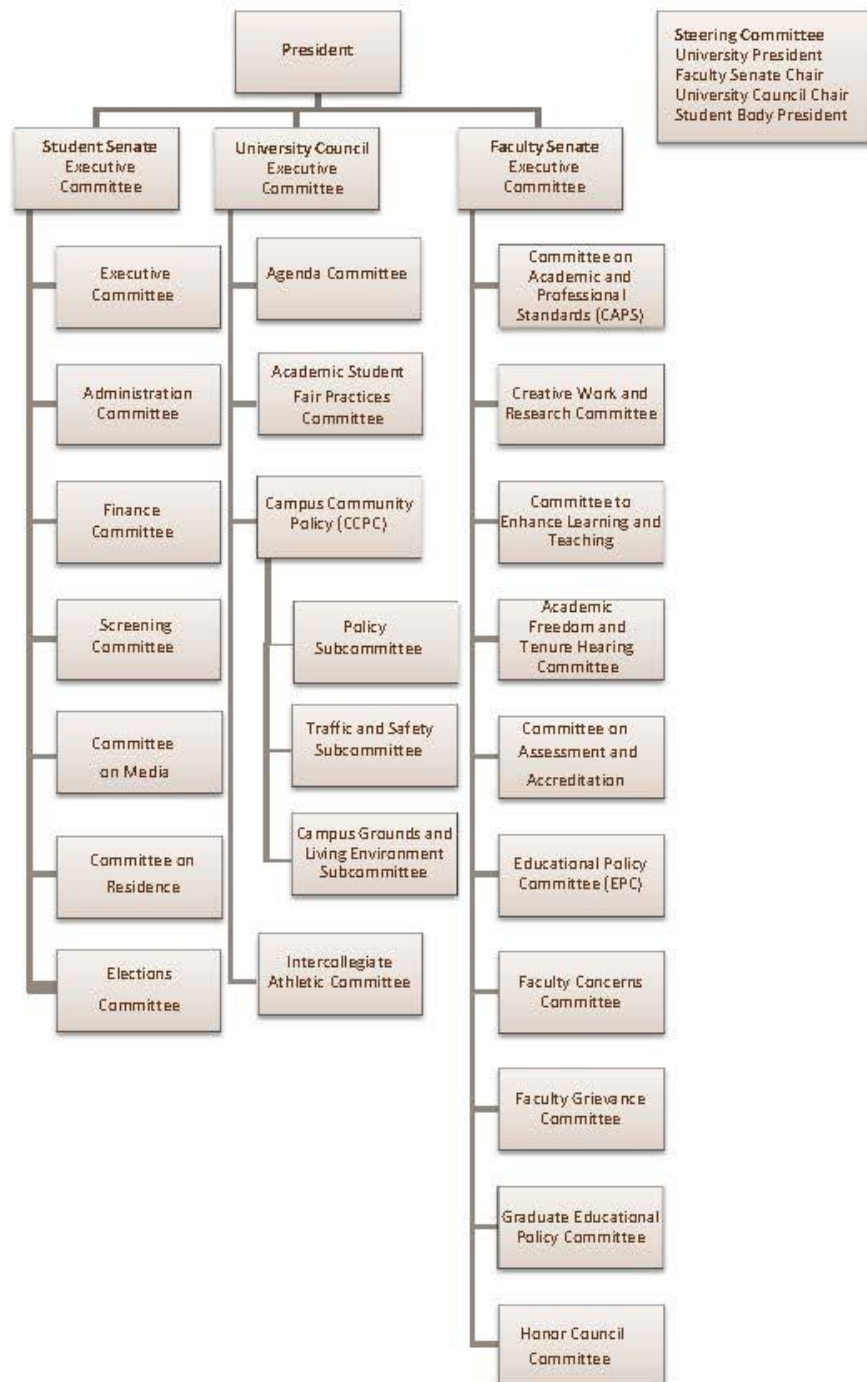
The Student Senate, except when meeting in plenary session, delegates its advisory, administrative, and legislative sanctions to the Executive Committee, which consists of the following officers:

- 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.

Valparaíso 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 students 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*

Appendices

General University Policies

Appendix A: Statement on Equality of Opportunity

Valparaiso University provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The university does not discriminate with respect to hiring, continuation of employment, promotion and tenure, other employment practices, applications for admission, or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or (as qualified herein) religion. An institution committed to its Lutheran tradition, the university reserves its right to promote the teaching of the church and to exercise preferences in admissions and employment-related practices in favor of Lutherans.

Appendix B: Communicable Diseases Policy

Valparaiso University acknowledges that Acquired Immunodeficiency Syndrome (AIDS) and other dangerous communicable diseases present significant health hazards to the Valparaiso University community and the community at large. Therefore, the university has developed a policy statement as follows: Students and employees of Valparaiso University who are infected with dangerous communicable diseases, including AIDS, AIDS-related complex (ARC), or who test positive for the Human Immunodeficiency Virus (HIV) antibody, may be protected by State and/or Federal laws by virtue of said infections. In dealing with infected students and employees, Valparaiso University will comply with all applicable laws.

Students who have been diagnosed with AIDS or other dangerous communicable diseases, or who have reason to believe they are so infected, are urged to share this information with the Student Health Center Director for an appropriate response to their needs. Employees who have been diagnosed with AIDS or other dangerous communicable diseases, or who have reason to believe they are so infected, are urged to share this information with the Director of Human Resources.

The confidentiality of infected students and employees will be respected. However, where it is deemed necessary for the well-being of other members of the Valparaiso University community, a request may be made for the release of the information by a voluntary written consent to the Health Center director, university physician and/or other appropriate university official(s). The Health Center is obligated, by law, to disclose to public health officials information about confirmed cases of acute Acquired Immunodeficiency Syndrome (AIDS) and the HIV infection.

Appendix C: Service and Emotional Support Animal Policy

Valparaiso University recognizes the importance of Service, Support, and Emotional Support Animals (ESA) to individuals with disabilities, and has established this policy to govern the presence of Service, Support, and Emotional Support Animals on campus. The university is committed to providing reasonable accommodations to persons with disabilities while ensuring the health and safety of its community, buildings, and property.

Valparaiso University prohibits pets and other animals in university housing and campus buildings. This policy provides a mechanism for an individual with a disability to seek a reasonable accommodation from that prohibition. Please do not request a service or support animal if you are not an individual with a disability.

For the full text of the policy, please visit valpo.edu/general-counsel/files/2019/02/Emotional-Support-Animal-Policy-PC-Approved-2019.02.20.pdf.

Appendix D: Family Educational Rights and Privacy Act of 1974 (FERPA)

Valparaiso University provides students with access to their official records under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Family Educational Rights and Privacy Act of 1974

FERPA affords eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older, or who attends a postsecondary institution at any age. These rights begin on the first day of class following a student's admission. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Exceptions are records in the Health Center, the Student Counseling and Development Center, and the Chapel Counseling Center to the extent such records are made, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice. Exceptions also include records

maintained by the Valparaíso University Police Department (VUPD) that were created for the purpose of law enforcement. Students are also generally not allowed access to financial records of their parents or any information contained therein. Other exceptions may also apply.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Parents of dependent students have the right to request information about their children without having to gain students' consent.

Official transcripts of academic records are released only upon the written request of the student.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to provide written consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university must obtain the written consent of present or former students before releasing personally identifiable data about them from records (other than to a specified list of exceptions in the Act.) When information is released from students' files, the written consent, the reason(s) for the release, and the name of the recipient of the release must be attached to the copy of the data released which is kept in the file. The recommendation or data released must include a statement that the information is not to be released to anyone else without student's written consent.

FERPA regulations do include an exception that permits disclosure without the student's prior written consent the disclosure is to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic research, or support staff position (including law enforcement personnel and health staff); a person service on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A School official may include a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); volunteers; or contractors who perform an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your social security number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education" such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not

request such research. Federal and State Authorities must obtain certain use restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

- 4) Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the university comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The university hereby gives public notice of its intention to disclose directory information of the following type:

- Name, address, telephone/cell phone number
- Student's email address
- Student's photograph
- Date and place of birth
- Enrollment status
- Student identification numbers
- Grade level
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended

The university can and will release directory information without the student's consent at its discretion, unless the student provides prior written notice restricting such disclosure. The university will honor all requests to withhold any of the categories of directory information, but will not assume any responsibility to contact the student for subsequent permission to release that information. Regardless of the effect on the student, the university assumes no liability for honoring a request of the student to restrict the disclosure of directory information. Likewise, the university may disallow a student from opting-out of disclosure of the student's name, identifier, or institutional email address in a class in which the student is enrolled.

An eligible student has a right to refuse to let Valparaiso University designate any or all of these types of information about the student as directory information. Specific requests to limit the disclosure of directory information of a particular student must be filed with the Office of the Registrar in writing within two weeks of the beginning of a semester and must state that the student does not want any or all of the directory information about the student disclosed.

Appendix E: Acceptable Use Police for Computing and Network Resources

Acceptable Use Policies Summary

This is a digest of the Valparaiso University Acceptable Use Police for computing and networking resources. It is not a complete statement, nor does it necessarily cover or even mention all aspects of the policy.

Students, faculty, staff, and anyone else authorized to use Valparaiso University computing facilities are responsible for reading, understanding, and complying with the full Acceptable Use Police which may be found in the Resource Guide or on the Valpo website at valpo.edu/it/policy/. The Acceptable Use Policy may be revised at any time in response to new or changed laws, regulations, or other circumstances. The policy printed here may be used as a guide, but the version posted on the IT website supersedes this version in any case where the two do not agree.

Who can use Valpo Resources

- Current students, faculty, and staff
- Persons integrity associated with official university activities

- Visitors and guests integrally associated with official university activities
- Retired staff as deemed appropriate by the administration on a case-by-case basis

Requirements for use of resources:

- Read and understand the complete set of usage policies
- Understand and agree that use of Valparaiso University resources is tantamount to signing the Acceptable Use Agreement form
- (Administrative users) Sign Administrative System Agreement on Privacy and Confidentiality Form
- Obtain necessary accounts

Valparaiso University computing and information technology resources are to be used appropriately and in a manner consistent with the instructional, research, and administrative objectives of the university.

Acceptable Use of resources includes:

- Instruction
- Independent study
- Official work of faculty, staff, students, offices, departments, recognized student and campus organizations, and agencies of the university
- Occasional or incidental, noncommercial, personal use by authorized users

Valparaiso University and the internet computing resources are shared resources that need to be used collegially.

Collegial use includes:

- Using common sense
- Using resources responsibly, for authorized purposes, and in an approved manner
- Observing standards of decency
- Respecting the privacy of others
- Respecting the rights and wishes of others in the use of sounds and visuals in public areas
- Practicing good stewardship of connect time, information storage space, and other resources and services

Examples of unacceptable use may include, but are not limited to:

Any use that violates

- Local, state, and/or federal laws
- Copyrights or other intellectual property rights (see Copyright Compliance section of the Acceptable Use Policy, which contains a full discussion of copyrights and individual obligations; in brief, if it isn't yours by authorship or by agreement, don't use it or distribute it)
- License and purchase agreements
- Acceptable use agreements of any other entity traversed or used through Valparaiso University resources

Posting, distributing, and/or propagating

- Unsolicited advertising
- Computer worms or viruses
- Chain letters
- Material copyrighted by another
- Fraudulent or misleading information
- Libelous, slanderous, threatening, or harassing materials of any description
- Any materials that demean, defame, or ridicule another person on the basis of gender, race, ethnic background, national origin, religion, or (actual or presumed) sexual orientation
- Obscene, pornographic, sexually explicit, or patently offensive materials
- Any materials contrary to the mission or values of the university

Attempting, whether successful or not

- To enter another network node without authorization
- To enter another's account, files, or file space without authorization
- To modify any software or information without authorization

- To conceal or falsify one's identity in any electronic communication or activity
- To intercept network traffic intended for other nodes
- To set up, operate, or maintain a server, network analysis tool, or network management tool on the Valpo network without authorization
- To use any Internet Protocol (IP) address inside or outside the Valpo domain(s) without prior approval
- To damage or destroy any equipment, software, or data

Any use that

- Is illegal, immoral, unethical, or dishonest in nature
- Unreasonably denies or could deny access or service to others, including excessive use for recreational games or personal purposes
- Is for commercial purposes or personal gain
- Promotes a political position or *cause célèbre*
- Interferes with the university's activities or the university-related activities of any authorized user
- Is, or could reasonably be expected to be, damaging to the reputation of the university

Responsibilities of Users

Account holders are responsible for adhering to the Acceptable Use Policy.

Account holders are responsible for anything done with their accounts. Therefore, passwords should never be displayed or shared, should be chosen judiciously and changed often. If a user suspects account security has been violated, the password should be changed immediately and IT notified.

Guest users of Valparaiso University technology resources are also responsible for adhering to the Acceptable Use Policy and are responsible for anything done with their guest account.

Responsibilities of the University

The university, through the Office of Information Technology, is responsible for providing central system and network security, and for taking reasonable steps to protect central systems and networks and the information stored thereon from excessive or inappropriate use, damage, or destruction.

Security of Information and Transmission

Valparaiso University assumes users are aware that electronic files and transmissions are not necessarily secure.

Users of electronic mail systems should be aware that electronic mail in its present form is generally not secured and is extremely vulnerable to unauthorized access, modification, and forgery.

Users of the World Wide Web should be aware that information sent or received via the internet is not necessarily secure. It is possible for software on a website to explore and retrieve information from the user's computer without the user being aware of the invasion.

Anyone who downloads software, certain applications or certain file types (such as Microsoft Word documents) should be aware of the possibility that such material could incorporate viruses, worms, or other destructive materials.

Confidentiality of Accounts and Communication

Valparaiso University provides computers, networks, network connections, and other telecommunication services to support the work of teaching and learning, conducting, completing university tasks, and conducting the affairs of the university. The university reserves the right to access, review, and monitor electronic communications, computer files, and computer usage in any case where there is cause to believe these resources are being used for activity that is illegal or in violation of the Valparaiso University Honor Code or the Valparaiso University Acceptable Use Policy.

The university specifically disclaims responsibility for the content of any individual's communications and files that are not manifestly related to university business.

In the normal course of managing computer and network resources, an IT staff member may incidentally become aware of content of certain communications or files, or of certain usage patterns. In the event an IT staff member becomes aware of any information that suggests activity that is illegal or in violation of the Honor Code or the Acceptable Use Policy, that staff member is honor-bound to report it to the proper authority.

University employees must understand that university computing and communication accounts (including, but not necessarily limited to file spaces, email accounts, and voice mail accounts) are presumed to be used for university business. In situations where an employee leaves the employ of the university, that employee's accounts and any information remaining therein shall be considered the property of the university as of the departure date of the employee.

In addition, in circumstances where university business requires immediate access to information known to exist in an employee's account and that employee is not available, access to the employee's accounts may be granted for the sole purpose of gaining access to the needed information.

Jurisdiction

Violations of the Acceptable Use Policy may be of many different characters and the procedures to be followed may be governed by different university policies, depending on the nature of the offense and the status of the offender.

In cases where the violation is primarily a violation of other university policies as set forth in official university documents including, but not limited to, the ***Student Guide to University Life***, the ***Faculty Handbook***, the ***Staff Employee Handbook***, or the Honor Code (university violation), the procedures and sanctions set forth in those documents shall apply.

In cases where the violation is primarily a civil violation of federal, state, or local laws or regulations (civil violation), the matter should be referred to the appropriate university official – dean of students, provost, copyright officer, etc. – (whether or not the violator is a member of the Valparaíso University community) and the normal policies and procedures of the office having jurisdiction should be followed.

In cases where the violation is primarily a criminal violation of federal, state, or local laws or regulations (criminal violation), the matter should be referred to the Valparaíso University Police Department (whether or not the violator is a member of the Valparaíso University community) and the normal policies and procedures of VUPD should be followed.

In cases where the violation is a simple violation of the Acceptable Use Policy, with no other ramifications (simple violation), the matter should be referred to IT.

Procedures

Violations will be referred to the appropriate jurisdiction, following the procedures set forth in the Violations section of the Acceptable Use Policy.

In addition, as soon as IT becomes aware of a violation of these policies, the IT staff will take appropriate measures to halt the violation, secure the network and resources, and comply with applicable laws and regulations pending resolution of the matter. These measures may include halting a program running on central systems; disconnecting remote systems from the network; removing offending material from Valpo systems or rendering it inaccessible; disabling user accounts; or any other measures necessary to accomplish cessation of the violation, preservation of the integrity of university resources and compliance with legal and regulatory mandates.

Sanctions

In addition to sanctions, disciplinary action or legal action that may be imposed by the authority having jurisdiction over the violator, violations of Acceptable Use Policy may lead to suspension or loss of computing privileges.

Disclaimer

Services available through the Valparaíso University campus network include access to a large number of conferences, lists, bulletin boards, and internet information sources. The university takes no responsibility for the truth, accuracy, or nature of the content found within those information sources which are not affiliated with, endorsed by, edited by, or reviewed by Valparaíso University.

Appendix F: Social Media Policy

Introduction

At Valparaíso University we understand the dynamic role that social media can play in the private and professional lives of members of the university community. Social media has changed, and continues to change, the way in which people interact with each other. Therefore, we believe that it can be effectively utilized to further the university's mission by providing channels of interaction and engagement between the university and students, parents, faculty, employees, alumni, fans, media, the surrounding community, potential students, and donors, etc.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media includes, but is not limited to:

- Virtual worlds/social networking sites (e.g. Facebook, YouTube, blogs, wikis, audio/video file sharing, Twitter)
- Video and photo sharing websites (e.g. YouTube, Flickr)
- Blogging sites (including university blogs, personal blogs or blogs hosted by media publications, Twitter)
- Forums, discussion boards (Yahoo Groups, Google+, Google Groups), news article comments and online encyclopedias (e.g. Wikipedia)

The purpose of this policy is to encourage the use of social media by institutional users while making sure usage is in line with applicable state and federal laws and regulations, and to provide protection to the university's reputation and other members of its community. While this policy mostly focuses on the social media accounts that are university-owned and university controlled, it will also provide a few general guidelines regarding personal use as well. Because of the rapidly-changing world of social media, the university will be continuously monitoring this policy and its strategies in handling social media.

