

# University Senate Minutes

February 2, 2021

3:30pm – 5:00pm, ZOOM

- Chairperson Piper called the February 2, 2021 meeting of the University Senate to order at 3:30pm
- Minutes from the December 1, 2020 meeting were **APPROVED**
- Agenda items for the February 2, 2021 meeting were **APPROVED**

## Reports and Announcements

### A. President's Report:

- Thanks for the good work getting the spring semester started.
- COVID-19
  - As mentioned by Dr. Fitzsimons in yesterday's video, IUP received approximately \$15M in the current round of federal recovery funds from a relief package that passed at the end of December.
    - \$5M will go directly to students
    - \$10M in direct institutional support to help offset costs
    - The exact rules for dispersal are being actively reviewed right now. We will update the university as soon as we can.
  - Vaccine availability - supply chain is still a challenge, with Indiana County not yet through the 1A priority list. However, IRMC was able to make good progress on the list with a clinic at KCAC last week. Vaccinations were available for our front-line health care providers, e.g., in the health center, and for some others in possible direct contact, e.g., those providing food delivery and other care to students who are quarantining in Delaney Hall. If you are in category IA or IB, try to get on the list - online signup at IRMC's website.
  - IUP submitted an application to have IUP be a vaccination site. Not sure how long approval will take.
  - Testing resources are available for all students.
    - Students who are asymptomatic are being tested at the KCAC
    - Students who are symptomatic are being tested at Health Services
- Governor's Budget
  - Will be announced tomorrow
  - Not aware of the specific appropriation amount for State System
  - The Governor will again pitch the Nellie Bly Scholarship for students who study full-time at a SSHE university. Recipients would need to stay in PA for the same number of years as they received the scholarship. There would be some priority for students studying education.
  - State Senate did pass a \$900M+ COVID relief bill that includes \$5M for SSHE, but it is targeted to system redesign efforts. It still needs to pass the State House.

- BOG Meeting on Thursday, 9am, link on system website. Some key topics:
  - Updates on Accountability Framework (finances, enrollment, student success, etc.)
  - Update on integrations of the two triples
  - SERS pre-funding via bond authorization
  - Approval of Faculty Council
  - Ratification of ESLP agreements
  - Lock Haven interim president appointment
- Look for Title IX EVERFI training email with units on harassment, discrimination, Title IX; protection of minors; diversity and inclusion. Employees have 30 days to complete the training.

**B. Provost's Report:**

Welcome back to the spring semester. I have just two brief announcements:

- The NextGen steering committee had its first meeting last week. They will be meeting weekly, for the most part, and information about that will be posted as they move ahead.
- If you are made aware of a struggling student, please remember that IUP has a superb Counseling Center. We would all appreciate it if you would please guide them there. There are also resources available to employees of the university through the State Employee Assistance Program (SEAP). Information is available on the IUP website.

**FOR INFORMATION:**

From the University-Wide Undergraduate Curriculum Committee:

The Provost has accepted the recommendations for curriculum actions endorsed by the IUP-APSCUF Departmental Representative Council on December 10, 2020 as follows:

1. New Courses
  - GEOS 313 Environmental Geophysics
  - PHYS 332 Modern Physics II
  - DANC 350 Intermediate Modern I
  - DANC 360 Intermediate Jazz I
  - DANC 380 Intermediate Ballet I
  - DANC 450 Intermediate Modern II
  - DANC 460 Intermediate Jazz II
  - DANC 480 Intermediate Ballet II
  - DANC 486 Practicum in Dance
  - DANC 487 Practicum in Dance Senior Project
2. Course Revisions
  - BIOL 476 Parasitology
  - CDFR 429 Teaching in Community Settings
  - PHYS 331 Modern Physics
3. Deleted Course
  - PHYS 332 Electricity and Magnetism I

4. Program revision from the Department of Human Development, Fashion, and Interior Design will be forwarded to the Council of Trustees for final approval:
  - Bachelor of Science – Human Development and Family Science
5. The following new programs will be forwarded to the Council of Trustees for final approval:
  - Dance Pedagogy and Research Certificate
  - Pre-Dance Therapy and Dance Wellness Certificate
  - Dance Leadership and Women’s and Gender Studies Certificate

From the University-Wide Graduate Curriculum Committee:

1. New Courses
  - ENGL 880 Writing for Publication
  - MAED 618 Mathematics and Cognition
  - MAED 698 Supervised Internship
  - BIOL 551 Evolutionary Biology
2. Course Revisions
  - MAED 557 Introduction to Number Theory
  - MAED 558 Introduction to Logic and Logical Games
  - BIOL 525 Herpetology
3. Program revision from the Department of Mathematical and Computer Sciences will be forwarded to the Council of Trustees for final approval:
  - Master of Education – Mathematics Education
4. The following programs are being placed in moratorium:
  - Master of Science in Applied Mathematics – Community College Track
  - Preparing Future Faculty
5. The following courses are being placed in moratorium:
  - KHSS 641: Administration of Aquatic Programs
  - COMM 609: Innovation in E-Learning
  - COMM 590: Improving Professional Practice in Instructional Settings
  - COMM 591: Improving Professional Practice in Instructional Settings
  - COMM 600: Instructional Design and Development

**C. Chair’s Report:**

- NextGen is going to have an impact on the composition of the Senate. I’ve consulted with the Rules Committee to develop an election strategy. I think the plan that we are going to move forward with is to arrange the election based on the organizational chart as presented to the Rules Committee at the time of the election.
  - If the organizational structure changes after elections occur, we will hold a special election in the fall to fill any vacancies.
- Remaining Senate meetings include:
  - March 2, 2021
  - March 30, 2021

- April 27, 2021

**D. Vice Chairperson's Report:**

- SGA is working with Craig Dillaman to schedule a virtual Majors Fair utilizing Flipgrid. I will be reaching out to department chairs later this week with additional information.

**Standing Committee Reports****A. Rules Committee (Chair Smith-Sherwood)****FOR INFORMATION:**

- I reported at the November and December Senate meetings that the Rules Committee had grown increasingly concerned about the impact of personnel reductions, restructuring, and other decision-making on the operations of the University Senate.
- Last Friday, the Rules Committee shared a report of its concerns with Chair Piper requesting that, in the near term, the Rules Committee receive the information necessary for conducting the elections this spring, maintaining the roster for next academic year, and preparing the amendment of our Bylaws. The Rules Committee also requested that the University Senate “be enlisted to play a significant role in resolving the complex challenges facing IUP.” My understanding is that initial discussions between Chair Piper, President Driscoll, and Provost Moerland regarding these concerns occurred earlier this afternoon.
- In preparation for Phase I of the election cycle, the Rules Committee asks that all current Senators check the Senate roster to determine whether or not they will need to seek re-election or reappointment to the University Senate. This may be determined by looking for the S-code associated with each Senator: if your code ends in 1, that means that you will need to seek re-election or reappointment to your position. If your code ends in 2, that means that you do not need to do anything at this time. If your code ends in X, that means that you are an ex-officio member of the Senate. Again, no action is required in that instance.
- A link to the roster will be sent by email to all current Senators following today's meeting.
- If you discover an error or have a question regarding your Senate term, please send an email to me: [smithshe@iup.edu](mailto:smithshe@iup.edu).
- The Rules Committee will meet next Tuesday, February 9, at 3:30pm via MS Teams.