Nothing herein is designed to be so far reaching that it might foreclose any legal rights of an employee or student, including an employee's right to discuss conditions of employment.

Employee Use of the University's Social Media Accounts

This section outlines Valparaiso University's rules of engagement and expectations when you are using university owned and controlled social media on behalf of the university within the scope of your employment. This section does not apply to an employee's use of their personal social media accounts.

1. USE COMMON SENSE!
2. Represent the university in a positive light. Keep in mind that a non-active or poorly managed social media account can and will reflect negatively on the university.
3. Administrators of university-owned and controlled social media accounts must observe all other university policies while utilizing social media.
4. Do not disseminate confidential information. This is especially important in relation to the federal HIPPA and FERPA laws and regulations.
5. Be mindful of copyright and intellectual property rights of others and the university.
6. If you are representing the university when posting on social media platforms, acknowledge this.
7. Have a plan. Departments should consider their messages, audiences, and goals as well as strategy for keeping information on social media sites up-to-date. Integrated Marketing and Communications can assist and advise you with your social media planning.
8. Protect the institutional voice. Posts on social media sites should protect the university's institutional voice by remaining professional in tone and in good taste.
9. Use good judgment with content. Valparaiso University will not tolerate content that is threatening, defamatory, illegal, obscene, infringing of intellectual property rights, invasive of privacy, profane, libelous, discriminatory, harassing, bullying, abusive, hateful, or embarrassing to any person or entity, or otherwise injurious or objectionable. The university reserves the right to take down any content it deems intolerable. However, the university does not intend this paragraph to limit opposing ideas and viewpoints in the course of legitimate social media interactions.
10. Strive for accuracy and give credit where credit is due. When using the thoughts, ideas, quotes, pictures, videos, etc. of other parties, give them credit for their work. Provide a link when possible.
11. If using social media in the recruitment of potential student athletes, do so in accordance with NCAA rules and regulations.

Personal Use of Social Media

This section applies to an employee or student's personal use of social media. Further, it outlines the potential impact of personal social media use to your employment or student relationship with Valparaiso University.

1. Think first, post second. The things that can get you in trouble in "real life" with the university can also get you in trouble in the realm of the internet and social media. Some examples include: sexually harassing a colleague, inappropriate interactions with students, derogatory statements, threatening or intimidating others, or defamation.
2. Generally, employees should manage their personal social media accounts on their own time. There may be de minimis personal use of social media while utilizing university resources but only to the extent such use does not hinder an employee's job productivity. However, it is acknowledged that faculty may choose to use their personal social media accounts in

furtherance of their academic endeavors and employment with the university and this policy is not intended to hinder that option.

3. Computers, hardware, and information technology infrastructure are property owned and operated by the university. As a result, the law does not grant you an expectation of privacy in your usage of them.
4. You are prohibited from using the Valparaiso University name or image to endorse an opinion, product, cause, business, or political candidate or otherwise holding yourself out as a representative of the university when you are not. When expressing a personal opinion, acknowledge this, especially if your statement could be reasonably interpreted by the message receiver that you are speaking on behalf of the university. You can use the following statement to help dissociate your opinions from those of the university: "The views expressed herein are my personal opinions and are not necessarily those of Valparaiso University."
5. Only authorized institutional staff members may recruit potential student athletes. The university may be held in violation of NCAA rules and regulations if you use your personal social media accounts to contact potential student athletes in an attempt to recruit or entice them to attend Valparaiso University.

Non-Compliance/Break of Policy

Non-compliance with this policy by university employees will result in a review of the incident. Disciplinary action may involve a verbal or written warning, suspension, or potentially termination of employment or privileges with Valparaiso University. This section is not a substitute for any applicable university processes that implement employee or student disciplinary proceedings.

Appendix G: Valparaiso University Webpage Policy

Valpo 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.

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)

Appendix H: Prohibitions of Weapons on Campus

To the extent allowed by law and except as otherwise provided herein, weapons are prohibited on the campus of Valparaiso University or at any university sponsored event. This prohibition includes weapons that are stored in a person's locked or unlocked vehicle, whether they are kept in the trunk, glove compartment, or elsewhere. Nothing in this section shall be read to prohibit weapons on campus to the extent necessary to conduct university approved academic programs, activities, construction projects, or by university police or security officers while acting within the scope of their employment. For the purpose of this policy, "weapons" mean:

1. Any object or device which will, is designed to, or may be readily converted to expel a bullet, shot, or shell by the action of an explosive or other propellant and has the propensity to pose a reasonable apprehension of fear to another when expelled;
2. Any handgun, pistol, revolver, rifle, shotgun, or other firearm of any nature and ammunition for any firearm of any nature but nothing herein shall prohibit a student from properly storing a legally owned firearm or ammunition with the university police pursuant to other university policies and procedures;
3. Any BB gun, pellet gun, air/CO2 gun, stun gun, or blow gun;
4. Any explosive, incendiary, or poison gas bomb, mine, grenade, rocket, or missile;
5. Any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick, or other detonating device, or capable of causing an explosion as the result of a chemical reaction;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
8. Any straight-blade knife such as a dagger, dirk, dangerous knife, or stiletto; except that an ordinary pocket knife or culinary knife designed for the preparation or service of food or a supervisor approved cutting object used within the scope of an employee's employment shall not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nun chucks or throwing stars;
10. Any longbow, crossbow and arrows, or other projectile that could cause serious harm to any person; or
11. Any other object designed to perform essentially the same function or reasonably appear to perform essentially the same function as any of the prohibited objects above.

Appendix I: Interim Hoverboard Policy

Two wheeled motorized personal transportation devices or the like, a.k.a. hoverboards, have come under scrutiny by the U.S. Consumer Product Safety Division. It has been reported to the Division that hoverboards are a fire hazard as the result of overheating or exploding batteries. The safety of university students, employees, and visitors, and the protection of university property, are priorities of the university. Therefore, Valparaiso University prohibits hoverboards on campus until further notice. The university will reexamine this policy or consider issuing an amended permanent policy should it determine the manufacturers of hoverboards have corrected any defects that pose a risk of fire, they are not a fire hazard, and/or their use or presence on campus does not pose an unreasonable risk to the user, others on campus, or university property.

Academic Policies

Appendix J: Honor Council Policies

Reporting a Possible Violation

- Students and faculty have 10 academic days from the date when the alleged violation occurred to report to the Honor Council.
- To report the alleged violation, please fill out the form on the website under Honor System (valpo.edu/honor-council/.)
- If the alleged violation warrants a hearing, a hearing date will be set.
- The accusing party will be expected to appear in front of the council on the day of the hearing, but they will not be seen and their testimony will not be heard by the accused. An accusing student will not be notified of the outcome in order to maintain complete confidentiality.

What Will Happen to Students Accused of a Violation

- Students accused of a violation will be contacted by the chair of Honor Council who will inform them of the course in which the alleged violation occurred. The chair will also inform the student of the name and phone number of the investigator of their case. The accused student will not be informed of their accuser due to reasons of confidentiality.
- The investigator will then set a time to meet with the student and give further details of what unauthorized aid they are accused of using. The student will also be required to read and sign their rights sheet. The investigator will also ask the student to enter their plea after which the student will sign a form to explicitly state their position.
- The investigator will collect any information the student can give and report back to the chair who will then decide if a hearing will be held.
- If a hearing is deemed necessary, the student will be asked to state their case to the attending students and up to three faculty Honor Council members.
- A decision will be made at the hearing, and the student will be informed by the chair of the outcome.

- **The standard penalty for the first offense of a student found in violation is zero percentage on the assignment in which the violation took place, and a further penalty of 1/3 letter of the final course grade. The penalty for a second offense is an F in the course and suspension for a semester from the University. The penalty for the third offense is an F in the course and expulsion from the University.** The council retains the right to deviate from these penalties only in very unusual extenuating circumstances.
- A student found in violation will be sent an official letter of notification from the Provost's Office. With this letter the student will receive the grounds for appealing either the decision or the penalty. However, these grounds are strictly following and the student must show that one of these grounds was overlooked. Appeals must be based on the following grounds:
 - that a procedural error has occurred
 - that new evidence has arisen which has a direct bearing on the case
 - that evidence was inaccurate or disregarded; and/or
 - that a biased decision by the Honor Council was made.
- If a student wishes to appeal, he or she must notify the chair of the Honor Council Appeals Board within 10 academic days of the date on the letter from the provost. All evidence the student wishes the Appeals Board to consider **must** be included with the appeal.

The current version of the Honor System Constitution, the official governing document of the Honor System, can be found online at valpo.edu/student/honor-council/.

Appendix K: Student Academic Fair Practices (SAFP)

Principles and Procedures

Preamble

Valparaiso University is a scholarly community whose aim is to create an environment for humane learning. Toward this end, students and faculty, working together in close relationship, pursue not only knowledge but wisdom. In their mutual devotion to intellectual discovery, each stimulates the other. The prerequisite for the continuing success of this endeavor is academic freedom – the freedom to teach and to learn. As full members of the college community, therefore, students, like faculty, are encouraged to develop their capacity for critical judgment and to engage in a sustained and independent search for the truth. The rights, freedoms, and responsibilities of students outlined below are essential for the realization of this goal.

The vitality of academic freedom depends on appropriate conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and maintain these conditions is shared by the students, faculty, and administration.

The character of an institution of higher learning, furthermore, finds expression in the criteria it approves in offering admission to prospective students, and these criteria become significant factors in the safeguards of appropriate freedoms of students on campus. It is therefore fitting that they receive mention in this document.

Valparaiso University is a selective university. It chooses to offer admission to students who are intellectually qualified and whose presence in the campus community can be expected to contribute to a desired diversity of interests, talents, and backgrounds. No applicant is denied admission on the basis of race, color, creed, or sex, or other factors that have no bearing on a candidate's potential academic success. Admission is competitive and limited by the availability of facilities, programs, and other resources of the university. Subject to reasonable regulations and the rule of the university, the facilities and services of Valparaiso University are open to all enrolled students.

I. Guiding Principles

Students are responsible for learning and demonstrating an understanding of the content and skills of any course of study in which they enroll. Furthermore, students are free to express careful and reasoned criticism of data and opinion offered in any such course.

Students are entitled to objective professional evaluation of their academic work and to fair equitable treatment in the course of their academic relationships with members of the faculty. Members of the Valparaiso University faculty observe these criteria as part of their professional responsibilities. Misunderstandings have been and are to be resolved informally, in discussion between students and professors, and this manner of resolving problems and concerns

continues to be deemed appropriate in this academic community.

In order to assure that students are accorded courteous, fair, and reasonable treatment by members of the faculty, the following statements of principles, students' rights and responsibilities, and grievance procedures are set forth as part of the policies and practices of the university. Thus the document intends to be consistent both with other official statements and goals of members of the university community as published in the ***Student Guide to University Life*** and the ***Faculty Handbook*** and with rights guaranteed in the Constitution of the United States as applied in this institution.

The Statement of Students' Rights and Responsibilities that follows outlines the rights and responsibilities of students attending this university. The academic rights of students, by their definition, imply certain responsibilities of the faculty. The objectives of the procedures delineated here are intended to encourage prompt and informal resolution of both concerns and complaints and to provide a recourse, when necessary, to orderly formal procedures for the satisfactory resolution of a grievance.

II. Student's Rights and Responsibilities

A. Students' Rights

1. Students have a right to pursue an education free from unrelated factors that have no bearing on a candidate's potential academic success.
2. Students have a right to fair and regular academic evaluation.
3. Students have a right to a classroom environment conducive to intellectual freedom.
4. Students have a right to be free from improper disclosure of their views, beliefs, and political association that professors or administrators may acquire in the course of their work as advisors and counselors. Such information shall be considered confidential unless the student gives permission to release the information or a law or an event requires public disclosure.

B. Students' Responsibilities

1. Students have a responsibility to help maintain the academic standards established by the university by participating fully in the learning process.
2. Students have a responsibility to act in a manner that does not infringe upon the rights of other members of the university community.
3. Students have a responsibility to contribute to an educational atmosphere that promotes respect for learning and human dignity.

III. Student Grievance Procedures

A. Definitions

1. *Student grievance*: A student grievance shall exist when a student alleges that a faculty member has infringed upon student rights as described in Section II.A. of this document.
2. *Student*: A student is any person who has officially enrolled for academic credit at Valparaiso University.
3. *Faculty member*: A faculty member is any person at Valparaiso University holding an academic appointment.
4. *Student*: A student that believes they are discriminated against must follow the processes set forth in the university's Nondiscrimination, Harassment, and Sexual Assault Policy (See Non-discrimination, Harassment and Sexual Assault Policy).

B. Grievance Resolution Process

Informal Procedure

Level I: Student and Faculty Discussion

Students must, if they have a concern or complaint, contact the faculty member involved (or department chairperson if the faculty member is not available) no later than the end of the first full week of classes following the semester in which the alleged grievance occurred. At this discussion level the student shall have access to the final examination or any other material that has been evaluated and that the student has not received. If the instructor is absent from campus, the departmental chairperson will have access to the appropriate documents. If at this level of information and calculation, the faculty member acknowledges an error, misjudgment, or unfair bias has occurred, the faculty member is expected to respond appropriately either by altering subsequent classroom practice or by changing the student's grade or both. It is expected that most, if not all, problems will be resolved

at this level. If a satisfactory solution is not reached at this level, the student may proceed to Level II.

Formal Procedure

Level II: Mediation within the College

Within seven (7) academic days of the completion of the discussion at Level I, the student must send a letter to the appropriate dean (i.e., the dean of the college in which the course is taught; or the graduate dean for graduate students) and a copy to the faculty member, informing the dean of the nature of the unresolved grievance and of the student's intent to proceed with Level II. For informational purposes, the student shall also forward a copy of the letter to the chairperson of the Student Academic Fair Practices Committee (SAFPC). The procedure within Level II shall be tailored by each college to meet its needs. **(For a specific college, refer to section after Level III.)** The procedures adopted by each college will become the official policy of that college and together they will also become a part of these Principles and Procedures. These procedures shall be consonant with the preamble of this document.

The following guidelines shall aid the colleges in their development of appropriate procedures: The purpose of this level is to provide an opportunity for mediation between the aggrieved student and the faculty member to whom the grievance is addressed.

The college shall provide a procedure for the selection of a mediator or mediators, either faculty or students or both, who shall seek to clarify misunderstandings and to provide objective evaluation of the grievance.

At this level the student may also seek the help of an advocate from the college in which the course is taught or from the greater university community, such as an ombudsman, faculty member, or fellow student. The faculty member also has a right to choose an advocate to be present at this level.

If the mediation process at Level II does not resolve the grievance to the satisfaction of the student, the student may proceed with Level III.

Level III: Valparaíso University Student Academic Fair Practices Committee (SAFPC)

The committee shall consist of seven (7) faculty members and seven (7) students drawn from the following areas: Arts and Sciences, Business, Engineering, and Nursing and Health Professions, Christ College, the Graduate School and the Law School. Not more than one faculty or student representative will be drawn from any one school or college. The president of the university and 1) the Student Senate, 2) the Graduate Student Advisory Council, and 3) the Student Bar Association shall jointly appoint faculty and student representatives as appropriate. When necessary, the president of the university and the relevant student organization shall appoint alternates, especially in the case of absences and/or possible conflict of interest. The terms of appointment shall be two (2) years in the case of faculty with the possibility of reappointment. Students shall be appointed for terms on one (1) year, with possibility of reappointment. The chairperson shall be elected by the committee and shall preside at meetings with voice and vote.

Robert's Rules of Order will prevail if there are procedural questions.

A petition stating the nature of the grievance, providing relevant data, and specifying a requested remedy, must be submitted by the student to the convener of SAFPC within seven (7) academic days after exhausting the procedures in Level II. The student shall also forward a copy of the petition to the faculty members involved. The convener of SAFPC will share this petition with the committee which will vote within seven (7) academic days as to whether or not it will consider the petition. A simple majority vote is needed to advance the petition to a hearing.

If the petition advances to a hearing, the SAFPC convener shall select a hearing committee to hear the petition within seven (7) academic days after the vote. A hearing committee consists of three (3) faculty and three (3) students selected from the SAFPC and must include the faculty and student representatives from the academic unit from which the petition originates. As its first order of business, a hearing committee selects its chairperson. The student and the faculty member involved will be called to the hearing to provide testimony and to answer questions from the hearing committee. The hearing committee may also solicit the opinions of the

Level II participants.

All hearing committee meetings shall be private and all committee documents shall be confidential. Any hearing committee decision shall be communicated to the SAFPC convener within forty-eight (48) hours to the student, the faculty member involved, the appropriate dean, and the provost. The decision of the hearing committee shall be retained in a confidential committee file kept by the provost. It is expected that the faculty member and the students involved will accede to the hearing committee's recommendation.

Appeals from Level III by the student must be made in writing to the provost within seven (7) academic days after receiving the hearing committee's written decision. The provost shall deal with the student appeal in a manner appropriate to the specific requirements of the case. If there is any question about the student's academic status during the appeal process, the provost shall determine the student's status during the process.