**B. University-Wide Undergraduate Curriculum Committee (Chair Sechrist)**

- The deadline to submit curricular proposals for review/approval is April 10, 2021.

**C. University-Wide Graduate Curriculum Committee (Chair Moore)**

- The deadline to submit curricular proposals for review/approval is April 10, 2021.

**D. Awards Committee (Chair Paul)**

- The deadline to submit Senate Award nomination materials is Friday, February 5 at 5:00pm.

**E. Non-credit Committee (Chair O'Neil)**

- No report

**F. Library and Education Services Committee (Chair Chadwick)**

- Our next meeting will be Tuesday, February 9, 2021 at 3:30pm via Zoom

**G. Research Committee (Chair Marin)**

**FOR INFORMATION:**

**University Senate Research Committee  
Meeting Minutes – December 8, 2020**

Members Present: Hilliary Creely, Robert Gretta, Lorraine Guth, Luz Marin, Laurie Roehrich, Lisa Sciulli, Alexi Thompson

The meeting convened at 3:350pm.

The meeting was devoted to reviewing the University Research Committee proposals. There were 5 USRC Small Grant proposals for review and the decision was made to fund 4 proposals, totaling \$15,397.

Travel (Virtual Conference Presentation)

- Nicholas Deardorf was awarded \$420 for virtual conference presentation "Compositional effects on crystallization in reheated tephra through simple crystallization experiments" at the American Geophysical Union Conference on December 9, 2020.

Research and Scholarship

Guth recused herself from the review of the Research & Scholarship proposals.

- Lorraine Guth was awarded \$4,977 for her project "Professional Quality of Life of K-12 School Professionals in Puerto Rico: Impact of COVID-19, Earthquakes, and Hurricanes."
- Cuong Diep was awarded \$5,000 for his project "Finding novel molecules that affect kidney development in zebrafish."
- Matthew Nice was awarded \$5,000 for his project "Emerging Adulthood Research."

The meeting adjourned at 4:30 p.m.

Prepared by Bethany Jackson, Administrative Assistant, School of Graduate Studies and Research

Submitted by

Laurie Roehrich, Ph.D.  
Secretary, University Senate Research Committee

- Our next meeting will be Tuesday, February 9, 2021 at 3:30pm via Zoom

**H. Student Affairs Committee (Chair Erwin)****FOR ACTION:****APPROVED****Summary of Substantive Changes to the Vaping Policy:**

Below is a summary of the substantive changes to the Vaping Policy. Other non-substantive changes (grammatical and structural) were made as well.

1. General: IUP Campuses

Rationale: Previously, the policy did not cover any campus other than the Indiana campus. This would allow the scope to cover all campuses.

2. Section 1: changed list of groups to “University Community”

Rationale: “University Community” is all-encompassing and more succinct.

3. Section 1: Clarified definition of banned devices

Rationale: The necessity of this policy is that past responses to “smoking” were not adequate to cover new technologies. The new language should cover future concerns as well as current concerns.

4. Section 3 – Objective removed

Rationale: This section detailed information that led to the implementation of this policy, but is not part of this actual policy. Its inclusion has been removed to avoid potential confusion of legal cases, CDC statements, and other issues with this policy.

5. New section 3 – Policy Violations lists the appropriate offices which might resolve violations of this policy to include Student Support and Community Standards, Human Resources, and University Police.

Rationale: The previous version only addressed student violations of this policy. The scope, however, covers employees and visitors/vendors. Student Support and Community Standards is not authorized to hold employees and visitors/vendors accountable.

6. New Section 4/Old Section 5: Procedures now states “The offices listed above will follow the appropriate procedures for resolving violations of this policy.”

Rationale: Approved procedures are already in place for each office and should not be indicated in any other policy to avoid procedural confusion.

New section 6: Interpretation and Revision added

Rationale: The “Interpretation and Revision” section makes a clear statement as to who at the University has the responsibility of interpreting questions of this policy. The Revision portion holds the University accountable for making sure the policy does not go un-touched for several years at a time, ensuring it remains appropriate for the current context.

## POLICY STATEMENT

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**Subject: Indoor Vaping Policy**

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**Date:** March 2, 2020

**Revision Date:** January 19, 2021

**Distribution Code:**

A-1

**Reference Number:**

**Addition**

**Deletion**

**New Item X**

**Originating Office:**

Division of Student Affairs

**President's Approval**

Michael A. Driscoll

XXXX XX, 2021

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1. POLICY:

Indiana University of Pennsylvania is a leading public, doctoral/research University, strongly committed to the health and safety of the University community.

The University bans the use of any and all electronic cigarettes, e-cigarettes, vaping products, and any other device which may cause a smoke, vapor, or other matter which may be inhaled by the user and/or bystander in all indoor areas on all Indiana University of Pennsylvania campuses, programming spaces, affiliated areas, and Student Cooperative Association property.

2. SCOPE:

This policy applies to all students, faculty, staff, visitors, and vendors of the University.

3. POLICY VIOLATIONS:

Violations of this policy may be resolved through the appropriate offices:

a. Report violations by students to:

The Office of Student Support and Community Standards  
724-357-1264  
student-conduct@iup.edu  
iup.edu/studentssupportandstandards

b. Report violations by faculty and staff to:

The Office of Human Resources  
724-357-2431  
human-resources@iup.edu  
iup.edu/humanresources

4. PROCEDURES:

The offices listed above will follow the appropriate procedures for resolving violations of this policy.

5. PUBLICATIONS STATEMENT:

The ban on vaping in indoor spaces will be advertised and promoted on all Indiana University of Pennsylvania campuses and Student Cooperative Association Property by all means deemed appropriate by the Vice President for Student Affairs.

6. INTERPRETATION AND REVISION:

Any question of interpretation of the Code of Student Conduct will be referred to the Vice President for Student Affairs, whose interpretation is final.

This policy shall be updated as necessary to comply with applicable law, policy, or regulation. The review process shall be coordinated by the Vice President for Student Affairs or designee.

7. DISTRIBUTION:

<u>Distribution Code</u>	<u>Description</u>
A	All Employees
B	All Budget Coordinators
C	All Non-instructional Employees
D	Department Chairpersons
E	All managers
F	All Faculty
G	Senior Policy Executives (Deans & Vice Provost Admin & Tech)
H	President's Cabinet
I	Vice Presidents (President's Executive Council)

**FOR ACTION:****APPROVED****Summary of Substantive Changes to the Involuntary Withdrawal Policy:**

Below is a summary of the substantive changes to the Involuntary Withdrawal (IW) policy. Other non-substantive changes (grammatical and structural) were made as well.

1. The introduction (section 1) contained information redundant to the policy. All redundant information was removed.

Rationale: Redundancy.

2. Section 2, Definitions:
  - a. Direct threat was changed from “significant risk to the health or safety of others” to “significant risk to the health or safety of the University community”

Rationale: the “University community” includes “others” and allows for the decisions to be defended in light of their risk to the University community rather than to a more vague “other”.

- b. Added definition for the “Involuntary Withdrawal Review Team”

Rationale: Placing the definition here rather than in the body of subsequent sections allows the policy to refer to the team later without having to define it.

3. Section 3.A.3 – removed “independent of the University” as a qualifier for the licensed health professional.

Rationale: The University is responsible for paying for the evaluation. A challenge could be brought forth that our policy was not followed because we did not use an “independent” professional since it could be interpreted that the University paying them makes them not “independent”. A licensed professional would be generally understood as acting in the best interest of the patient.

4. Section 3.A.6 – added clarification on when a notification is considered to be “delivered”.

Rationale: Clarifies the progression of the processes and allows the University to move forward.

5. Section 3.B.2 – changed the appeal deadline from 90 days to 10 days.

Rationale: 90 days goes beyond the scope of a reasonable timeline. 10 days considers the need to the student to resolve the matter quickly if they are able to continue their educational pursuit based on an appeal outcome.

6. Section 3.B.5 – new line to increase due-process for students.

Rationale: Allowing for exceptions to the appeal deadline considers the reality that a student going through an IW review may be unreachable due to a number of factors and gives the University the ability to re-open a case even well past the 10-day deadline.

7. Section D – changed from “Interim Involuntary Withdrawal” to “Emergency Removal”.

Rationale: Interim IW could be confused with the University’s Interim Suspension policy (part of

the Code of Student Conduct). Changing the names keeps a distinction between the two practices and allows the University to apply the appropriate policy in the appropriate circumstances.

8. Section 5 – Interpretation and Revision – new section.

Rationale: The “Interpretation and Revision” section makes a clear statement as to who at the University has the responsibility of interpreting questions of this policy. The Revision portion holds the University accountable for making sure the policy does not go un-touched for several years at a time, ensuring it remains appropriate for the current context.

## POLICY STATEMENT

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**Subject:** Involuntary Withdrawal Policy

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**Date:** March 26, 2013

**Distribution Code:**

**Reference Number:**

**Revision Date:** January 19, 2021

A-1

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**Originating Office:**

Division of Student Affairs

**President's Approval**

Michael A. Driscoll

XXXX XX, 2021

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**Office of the Vice President for Student Affairs**

**Phone: 724-357-2220**

**[www.iup.edu/studentaffairs](http://www.iup.edu/studentaffairs)**

### 1. Introduction:

The purpose of this policy is to provide a procedure for determining whether a student's behavior poses a direct threat and for responding to such behavior. Involuntary withdrawal may be appropriate when a student displays behavior which is not prohibited by and/or may not be adjudicated by other University policies and procedures that nonetheless poses a direct threat and a student demonstrates a risk of repeated display of such behavior.

This policy will be applied to all students without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status.

### 2. DEFINITIONS:

**A. Direct Threat:** behavior which poses:

- significant risk to the health or safety of the University community, or
- significant risk of damage to University property, or
- substantial disruption to the activities or education of other students.

**B. Significant Risk:** behavior which has a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm or damage.

**C. Substantial Disruption:** behavior which continually and considerably interferes with other University community members' participation in academic, work, extracurricular, housing/residence life or other university-related activities.

**D. Involuntary Withdrawal Review Team:** A team of individuals convened by the Vice President for Student Affairs (or designee) to assist the Vice President for Student Affairs (or designee) in determining whether or not a direct threat exists. The Review Team will include a representative from the Counseling Center, Disability Access and Advising, Health Services, and Academic Affairs, and may include other professionals qualified to interpret the information available for consideration.

### **3. PROCEDURES:**

#### **A. Review**

##### **Process**

1. When made aware of an identified student whose behavior could warrant an involuntary withdrawal, the Vice President for Student Affairs (or designee) will convene and oversee an Involuntary Withdrawal Review Team to conduct an individualized assessment of the student behavior and circumstances related to the observed behavior of concern and advise him/her whether or not a direct threat exists.

During the review process, the following factors may be considered:

- the likelihood that the potential harm will occur;
- the nature, duration, and severity of the risk of harm;
- whether or not other University policies or procedures may be appropriate to address the behavior;
- any assertion by the student of a legally protected disability entitled to reasonable accommodation;
- Consideration should be given to whether reasonable modification of University policies, practices, and procedures would sufficiently mitigate the risk.

2. A request may be made to review educational records and/or to consult with various University community members or others who may be knowledgeable of the student and/or the behavior of concern.

3. The student may be requested to take part in a medical/psychological evaluation. In such a case, the Vice President and Review Team will identify a qualified and licensed health professional to conduct the evaluation. The University will be responsible for the fees associated with this evaluation.

4. Personal meetings with the student may be requested. Although it is strongly recommended that the student choose to attend such a meeting, the review process will proceed if the student does not attend. Furthermore, the review process will proceed regardless of the student's ongoing University status. If the student chooses to attend, the student is permitted to have an advocate present. (add brief definition of an advocate)

5. Based upon the Review Team's assessment, the Vice President of Student Affairs (or designee) may conclude that a direct threat exists and, if so, will determine an appropriate next step, which may entail involuntary, total withdrawal of the student from the University. The outcome of this process would not preclude other actions or processes depending on the particular situation.

6. The review decision will be communicated by the Vice President of Student Affairs (or designee) to the student and will provide the primary information that led to the decision. Any conditions for later reenrollment, including when the student may request reenrollment, may also be communicated at that time. The decision will be delivered in writing and delivered via the University-issued email address. Other means of delivery may include delivery in person, delivery by mail to the local or permanent address of the student as indicated in official University records, or delivery by email to a non-University email address confirmed by the student as their personal email account. Once mailed,

emailed, and/or received in-person, such notice will be presumptively delivered

7. At any time prior to conclusion of the review process, the student may withdraw voluntarily.

## **B. Appeal Process**

1. The decision of the Vice President for Student Affairs (or designee) may be appealed in writing by the student to the President.
2. An appeal must be filed within ten (10) calendar days after the decision of the Vice President for Student Affairs (or designee) is delivered to the student.
3. The President's decision on the appeal will be final and conclusive.
4. During the appeal process the student will remain totally withdrawn from the University.
5. Exceptions to this appeal process and associated deadlines may be considered in extenuating circumstances.

## **C. Reenrollment Process**

1. Students wishing to reenroll after having been involuntarily withdrawn should contact the Office of the Vice President for Student Affairs who will determine whether or not the conditions which led to the involuntary withdrawal decision persist. The Vice President for Student Affairs (or designee) may consult with the Involuntary Withdrawal Review Team during this process.
2. The decision of the Vice President of Student Affairs (or designee) will be based on a determination of whether the student can return safely to the University community.

## **D. Emergency Removal**

At any time prior to the initiation or conclusion of the review process, the Vice President of Student Affairs (or designee) may implement an emergency removal of the student from the University, should immediate action appear warranted. A review process, as outlined above, will occur as soon as reasonably possible.

Reasonable deviation from these procedures due to crisis and/or emergency situations will not invalidate the need for a review process and its subsequent decision.

## **5. Interpretation and Revision**

Any question of interpretation of this policy will be referred to the Vice President for Student Affairs, whose interpretation is final.