College of Arts and Sciences

Level III Procedure

Composition: The Committee shall consist of:

1. The dean of the College of Arts and Sciences
2. Three faculty members, one appointed by the dean from each academic area within the college (social sciences, humanities, natural sciences). Faculty alternates shall be appointed from each area. Faculty committee members involved in any grievance before the committee shall request an alternate attend the meeting in their place.
3. Two student members appointed by the dean. Student members must be full time students in the College of Arts and Sciences and elected members of the University Council. Each student representative shall also have an appointed alternate. Student committee members involved in any grievance before the committee shall request their alternate attend the meeting in their place.
4. Assistant and associate deans in the College of Arts and Sciences shall be ex-officio members of the committee

Procedure:

1. When the student's letter of grievance is received in the Dean's Office, College of Arts and Sciences, the dean will set a hearing date and notify the committee members and the faculty person or persons involved. This date shall be set within ten (10) class days of receipt of the notification.
2. The student's letter of grievance shall include at least these areas of information but not be limited to these:
 - a. A statement of the problem or complaint;
 - b. Concrete evidence to support the student's case;
 - c. Necessary background documentation;
 - d. A statement of the desired outcome of the grievance procedure;
3. At this level, the student and the faculty member may each bring an advocate from the university community, such as an ombudsman, a counselor, a faculty member, or another student.
4. The dean will chair a hearing of the situation before the committee. Both the student and the faculty member involved will be given a fair opportunity to make a statement and to ask and answer questions.
5. The involved student, faculty member, and their advocates shall then be excused. The committee will discuss the grievance and formalize their conclusions in a written recommendation to the dean adopted by a majority vote.
6. The dean will inform both parties of the decision verbally within 72 hours of the meeting and confirm the decision in writing within seven (7) days.
7. If the mediation process at Level II does not resolve the grievance, the dean should be notified that the student is proceeding to Level III.

College of Business

Level II Procedure

Composition: The Committee shall consist of:

1. Three faculty members, one of whom shall be appointed by the dean of the College of Business to serve as chair. Members shall be appointed by the dean from within the College of Business in September of each year. Faculty members who are a party in any grievance before the committee must request that an alternate be appointed

in their place.

- Two student members shall be appointed by the dean in September of each year. Student members must be full time students in the College of Business. Student committee members who are a party in any grievance before the committee must request that an alternate be appointed in their place.

Procedure:

- Within ten (10) calendar days of the completion of the procedure provided at Level I, the student must notify the dean of the College of Business and the involved faculty member in writing of the nature of the unresolved grievance and of the student's intent to proceed with Level II.
- Upon receipt of written notice from the aggrieved student, the dean shall set a hearing date and notify all parties in writing of the time and date. The date for the hearing shall be within fifteen (15) calendar days of receipt of the written notice of the student's intent to proceed to Level II.
- The student's written notice of grievance shall include but not be limited to these areas of information:
 - A statement of the problem or complaint;
 - Evidence to support the student's case;
 - Necessary background documentation;
 - A statement of the desired outcome of the grievance procedure;
- At this level, the student and the faculty member may each bring an advocate from within the university. Examples include an ombudsman, a counselor, a faculty member or another student.
- The chair shall provide for a hearing of the grievance before the committee. Both the student and the faculty member involved shall be given a fair opportunity to make statements and to ask and answer questions concerning the alleged grievance.
- The involved student and faculty member (and their advocates, if present) shall then be excused. The committee will discuss the grievance and formalize their conclusions in a written recommendation to the dean. All actions and recommendations of the committee shall be by majority vote. Written recommendations shall be forwarded to the dean within ten (10) calendar days after the hearing.
- The dean shall notify both parties of their decision in writing within ten (10) calendar days after receipt of the committee's recommendation.
- If the mediation process at Level II does not resolve the grievance the dean must be notified in writing by the student that she/he is proceeding to Level III. (Appeal to the Valparaíso University Student Academic Fair Practices Committee).
- If the faculty member is no longer employed by the university or is not available for an unreasonable amount of time, the faculty/student grievance committee may represent the absent faculty member or appoint another person to do so.

Steps in the Process:

- The process begins when a student "complains" to a faculty member or to the dean of some "unfairness" or lack of fair, proper, or consistent grading/feedback in a business course.
- The student is asked if s/he has discussed the matter with the faculty member involved (a necessary first step). If s/he has, s/he is instructed that to proceed with the SAFP process they must submit a complaint in writing to the dean.
- When the dean receives a written complaint requesting SAFP grievance resolution, the dean immediately gives a copy of the complaint to the faculty member and inquires about the situation, the nature of the discussion between the faculty member and the student, and whether there are some ways to resolve the situation without convening the SAFP committee.
- Typically after the meeting with the faculty member, the dean meets with the student. The student may be instructed to meet with the faculty member again to see if there is some possible resolution outside the committee.
- If the student and faculty member have not agreed on what they mutually consider a satisfactory resolution of the matter outlined in Level I, the dean gives a copy of the complaint to the chair of the SAFP committee who proceeds with convening the committee and scheduling the hearing process.
- After the hearings are completed, the dean receives from the SAFP committee chair a written summary of the Findings of fact as well as the recommendations for resolution.

7. The faculty member is expected to comply with the committee's recommendation. If the student is not satisfied with the committee's recommendation and/or the faculty member does not heed the committee's suggestion, the student may appeal to the next SAFF level, the university-wide SAFF committee. Other remedies to resolve the matter may be pursued.

College of Engineering

Level II Procedure

Composition: The Committee shall consist of:

1. The dean of the College of Engineering.
2. One faculty member and one alternate from each of the three departments, appointed by the dean. A faculty committee member involved in any grievance before the committee shall request that an alternate attend the meeting.
3. Two student members and two alternates appointed by the dean in September of each year. Student members and alternates must be full time students in the College of Engineering and elected officers of the student chapters of A.S.C.E., I.E.E.E., or A.S.M.E. A student committee member involved in any grievance before the committee shall request that an alternate attend the meeting.

Procedure:

1. When the student's letter of grievance is received by the dean of the College of Engineering, the dean will set a hearing date and notify the committee members and the faculty person or persons involved. This date shall be set within ten (10) class days of receipt of the notification.
2. The student's letter of grievance shall include at least these areas of information but not limited to these:
 - a. A statement of the problem or complaint;
 - b. Concrete evidence to support the student's case;
 - c. Necessary background documentation;
 - d. A statement of the desired outcome of the grievance procedure;
3. The dean will chair a hearing of the situation before the committee. Both the student and the faculty member involved will be given a fair opportunity to make a statement and to ask and answer questions.
4. At this level, the student and the faculty member may each bring an advocate from the university community, such as an ombudsman, a counselor, a faculty member, or another student.
5. The involved student, faculty member, and advocates shall then be excused. The committee will discuss the grievance and formalize its conclusions in a written recommendation to the dean adopted by a majority vote.
6. The dean will inform both parties of the decision verbally within 72 hours of the meeting and confirm the decision in writing within seven (7) class days.
7. If the mediation process at Level II does not resolve the grievance, the dean should be notified that the student is proceeding to Level III.

College of Nursing and Health Professions

Level II Procedure

Grievance Composition:

1. When a grievance is filed, the academic officer shall convene two faculty members in addition to him/herself. A faculty committee member involved in any grievance before the committee shall request that an alternate attend the meeting.
2. Three student members and three alternates are selected by the dean from each of the sophomore, junior, and senior classes. Student members and alternates must be full time students in the College of Nursing and Health Professions. A student committee member involved in any grievance before the committee shall request that an alternate attend the meeting.

Procedure:

1. When the student's letter of grievance is received by the academic officer, he/she will set a hearing date and select the faculty participants. This date shall be set within ten (10) class days of receipt of the student's letter of grievance.

2. The student's letter of grievance shall include at least these areas of information but not limited to these:
 - a. Statement of the problem or complaint;
 - b. Concrete evidence to support the student's case;
 - c. Necessary background documentation;
 - d. Statement of the desired outcome;
3. At this level, the student and the faculty member may each bring an advocate from within the university, such as an ombudsman, counselor, faculty member, or student.
4. The academic officer will conduct a hearing of the grievance before the committee. Both the student and the faculty member involved shall be given a fair opportunity to make statements and to ask and answer questions.
5. The involved student, faculty member, and advocates shall then be excused. The committee will discuss the grievance and formalize its conclusions in a written recommendation to the dean adopted by majority vote.
6. The dean will inform both parties of the decision verbally within 72 hours and confirm the decision in writing within seven (7) class days.
7. If the mediation process at Level II does not resolve the grievance, the dean should be notified that the student is proceeding to Level III.

College of Nursing and Health Professions
Procedure: Appeal of Academic Policy

Composition: The Committee shall consist of:

1. Two faculty members selected for service plus the academic officer.

Procedure:

1. The student who wishes to appeal academic policy must submit a written petition to the academic officer within ten (10) class days after receiving written notice of academic deficiency, conditions, or dismissal from the College of Nursing and Health Professions.
2. The student's letter of appeal shall include at least these areas of information but not limited to these:
 - a) Any extenuating circumstances;
 - b) Substantiating evidence;
 - c) A statement of the desired outcome.
3. The student who wishes to appear before the committee to present additional evidence verbally must include the request in the letter of appeal.
4. The committee will discuss the appeal and formalize its conclusions in a written recommendation to the dean adopted by majority vote.
5. The dean will inform the student of the decision verbally within 72 hours and confirm the decision in writing within seven (7) class days.

Law School
Level II Procedure

Composition: The Committee shall consist of:

1. One member of the Law School's tenured faculty, appointed by the dean, who shall act as chair;
2. Two members of the Law School faculty, appointed by the dean;
3. Two student members, appointed by the dean in consultation with the president of the Student Bar Association;
4. Committee members will be appointed only in response to the filing of a grievance and only in the absence of any conflict of interest.

Procedure:

1. The Level II procedure is triggered when a student submits a written grievance to the dean of the Law School, indicating a failure of the Level I procedure. Once the grievance is received, the dean will ensure that the faculty member involved has been notified that the matter is proceeding to Level II, and appoint committee members as described above.

2. The student's letter of grievance shall include at least the following:
 - a. A statement of the problem or complaint;
 - b. Any evidence supporting the student's case;
 - c. Any necessary background information;
 - d. A statement of why the Level I procedure was unsuccessful in resolving the grievance;
 - e. A statement of the desired outcome of the grievance
3. The chair shall provide for a hearing of the grievance before the committee. The hearing shall be held within ten (10) academic days of the dean's receipt of the student's grievance. At the hearing, both the student and the faculty member involved will be given a fair opportunity to make a statement and to ask and answer questions. Committee members may also ask whatever questions they deem necessary.
4. At this level, both the student and the faculty member may each bring an advocate from the university community, such as an ombudsman, a counselor, a faculty member, or another student.
5. Following the hearing, the student, faculty member, and any advocates shall be excused by the committee. The committee will then discuss the grievance and formalize its conclusions in a written recommendation to the dean of the Law School which has been approved by a majority of the committee.
6. The dean will inform both parties of the decision of the committee verbally within 72 hours of the hearing and confirm the decision in writing within seven (7) academic days.
7. If the mediation process at Level II does not resolve the grievance, the student must notify the dean in writing that she/he is proceeding to Level III within fourteen (14) academic days of receipt of written notice of the decision of the committee.

Graduate School Level II

Procedure Mediation

Graduate students pursue Level II mediation through the Graduate School which provides an opportunity for mediation between the aggrieved student and the faculty member to whom the grievance is addressed. Within seven (7) academic days of the completion of the discussion at Level I, the student must send a letter to the dean of the Graduate School and a copy to the faculty member, informing the dean of the nature of the unresolved grievance and of the student's intent to proceed with Level II. For informational purposes, the student shall also forward a copy of the letter to the chairperson of the Student Academic

Fair Practices Committee (SAFPC). The student's letter of grievance shall include at least these areas of information but not be limited to these:

1. A statement of the problem or complaint;
2. Concrete evidence to support the student's case;
3. Necessary background documentation, including written evidence that the Level I procedure has been exhausted;
4. A statement of the desired outcome of the grievance procedure

After the student's letter of grievance is received in the dean's office, the dean will proceed as follows: If informal discussion between the dean and the two parties does not resolve the issue, the dean shall then appoint a committee to determine whether there is cause for further consideration of the grievance. Pursuit of an informal resolution notwithstanding, selection of the committee and notification of the hearing date will be completed within fifteen (15) academic days after receipt of the notification.

The Committee shall consist of:

1. The dean (or associate dean), who chairs the meeting.
2. Three faculty members, two appointed by the dean from the Graduate Educational Policy Committee and one from the Council of Graduate Program Directors. The Faculty appointment from the Council of Graduate Program Directors shall not be drawn from the program in which the student is filing the grievance. Faculty members involved in any grievance before the committee or having any other conflict of interest regarding the student shall not be appointed to the committee.
3. Two student members appointed by the dean. Student members must be degree-seeking graduate students and members of the Graduate Student Advisory Council. Each student representative shall also have an appointed alternate. Students involved in any grievance before the committee or having any other conflict of interest regarding the faculty member involved shall not be appointed to the committee.

When the committee members convene, they have three charges. **First**, they must determine if there is sufficient evidence to hear the case. If so, **second**, they must consider the grievance and make a recommendation regarding the proposed remedy. To aid their

deliberations, the student, the faculty member involved, and their representatives (e.g., advocate from the university community, s u c h as an ombudsman, a counselor, a faculty member or another student) may be invited to supply additional information for consideration of the grievance. The committee may also solicit the opinions of the dean or director and any advisory committees of t h e college/program in which the student is enrolled. **Third**, the committee will discuss the grievance and formalize their conclusions in a written recommendation to the dean adopted by a majority vote.

Upon receipt of the written recommendation from the committee, the dean will attempt to inform both parties of the decision orally within five (5) calendar days (excluding university holidays) of the meeting and confirm the decision in writing within ten (10) calendar days (excluding university holidays). If the mediation process at Level II does not resolve the grievance and the student intends to proceed to Level III, the student should inform the Graduate School dean and follow **Level III: Valparaiso University Student Academic Fair Practices Committee** procedures (see in following section paying careful attention to timeline requirements for submitting a petition).

All committee meetings shall be private and all committee documents shall be confidential. If the student and faculty member are present, both will be given a fair opportunity to make a statement and to ask and answer questions. If present, the involved student, faculty member, and their advocates shall then be excused.

The Statement of Students' Rights and Responsibilities that follows outlines the rights and responsibilities of students attending this university. The academic rights of students, by their definition, imply certain responsibilities of the faculty. The objectives of the procedures delineated here are intended to encourage prompt and informal resolution of both concerns and complaints and to provide a recourse, when necessary, to orderly formal procedures for the satisfactory resolution of a grievance.

Student Affairs Policies and Information

Appendix L: Alcohol Use Policies

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 on 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.

Appendix M: Drug Use Policies

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.

State and Federal Statutes – The use 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. Indiana State statutes regarding the illegal use of these substances are as follows:

IC 35-48-4-0.5. Schedule I Controlled Substance Analog; schedule I controlled substance

For purposes of this chapter, a “controlled substance analog” is considered to be a controlled substance in schedule I if the analog is in whole or in part intended for human consumption.

IC 35-48-4-1. Dealing cocaine or narcotic drug.

- (a) A person who:
 - (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of cocaine or a narcotic drug, pure or adulterated, classified in schedule I or II, or
 - (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of cocaine or a narcotic drug, pure or adulterated, classified in schedule I or II; commits dealing in cocaine or a narcotic drug, a class B felony except as provided in subsection (b).
- (b) A person may be convicted of an offense under subsection (a)(2) only if there is evidence in addition to the weight of the drug that the person intended to manufacture, finance the manufacture of, deliver, or finance the delivery of the drug.
- (c) The offense is a Level 4 felony if:
 - (1) the amount of the drug involved is at least one (1) gram but less than five (5) grams; or
 - (2) The amount of the drug involved is less than one (1) gram and an enhancing circumstance applies.
- (d) The offense is a Level 3 felony if:
 - (1) The amount of the drug involved is at least five (5) but less than ten (10) grams; or
 - (2) The amount of the drug involved is at least one (1) gram but less than five (5) grams and an enhancing circumstance applies.
- (e) The offense is a Level 2 felony if:
 - (1) The amount of the drug involved is at least ten (10) grams; or
 - (2) The amount of the drug involved is at least five (5) but less than (10) grams and an enhancing circumstance applies.

IC 35-48-4-1.1. Dealing in methamphetamine.

- (a) A person who:
 - (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of methamphetamine, pure or adulterated, or
 - (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of methamphetamine, pure or adulterated; commits dealing in methamphetamine, a Level 5 felony, except as provided in subsections (b) through (e).
- (b) A person may be convicted of an offense under subsection (a)(2) only if there is evidence in addition to the weight of the drug that the person intended to manufacture, finance the manufacture of, deliver, or finance the delivery of the drug.
- (c) The offense is a Level 4 felony if:
 - (1) The amount of the drug involved is at least one (1) gram but less than five (5) grams; or
 - (2) The amount of the drug involved is less than one (1) gram and an enhancing circumstance applies.
- (d) The offense is a Level 3 felony if:
 - (1) The amount of the drug involved is at least five (5) but less than ten (10) grams; or
 - (2) The amount of the drug involved is at least one (1) gram but less than five (5) grams and an enhancing circumstance applies.
- (e) The offense is a Level 2 felony if:

- (1) The amount of the drug involved is at least ten (10) grams; or
- (2) The amount of the drug involved is at least five (5) but less than ten (10) grams and an enhancing circumstance applies.
- (3) The person is manufacturing the drug and the manufacture results in an explosion causing serious bodily injury to a person other than the manufacturer.

IC 35-48-4-2. Dealing in a schedule I, II, or III controlled substance.