The Involuntary Withdrawal Policy shall be reviewed at least every three years. The Involuntary Withdrawal Policy shall be updated as necessary to comply with applicable law, policy, or regulation. The review process shall be coordinated by the Vice President for Student Affairs or designee.

**5. RESCISSION:**

This policy will not be rescinded or modified except by action of the IUP President, following consultation with the University Senate, and in accordance with University Senate By-Laws and Constitution.

**6. PUBLICATIONS STATEMENT:**

The IUP office of the Vice President for Student Affairs will publicize and transmit this policy to all members of the University community.

**7. DISTRIBUTION:**

Code Description A All Employees

Approved by IUP Senate XX/XX/2021



**FOR ACTION:****APPROVED****Summary of Substantive Changes to the Code of Student Conduct and Procedures:**

Below is a summary of the substantive changes to the Code of Student Conduct and Procedures. Other non-substantive changes (grammatical and structural) were made as well.

1. Policy name: Changed from “Code of Student Conduct and Procedures” to “IUP Community Standards Policy”.

Rationale: The Office of Student Conduct has changed names to the Office of Student Support and Community Standards. The policy is simply following suit. The name of the office has changed throughout as well. Please note: attempts are being made to change the office’s email address as well. Once it is changed, it will be updated in this policy.

2. Section F – adding “prohibited by federal or state law” to all drug charges.

Rationale: With changes in state laws and federal laws, it remains important for us to be clear that students are held to the federal standard when it comes to drug charges as defined in the Drug Free Schools and Communities Act.

3. Section F.2.b – Possession and use separated.

Rationale: Many students get confused when they are charged with possession/personal use of drugs and/or controlled substances. Students will have been in possession of it but not used it. They will then try to fight the charge all the while admitting they had been in possession, but never used it. Separating these into two distinct charges will remove that confusion.

4. Section I.4 – Added ability for administrative withdraw

Rationale: on rare occasions, a case involving an Interim Action is unable to be resolved because of the student’s inability to fully participate in the process (due to incarceration, hospitalization, or other factors). In these cases, the Vice President of Student Affairs or designee will be able to administer a withdraw of the student. This protects the student by cleanly ending their current relationship with the University while maintaining the ability to reenroll. The reenrollment process allows for a criminal background check allowing the University to maintain the ability to determine whether or not it is appropriate to allow the student to continue their education at IUP.

- Our next meeting will be Tuesday, February 9, 2021 at 3:30pm via Zoom

## POLICY STATEMENT

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**Subject: IUP Community Standards Policy**

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**Date Established:**

April 17, 2012

**Revision Dates:**

September 9, 2014

May 1, 2018

April 2, 2019

December 21, 2020

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**Originating Office:** Office of Student Support and  
Community Standards**Distribution Code:** A and All Students**President's Approval:**

Michael A. Driscoll

XXXX XX, 2021

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**Office of Student Support and Community Standards (OSSCS)****Phone: 724-357-1264****Email: [Student-Conduct@iup.edu](mailto:Student-Conduct@iup.edu)****[www.iup.edu/studentsupportandstandards](http://www.iup.edu/studentsupportandstandards)**

### A. Introduction

The Indiana University of Pennsylvania community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The Office of Student Support and Community Standards within the Division of Student Affairs is charged with administering an educational and developmental community standards process that is based upon the mission, vision, goals, and values of IUP.

Student members of the community are expected to uphold and abide by certain community standards. Each member of the Indiana University of Pennsylvania community bears responsibility for their own behavior.

The community standards process is not intended to punish students. Sanctions and restorative measures are intended to help students bring their behavior into accord with our community expectations.

**All allegations of Sexual Misconduct are adjudicated under the Sexual Discrimination and Sexual Misconduct Policy. Likewise, other distinct policies that address specific issues are adjudicated as it is stated in that policy. Such policies include but are not limited to the Academic Integrity Policy, Anti-Hazing Policy, Alcohol and Drug Policy, and policies and regulations included in the Undergraduate and Graduate catalogs. Other policies may be adopted by the University or the Board of Governors from time to time and are effective at the time of adoption.**

Please consult the IUP website at <https://www.iup.edu/studentaffairs/student-policy-index-a-z/> for a full list of applicable policies.

**Students should be aware that the community standards process is different from criminal and civil court proceedings.** Procedures and rights in the community standards process do not include the same protections of due process afforded by the courts.

## **B. Definitions**

1. Adjudication – the process by which the University conducts disciplinary meetings, hearings, or other actions, bringing matters to resolution.
2. Advisor – any person who advises a student or student organization regarding University policies or procedures. An advisor is not permitted to represent the student at any time.
3. Appeal – the method by which due process and/or a decision can be challenged. All appeals must be submitted in writing to the Office of Student Support and Community Standards and may only be considered if it is in accordance with the IUP Community Standards Policy.
4. Appeal Review Officer- designee of the Vice President for Student Affairs to review an appeal.
5. Complaint – written or electronic statement or report provided by any person to the Office of Student Support and Community Standards. Not all complaints result in incident reports or adjudication through the community standards process.
6. Complainant – a person, persons, or student organization who submits a report alleging that a student or student organization violated University rules, regulations, or policies.
7. Community Standards Board – a panel of individuals made up of students, faculty, and staff empowered to adjudicate any allegation of violation of University policies, rules, or regulations.
8. Community Standards Process – inclusive of all processes for students or student organizations from the time information is received by the Office of Student Support and Community Standards for adjudication through the conclusion of the appeal process in accordance with University policy.
9. Convener – Director of Student Support and Community Standards (or designee) responsible for logistics and procedures associated with the community standards process; the convener may simultaneously serve as a hearing officer.
10. Deliberation – private meeting by a hearing officer or board and the convener to render a determination on whether a violation of IUP policy occurred and the sanction to issue (if applicable).
11. Disciplinary Record – the record of a community standards process and its findings. All disciplinary records are considered educational records as defined by the Family Educational Rights and Privacy Act (FERPA).
12. Hearing Officer – any University faculty, staff, or student who has been appointed to a community standards decision-making role by the Vice President for Student Affairs and has been trained through the Office of Student Support and Community Standards.
13. Incident Report – a complaint that is filed with and reviewed by the Office of Student Support and Community Standards and may be adjudicated through the community standards process.
14. Organization – organizations that include, but are not limited to, any of the following: a fraternity, sorority, association, corporation, order, society, corps, teams, club or service, social/academic or similar group, whose members are students of the University. University employees or volunteers who act as sponsors, counselors, advocates or advisors of any organization, as defined, are also members.
15. Preponderance of Evidence – the standard in determining if a student or student organization is responsible for a violation. The University must show that it is “more likely than not” that the alleged behavior occurred and was in violation of an IUP policy, rule, or regulation.
16. Respondent – a student or student organization that has been accused, informally or through an incident report, of violating University rules, regulations, or policies.

17. Sanction – requirements set forth upon a finding or individual/organizational acceptance of responsibility for a violation of University rules, regulations, or policies through the community standards process.
18. Student – any person who has applied to or enrolled at the University in any of its courses, programs, campuses, or offerings, including, but not limited to, cooperative programs or offerings with other institutions for whom a record is made at the University by the registrar or which is submitted to the University for admission or transfer credit, or during periods between semesters when the person is expecting to attend the subsequent regular semester (Fall or Spring).
19. University – Indiana University of Pennsylvania and any of its centers or sites where it operates.
20. University Premises – all buildings or grounds owned, leased, operated, controlled, or supervised by the University or its affiliates, e.g., Student Cooperative Association (“Co-Op”), the Foundation for IUP, or other such organizations with which IUP enters or has entered into an affiliate relationship.
21. Witness – any person who has information relevant to an alleged incident.

### **C. Authority**

The Vice President for Student Affairs is vested with the authority over student discipline by the President and the Council of Trustees as established by the Board of Governors’ of the Pennsylvania State System of Higher Education. The Vice President for Student Affairs appoints the Director of Student Support and Community Standards to oversee and manage the community standards process. The Vice President for Student Affairs may appoint administrative hearing officers and members of boards as deemed necessary to efficiently and effectively facilitate the community standards process.

The Director of Student Support and Community Standards (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. This may be delegated or assumed by the University Police for any suspected criminal activity.

Students at the Indiana University of Pennsylvania are annually provided a link to the IUP Community Standards Policy on the Indiana University of Pennsylvania website. Hard copies are available upon request from the Office of Student Support and Community Standards. Students are responsible for having read and abiding by the provisions of the *Community Standards Policy*.

### **D. Jurisdiction**

The *Community Standards Policy* and the community standards process apply to the behavior of individual students, both undergraduate and graduate.

Indiana University of Pennsylvania retains jurisdiction under the Community Standards Policy over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student’s ability to reenroll or to obtain official transcripts and/or graduate. All sanctions must be satisfied prior to reenrollment eligibility or reinstatement of the degree. In the event of a charge of serious misconduct allegedly committed while still enrolled but reported after the accused student has graduated, Indiana University of Pennsylvania may invoke these procedures and, should the former student be found responsible, Indiana University of Pennsylvania may revoke that student’s degree and block the release of transcripts.

The *Community Standards Policy* applies to behaviors that take place on the campus, at University-sponsored events, and may also apply off-campus when the Director of Student Support and Community Standards or designee determines that the off-campus conduct affects a substantial Indiana University of Pennsylvania interest. A substantial Indiana University of Pennsylvania interest is defined to include:

- Any situation where it appears that the student's behavior may present a danger or threat to the health or safety of the University Community; and/or
- Any situation that significantly impinges upon the rights, property, or education of the University Community or significantly breaches of the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University.

Students may be adjudicated for engaging in conduct that violates federal, state, or local law whether such conduct takes place on campus or off campus or whether civil or criminal penalties may also be imposed for such conduct. A violation of this policy is not predicated upon a final determination by a court of law. In other words, it is not necessary for a student to have been found to have violated a federal, state, or local law by a court of law to be disciplined under the Community Standards Policy. It is only necessary that a student is found responsible for violations adjudicated consistent with the process set forth in the Community Standards Policy.

The University fully recognizes the right of all students to seek knowledge, debate, and freely express their ideas. Discourse and disagreement are fundamental components of any academic endeavor and students will not be subject to disciplinary action for their lawful expression of ideas. A student retains the rights, protection, guarantees, and responsibilities which are held by all citizens. The University Community Standards system does not eclipse, in intention or application, the constitutional rights and guarantees of students.

The *Community Standards Policy* may be applied to conduct that occurs online, via email, or any other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, social networking sites, as well as media yet to be developed, are in the public sphere and are not private. These postings can subject a student to allegations of standards violations if evidence of policy violations is posted online. Indiana University of Pennsylvania does not seek out this information but may act if and when such information is brought to the attention of Indiana University of Pennsylvania officials.

The *Community Standards Policy* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Indiana University of Pennsylvania may seek resolution of violations of the *Community Standards Policy* committed against them by student members of the Indiana University of Pennsylvania community.

There is no time limit on reporting violations of the *Community Standards Policy*; however, the longer someone waits to report an offense, the harder it becomes for Indiana University of Pennsylvania officials to obtain information and witness statements and to make determinations regarding alleged violations.

Indiana University of Pennsylvania email is the University's primary means of communication with

students. Students are responsible for all communication delivered to their Indiana University of Pennsylvania email address and to respond as required or requested.

## **E. Student Accommodations**

Any student with a disability involved in the community standards process has the right to request a reasonable accommodation to ensure their full and equal participation. The Office of Student Support and Community Standards will coordinate appropriate services through the Department for Disability Access and Advising (D<sup>2</sup>A<sup>2</sup>). Accommodations are determined on an individual basis by D<sup>2</sup>A<sup>2</sup> staff based upon appropriate documentation and consultation with the student.

## **F. Community Standards**

Indiana University of Pennsylvania considers the conduct described in the following subsections as inappropriate for the IUP community and in opposition to the core values set forth by the University. Indiana University of Pennsylvania encourages community members to report to University officials all incidents that involve the conduct described below.

### **1. Alcohol**

- a. Possession On-Campus** - Possession of alcoholic beverages on university premises or facilities except as provided in the University Alcohol Policy.
- b. Possession Off-Campus** - Illegal possession of alcoholic beverages off campus including, but not limited to, underage possession of alcohol and public possession of an open container.
- c. Consumption On-Campus** - Consumption of alcohol on University premises or facilities except as provided in the University Alcohol Policy.
- d. Consumption Off-Campus** – Illegal consumption of alcohol off campus.
- e. Driving Under the Influence** - Operating a motor vehicle while unlawfully intoxicated.
- f. Sharing, Furnishing, and/or Distributing Alcohol** - Sharing, furnishing, and/or distributing alcohol by persons of any age to persons under the age of twenty-one, including, but not limited to: charging admission to or using organizational funds for a social event where alcohol is served, hosting or organizing a social gathering where persons under the age of twenty-one consume alcohol, and/or providing alcohol. This would include collecting money from people before, during, or after an event which was used to fund or partially fund an event at which alcohol was served or available.

### **2. Drugs /Controlled Substances**

- a. Paraphernalia** - The possession of any equipment, product, or material of any kind containing evidence of or primarily intended for use with any drug and/or controlled substance prohibited by federal or state laws.
- b. Possession of Drugs and/or Controlled Substances** - The possession of any drug or controlled substance prohibited by federal or state law.
- c. Use of Drugs and/or Controlled Substances** - The use of any drug or controlled substance prohibited by federal or state law.
- d. Sharing, Furnishing, and/or Distributing Drugs and/or Controlled Substances** - Manufacturing, producing, selling, furnishing, exchanging, or otherwise distributing drugs or controlled substances prohibited by federal or state law.

**e. Misuse of Medications or Other Substances** - Misuse of over-the-counter medications, prescriptions, and/or other legal materials or substances, creating a potential danger to self or others.

**f. Driving Under the Influence** - Operating a motor vehicle while under the influence of drugs and/or controlled substances.

### 3. Harmful Conduct and Harassment

**a. Physical Violence** - using force with the intent or effect to cause harm. This includes the use of any weapon or other means that might cause bodily harm.