- (a) A person who:
 - (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule I, II, or III, except marijuana, hash oil, hashish, or salvia, or a synthetic cannabinoid; or
 - (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule I, II, or III, except marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid; commits dealing in a schedule I, II, or III controlled substance, a Level 6 felony except as provided in subsections (b) through (f)..
- (b) A person may be convicted of an offense under subsection (a)(2) only if there is evidence in addition to the weight of the drug that the person intended to manufacture, finance the manufacture of, deliver, or finance the delivery of the drug.
- (c) The offense is a Level 5 felony if:
 - (1) The amount of the drug involved is at least one (1) gram but less than five (5) grams; or
 - (2) The amount of the drug involved is less than one (1) gram and an enhancing circumstance applies.
- (d) The offense is a Level 4 felony if:
 - (1) The amount of the drug involved is at least five (5) but less than ten (10) grams; or
 - (2) The amount of the drug involved is at least one (1) gram but less than five (5) grams and an enhancing circumstance applies.
- (e) The offense is a Level 3 felony if:
 - (1) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least five (5) grams but less than ten (10) grams and an enhancing circumstance applies.
- (f) The offense is a Level 2 felony if:
 - (1) The amount of the drug involved is at least twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams and an enhancing circumstance applies.

IC 35-48-4-3. Dealing in schedule IV controlled substance.

- (a) A person who:
 - (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule IV; or
 - (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule IV; commits dealing in a schedule IV controlled substance, a Class A misdemeanor, except as provided in subsections (b) through (f).
- (b) A person may be convicted of an offense under subsection (a)(2) only if there is evidence in addition to the weight of the drug that the person intended to manufacture or deliver the controlled substance.
- (c) The offense is a Level 6 felony if:
 - (1) The amount of the drug involved is at least one (1) gram but less than five (5) grams; or
 - (2) The amount of the drug involved is less than one (1) gram and an enhancing circumstance applies.
- (d) The offense is a Level 5 felony if:
 - (1) The amount of the drug involved is at least five (5) but less than ten (10) grams; or
 - (2) The amount of the drug involved is at least one (1) gram but less than five (5) grams and an enhancing circumstance applies.
- (e) The offense is a Level 4 felony if:
 - (1) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least five (5) but less than ten (10) grams and an enhancing circumstance applies.
- (f) The offense is a Level 3 felony if:
 - (1) The amount of the drug involved is at least twenty-eight (28) grams; or

- (2) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams and an enhancing circumstance applies.

IC 35-48-4-4. Dealing in a schedule V controlled substance.

- (a) A person who:
 - (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule V; or
 - (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule V; commits dealing in a schedule V controlled substance, a Class B misdemeanor, except as provided in subsections (b) through (f).
- (b) A person may be convicted of an offense under subsection (a)(2) only if there is evidence in addition to the weight of the drug that the person intended to manufacture, finance the manufacture of, deliver, or finance the delivery of the drug.
- (c) The offense is a Class A misdemeanor if:
 - (1) The amount of the drug involved is at least one (1) gram but less than five (5) grams; or
 - (2) The amount of the drug involved is at least one (1) gram but less than five (5) grams and an enhancing circumstance applies.
- (d) The offense is a Level 6 felony if:
 - (1) The amount of the drug involved is at least five (5) but less than ten (10) grams; or
 - (2) The amount of the drug involved is at least one (1) gram but less than five (5) grams and an enhancing circumstance applies.
- (e) The offense is a Level 5 felony if:
 - (1) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least five (5) but less than ten (10) grams and an enhancing circumstance applies.
- (f) The offense is a Level 4 felony if:
 - (1) The amount of the drug involved is at least twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams and an enhancing circumstance applies.

IC 35-48-4-4.1. Dumping controlled substance waste.

- (a) A person who dumps, discharges, discards, transports, or otherwise disposes of:
 - (1) Chemicals, knowing the chemicals were used in the illegal manufacture of a controlled substance or an immediate precursor; or
 - (2) Waste, knowing that the waste was produced from the illegal manufacture of a controlled substance or an immediate precursor; commits dumping controlled waste, a Level 6 felony.
- (b) It is not a defense in a prosecution under subsection (a) that the person did not manufacture the controlled substance or an immediate precursor.

IC 35-48-4-4.5. Dealing in a substance represented to be a controlled substance..

- (a) A person who knowingly or intentionally delivers or finances the delivery of any substance, other than a controlled substance or a drug for which a prescription is required under federal or state law, that:
 - (1) Is expressly or impliedly represented to be a controlled substance;
 - (2) Is distributed under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or
 - (3) By overall dosage unit appearance, including shape, color, size, markings, or lack of markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance commits dealing in a substance represented to be a controlled substance, a Level 6 felony.
- (b) In determining whether representations have been made, subject to subsection (a)(1), or whether circumstances of distribution exist, subject to subsection (a)(2), the trier of fact may consider, in addition to other relevant factors, the following:
 - (1) Statements made by the owner or other person in control of the substance, concerning the substance's nature, use or effect.
 - (2) Statements made by any person, to the buyer or recipient of the substance that the substance may be resold for profit.

- (3) Whether the substance is packaged in a manner uniquely used for the illegal distribution of controlled substances.
- (4) Whether:
 - (A) The distribution included an exchange of, or demand for, money or other property as consideration; and
 - (B) The amount of the consideration was substantially greater than the reasonable retail market value of the substance.

IC 35-48-4-4.6. Unlawful manufacture, distribution, or possession of counterfeit substance

- (a) A person who knowingly or intentionally, manufactures, finances the manufacture of, advertises, distributes, or possesses with intent to manufacture, finances the manufacture of, advertises or distributes a substance described in section 4.5 of this chapter commits a Level 5 felony.
- (b) A person may be convicted of an offense under subsection (a)(5) only if there is evidence in addition to the weight of the substance that the person intended to manufacture, finance the manufacture of, advertise, or distribute the substance.
- (c) A person who knowingly or intentionally possesses a substance described in section 4.5 of this chapter commits a class C misdemeanor. However, the offense is a class A misdemeanor if the person has a previous conviction under this section.
- (d) In any prosecution brought under this section it is not a defense that the person believed the substance actually was a controlled substance.
- (e) This section does not apply to the following:
 - (1) The manufacture, financing the manufacture of, processing, packaging, distribution, or sale of non- controlled substances to licensed medical practitioners for use as placebos in professional practice or research.
 - (2) Person acting in the course and legitimate scope of their employment as a law enforcement officer.
 - (3) The retention of production samples of non-controlled substances produced before September 1, 1986, where such samples are required by federal law.

IC 35-48-4-5. Dealing in a counterfeit substance.

A person who:

- (1) Knowingly or intentionally creates, delivers, or finances the delivery of a counterfeit substance; or
- (2) Possesses, with intent to deliver or finances the delivery of, a counterfeit substance; commits dealing in a counterfeit substance, a Level 6 felony. However a person may be convicted of an offense under subsection (a)(2) only if there is evidence in addition to the weight of the counterfeit substance that the person intended to deliver or finance the delivery of the counterfeit substance.

IC 35-48-4-6. Possession of cocaine or narcotic drug.

- (a) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice, knowingly or intentionally possesses cocaine (pure or adulterated) or a narcotic drug (pure or adulterated) classified in schedule I or II, commits possession of cocaine or a narcotic drug, a Level 6 felony, except as provided in subsections (b) through (d).
- (b) The offense is a Level 5 felony if:
 - (1) The amount of the drug involved is at least five (5) but less than ten (10) grams; or
 - (2) and the amount of the drug involved is less than five (5) grams and an enhancing circumstance applies.
- (c) The offense is a Level 4 felony if:
 - (1) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least five (5) but less than ten (10) grams and an enhancing circumstance applies.
- (d) The offense is a Level 3 felony if:
 - (1) The amount of the drug involved is at least twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams and an enhancing circumstance applies.

IC 35-48-4-6.1. Possession of methamphetamine.

- (a) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice, knowingly or intentionally possesses methamphetamine (pure or adulterated) commits possession of methamphetamine, a Level 6 felony, except as provided in subsections (b) through (d).
- (b) The offense is a Level 5 felony if:

- (1) The amount of the drug involved is at least five (5) but less than ten (10) grams; or
 - (2) and the amount of the drug involved is less than five (5) grams and an enhancing circumstance applies.
- (c) The offense is a Level 4 felony if:
 - (1) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least five (5) but less than ten (10) grams and an enhancing circumstance applies.
- (d) The offense is a Level 3 felony if:
 - (1) The amount of the drug involved is at least twenty-eight (28) grams; or
 - (2) The amount of the drug involved is at least ten (10) but less than twenty-eight (28) grams and an enhancing circumstance applies.

IC 35-48-4-7. Possession of a controlled substance; Obtaining a schedule V controlled substance.

- (a) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice, knowingly or intentionally possesses a controlled substance (pure or adulterated) classified in schedule I, II, III, or IV, except marijuana, hashish, salvia, or a synthetic cannabinoid, commits possession of a controlled substance, a Class A misdemeanor, except as provided in subsection (b).
- (b) The offense is a Level 6 felony if the person commits the offense and an enhancing circumstance applies.
- (c) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice, knowingly or intentionally obtains:
 - (1) More than four (4) ounces of schedule V controlled substances containing codeine in any given forty eight (48) hour period unless pursuant to a prescription;
 - (2) A schedule V controlled substance pursuant to written or verbal misrepresentation, or
 - (3) Possession of a schedule V controlled substance; other than by means of a prescription or by means of signing an exempt narcotic register maintained by a pharmacy licensed by the Indiana State Board of Pharmacy; commits a Class A misdemeanor.

IC 35-48-4-8.1. Manufacture of paraphernalia.

- (a) A person who manufactures, finances the manufacture of, or designs an instrument, device, or other object that is intended to be used primarily for:
 - (1) Introducing into the human body a controlled substance
 - (2) Testing the strength, effectiveness, or purity of a controlled substance; or
 - (3) Enhancing the effect of a controlled substance, in violation of this chapter, commits a class A infraction for manufacturing paraphernalia.
- (b) A person who:
 - (1) Knowingly or intentionally violates this section; and
 - (2) Has previous judgment for violation of this section; commits manufacture of paraphernalia, a Level 6 felony.

IC 35-48-4-8.3. Possession of paraphernalia

- (a) The section does not apply to a rolling paper.
- (b) A person who knowingly or intentionally possesses an instrument, a device, or other object that the person intends to use for:
 - (1) Introducing into the person's body a controlled substance;
 - (2) Testing the strength, effectiveness, or purity of a controlled substance; or
 - (3) Enhancing the effect of a controlled substance; commits a Class C misdemeanor. However, the offense is a Class A misdemeanor if the person has a prior unrelated judgment or conviction under this section.

IC 35-48-4-8.5 Dealing in paraphernalia.

- (a) A person who keeps for sale, offers for sale, delivers, or finances the delivery of a raw material, an instrument, a device or other object that is intended to be or that is designed or marketed to be used primarily for:
 - (1) Ingesting, inhaling, or otherwise introducing into the human body marijuana, hash oil, hashish, salvia, a synthetic drug, or a controlled substance;
 - (2) Testing the strength, effectiveness, or purity of marijuana, hash oil, hashish, salvia, a synthetic drug, or a controlled substance;
 - (3) Enhancing the effect of a controlled substance
 - (4) Manufacturing, compounding, converting, producing, processing, or preparing marijuana, hash oil, hashish, salvia, a synthetic drug, or a controlled substance;
 - (5) Diluting or adulterating marijuana, hash oil, hashish, salvia, a synthetic drug, or a controlled substance by

- individuals; or
- (6) Any purpose announced or described by the seller that is in violation of this chapter; commits a class A infraction for dealing in paraphernalia.
- (b) A person who knowingly or intentionally violates subsection (a) commits a class A misdemeanor. However, the offense is a Level 6 felony if the person has a prior unrelated judgment or conviction under this section.
- (c) This section does not apply to the following:
 - (1) Items marketed for use in the preparation, compounding, packaging, labeling, or other use of marijuana, hash oil, hashish, salvia, a synthetic drug, or a controlled substance as an incident to lawful research, teaching, or chemical analysis and not for sale.
 - (2) Items marketed for or historically and customarily used in connection with the planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, or inhaling, of tobacco or any other lawful substance.
 - (3) A qualified entity (as defined in IC 16-41-7.5-3) that provides a syringe or needle as part of a program under IC 16-41-7.5.
 - (4) Any entity or person that provides funding to a qualified entity (as defined in IC 16-41-7.5-3) to operate a program described in IC 16-41-7.5.

IC 5-48-4-10. Dealing in marijuana, hash oil, hashish, or salvia..

- (a) A person who:
 - (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of marijuana, hash oil, hashish, or salvia, pure or adulterated; or
 - (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of marijuana, hash oil, hashish, or salvia, pure or adulterated; commits dealing in marijuana, hash oil, hashish, or salvia, a class A misdemeanor except as provided in subsections (b) through (d).
- (b) A person may be convicted of an offense under subsection (a)(2) only if there is evidence in addition to the weight of the drug that the person intended to manufacture, finance the manufacture of, deliver, or finance the delivery of the drug.
- (c) The offense a Level 6 felony if:
 - (1) The person has a prior conviction for a drug offense and the amount of the drug involved is
 - (A) Less than thirty (30) grams of marijuana; or
 - (B) Less than five (5) grams of hash oil, hashish, or salvia; or
 - (2) The amount of the drug involved is:
 - (A) At least thirty (30) grams but less than ten (10) pounds of marijuana; or
 - (B) At least five (5) grams but less than three hundred (300) grams of hash oil, hashish, or salvia.
- (d) The offense is a Level 5 felony if:
 - (1) The person has a prior conviction for a drug dealing offense and the amount of the drug involved is:
 - (A) At least thirty (30) grams but less than ten (10) pounds of marijuana; or
 - (B) At least five (5) grams but less than three hundred (300) grams of hash oil, hashish, or salvia; or
 - (2) The amount of the drug involved is:
 - (A) At least ten (10) pounds of marijuana; or
 - (B) At least three hundred (300) grams of hash oil, hashish, or salvia; or
 - (3) Offense involved a sale to a minor.

IC 35-48-4-10.5. Dealing in a synthetic drug or synthetic drug lookalike substance; penalty

- (a) A person who:
 - (1) manufactures; (2) finances the manufacture of; (3) delivers; (4) finances the delivery of; (5) possesses, with intent to deliver; or (6) possesses, with intent to finance the delivery of; a synthetic drug or a synthetic drug lookalike substance commits dealing in a synthetic drug or synthetic drug lookalike substance, a Class A infraction. However, the offense is a Level 6 felony if the offense is committed knowingly or intentionally and the person has a prior unrelated judgment or conviction under this subsection.
- (b) A person may be adjudicated or convicted of an infraction or offense under subsection (a)(5) or (a)(6) only if there is evidence in addition to the weight of the synthetic drug or synthetic drug lookalike substance that the person intended to deliver or finance the delivery of the synthetic drug or synthetic drug lookalike substance.
- (c) A person who:
 - (1) knowingly or intentionally:
 - (A) manufactures; (B) finances the manufacture of; (C) delivers; or (D) finances the delivery of; a synthetic

- drug or synthetic drug lookalike substance; or
 - (2) possesses, with intent to:
 - (A) manufacture; (B) finance the manufacture of; (C) deliver; or (D) finance the delivery of; a synthetic drug or synthetic drug lookalike substance; commits dealing in a synthetic drug or synthetic drug lookalike substance, a Class A misdemeanor, except as provided in subsections (d) through (e).
- (d) A person may be convicted of an offense under subsection (c)(2) only if there is evidence in addition to the weight of the synthetic drug or synthetic drug lookalike substance that the person intended to manufacture, finance the manufacture of, deliver, or finance the delivery of the synthetic drug or synthetic drug lookalike substance.
- (e) The offense in subsection (c) is:
 - (1) a Level 6 felony if:
 - (A) the recipient or intended recipient is less than eighteen (18) years of age;
 - (B) the amount involved is more than five (5) grams; or
 - (C) the person has a prior conviction of an offense involving a synthetic drug or synthetic drug lookalike substance; and
 - (2) a Level 5 felony if the amount involved is more than five (5) grams and the person delivered or financed the delivery of the synthetic drug or synthetic drug lookalike substance:
 - (A) on a school bus; or
 - (B) in, on, or within five hundred (500) feet of:
 - (i) school property; or
 - (ii) a public park; while a person under eighteen (18) years of age was reasonably expected to be present.
- (f) In addition to a criminal or civil penalty imposed for a violation of this section, if the court finds that a person has violated this section and the violation involved the sale of or offer to sell, in the normal course of business, a synthetic drug or synthetic drug lookalike substance by a retail merchant in a place of business for which the retail merchant has been issued a registered retail merchant certificate, the court:
 - (1) shall recommend the suspension of the registered retail merchant certificate for the place of business for one (1) year if the person's violation of this section resulted in a criminal conviction; and
 - (2) may recommend the suspension of the registered retail merchant certificate for the place of business for six (6) months if the person's violation of this section resulted in an adjudication that the person committed an infraction.
- (g) The department of state revenue shall suspend the registered retail merchant certificate of a retail merchant in accordance with the recommendation of the court. Whenever the department of state revenue is required to suspend a retail merchant's registered retail merchant certificate under this section, the department shall immediately mail a notice to the retail merchant's address that must state that the retail merchant's registered retail merchant certificate will be suspended for the period recommended by the court, commencing five (5) days after the date of the notice.

IC 35-48-4-11. Possession of marijuana, hash oil, hashish, or salvia.

- (a) A person who:
 - (1) knowingly or intentionally possesses (pure or adulterated) marijuana, hash oil, hashish, or salvia;
 - (2) knowingly or intentionally grows or cultivates marijuana; or
 - (3) knowing that marijuana is growing on his premises, fails to destroy the marijuana plants; commits possession of marijuana, hash oil, hashish, or salvia, a class B misdemeanor, except as provided in subsections (b) through (c).
- (b) The offense described in subsection (a) is a Class A misdemeanor if the person has a prior conviction for a drug offense.
- (c) The offense described in subsection (a) is a Level 6 felony if:
 - (1) the person has a prior conviction for a drug offense; and
 - (2) the person possesses:
 - (A) at least thirty (30) grams of marijuana; or
 - (B) at least five (5) grams of hash oil, hashish, or salvia.

IC 35-48-4-11.5 "Synthetic drug or synthetic drug lookalike substance" penalties

- (a) As used in this section, "synthetic drug lookalike substance" has the meaning set forth in IC 35-31.5-2-321.5(a)(2).
- (b) A person who possesses a synthetic drug or synthetic drug lookalike substance commits possession of a synthetic drug or synthetic drug lookalike substance, a Class B infraction.
- (c) A person who knowingly or intentionally possesses a synthetic drug or synthetic drug lookalike substance, a Class A misdemeanor. However, the offense is a Level 6 felony if the person has a prior unrelated conviction under this section or under section 10.5 of the chapter.

IC 35-48-4-12. Conditional discharge for possession at first offense.

If a person who has no prior conviction of an offense under this article or under a law of another jurisdiction relating to controlled substances pleads guilty to possession of marijuana, hashish, salvia, or a synthetic drug or synthetic drug lookalike substance as a misdemeanor, the court, without entering a judgment of conviction and with the consent of the person, may defer further proceedings and place the person in the custody of the court under conditions determined by the court. Upon violation of a condition of the custody, the court may enter a judgment of conviction. However, if the person fulfills the conditions of the custody, the court shall dismiss the charges against the person. There may be only one (1) dismissal under this section with respect to a person.

IC 35-48-4-13. Visiting or maintaining a common nuisance.

- (a) A person who knowingly or intentionally visits a building, structure, vehicle, or other place that is used by any person to unlawfully use a controlled substance commits visiting a common nuisance, a class B misdemeanor.
- (b) A person, who knowingly or intentionally maintains a building structure, vehicle, or other place that is used one (1) or more times:
 - (1) By persons to unlawfully use controlled substances; or
 - (2) For unlawfully (A) manufacturing; (B) keeping; (C) offering for sale; (D) selling; (E) delivering; or (F) financing the delivery of controlled substances, or items of drug paraphernalia as described in IC 35-48-4-8.5; commits maintaining a common nuisance, a Level 6 felony.

IC 35-48-4-13.3. Taking a juvenile or endangered adult to location used for drug sale, manufacture, or possession.

A person who recklessly, knowingly, or intentionally takes a person less than eighteen (18) years of age or an endangered adult (as defined in IC 12--10--3--2) into a building, structure, vehicle, or other place that is being used by any person to: unlawfully possess drugs or controlled substances; or unlawfully: (A) manufacture; (B) keep; (C) offer for sale; (D) sell; (E) deliver; or (F) finance the delivery of drugs or controlled substances; commits a class A misdemeanor. However, this offense is a Level 6 felony if the person has a prior unrelated conviction under this section.

IC 35-48-4-14. Offenses relating to registration labeling and prescription forms.

- (a) A person who:
 - (1) Is subject to IC 35-48-3 and who recklessly, knowingly, or intentionally distributes or dispenses a controlled substance in violation of IC 34-48-3;
 - (2) Is a registrant and who recklessly, knowingly, or intentionally:
 - manufactures; or
 - finances the manufacture of; a controlled substance not authorized by the person's registration or distributes or dispenses a controlled substance not authorized by the person's registration to another registrant or other authorized person;
 - (3) Recklessly, knowingly, or intentionally fails to make, keep, or furnish a record, a notification, an order form, a statement, an invoice, or information required under this article; or
 - (4) Recklessly, knowingly, or intentionally refuses entry into any premises for an inspection authorized by this article; commits a Level 6 felony.
- (b) A person who knowingly or intentionally:
 - (1) Distributes as a registrant a controlled substance classified in schedule I or II, except under an order form as required by IC 35--48--3;
 - (2) Uses in the course of the: (A) manufacture of; (B) the financing of the manufacture of; or (C) distribution of a controlled substance a federal or state registration number that is fictitious, revoked, suspended, or issued to another person;
 - (3) Furnishes false or fraudulent material information in, or omits any material information from, an application, report, or other document required to be kept or filed under this article; or
 - (4) Makes, distributes, or possesses a punch, die, plate, stone, or other thing designed to print, imprint, or reproduce the trademark, trade name, or other identifying mark, imprint, or device of another or a likeness of any of the foregoing on a drug or container or labeling thereof so as to render the drug a counterfeit substance; commits a Level 6 felony.
- (c) A person who knowingly or intentionally acquires possession of a controlled substance by misrepresentation, fraud, forgery, deception, subterfuge, alteration of a prescription order, concealment of a material fact, or use of false name or false address commits a Level 6 felony. However, the offense is a Level 5 felony if the person has a prior conviction of an offense under this subsection.
- (d) A person who knowingly or intentionally affixes any false or forged label to a package or receptacle containing a

controlled substance commits a Level 6 felony. However, the offense is a Level 5 felony if the person has a prior conviction of an offense under this subsection. This subsection does not apply to law enforcement agencies or their representatives while engaged in enforcing IC 16-42-19 or this chapter (or IC 16-6-8 before its repeal).

- (e) A person who duplicates, reproduces, or prints any prescription pads or forms without the prior written consent of a practitioner commits a Level 6 felony. However, the offense is a Level 5 felony if the person has a prior conviction of an offense under this subsection. This subsection does not apply to the printing of prescription pads or forms, upon a written, signed order placed by a practitioner or pharmacist, by legitimate printing companies.

IC 35-48-4-14.5 Possession or sale of drug precursors.

As used in this section, "chemical reagents or precursors" refers to one (1) or more of the following: (1) ephedrine;

(2) pseudoephedrine; (3) phenylpropanolamine; (4) the salts, isomers, and salts of isomers of a substance identified in subdivisions (1) through (3); (5) anhydrous ammonia or ammonia solution (defined in IC 22-11-20-1); (6) organic solvents; (7) hydrochloric acid; (8) lithium metal; (9) sodium metal; (10) ether; (11) sulfuric acid; (12) red phosphorous; (13) iodine; (14) sodium hydroxide (lye); (15) potassium dichromate; (16) sodium dichromate; (17) potassium permanganate; (18) chromium trioxide; (19) benzyl cyanide; (20) phenylacetic acid and its esters or salts; (21) piperidine and its salts; (22) methylamine and its salts; (23) isosafrole; (24) safrole; (25) piperonal; (26) hydriodic acid; (27) benzaldehyde; (28) nitroethane; (29) gamma-butyrolactone; (30) white phosphorus; (31) hypophosphorous acid and its salts; (32) acetic anhydride; (33) benzyl chloride; (34) ammonium nitrate; (35) ammonium sulfate; (36) hydrogen peroxide; (37) thionyl chloride; (38) ethyl acetate; (39) pseudoephedrine hydrochloride.

- (a) A person who possesses more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine, pure or adulterated, commits a Level 6 felony. However, the offense is a Level 5 felony if the person possessed:
- (1) a firearm while possessing more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine, pure or adulterated; or
 - (2) more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine, pure or adulterated, in, on, or within five hundred (500) feet of:
 - (A) school property while a person under eighteen (18) years of age was reasonably expected to be presents; or
 - (B) a public park while a person under eighteen (18) years of age was reasonably expected to be present.
- (b) A person who possesses anhydrous ammonia or ammonia solution (as defined in IC 22-11-20-1) with the intent to manufacture methamphetamine or amphetamine, schedule II controlled substances under IC 35-48-2-6, commits a Level 6 felony. However, the offense is a Level 5 felony if the person possessed:
- (1) a firearm while possessing anhydrous ammonia or ammonia solution (as defined in IC 22-11-20-1) with intent to manufacture methamphetamine or amphetamine, schedule II controlled substances under IC 35-48-2-6; or
 - (2) anhydrous ammonia or ammonia solution (as defined in IC 22-11-20-1) with intent to manufacture methamphetamine or amphetamine, schedule II controlled substances under IC 35-48-2-6 in, on, or within five hundred (500) feet of:
 - (A) school property while a person under eighteen (18) years of age was reasonably expected to be present; or
 - (B) a public park while a person under eighteen (18) years of age was reasonably expected to be present.
- (c) Subsection (b) does not apply to a:
- (1) licensed health care provider, pharmacist, retail distributor, wholesaler, manufacturer, warehouseman, or common carrier or an agent of any of these persons if the possession is in the regular course of lawful business activities; or
 - (2) person who possesses more than ten (10) grams of a substance described in subsection (b) if the substance is possessed under circumstances consistent with typical medicinal or household use, including:
 - (A) the location in which the substance is stored;
 - (B) the possession of the substance in a variety of
 - strengths;
 - brands; or
 - types; or
 - (C) the possession of the substance:
 - with different expiration dates; or
 - in forms used for different purposes.

- (d) A person who possesses two (2) or more chemical reagents or precursors with the intent to manufacture a controlled substance commits a Level 6 felony.
- (e) An offense under subsection (e) is a Level 5 felony if the person possessed:
 - (1) a firearm while possessing two (2) or more chemical reagents or precursors with intent to manufacture a controlled substance; or
 - (2) two (2) or more chemical reagents or precursors with intent to manufacture a controlled substance in, on, or within five hundred (500) feet of:
 - (A) school property while a person under eighteen (18) years of age was reasonably expected to be present; or
 - (B) a public park while a person under eighteen (18) years of age was reasonably expected to be present.
- (f) A person who sells, transfers, distributes, or furnishes a chemical reagent or precursor to another person with knowledge or the intent that the recipient will use the chemical reagent or precursors to manufacture a controlled substance commits unlawful sale of a precursor, a Level 6 felony. However, the offense is a Level 5 felony if the person sells, transfers, distributes, or furnishes more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine.
- (g) This subsection does not apply to a drug containing ephedrine, pseudoephedrine, or phenylpropanolamine that is dispensed under a prescription. A person who:
 - (1) has been convicted of:
 - (A) dealing in methamphetamine (IC 35-48-4-1.1);
 - (B) possession of more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine (subsection (b));
 - (C) possession of anhydrous ammonia or ammonia solution (as defined in IC 22-11-20-1) with intent to manufacture methamphetamine or amphetamine (subsection (c));
 - (D) possession of two (2) or more chemical reagents or precursors with the intent to manufacture a controlled substance (subsection (e)); or
 - (E) unlawful sale of a precursor (subsection (g)); and
 - (2) not later than seven (7) years from the date the person was sentenced for the offense; knowingly or intentionally possesses ephedrine, pseudoephedrine, or phenylpropanolamine, pure or adulterated, commits possession of a precursor by a methamphetamine offender, a Level 6 felony.

Drug Free Work Place

Valparaiso University is required, under the Drug Free Workplace Act of 1988, to certify to Federal contracting or granting agencies that it has established certain requirements to keep its workplace free of illegal drugs. The unlawful manufacture, distribution or intent to distribute, dispensing, possession, or use of a controlled substance is prohibited for employees of Valparaiso University during the performance of requirements.

Valparaiso University employees, as a condition of employment, are required not only to abide by the policy, but also to report any criminal convictions for drug related activity in the workplace no later than five (5) days after a conviction. Valparaiso University will make every effort to maintain a drug free workplace.

Appendix N: Fraternity and Sorority Risk Management Policy

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity and sorority entities and all levels of fraternity and sorority membership.

Alcohol and Drugs

The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, or during a fraternity event in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education and must comply with either the BYOB or Third Party Vendor Guidelines.

No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a

bulk quantity or common source(s) of alcoholic beverages, (i.e., kegs or cases) is prohibited.

Alcoholic beverages must either be:

- a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g. restaurant, bar, caterer, etc.); or
- b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age").

The possession, distribution (or intent to distribute), sale, or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

No chapter may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

All recruitment activities associated with any chapter will be non-alcoholic. No recruitment activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

No member, pledge, associate/new member, or novice shall permit, tolerate, encourage, or participate in "drinking games." The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor, or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares," or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother-little brother" events or activities, "big sister-little sister" events or activities, "family" events or activities and initiation.

Sexual Abuse

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities, or events whether on chapter premises or an off-site location which are demeaning to women or men including, but not limited to, verbal harassment or sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Fire, Health, and Safety

All chapter facilities should meet all local fire and health codes and standards.

All chapters should post by common phones and in other locations emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

The possession and/or use of firearms or explosives or incendiary devices of any kind, within the confines and premises of

the chapter facility, is prohibited.

Education

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Appendix O: Fraternity and Sorority Life Information

Inter/National sororities and fraternities provide interested students the opportunity to become part of a group which shares common ideals and promotes community service, scholastic excellence, and philanthropic endeavors, as well as opportunities for leadership development and social activities. Sorority and fraternity life at Valparaiso University can offer training, guidance, friendship, and lasting inspiration to their members, to the campus, and to the Valparaiso community.

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. In this regard, the university has established the following norms and expectations for fraternities and sororities:

- ✓ Objectives and activities that are in accord with the goals and purposes of the university.
- ✓ Conduct consistent with Christian morals and civil laws.
- ✓ An atmosphere which stimulates substantial intellectual progress and achievement.
- ✓ Maintenance of safe, sanitary, and wholesome physical conditions in their housing areas.
- ✓ Sound business practices both in chapter finances and business relations 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.

Hazing

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. 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 fraternity 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 the chapter house; 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, fraternal law, ritual, or policy, or the regulations and policies of the educational institution or applicable state law.”

Social Events

Fraternities and sororities are expected to support and comply with the policies and procedures governing fraternity and sorority social events as outlined by the Fraternity and Sorority Risk Management Policy. Under these provisions, all fraternity/sorority events involving the use of alcoholic beverages are to be closed functions, open only to invited guests who may bring beverages only in accordance with state law and university policies. All persons attending such functions will be checked at the door and may not use alcoholic beverages at the function if they are not of legal age (21 years). A complete copy of the Fraternity and Sorority Risk Management Policy document may be obtained at valpo.edu/greek.

Fraternities and sororities are also responsible for the behavior of any individual attending their functions.

Misconduct

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

Sororities and fraternities are subject to the above mentioned documents and regulations. Fraternities and sororities are further governed by the Fraternity and Sorority Risk Management policies.

Sanctions

The following sanctions may be imposed by the university against fraternities and sororities for violations of policies and regulations. Recommendations about sanction imposition may be made to the university by the Fraternity and Sorority Judicial Board.

Warning – A written warning that a regulation has been violated and that any further misconduct may lead to more severe disciplinary action.

Disciplinary Probation – A fraternity or sorority may be placed on disciplinary probation and informed that any further misconduct may lead to more severe disciplinary action. A probation may involve restrictions of various types:

Restriction on Activity—from certain activities, such as intramural sports.

Social Probation—a restriction on social activities for a designated period of time.

Restriction on Members – from limited pledging of new members to no pledging of new members for a specified period of time.

Removal of the Privilege as a Recognized Housing Unit—The university may remove recognition as a housing unit.

Removal of University Recognition – The university may remove official recognition as an approved social organization.

Sanctions may be viewed as cumulative within any given period of time. The severity of the misconduct will also affect the kind of sanction implemented. Misconduct occurring during the latter part of the academic year or the summer session may result in sanctions being imposed during the following academic year.

Appendix P: 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.

¹ Incoming freshmen during their first year

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

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.

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 affairs. 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 or 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 decks 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 the "reasonable distance" limit of Valparaiso University. (*Note: For students who enrolled at Valparaiso University before the Fall 2018 term, reasonable distance is defined as 50 or fewer miles. For students who enrolled at Valparaiso University on or after the Fall 2018 term, reasonable distance is defined as 30 or fewer miles).
- 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 Assistant Dean of Students for Residential Life 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 the “reasonable distance” limit of Valparaiso University. (*Note: For students who enrolled at Valparaiso University before the Fall 2018 term, reasonable distance is defined as 50 or fewer miles. For students who enrolled at Valparaiso University on or after the Fall 2018 term, reasonable distance is defined as 30 or fewer miles). 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.

Appendix Q: 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 Affairs) 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 University 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 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.

Appendix R: Nondiscrimination, Harassment, and Sexual Misconduct Policy

Nondiscrimination and Harassment Policy Statement

It is the policy of Valparaiso University that no person shall on the grounds of race, color, gender, age, disability, veteran status, religion,¹ national origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or in any educational program or activity of the University. The prohibited discrimination also includes discrimination based on pregnancy. To that end, and in compliance with federal and state laws, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they are guests, patrons, independent contractors, or clients, from discriminating against any other such person or member of the University community in violation of this Policy. A person may also file a complaint of discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www.ed.gov/about/offices/list/ocr/complaintintro.html, or calling 1.800.421.3481. The U.S. Department of Education Office of Civil Rights is also located at: Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202- 1100.

Valparaiso University also prohibits harassment, and may consider it a form of discrimination, as set forth above, if it is unwelcome and sufficiently severe or pervasive so as to substantially interfere with a person's work, education, participation in a University activity, or purpose for being on campus, or is otherwise considered discrimination in violation of the law. Harassment prohibited by this Policy may include, but is not limited to, threats, physical contact, violence, pranks, jokes, derogatory comments, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of their race, color, sex, age, disability, veteran status, religion, national origin, sexual orientation, or gender identity. Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit the ability of an individual to work, study, participate in activities of the university, or achieve their purpose for being on campus. Furthermore, off campus incidents or incidents at non-University activities may be considered when determining the severity, pervasiveness, or persistence of the conduct that gives rise to hostility or harassment.

¹ An institution committed to its Lutheran tradition, the University reserves its right to promote the teachings of the Church and to exercise preferences in admissions and employment-related practices in favor of Lutherans.