**b. Threatening Conduct** - Intimidating actions or behavior with the intent or effect to cause alarm or fear of harm to another individual, group, or entity.

**c. Coercion** - Conduct, actions, or implied threats that would compel with unreasonable pressure a reasonable person to engage in an unwanted activity.

**d. Harassment** - Engaging in conduct that is repeated, severe, or pervasive and objectively offensive. This includes conduct involving electronic communication.

**e. Stalking** - A pattern of conduct directed at another person including (but not limited to) following, monitoring, observing, surveilling, communicating to or about a person, or interfering with a person's property with the intent and/or effect to cause a reasonable person to be afraid for his or her safety or suffer substantial emotional distress. Stalking may be direct, indirect, or through third parties and may be accomplished by any action, method, device, or means. This includes cyberstalking: a form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

**f. Retaliation** - Actions, threats, or other adverse action taken against any person in response to that person's participation in or involvement with the community standards process.

**g. Intrusion of Privacy** - Unreasonably invading the private domain or seclusion of another individual, group, or entity by any means when such individual, group, or entity has a reasonable expectation of privacy.

**h. Disorderly Behavior** - Conduct which is disorderly, disruptive, or interferes with orderly University operations and/or behavior disruptions which infringe upon other students' rights to the fair use of their contracted housing or other University sanctioned activities or amenities.

**i. Dishonesty/Fraud** - Dishonest or fraudulent behavior, such as forgery, alteration, or misuse of documents, records, or identification (including but not limited to I-cards, credit cards, debit cards, pin numbers, and/or computer usernames/passwords), or knowingly furnishing false information to University or Co-op officials.

**j. Unlawful Discrimination** - Discrimination based on another person's race, color, sex, sexual orientation, gender identity, religion, creed, age, national or ethnic origin, citizenship, veteran status, or disability.

### 4. Community Safety

**a. General Safety** - Tampering with safety devices including, but not limited to: alarm systems, fire extinguishers, exit signs, smoke/heat/particle detectors, fire hoses, sprinklers, or fire-fighting equipment. Failure to conform to safety regulations including, but not limited to, falsely reporting an incident, failure to evacuate facilities in a timely manner in emergency situations or in response to alarms, or inappropriate use of the fire alarm or emergency call device or system.

**b. Arson** - Illegally setting, attempting to set, creating, or causing a fire.

**c. Weapons/Explosives** - Possession and/or use of any weapon, which is an object used to inflict a wound or cause injury or harm. Examples of weapons include, but are not limited to, firearms, ammunition, knives, swords, nun chucks, stun guns, BB guns, paintball guns, look-alike weapons, explosives, fireworks, unsecured compressed air cylinders, or dangerous chemicals, except as

authorized for use in class, in connection with University-sponsored research, or in another approved activity (provisions may be made to store firearms with the University Police).

## 5. Property

- a. **Theft** - Theft or other unauthorized possession of University property or the property of any individual, group, or entity.
- b. **Destruction/Damage** - Destruction and/or damage to University property or to the property of any individual, group, or entity.
- c. **Attempted/Completed Entry** - Attempted or completed entry into or use of University or Co-op facilities or property or the property of any individual, group, or entity without authorization.

## 6. Noncompliance

- a. **University Official** - Failure to comply with a directive from or to meet with an authorized University or Student Cooperative Association official acting in the performance of their duties or with the direction from any person responsible for a facility or registered function including providing identification when requested to do so. The University officials referenced above must identify themselves.
- b. **Contractual Obligations** - Failure to honor all contracts with and debts to the University including terms and conditions of living in University-owned/operated housing and/or the Student Cooperative Association.
- c. **Community Standards Sanction** - Failure to fulfill any sanction levied as a result of community standards, academic integrity, or student organization proceeding.
- d. **University Space** - Failure to abide by all policies and regulations governing the use of University space or the registration of all University events.

## 7. Complicity

Active association with or active encouragement of another person or persons whose conduct is in violation of any of the Community Standards Policy and Procedures, University policy, or applicable laws.

## 8. Other

Any alleged violation of federal, state, or local laws, regulations, or ordinances and other University policies and regulations, the University catalog, and other official University publications either printed or published on the University website.

## G. Overview of the Community Standards Process

This overview gives a general idea of how the IUP community standards proceedings work, but it should be noted that not all situations are of the same severity or complexity. The procedures are flexible and are not the same in every situation, though consistency in similar situations is a priority. The student disciplinary process and all applicable timelines commence with written notice from the Office of Student Support and Community Standards or as appropriate, the Office of Social Equity/Title IX, of a potential violation of Indiana University of Pennsylvania rules and regulations.

**Notice:** Once an allegation is received from any source, the Office of Student Support and Community Standards or the Office of Social Equity/Title IX may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the community standards process and gather information

**Evidence:** Different types of information may be presented during an investigation or during a hearing. This information may include direct evidence, which is based on personal observation or experience. Evidence may be circumstantial, which is information that does not include an eyewitness to the actual event but does include enough information to lead a reasonable person to the conclusion that the individual did what he/she is alleged to have done. Evidence may include documents, which includes supportive writings or statements, reports, etc., that support or deny a fact at issue. Evidence may also be secondhand or "hearsay" evidence. While it is acceptable for the adjudicator to consider and hear relevant second-hand information, hearsay evidence may not be the only evidence used to establish responsibility in a case.

The University is not bound by formal rules of evidence; however, evidence shall be inherently reliable. Evidence or information that may not be admissible in a court of law may be admissible in a hearing or as part of an investigation. It is up to the adjudicator to decide what information is admissible as part of a hearing. It is up to the adjudicator to decide the credibility and relevance of information and the weight that they will assign to that information.

**Standard of Proof:** The standard of proof describes the level of proof that must be met to find a respondent responsible for a violation. The University uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. This standard is lower than the standard required in a criminal proceeding. University resolution proceedings are conducted to consider the totality of all evidence available and from all relevant sources. There may be strong, definitive evidence presented to persuade the adjudicator that the respondent did or did not violate a section of this or other University policy. There may also be ambiguities and contradictions which require the adjudicator to decide whom they determine more credible. An individual is not considered to be "responsible" for any allegations until the completion of the process determines that it is more likely than not that the alleged violation of this policy occurred.

**Burden of Proof:** The burden of proof refers to who has the responsibility of showing a violation has occurred. It is always the responsibility of the University to satisfy the burden of proof. The respondent does not have the burden to prove that a violation did not occur. A respondent may decide not to share their side of the story or may decide not to participate in the hearing or an investigation. None of these decisions shifts the burden of proof away from the University and does not indicate responsibility nor will it result in increased sanctions if the respondent is found responsible for the accusations.

## **1. Incident Review Meeting**

IUP conducts a preliminary inquiry into the nature of the incident, complaint, or notice, the evidence available, and the parties and witnesses involved. When an Incident Review Meeting is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence because the behavior alleged even if proven would not violate the Community Standards Policy. The matter will be closed, and records will so indicate;
- An admission of or an uncontested decision on the allegation;
- A decision to proceed with a formal resolution.