Certain “responsible employees” have a duty to promptly report when the responsible employee knows or reasonably should know of a possible discrimination, harassment, or sexual misconduct. Responsible employees are those (1) who have the authority to take action to redress sexual misconduct; (2) who have been given the duty of reporting incidents of sexual misconduct such as sexual violence, sexual harassment, domestic violence, dating violence, stalking, or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or (3) who could reasonably be believed to have this authority or duty. Responsible employees include, but are not limited to, the following: faculty, adjunct faculty, administrators, department chairs, Discrimination Complaint Advisors (DCAs), resident assistants (RAs), and resident life and student affairs staff. Responsible employees must promptly report incidents of discrimination, harassment, and sexual misconduct to the Title IX Coordinator. Furthermore, Indiana law requires that anyone who has reason to believe a minor (17 years of age or less) has been sexually assaulted immediately report the matter to the Valparaiso University Police Department or other local law enforcement.

This Policy, and its procedures and processes, are administered by numerous University employees as mentioned throughout. All involved employees are to recuse themselves from a matter when there is a conflict of interest. Any involved employee may raise the issue of a potential conflict of interest to the University’s General Counsel to determine whether an employee has a conflict of interest in any particular case, and the General Counsel may then replace that person or take other action to the extent necessary to abate the conflict and preserve impartiality.

Prohibited Harassment and Sexual Misconduct Policy Statement

Harassment on the basis of sex, as later defined under this Policy, is a violation of federal and state law. Valparaiso University strives to create a safe and nondiscriminatory environment where individuals treat one another with respect and, therefore, does not tolerate sexual harassment on campus or within the scope of its activities. Individuals who believe they are victims of sexual harassment are strongly urged to promptly report such incidents as set forth under the reporting procedures below. Valparaiso University will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring, and correct any discriminatory effects of such harassment. The severity of the corrective action will depend on the circumstances of the particular case.

The determination of what constitutes sexual harassment will vary with the facts and circumstances of a particular case but generally involves unwanted sexual attention. Any person may be subject to sexual harassment, and one can be sexually harassed by a member of the same gender. Sexual harassment is generally defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities;
- (2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- (3) such conduct has the purpose or effect of interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment prohibited by this Policy may take different forms. Examples might include:

- (1) Direct or implied threats that submission to sexual advances will be a condition of advancement or promotion in any endeavor, including but not limited to employment, work status, promotion, or academic grades;
- (2) Direct propositions of a sexual nature;
- (3) Unnecessary touching, hugging, or brushing against another person’s body;
- (4) Sexually explicit statements, questions, or jokes;
- (5) Remarks of a sexual nature about a person’s clothing or body, sexual activity, sexual orientation, gender identity, failure to conform to stereotypical notions of masculinity or femininity, or previous sexual experience;
- (6) Conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress (“stalking”); Intimate partner violence such as domestic² or dating violence³; or
- (7) Physical assault or violence.

² A violent act committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person cohabitating with, or has cohabited with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the violence occurred; or (4) person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.

³ A violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her drug or alcohol use, because of his or her temporary or permanent mental or physical incapacity, or because of his or her youth. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

There is no consent if:

- coercion, intimidation, threats, and/or physical force are used.
- a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation.
- a person is asleep or unconscious.

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent. Finally, consent to previous sexual activity does not imply consent to future sexual activity.

Sexual violence includes sexual assault, rape, sexual battery, sexual abuse, and sexual coercion. Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse of any type with a person that has not consented to the intercourse.
- Sexual touching of any type with a person that has not consented to the touching.
- Sexual touching or intercourse of any type committed by force, threat, or intimidation.
- Sexual touching or intercourse of any type committed by force or coercion to effect the touching or intercourse.
- Sexual touching or sexual intercourse of any type with a person who is asleep or unconscious because of drug or alcohol use.
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to.
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity.
- Secretly videotaping sexual activity.
- Participating in any activity that will likely result in any type of sexual touching or intercourse with a person by force, without the person's consent, or when the person is asleep or unconscious because of drug or alcohol use.

Sexual harassment does not include:

- (1) Discussions, communications, or actions that are sexual in nature but part of a legitimate academic exchange of ideas or artistic performance. As a University that values academic freedom and expression, there may be times when debates or performances of this type are acceptable and even encouraged; or
- (2) Any other harassment not based on race, color, sex, age, disability, veteran status, religion, national origin,

The University does not support any incidents of harassment even though the incident may not constitute sexual harassment. As such, it reserves the right to punish the instigator of such an incident under a different theory, for example, lacking collegiality. If there is any question whatsoever, the incident should be reported and the grievance process should be followed.

Title IX Coordinator

The Title IX Coordinator is appointed by the President and responsible for monitoring, advising, and overseeing all complaints involving discrimination harassment, and sexual misconduct, and identifying and addressing any patterns or systemic problems that arise during the review or administration of any aforementioned complaints. The Title IX Coordinator is also responsible for assessing the campus climate, coordinating any remedial or interim measures, and providing training to campus community members. The Title IX Coordinator will be available to meet and provide assistance to individuals, who believe they have been a target or victim of discrimination, harassment, or sexual misconduct, but the Title IX Coordinator is not an emergency contact person that provides immediate assistance for anyone who has been sexually assaulted or is a victim of a crime. The Title IX Coordinator is adequately trained to deal with issues arising from discrimination, harassment, or sexual misconduct on campus, has a thorough understanding of the grievance processes, and is available as a general resource in addition to overseeing the administration of a discrimination, harassment, and sexual misconduct complaint processes. The current Title IX Coordinator can be contacted at 219.464.6370 (office) or Title9@valpo.edu.

Retaliation, Malicious Complaints, False Information

It is a violation of this Policy for a person to retaliate against an individual because that individual, in good faith, reports a violation of this Policy or files a complaint pursuant to this Policy claiming a violation of this Policy. Retaliation against witnesses and others who assist in bringing a complaint or otherwise cooperate in an investigation is prohibited. A retaliation complaint will be considered a separate claim from the original complaint, with separate proceedings and subjecting the alleged violator to separate disciplinary action.

However, any individual who knowingly or recklessly files a false complaint claiming a violation of this Policy, or who knowingly or recklessly provides false information in the implementation of the process to enforce this policy, may be subject to disciplinary action.

Sanctions/Discipline

Violations of this Policy can be very serious matters having far-reaching effects on the lives and careers of individuals or success of students. Employees, students, and guests who violate this Policy are subject to disciplinary action. Possible sanctions for a person found to be in violation of this Policy include, but are not limited to, the following:

- (4) Oral or written reprimand;
- (5) Required attendance at a harassment/discrimination sensitivity program;
- (6) Oral or written warning;
- (7) Loss of salary or benefits or demotion;
- (8) Transfer or change of job, class, residential assignment, or location, including removing the person from being in a position to retaliate or further harass or discriminate against the complainant;
- (9) Suspension, probation, termination, dismissal, expulsion, or removal from campus; or
- (10) Other action Valparaiso University deems appropriate under the circumstances including termination of contractual arrangements with the University.

While counseling is not considered a sanction, it may be offered or required in combination with sanctions. If a student or student groups are found to be in violation of this Policy, any of the sanctions set forth in the ***Student Guide to University Life*** may also be involved.

Sexual Misconduct Resources and Reporting Options

CONFIDENTIAL RESOURCES⁴	NON-CONFIDENTIAL RESOURCES
1) Sexual Assault Awareness & Facilitative Education Office (SAAFE) -Crisis Line: 219.464.6789 -Emergencies: 219.929.7087	1) Title IX Coordinator -Title9@valpo.edu -219.464.6370
2) Counseling Center -219.464.5002	2) Valparaiso University Police Department -219.464.5430
3) University Pastors -219.464.5093	3) Office of Residential Life -219.464.5413
4) Student Health Center -219.464.5060	4) Office of Student Affairs -219.464.5411
5) The Caring Place -219.464.2128	5) Discrimination Complaint Advisors (CDAs)
6) National Sexual Assault Hotline -800.656.HOPE	6) Resident Assistants (RAs)
7) RAINN (Rape Abuse Incest National Network) -800.799.7233	7) Faculty
	8) Administrative staff

Confidential vs. Non-Confidential Resources

A student or employee who has been a target or has been accused of discrimination, harassment, or sexual misconduct, and wishes to keep his or her identity and information private and confidential, should seek a confidential resource listed above. A student or employee, who has been a target or has been accused of discrimination, harassment, or sexual misconduct, and wishes to report an incident, should seek a non-confidential resource listed above. The non-confidential resources will protect a student or employee's privacy by limiting the people with whom they share the reported information; however, non-confidential resources cannot guarantee complete confidentiality, as they must notify and report to the Title IX Coordinator.

Protective Measures

The SAAFE Office and the Office of Student Affairs assists students with interim measures such as academic, housing, and transportation accommodations, in addition to no contact directives, that are reasonably available. For employees, Human Resource Services will also coordinate working accommodations if such accommodations are reasonably available. Regardless of whether a student or employee decides to report the incident of sexual misconduct to the Valparaiso University Police Department, interim measures and accommodations are available upon the victim's request and will be implemented when they are reasonably available.

At any time, a student or employee may seek a court-issued protective order at the Porter County Clerk's Office located at 16 East Lincolnway, Suite 209, Valparaiso, Indiana 46383. If an order of protection, no contact order, restraining order, or another similar lawful order issued by a criminal, civil, or tribal court is obtained, a copy should be provided to Valparaiso University Police Department or the Title IX Coordinator. The University and Valparaiso University Police Department will take all legal and reasonable steps to implement such an order.

⁴

Confidential Resources will report crimes to appropriate University personnel for inclusion in the annual crime statistics disclosure, though the victim's name will be withheld from the report. Further, all University publicly-available recordkeeping excludes personally-identifiable information to the extent permitted by law.

Additional Options Available for Reporting Sexual Misconduct

Both men and women can be victims or perpetrators of sexual misconduct. Valparaiso University does not tolerate violence and strongly encourages all persons who feel they may have been a victim of violence while on campus or participating in a University endeavor to report the incident to the Valparaiso University Police Department. Valparaiso University Police Department is a non-confidential resource. Victims may notify proper law enforcement authorities, including Valparaiso University Police Department and local police; be assisted by Valparaiso University Police Department in notifying law enforcement authorities if the victim so chooses; and decline to notify such authorities. DCAs and the Title IX Coordinator will assist a victim in notifying the Valparaiso University Police Department and/or local police if requested by the victim.

A person who perpetrates a sexual violence, such as rape or sexual assault, while on campus or during a University-sponsored activity or endeavor is subject to a broad range of disciplinary actions including, but not limited to: suspension, expulsion, termination of employment, and/or permanent separation from the university.

An individual who believes they have been a victim of sexual violence is encouraged to immediately contact the Valparaiso University Police Department at 219.464.5430. An officer will:

- ✓ Provide for the person's immediate need for safety;
- ✓ Call a counselor to come on campus to speak with the person;
- ✓ Provide transportation to the emergency room if requested;
- ✓ Gather information pertaining to the incident;
- ✓ Advise the person on obtaining a restraining order, and by request, notify someone with authority over the assailant so contact between the two parties can be limited; and
- ✓ Call the Title IX Coordinator to assist in the matter.

An individual is not required to report the Valparaiso University Police Department immediately; however, it is important to preserve any evidence of the incident as it may be necessary to prosecute a crime or obtain an order of protection. An individual is strongly encouraged not to shower, douche, brush teeth, eat, or change clothing in an effort to preserve physical evidence. If a victim changes clothes, a victim is encouraged to put all clothing worn at the time of the incident into a paper bag.

Students have the following additional options available immediately:

- (11) Call the Sexual Assault Awareness and Facilitative Education (SAAFE) Office crisis line at 219.464.6789. For emergencies occurring after regular business hours, call 219.929.7087;
- (12) Call the Counseling Center crisis response line at 219.464.5002. The caller will receive a recording that will provide instructions for contacting a counselor at home. The counselor may come to campus to speak to the person and assist him/her in reporting the assault to the VUPD;
- (13) Call the Title IX Coordinator at 219.464.6370 or Title9@valpo.edu; and/or
- (14) Go directly to the Porter Emergency Room. Porter Hospital may charge the student for services. Medical personnel will call the VUPD. A person choosing this option for requesting assistance may expect appropriate professionals to fill the following roles:
 - ✓ PH Emergency Room personnel will conduct a physical examination, treat any injuries, gather physical evidence of the assault and supply aftercare instructions;
 - ✓ VUPD officer will interview relevant parties, including the victim, to initiate an official investigation; and
 - ✓ The SAAFE and/or Counseling Center advocate will provide emotional support, safeguard the person's right to make choices, assist the person in examining alternatives and begin the recovery and re-empowerment process.

Employees and students have the following additional options available:

- (1) Contact the Title IX Coordinator at 219.464.6370 or Title9@valpo.edu;
- (2) Contact the Office of Human Resource Services, which will assist in placing the employee into the Employee Assistance Program; and/or
- (3) Contact an off-campus service available to assault victims, which include:
 - ✓ National Sexual Assault Hotline 1.800.656.HOPE
 - ✓ Sexual Assault Recovery Project 219.465.3408
 - ✓ Victim's Assistance Unit 219.465.3433
 - ✓ Porter County Prosecutor's Office 219.465.3415
 - ✓ Porter Starke Services 219.531.3500

Available Reporting Options

The University will respond to discrimination, harassment, or sexual misconduct if it knows or reasonably should know of the situation. Certain responsible employees have a duty to promptly report discrimination, harassment, or sexual misconduct as set forth above in this Policy. Indiana law requires that anyone who has reason to believe a minor (17 years of age or less) has been sexually assaulted immediately report the matter to the Valparaiso University Police Department or other local law enforcement. Members of the University community who believe they have been discriminated against, harassed, or a target of sexual misconduct, or know or reasonably should know of discrimination, harassment, or sexual misconduct, or have been accused of discrimination, harassment, or sexual misconduct while on campus or participating in a University-sponsored activity or endeavor, should contact the Title IX Coordinator or Discrimination Complaint Advisor (DCA) to request advice and information about how to proceed. DCAs are appointed by the President. A list of current DCAs can be obtained from the General Counsel's website: valpo.edu/general-counsel/policies/university-policies-general/. If invoked, the role of the DCA is to stay in close contact with the individual and serve as a resource for information about procedures, services, and techniques for resolving the situation. The DCA is responsible for providing impartial assistance, identifying, and discussing the options an individual who feels he or she has been discriminated against, harassed, or a target of sexual misconduct or an individual who has been accused of discrimination, harassment, or sexual misconduct might wish to follow. These options include both an Informal and Formal Complaint/Resolution Process. The Informal Process is set forth below. The DCA will report complaints to the Title IX Coordinator, who will provide further assistance and oversight into procedures as required.

Employees and students can file an Informal or Formal Complaint anytime, whether or not they contacted or sought the assistance of a DCA. Employees and students may file an Informal or Formal complaint against an employee or student pursuant to the Informal and Formal Complaint/Resolution Processes as proscribed below. Complaints by or against non-employees and non-students that allege sexual violence such as sexual assault or rape or the violation of a crime, may be made with the Valparaiso University Police Department or the Title IX Coordinator. Complaints by or against non-employees and non-students that allege discrimination, harassment, or sexual misconduct must be filed with the Director of Human Resource Services if the alleged violator is an employee, or with the Dean of Students if the alleged violator is a student. The Title IX Coordinator may take all reasonable steps to investigate or file a complaint against an employee or student if victim does not invoke the Informal or Formal Complaint Resolution Process in circumstances where there is a continuing or broader threat to the campus community.

All reporting mechanisms may also apply to any student or employee who has been discriminated, harassed, or a target of sexual misconduct by another student or employee off campus or during a non-University activity. Finally, the University has the authority to take interim action against any alleged violator while the applicable complaint processes is pending. The purpose of any interim action is to separate the complainant from the alleged violator or alleviate any potential danger while the applicable process is pending. Any employee subject to an interim action will still be paid their normal rate of pay while the applicable process is pending.

Informal Discrimination, Harassment, and Sexual Misconduct Complaint/Resolution Process

Using the Informal Complaint/Resolution Process for a discrimination, harassment, or sexual misconduct complaint is not required or necessarily encouraged, but the alleging individual may prefer to attempt to resolve the matter utilizing this Process. The purpose of the Process is to expeditiously resolve the matter to the satisfaction of the complainant without having to undergo a Formal Complaint/Resolution Process.

To invoke this Process, *if the alleged violator is an employee*, the complainant must file an Informal Complaint Form found at this website: valpo.edu/titleix/ with the Director of Human Resources. However, the complainant may also contact the Title IX Coordinator to assist in filing an Informal Complaint Form. If the complainant is a student claiming sexual misconduct, the SAAFE Office Coordinator will contact the Director of Human Resource Services on his/her behalf. The Director of Human Resource Services will notify the Title IX Coordinator in all cases, and the Title IX Coordinator will provide oversight of the process.

If the alleged violator is a student, the complainant must file an Informal Complaint Form found at this website: valpo.edu/titleix/ With the Dean of Students. However, the complainant may contact the Title IX Coordinator or the SAAFE Office Coordinator to assist in filing an Informal Complaint Form. The SAAFE Office Coordinator will contact the Dean of Students on behalf of the complainant. In cases where a student claims sexual misconduct, the student complainant is encouraged to contact the SAAFE Office Coordinator first. The Dean of Students will notify the Title IX Coordinator in all cases, and the Title IX Coordinator will provide oversight of the process.

If the alleged violator is a nonstudent or nonemployee, the complainant must file an Informal Complaint Form found at this website: valpo.edu/titleix/ with the Title IX Coordinator.

The complainant must supply a brief description of what occurred, the name of the violator(s), any witnesses, any evidence of his/her claim, and his/her desired outcome or results. The investigator(s) will review the complaint, will meet with the parties and any available witnesses, and will review all available evidence. A proposed resolution will be presented to the complainant and respondent for approval or disapproval. Possible resolutions include: temporary, indefinite, or permanent separation of the parties, explicit agreements about future conduct, change in workplace assignments, substitution of one class for another, or other appropriate relief. The complainant may choose to dismiss his/her Informal Complaint anytime during the process and/or file a Formal Complaint.