If a decision on the allegation is made and the finding is that the respondent is not responsible for

violating the Code, the process will end.

If the finding is that the respondent is in violation, and the respondent accepts this finding the administrator conducting the incident review meeting will then determine the sanction(s) for the misconduct, which the respondent may accept or reject. If accepted, the process ends.

If the respondent accepts the findings but rejects the sanction, the Office of Student Support and Community Standards will conduct a sanction-only hearing, conducted by a hearing officer or board, which determines a sanction. The sanction is then subject to appeal (see *Appeal Review Procedures* on page 19 below). Once the appeal is decided, the process ends.

If the administrator conducting the incident review meeting determines that it is more likely than not that the respondent is in violation, and the respondent student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to a formal hearing.

## **2. Formal Hearing**

In a contested allegation, a hearing may be held when there is reasonable cause to believe that a University Community Standards Policy provision has been violated. No complaint will be forwarded for a hearing unless there is reasonable cause to believe a Community Standards Policy provision may have been violated. Reasonable cause is defined as some credible information to support each element of the offense of the alleged Community Standards Policy provision, even if that information is merely a credible witness or a complainant's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing. A formal notice of the complaint will be issued, and a hearing will be held before a hearing officer or the board, which is charged with adjudicating the matter. If the finding is that the respondent is not responsible, the process ends. Applicable appeal options are described in section M of this policy.

## **3. Review and Finalize Sanctions.**

If the student is found in violation of the University Community Standards Policy, sanctions will be determined by the hearing officer or board. The findings and sanctions will be communicated to the respondent. Applicable appeal options are described in section M of this policy.

## **4. Conflict Resolution Options**

The Director of Student Support and Community Standards has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review or appeal. Any unsuccessful conflict resolution may be forwarded for formal processing and hearing. The Director of Student Support and Community Standards may also suggest that complaints that do not involve a violation of the *Community Standards Policy* be referred for mediation or other appropriate conflict resolution. The outcome of a mediation or other appropriate conflict resolution is binding and documented as a part of the student's community standards record.

## **5. Administrative Hearing Officers**

Administrative Hearing Officers are chosen from a pool of annually trained administrators, staff members, and graduate students selected by the Director of Student Support and Community

Standards.

## **6. The Composition of the Board**

The Director of Student Support and Community Standards will be responsible for assembling the Board according to the following guidelines:

- A. The membership of the board is selected from a pool of students, faculty, and staff appointed by the Vice President for Student Affairs and trained annually through the Office of Student Support and Community Standards.
- B. For each complaint, a board will be chosen from the available pool and is comprised of at least one student, one faculty member, and one staff member or administrator. The Director of Student Support and Community Standards or designee will serve as the facilitator of the Board, who assures that Indiana University of Pennsylvania procedures and due process are followed throughout the hearing.

Appeal Boards are drawn from the board pool with the only requirement being that they did not serve on the Board for the initial hearing. Appeal Review Board members are trained annually through the Office of Student Support and Community Standards. Appeal Boards will review appeal requests assigned by the Vice President for Student Affairs.

To serve in the board pool, students must be in good standing with the University and the Office of Student Support and Community Standards. Good standing with the Office of Student Support and Community Standards is defined as not currently being on any sanctions or having any incomplete sanctions or unresolved allegations with the Office of Student Support and Community Standards. A serious history of misconduct will disqualify a student for service.

The Vice President for Student Affairs will confirm and appoint the membership of the Board on behalf of the President of the University.

The facilitator of the board is the Director of Student Support and Community Standards or designee with responsibility for training the board, gathering and disseminating appropriate case information, and ensuring a fair process for the complainant and respondent.

Decisions and sanctions imposed by the board or hearing officer will be implemented pending the normal appeal process. The full appeal review procedure can be found in section M of this policy.

## **H. Formal Community Standards Process**

Indiana University of Pennsylvania is the convener of every action under this code and the formal process is describe herein.

### **1. Amnesty**

Individuals reporting violence being done against them, individuals offering assistance, and individuals reporting heinous behavior may be protected by Indiana University of Pennsylvania's Bystander Involvement (Medical Amnesty) Policy.

### **2. Notice of Alleged Violation**

Any member of the Indiana University of Pennsylvania community, visitor, or guest may allege a policy violation by any student for misconduct under this *Code* by submitting a report via e-mail, IUP Web Site, phone, or in person at the contact information below:

Ruddock Hall, Room G-37  
1090 Maple Street  
Indiana, PA 15705  
Phone: 724-357-1264  
Student-Conduct@iup.edu  
<http://www.iup.edu/studentsupportandstandards>

Reports of conduct allegedly in violation of this policy may be received through other additional means as appropriate.

Notice may also be given to any member of the Office of Student Support and Community Standards, University Police, and/or to the Chief Diversity and Inclusions Officer and Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation regardless of whether a formal allegation is made or not. All allegations of misconduct should be submitted as soon as possible after the alleged offending event occurs. Indiana University of Pennsylvania has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent process.

### **3. Notice of Hearing**

Once a determination is made that reasonable cause exists to refer a complaint for a hearing, a formal notice will be given to the respondent. Notice will be in writing and delivered via the University-issued email address. Other means of delivery may include delivery in person by the staff of the Office of Student Support and Community Standards (or designee), delivery by mail to the local or permanent address of the student as indicated in official Indiana University of Pennsylvania records, or delivery by email to a non-University email address confirmed by the student as their personal email account. Once mailed, emailed, and/or received in-person, such notice will be presumptively delivered. The letter of notice will include the alleged violation and notification of where to locate the *Community Standards Policy* and Indiana University of Pennsylvania procedures for resolution of the complaint and direct the responding student to contact the Office of Student Support and Community Standards to respond to the complaint. The letter of notice will also include a short summary of the allegations which supports the issuance of charges under the Community Standards Policy.

A meeting with a staff member of the Office of Student Support and Community Standards may be arranged to explain the nature of the complaint and the community standards process. At this meeting, the respondent may indicate, either verbally or in writing, whether they admit to or deny the allegations of the complaint.

## 4. Hearing Procedures

### a. Community Standards Hearing:

A hearing will be scheduled for any allegation with reasonable cause unable to be resolved through any informal process. In the event a hearing is scheduled, a respondent will be given a minimum of three calendar-days' notice prior to appearing before the assigned adjudicator or Board unless the student waives this notice.

The respondent may waive in writing their right to a Board hearing and accept one or more sanctions as determined by the adjudicator. The sanctions will reflect the severity of the current charges against the student as well as any previous disciplinary record.