If the matter does not result in the alleging individual's desired outcome, he or she may reject the proposed resolution and file a Formal Complaint. If the alleging individual is satisfied with the outcome or it results in his/her desired outcome, the results will be documented and the matter will be resolved.

Formal Discrimination, Harassment, and Sexual Misconduct Complaint/Resolution Process

Purpose

The purpose of this Process is to provide avenues for formally addressing and resolving claims of discrimination, harassment, or sexual misconduct, and taking action against an employee who has violated the University's policy that prohibits discrimination, harassment, or sexual misconduct. This Process applies to any student or employee wanting to make a complaint against any employee, but this Process does not apply to any tenure-track faculty member claiming that he/she was denied tenure or not renewed as the result of prohibited discrimination or harassment. Such complaints are made pursuant to procedures set forth in the *Faculty Handbook*. Formal Complaints against a student must be made with the Dean of Students pursuant to the Student Judicial System as set forth in the ***Student Guide to University Life***. Such a complaint will be governed by the process therein. All reported incidents will be treated seriously and given prompt attention.

Confidentiality

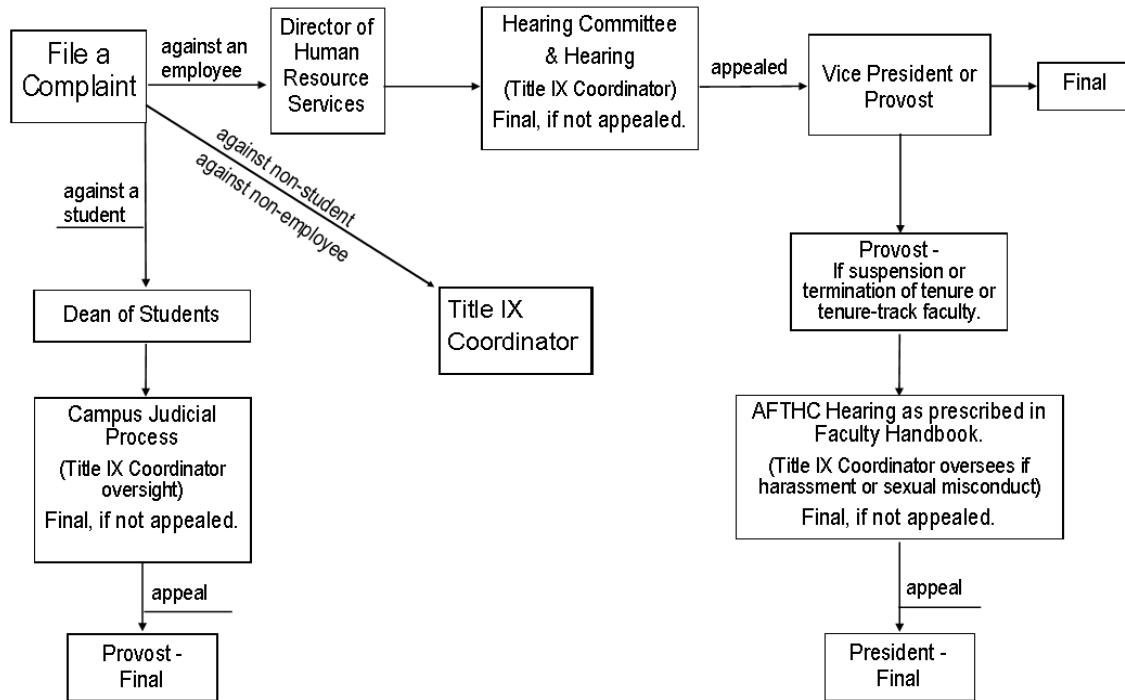
The Title IX Coordinator is in the best position to evaluate confidentiality requests, though the University may reasonably determine that another employee would be more appropriate. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with a request for confidentiality or a request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the campus community.

Starting the Process

A Formal Complaint against an employee is filed with the Director of Human Resource Services. A Complaint Form can be obtained from the Office of Human Resource Services, or available online at, valpo.edu/titleix/. The Form will require the complainant to set forth sufficient details of the incident(s), along with alleged violators, witnesses, evidence (included or attached), and relief sought. Complainants are encouraged to file their complaint in a timely manner to preserve evidence. The Director of Human Resource Services will immediately forward a copy of the Form and its attachments to the Title IX Coordinator and alleged violator(s). The alleged violator(s) may submit a written response to the Director of Human Resource Services, attach additional evidence to the response, and name any additional witnesses. Any written response must be submitted to the Director of Human Resource Services within ten (10) calendar days after the alleged violator received a copy of the Form. The Director of Human Resources will immediately forward a copy of the written response to the Complainant. All members of the VU community should understand that this Policy is not intended to keep them from filing a criminal complaint if they so choose. The University's process is separate from a criminal investigation or other criminal proceedings. The University's responsibilities under this Policy are not relieved if a criminal complaint is filed in court or if there is an outside law enforcement agency investigating the matter. Further, the University can find a violation of this Policy even if the criminal standard for a conviction cannot be met.

Discrimination, Harassment, Sexual Misconduct

Formal Complaint/Resolution Process at a Glance



Investigation and Procedures

The Discrimination, Harassment, and Sexual Assault Grievance Committee will facilitate a hearing to determine, by a preponderance of the evidence, whether or not the complainant was discriminated against, harassed, or a target of sexual misconduct in violation of University policy. The Committee shall consist of three (3) employees randomly chosen by the Title IX Coordinator from a pool of twenty (20) employees appointed by the President. The pool of employees receives annual training on issues related to sexual misconduct, investigation, and the hearing process. The pool shall consist of five (5) full-time hourly employees, five (5) full-time salaried employees, and ten (10) tenured or tenure-track faculty members. If the alleged violator is a faculty member, the Committee shall consist of all faculty. For other employees, the Committee shall consist of one (1) faculty member, one (1) hourly employee, and one (1) salaried employee.

The University investigation and resolution proceedings shall be prompt, fair, and impartial. During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include: (1) equal opportunity to identify and have considered witnesses and other relevant evidence; (2) similar and timely access to all information considered by the Committee; (3) equal opportunity to review any statements or evidence provided by the other party; and (4) equal access to review and comment upon any information independently developed by an investigator or the Committee.

The Committee may dismiss any complaint by majority vote if, assuming the allegations were true, it would not constitute a violation of the University's Policy against discrimination, harassment, or sexual misconduct. The President of the University may appoint outside legal counsel or a consultant to guide or direct the Committee. The Title IX Coordinator shall oversee the process, may provide the Committee advice on the process, but shall have no authority over the Committee. The Committee shall choose one of its members to chair the Committee.

Should a Committee member have a conflict of interest in hearing the matter, he or she must withdraw from this matter. In such a case, the withdrawing Committee member will be replaced by a similarly situated person.

The University will strive to resolve a complaint within sixty (60) calendar days of receiving it, though certain resolutions may take longer depending on the circumstances. If resolution will take longer than sixty (60) calendar days, the parties will be given notice and an explanation in writing. The University's internal investigation is separate from the investigation of outside law enforcement agencies, and the University will only delay its investigation due to an outside investigation if particular circumstances warrant such a delay. Delays for this reason will typically not exceed 3–10 calendar days. At the hearing, standard courtroom procedures and rules of evidence will not apply. The Committee must review the complaint, its attachments, and any written responses and their attachments; separately interview and question the complainant and alleged violator(s); and call to attendance available witnesses they determine might have relevant information. The complainant and the alleged violator(s) may have advisors of their choice at the hearing or any related meeting but such person may not ask questions of the Committee members, witnesses, or otherwise participate in the hearing. Members of the Committee may make negative inferences from any alleged violator's refusal to participate in the process or answer questions from the Committee members. In cases of alleged sexual misconduct, questioning about the complainant's sexual history with anyone other than the respondent will not typically be permitted, especially when the purpose is purely to show the complainant's sexual predisposition. However, in certain circumstances it may be permissible, such as if the complainant raises the issue or if it is of particular relevance to the current complaint. When requested, the University will make arrangements so that the complainant and the alleged violator(s) do not have to be present in the same room at the same time.

A written determination shall be rendered by a majority vote of the Committee within five (5) calendar days after the hearing. The decision shall be written by the Chair, set forth justification for the decision, and signed by each member stating that a majority of the Committee supported the decision. A determination against the violator shall set forth any sanctions. The matter shall be final and binding unless appealed. The Vice President (or Provost) over the violator may postpone the sanctions or suspend the violator, with pay, until the time to appeal the determination has expired or the appeal process has been exhausted. The Chair may attach any relevant documents to the written determination. Both the complainant and the respondent shall be simultaneously notified in writing of: (1) the outcome of the hearing; (2) appeal procedures; (3) any changes to the results that occur prior to the time the results become final; and (4) the final determination.

A copy of the Committee's written determination shall be provided to the Title IX Coordinator and the immediate supervisor, and placed in personnel files.

Appeals Process

The complainant or any violator(s) can appeal the Committee's determination by submitting a written appeal to the alleged violator's respective Vice President or Provost within five (5) calendar days from the date of receipt of the Committee's determination. The appeal must be dated, signed by the party appealing, set forth reasons why the Committee's determination is unjustified, and include a copy of the determination. The Vice President or Provost will immediately forward a copy of the appeal to the Chair of the Committee, the Title IX Coordinator, and the non-appealing party. The Chair will provide the Vice President or Provost a written response within five (5) calendar days from the date of his/her receipt of the appeal, and the non-appealing party may provide a written response within five (5) calendar days from the date of his/her receipt of the appeal.

The respective Vice President or Provost has the discretion to review the determination of the Committee on any basis he/she deems appropriate, interview witnesses, and render any decision on appeal that he/she deems appropriate. The Title IX Coordinator will be available to provide the Vice President or Provost advice. The Vice President or Provost shall issue a written determination within fifteen (15) days of his/her receipt of the appeal. A copy of the written decision shall be provided to the appealing party, the non-appealing party, the Title IX Coordinator, and the parties' personnel files. All decisions of the Vice President or Provost are final and binding. However, the decisions of a Provost that support a determination that a faculty member violated the University's policy against discrimination, harassment, or sexual misconduct may be subject to additional process pursuant to the *Faculty Handbook*.

Sanctions

The employee's respective Vice President or Provost will review sanction(s) recommended and may modify the sanction(s) if so inclined. However, should the Provost seek to impose suspension or expulsion of a tenure or tenure-track faculty member, additional process may be due pursuant to the *Faculty Handbook*.⁵

⁵ To the extent there are any inconsistencies between the *Nondiscrimination, Harassment, and Sexual Misconduct Policy* and other University grievance, complaint, or discipline procedures, the *Nondiscrimination, Harassment, and Sexual Misconduct Policy* will control.

Appendix S: Consensual Relationship Policy

Rationale

Valparaiso University's mission is promoted by professional relationships between students in a position of authority and students under their supervision. Relationships of an intimate or sexual nature between a student with authority and a student under their supervision compromise the possibility of a professional relationship because there is an inherent conflict of interest as well as potential for unethical professional judgment, exploitation, and actual or apparent favoritism.

Definitions

For purposes of this policy, the following definitions apply:

- A "consensual relationship" is a consensual relationship between a student with authority and another student of a dating, intimate, and/or sexual nature.
- A "student with authority" is any student qualifying as a student employee, graduate assistant, teaching assistant, student aide, coach, or similar position of authority as determined by the Dean of Students.
- "Under their supervision" means formally supervising, evaluating, teaching, advising, grading, or coaching a student.

Policy

The University prohibits consensual relationships between a student with authority and any student when the student is under their supervision.

A student with authority must disclose to his/her supervisor immediately if there is a current consensual relationship or there was a past consensual relationship between the student with authority and a student under their supervision. The supervisor will confer with his/her supervisor or the appropriate director, dean, or Vice President and determine the appropriate course of action. Failure to disclose the consensual relationship will result in disciplinary action.

Third-Party Complaints

Any member of the University community who believes this policy has been violated may initiate a complaint with the Dean of Students. The Dean, or his/her designee, will speak to the parties involved, and if applicable, initiate the University's Student Judicial Process and/or Nondiscrimination, Harassment, and Sexual Assault Policy. Otherwise, the Dean of Students will defer the matter to the supervisor of the student with authority, for further review. Substantiated complaints may result in immediate disciplinary action by the supervisor.

Appendix T: 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 Guide To University Life***, 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 Guide To University Life***, 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 Guide to University Life*** 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 Guide to University Life*** shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The dean of students 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, graduate, or enrolled in the law school. 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 residence halls or fraternity houses, 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 dean of students administers the judicial system. S/he also 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 dean of students or the vice president for student affairs), 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 dean of students or the vice president for student affairs. The hearing officer or members of hearing boards will not discuss the proceeding outside of the hearing, unless such discussion is with the dean of students or the vice president for student affairs or is required by law. Either of these two individuals have the discretion to publish or disclose information about judicial proceedings, including the outcome(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 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 dean of students (when serving as a hearing officer) or the chair of the Campus Judicial Board is challenged, the vice president for student affairs will determine the validity of the challenge. Depending on who is being challenged, the chair of the Campus Judicial Board, the dean of students, and the vice president for student affairs 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 dean of students, the vice president for student affairs, 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 dean of students or the vice president for student affairs, at their discretion.

- A. Residence Hall Judicial Boards
 - 1. There is a judicial board for each residence hall, 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 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 Guide to University Life*** policies.
 - 2. The process of selecting members is established with the approval of the dean of students.
 - 3. The assistant dean of students for Greek Life, leadership, and volunteer programs serves as advisor.
- C. Dean of Students and Academic Deans
 - 1. The 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 Guide to University Life*** 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, two students nominated by the Student Bar Association, 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 affairs may also nominate additional faculty, staff, and students for membership in the pool. The vice president for student affairs recommends to the provost one faculty or staff member from the pool to serve as the chair for the academic year.
 - 4. In cases where sexual harassment or sexual assault is being alleged, the Title IX coordinator will oversee the adjudication.

III. 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 affairs 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 dean of students.
- B. Fraternity and Sorority Judicial Board

The development of allegation, notification, and hearing procedures are established with the approval of the dean of students.
- C. Dean of Students and Academic Deans

Allegation, notification, and hearing procedures are determined at the discretion of the 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 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 dean of

students will accept an allegation filed by the person who is alleged to have been harmed. After an allegation is made, the 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 student is in a professional school or college (ie. School of Law), the dean of students will discuss the matter with the dean or relevant administrator from that particular school or college. The 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 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 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 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 dean of students.
3. *Notice of Hearing:* The 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 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 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 dean of students.
7. *Appearance at a Hearing:* The respondent will appear at the hearing in person. The complainant and respondent may each be accompanied by a representative. Representatives are to be members of the university’s faculty, staff, or student body and cannot have a law degree. The 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.) 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 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 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 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 dean of students. Witnesses who have not been previously disclosed in writing to the 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 affairs 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 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.
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 dean of students.* The hearing shall take place within twenty-one (21) calendar days from the 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 dean of students shall have sole discretion to extend any and all deadlines referenced above, upon written notice to both parties.

IV. 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.
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, assuming that if special conditions were assigned they have been fulfilled. The determination of whether the special conditions have been fulfilled is made by the dean of students or the vice president for student affairs. When a student is suspended, there are no refunds of tuition or fees, and financial 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 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 dean of students for approval.
 3. Dean of Students and Academic Deans
The 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 affairs for approval. When a suspension or expulsion has been recommended or approved, the vice president for student affairs 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 contact 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 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 affairs 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.

V. Appeals

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

1. The appeal claims new evidence has become available since the hearing, but only if the new evidence is so significant that, if substantiated, would have likely resulted in a different determination;
2. The appeal claims a significant deviation from the procedures set forth above, but only when such deviations, if true, would have likely resulted in a different determination; or

3. The appeal claims the imposed sanction is grossly disproportionate to the determination.

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. 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 chief operating officer 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 chief operating officer'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 chief operating officer 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 chief operating officer 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 chief operating officer 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 chief operating officer or his/her designee are final and binding. The chief operating officer 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.

VI. *Records and Notification of Parents*

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

Appendix U: Student Life Policies

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.

Search of Premises

Under certain circumstances, the vice president for student affairs 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.

Solicitation, Canvassing, and Selling 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 Affairs. This includes sales of items by campus groups in the Valparaiso 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.

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 affairs. The policy shall be updated when necessary.

Students should be aware of solicitors who traditionally target college campuses and often fail to deliver their promised goods or services. These individuals include some vendors of perfume and cosmetics, magazines, and telephone calling services. Any student approached by one of these individuals should report the individual(s) to VUPD. It is also helpful to call an RA or an RLC/AC to report the solicitor.

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.

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 to the Office of the Registrar.

Theft or Damage to Property

The theft of, or damage to, property of the university or a member of the university community, or the possession of stolen property, or the theft of another's identity, will liable students to disciplinary action and/or the cost of restitution of the item(s).

Physical Abuse

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

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 fraternity 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 the chapter house; 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, fraternal law, ritual, or police, or the regulations and policies of the educational institution or applicable state law.”

Policies Regarding Psychological Issues

Students experiencing psychological issues whose behavior is determined by university officials to prevent them from participating at a minimal level in academic pursuits or is disruptive to campus life may be involuntarily withdrawn from the university. A student will be subject to involuntary withdrawal from the university, or from university housing, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder (as defined by the current American Psychiatric Association Diagnostic Manual, DSM-IV), and, as a result of the mental disorder:

- (a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or
- (b) engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.

Prior to an involuntary administrative withdrawal being considered, the Office of Student Affairs will review the student's record and behavior. If such a student is in counseling either at the Student Counseling and Development Center (SCDC) or an agency outside the university at the time of the disruptive behavior, appropriate releases of information as requested by the university will be required. Should such a student not be in counseling with any counselor they will be required to submit to a psychological evaluation and agree to provide the university with a release of information regarding this evaluation. Prior to final action being taken by the Office of Student Affairs with respect to an involuntary administrative withdrawal, the student being considered for such action will be afforded the opportunity (if they so desire) of a hearing before the administrative official who will be making a final decision in the case.

Application for readmission to the university after withdrawal for behavioral factors relating to a psychological condition requires evaluation by the director of the SCDC and final approval by the dean of students.

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.

Political Activity on Campus

Demonstrations and rallies will be allowed on campus if they are scheduled in advance with the vice president for student affairs, and follow the policies outlined regarding demonstrations and rallies, including the Free Speech Policy. For guidelines for political rallies and events, see the University Political Activity and Events Policy.

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 Office of the Vice President for Student Affairs. Use of the campus mail system for distribution of campaign material is not allowed.

University Political Activity and Events Policy

Valparaiso University believes in the free exchange of ideas and beliefs and that learning can occur when one is exposed to, considers, and questions, a diverse range of ideas and beliefs. The political arena is no exception. However, as a private non-profit independent Lutheran University, the University does not endorse or support any candidate for political office, public officer holder, elected official, politician, or political groups or parties. The University does not allow, or become a conduit to, any kind of fundraising efforts on

behalf of a candidate running for office, political party, or political group and refrains from endorsing political positions.

In furtherance of everything previously stated, this Policy sets forth the parameters in which candidates, office holders, elected officials, politicians, political groups, or anyone known for their political cause may come to campus and address members of the University community. This policy also addresses the manner in which members of the University community can provide support to any such person, group, or political cause. This Policy does not apply to student or third party organized protests, which may be subject to subsequent university policy.

Nothing herein is intended to deprive a faculty member of his/her academic freedom, limit classroom discussion or University forums that aim to educate students and members of the University community on any academic related matters, including those that might otherwise be political in nature.

University Support and Endorsement of a Political Position

Only the University's president can support, endorse, or oppose a political position on behalf of the University and will only do so only when the position is ripe for endorsement or opposition and it directly benefits the University's mission and purpose as an independent Lutheran university and with complete disregard of, and no intent to further, any political group or individual, including an elected official, public officer holder, or candidate running for office. For example, the president may endorse, on behalf of the University, a bill proposed with the Indiana legislature, oppose a court decision or pending litigation, or support a position taken by a government agency. But the president cannot endorse, on behalf of the University, a political candidate's platform on the same issue or the candidate him/herself.

Political Rallies

Candidates running for office may rent University facilities for political rallies. The facilities must be available for rental and the University will not cancel or move any pre-existing reservation or give the requesting candidate any preferential treatment whatsoever. The candidate must pay all costs associated with the rally, including any additional costs the University may incur as the result of the rally. Those costs may differ on a case by case basis, depending on the type of campaign, office being sought, and the potential possibility of protests or other matters that may give rise to an increased security costs, additional burdens on university personnel, or otherwise cause the University to expend additional funds because of the rally. All costs must be paid in full to the University thirty days prior to the event or as early as possible. The rally cannot compromise the safety of the members of the university community or attendees or subject university property to harm.

Any publications promoting the rally, including those in physical or electronic form, must contain the statement, "Valparaiso University does not support or endorse any candidate running for public office, any political party, any elected official, or any public office holder. All political candidates running for office have the opportunity to utilize the university's facilities in a manner similar to the candidate hosting this event." The University's students, faculty, and staff shall be permitted to attend the rally if their schedule permits and they choose to attend the rally.

Debates and Forums

The University's administration, faculty, staff, or student organizations may host debates and forums on campus that are political in nature. This includes debates and forums between opposing candidates running for the same office, two or more people from different political parties, or two or more people with different political positions. If candidates are running for the same office, the University must make good faith attempts to include all legitimate candidates running for that office. All moderators of the event must take a neutral position. Any questions or comments by the moderator must be fair, reasonable, and without the intent to advantage or disadvantage any participant. Each participant shall have an equal opportunity to be heard.

The University's administration may only host such an event upon the approval of the President or Provost. Faculty may only host such an event if the event is reasonably related to the hosting faculty academic discipline and upon the approval of the Provost. Staff may only host such an event if the event is reasonably related to their scope of employment and upon the approval of the President. Student organizations may only host such an event if the event is reasonably related to the purpose of their organization and upon the approval of the Vice President for Student Affairs. All University rules related to the use of its facilities shall apply, without regard to the political nature of the event or political position or party of the participants. The President, Provost, or Vice President for Student Affairs cannot deny approval based on the political nature of the event or political position or party of the participants. The University reserves the right to make the hosts or participants bear all costs, beyond any applicable facility use costs, that may result from the event. Those costs may differ on a case by case basis, depending on the issues of the debate or forum and the potential possibility

of protests or other matters that may give rise to an increase in security costs, additional burdens on university personnel, or otherwise cause the University to expend additional funds because of the event. The event cannot compromise the safety of the members of the University community or attendees or subject University property to harm.

Any publication promoting the event, including those in physical or electronic form, must contain the statement, “Valparaiso University does not support or endorse any candidate running for public office, any political party, any elected official, or any public office holder. Valparaiso University can only endorse or support a political position by and through its president.” The University’s students, faculty, and staff shall be permitted to attend the event if their schedule permits and if they choose to attend the event.

Invitations to Speak at a University Event

Student organizations, faculty, or administrators may invite candidates running for office, office holders, elected officials, politicians, political groups, or any person or party known for their political cause to an event on campus for educational purposes. The purpose of such an event cannot be to further the invitee’s political aspirations, position, or party. Faculty may only host such an event if the purpose is reasonably related to the hosting faculty academic discipline and upon the approval of the Provost. Staff may only host such an event if the event is reasonably related to their scope of employment and upon the approval of the President. Student organizations may only host such an event if the event is reasonably related to the purpose of their organization and upon the approval of the Vice President for Student Affairs. All University rules related to the use of its facilities shall apply, without regard to the political position or party of the invitee. The President, Provost, or Vice President for Student Affairs cannot deny approval based on the political position or party of the invitee. The University reserves the right to make the hosts or invitee bear all costs, beyond any applicable facility use costs, that may result from the event. Those costs may differ on a case by case basis, depending on the potential controversial perception of the invitee and the potential possibility of protests or other matters that may give rise to an increase in security costs, additional burdens on university personnel, or otherwise cause the University to expend additional funds because of the event. The event cannot compromise the safety of the members of the University community or attendees or subject university property to harm.

Any publication promoting the event, including those in physical or electronic form, must contain the statement, “Valparaiso University does not support or endorse any candidate running for public office, any political party, any elected official, or any public office holder. Valparaiso University can only endorse or support a political position by and through its president.” The University’s students, faculty, and staff shall be permitted to attend the event if their schedule permits and they choose to attend the event.

Use of University Facilities by Individual Employees, Students and Student Organizations, and Third Parties

University employees, students, student organizations, candidates running for office, office holders, elected officials, politicians, political groups, or any person or party known for their political cause may reserve a University facility for an educational event in the same manner, and subject to the normal rules to an employee or third party hosting an event.. University employees cannot do this during their working hours. The University reserves the right to make the party bear all costs, beyond any applicable facility use costs, that may result from the event. Those costs may differ on a case by case basis, depending on the potential controversial perception of the party and the potential possibility of protests or other matters that may give rise to an increase in security costs, additional burdens on university personnel, or otherwise cause the University to expend additional funds because of the event. The event cannot compromise the safety of the members of the University community or attendees or subject University property to harm.

Any publication promoting the event, including publications in physical or electronic form, must contain the statement, “Valparaiso University does not support or endorse any candidate running for public office, any political party, any elected official, or any public office holder. Valparaiso University can only endorse or support a political position by and through its president.” The University’s students, faculty, and staff shall be permitted to attend the event if their schedule permits and they choose to attend the event.

Political Fundraising and Support by University Employees

The University prohibits fundraising of any political nature on campus and will not subsidize such fundraising, directly or indirectly. This includes fundraising on behalf candidates running for office, office holders, elected officials, politicians, political groups, political causes, or any person or party known for their political cause. University employees are free to support, either financially or by volunteering time and services, any such person, group, or party, in their individual capacity and not as University employees. University employees should make it clear that any such support is from them individually, and not on behalf of the University. University employees will be disciplined if such support might reasonably confuse the public to believe the support is on behalf of the University. University employees are prohibited from providing such support during their working hours or utilizing University

property and resources in furtherance of such support.

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.

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 Director of the Harre Union to begin the contract review process.

Appendix V: Consumer Information

For Indiana Commission for Higher Education and Illinois Board of Higher Education Complaint Processes, please see the information on the General Counsel webpage here Consumer Information.

Administrative Offices

College of Arts and Sciences			
Dean Jon T. Kilpinen	ASB 214	5314	Jon.Kilpinen@valpo.edu
Associate Dean Lissa Yogan	ASB 337	5318	Lissa.Yogan@valpo.edu
Assistant Dean Nancy Scannell	ASB 208	5318	Nancy.Scannell@valpo.edu
Assistant Dean Allison Urbanczyk	ASB 210	5318	Allison.Urbanczyk@valpo.edu
College of Business			
Dean James Brodzinski	Urschel 230	5040	Jim.Brodzinski@valpo.edu
Assistant Dean Toni Spaliaras	Urschel 230	5474	Toni.Spaliaras@valpo.edu
Christ College (Honors College)			
Dean Susan VanZanten	Mueller 100	5022	Susan.VanZanten@valpo.edu
Assistant Dean Anna Stewart	Mueller 102	6765	Anna.Stewart@valpo.edu
College of Engineering			
Dean Eric W. Johnson	Gellersen 103	5176	Eric.Johnson@valpo.edu
Assistant Dean for Student Success & Director, Hesse Center Laura Sanders	Gellersen 123	5210	Laura.Sanders@valpo.edu
College of Nursing and Health Professions			
Dean Karen Allen	LeBien 103	5289	Karen.Allen1@valpo.edu
Asst Dean Graduate Nursing Julie Koch	LeBien 124	5291	Julie.Koch@valpo.edu
Asst Dean PA Program Joseph Zaweski	LeBien B125	6512	Joseph.Zaweski@valpo.edu
Asst Dean Undergraduate Nursing Suzanne Zentz	LeBien 123	5292	Suzanne.Zentz@valpo.edu
Graduate School			
Interim Dean Christina Hubbert	Kretzmann 124	5313	Christina.Hubbert@valpo.edu
Director of Graduate Enrollment Operations Mike Ramian	Kretzmann 125	5313	Mike.Ramian@valpo.edu
Chapel of the Resurrection			
University Pastor James Wetzstein	Helge Center 117	5093	James.Wetzstein@valpo.edu
Student Affairs			
Vice President for Student Affairs	Kretzmann 107	5411	
Dean of Students Tim Jenkins	Harre Union 250	5411	Tim.Jenkins@valpo.edu
Asst Dean, Residential Life Ryan Blevins	Harre Union 250	5413	Ryan.Blevins@valpo.edu
Asst Dean, First-Year Students, Commuter Programs Bonnie Dahlke Goebbert	Harre Union 250	5411	Bonnie.DahlkeGoebbert@valpo.edu
Asst Dean, Greek Life, Leadership, Volunteer Programs Carolyn Whittier	Harre Union 250	5411	Carolyn.Whittier@valpo.edu
Admission, Undergraduate			
Admission, Undergraduate	Duesenberg Welcome Center	5011	Undergrad.admission@valpo.edu
Academic Success Center	Christopher Center	5985	Academic.Success@valpo.edu
Access & Accommodations Resource Center	Christopher Center	6956	aarc@valpo.edu
Affirmative Action Officer	Kretzmann 124	5335	Scott.Harrison@valpo.edu
Alcohol and Drug Education, Office	Alumni Hall	6820	OADE.Office@valpo.edu
Career Center	Harre Union	5005	Career.Center@valpo.edu
Chapel of the Resurrection	Chapel	5093	chapel@valpo.edu
Continuing Education Office	Kretzmann 116	5313	Continuing.Ed@valpo.edu
Counseling Center	N. Alumni Hall	5002	Counseling.Center@valpo.edu
Dining Services	Harre Union	5016	Dining@valpo.edu
Fitness Center	1109 Union St.	5211	Fitness.center@valpo.edu
Graduate School	Kretzmann Lobby	5313	Graduate.School@valpo.edu
Greek Life	Harre Union 250	5411	Greek.life@valpo.edu
Health Center	55 University Dr, Suite 102	5060	Health.Center@valpo.edu
Human Resources	Kretzmann 139I	5214	Human.Resources@valpo.edu
IT Help Desk	Christopher Center	5678	IT.Helpdesk@valpo.edu
International Programs	Harre Union 209	5333	International@valpo.edu
Library	Christopher Center	5500	Library.Services@valpo.edu
Mail Center	VU Mail Center	5218	mailroom@valpo.edu
Multicultural Programs	Harre Union 203	6769	omp@valpo.edu
OneCard Office	Christopher Center 250	5131	One.Card@valpo.edu
Parking & Transportation Office	Harre Union 244	5131	Parking@valpo.edu
Payroll	Kretzmann 139F	5797	payroll@valpo.edu
Registrar, Office of the	Kretzmann 101	5212	registrar@valpo.edu
Residential Life	Harre Union 250	5413	reslife@valpo.edu
Sexual Assault Awareness & Facilitative Ed Office	Alumni Hall	6860	SAAFE.Office@valpo.edu
Student Financial Services	Kretzmann Hall 101	5015	finaid@valpo.edu
Student Mail Services	Harre Union	5105	Student.mail.services@valpo.edu
Student Senate	Harre Union	5525	Student.Senate@valpo.edu
Switchboard, University	Duesenberg Welcome Ctr	5000	
Title IX Coordinator for Sexual and Discriminatory Conduct	Kretzmann 134	6370	Title9@valpo.edu
Union Information Desk	Harre Union	5415	Harre.Union@valpo.edu
University Bookstore	Harre Union	5421	Valpo@bkstr.com
VU Police Department	VU Police Dept	5430	VUPD@valpo.edu
Weather Center	KCH	5026	
Writing Center	Christopher Center	5216	Writing.center@valpo.edu

Some Useful Valparaiso University Webpages

Admission, Office of Undergraduate	valpo.edu/admission/
Academic Success Center	valpo.edu/academic-success-center
Access and Accommodations Resource Center	valpo.edu/access-and-accommodations-resource-center/
Alcohol and Drug Education, Office of (OADE)	valpo.edu/counseling-services/office-of-alcohol-drug-education
Athletics	valpoathletics.com
Building Abbreviations	valpo.edu/registrar/registration/registration-assistance/schedule-abbreviations
Calendar, Law School Academic	valpo.edu/law/c-schedules-and-calendars
Calendar, Undergraduate/Graduate Academic	valpo.edu/registrar/calendar
Career Center	valpo.edu/career-center
Catalog, Undergraduate/Graduate	valpo.edu/registrar/catalogs
Catalog, Law	valpo.edu/law/current-students/law-registrar/c-law-bulletins
Christ College	valpo.edu/christ-college
College of Arts and Sciences	valpo.edu/college-of-arts-and-sciences
College of Business	valpo.edu/college-of-business
College of Engineering	valpo.edu/college-of-engineering
College of Nursing and Health Professions	valpo.edu/college-of-nursing-and-health-professions
Continuing Education Office	valpo.edu/continuing-education
Counseling Center	valpo.edu/counseling-services
Blackboard access	https://blackboard.valpo.edu/webapps/login/
DataVU	https://datavu.valpo.edu/
Degree Applications	valpo.edu/registrar/forms
Dining Services	valpo.edu/aux/dining
Information Technology (IT)	valpo.edu/it/
Final Exam Schedule	valpo.edu/registrar/calendar
Freshman Core Program	valpo.edu/valpocore/
Graduate School	valpo.edu/graduate-school
Greek Life	valpo.edu/greek/
Honor Council	http://www.valpo.edu/honor-council
Identity Manager (Password)	https://apps.valpo.edu/ams/
Law School	valpo.edu/law/
Law School Registrar, Office of the	valpo.edu/law/current-students/law-registrar
Library	library.valpo.edu
Off-Campus Study Programs	valpo.edu/study-abroad
Office Directory	valpo.edu/directory/index.php
Parking Regulations	valpo.edu/aux/parking
Petition Forms, Academic	valpo.edu/registrar/forms
Planning Guides	valpo.edu/registrar/
Registrar, Office of the	valpo.edu/registrar/
Residential Life	valpo.edu/reslife
Schedule of Classes	valpo.edu/registrar/
Sexual Assault Awareness & Facilitative Ed Office (SAAFE)	valpo.edu/counseling-services/sexual-assault-awareness-
facilitative-education Student Financial Services	valpo.edu/student-financial-services/
Student Health Center	valpo.edu/student-health-center
Student Guide to University Life	valpo.edu/general-counsel/policies/academic-and-student-life-policies
Student Mail Services	valpo.edu/aux/mail-services/student-mail-services
Student Senate	valpo.edu/student-senate
Summer Schedule and Important Dates	Valpo.edu/registrar/registration-assistance
Title IX and Discrimination Resources	valpo.edu/titleix
Tuition Refund Schedule	valpo.edu/student-financial-services/billing/withdraw-information/
Union	valpo.edu/union
University Bookstore	valpo.edu/aux/bookstore
Valparaiso University	valpo.edu
Valparaiso University Directory (Valpo access only)	https://www.intra.valpo.edu/directory
Valparaiso University Events Calendar	valpo.emscloudservice.com/EMSWebApp/BrowseEvents.aspx
Valparaiso University Intranet	https://www.intra.valpo.edu/
Writing Center	valpo.edu/writingcenter