### b. General Guidelines for Community Standards Hearings

A hearing may be an Administrative Hearing or a Board Hearing. Guidelines used by hearing officers or Boards include:

1. If a hearing is scheduled, the respondent shall be provided with specific advance written notice of the alleged violations, the dates, times, and locations of the alleged violations, and a summary of the actions which led to the charges. Notification of charges against the respondent shall also include, but not be limited to, the following information:
  - a. The date, time, and location of the hearing
  - b. Whether the case will be adjudicated by a hearing officer or a Board
  - c. Information regarding due process rights afforded the respondent prior to and during the hearing.
2. The respondent shall have their case heard by an impartial adjudicating body. Once an adjudicating body has been named, they may not publicly or privately discuss the merits of the complaint with anyone not involved in the proceedings, with the respondent themselves, or with anyone acting on the behalf of the respondent.
3. In situations where the original complainant is no longer available or cannot attend the hearing for unavoidable reasons, the University maintains the burden of proof and may serve as the complainant by proxy.
4. In the event a respondent, complainant, and/or witness is not able to be physically present at the hearing, they may participate via acceptable technological means including, but not limited to, telephone or video call.
5. The complainant will present the charges and relevant information and may ask questions of all hearing participants.
6. The respondent shall have a fair and reasonable opportunity to answer, explain, and defend themselves against charges presented at the hearing, to question the complainant and witnesses against them, to present information related to specific charges, and to call relevant witnesses to appear on their behalf. If the respondent intends to have witnesses present at the hearing, they must notify the Office of

Student Support and Community Standards at least one business day prior to the hearing.

7. If the respondent chooses not to appear before the assigned adjudicator, their case will be adjudicated in their absence based upon the information related to specific charges presented at the scheduled hearing.
8. Witnesses will be asked to provide relevant information related to specific charges and to respond to questions from the complainant, the respondent, the hearing officer, and Board members. Witnesses are not permitted to ask questions of hearing participants except to clarify a question asked of them.
9. All hearings are closed except to designated and approved participants.
10. The students and witnesses may select an advisor to advise them during the community standards proceeding. The advisor may consult and interact privately with the student or the witness during proceedings. However, the advisor is not permitted to have a verbal role in the proceedings nor to represent or speak on behalf of the student.
11. At the hearing, if a respondent chooses not to testify, no inference may be drawn from the lack of testimony. A respondent's lack of testimony does not waive his/her right to ask questions of witnesses or call witnesses.
12. A hearing officer shall have the authority during proceedings to hold an individual in contempt. Contempt is defined as disorderly or disrespectful conduct by hearing participants and/or the intentional misrepresentation of facts. Individuals found to be in contempt may be removed from the hearing and students may be charged with additional violations of applicable policies.
13. The respondent shall receive a written account of the decision of the adjudicator setting forth with reasonable specificity the facts and reasons for the decision.

**c. Procedures for cases adjudicated by Hearing Officers**

1. A respondent may challenge the assignment of a specific hearing officer to their case. This challenge must be presented in writing to the Office of Student Support and Community Standards at least two business days prior to the scheduled date and time of the hearing. Upon reviewing the details of the challenge, the Director of Student Support and Community Standards or designee will either uphold the challenge, appoint an alternate hearing officer, and arrange a new hearing time or deny the challenge.
2. A hearing officer will withdraw from adjudicating any case when they cannot be impartial and reach a fair and objective decision.
3. The hearing officer will review all material, hear all information relevant to specific charges pertinent to the case from the complainant, the respondent, and all witnesses, clarify issues raised and render a decision based on the information presented at the hearing.

4. Following the hearing, the hearing officer will schedule a time to meet with the respondent (if possible) to issue a decision, and, if the student is found to be in violation of any University policy or regulation, issue one or more sanctions. This information is also presented to the student in writing.

5. If the respondent is found to be in violation of any University policy or regulation, all materials within the student's past and present student record will be used to determine appropriate sanctioning.

**d. Procedures for cases adjudicated by the Board**

1. Any respondent appearing before a Board may challenge the presence of any member of the board. Upon hearing the details of the challenge, the Board will, by majority vote (challenged member not voting), either uphold or deny the challenge.

2. A Board member will withdraw from participating in any case in which the member is unable to be impartial and reach a fair and objective decision.

3. The Board will review all materials and hear all information relevant to the specific charges pertinent to the case from the complainant, respondent, and all witnesses. Members of the Board shall be free to ask relevant questions to clarify the information presented.

4. A Board hearing will be digitally recorded by the University and the recording will be retained at the University in accordance with the records and recordkeeping policy. Under no circumstances are other individuals permitted to record hearings.

5. After hearing all the information relevant to specific charges, the board will privately deliberate and make its decision and, if necessary, determine appropriate sanctions.

6. If the respondent is found to be in violation of University policy or regulation, all materials within the student's past and present student record may be used to determine appropriate sanctions.

7. Upon the conclusion of the hearing, the Director of Student Support and Community Standards or designee will schedule a time, if possible, to meet with the respondent to communicate the board's decision and, if the student is found to be in violation of University policy or regulation, to communicate the sanctions. This information is also presented to the student in writing.

In cases where the Board recommends expulsion as the appropriate sanction, the Director of Student Support and Community Standards or designee will recommend the sanction in writing to the Vice President for Student Affairs or their designee within three calendar days. The sanction will be reviewed by the Vice President for Student Affairs or their designee before finalized. Any appeals of an expulsion are directed to the President or their designee.

**I. Interim Action**

In a situation where it is determined that a continuation of the present circumstances presents a potential danger to the health, safety, or welfare to self, other students, or the University community, the Vice President for Student Affairs or their designee may implement an interim action. The interim action will remain in effect pending final disposition of the case. Interim actions may include, but are not limited to, temporary removal from the University community, temporary suspension of the right to access specific areas of campus, and other temporary suspensions of student's rights and accesses.

After the interim action is implemented, the following process will commence:

1. As soon as possible but within 10 working days of issuance of the interim action, unless circumstances warrant an extension (to be approved by the Vice President for Student Affairs or designee), a hearing will be conducted to adjudicate the allegations.
2. If the interim action is not upheld upon the outcome of the hearing, the interim action will no longer be in effect. The student will be allowed a reasonable opportunity to make up academic work missed during the time of the interim action. It is the responsibility of the respondent to make arrangements with faculty members for completing missed work.
3. When an interim action has been implemented, upheld by a hearing, and appealed by the student, the interim action will remain in effect until an appeal outcome has been reached.
4. When circumstances outside the control of the University make it impossible to complete the prompt adjudication of a case involving an interim action, the Vice President for Student Affairs or designee may initiate an administrative withdraw and require the student to complete the readmission and reenrollment process through the Office of the Registrar to attend in subsequent semesters.

Indiana University of Pennsylvania reserves the right to exercise its authority of interim action upon notification that a student is facing criminal investigation and/or complaint.

## **J. Sanctions**

Sanctions are assigned to meet specific learning and developmental outcomes to assist students to understand the impact of their actions and to hold them accountable for their conduct. Sanctions are also assigned with the intent of improving upon a student's success at the University by acquiring new skills and promoting growth in various dimensions of moral and ethical development. Any sanctions will be proportionate to the severity of the violation of the Community Standards Policy and to the cumulative behavioral history of the student.

Any assigned sanction may be stayed from implementation for a specified period as determined by the hearing officer or Board. Any subsequent proven violation of University policy, rule, regulation, or law may cause the stay to be lifted and the assigned sanction implemented with immediate effect. The sanction will not be lifted until the date indicated by the hearing officer or Board or the date upon which the student successfully completes all assigned sanctions, whichever comes last. A hearing officer or Board may impose one or more sanctions from the sanctions listed below.

1. **Disciplinary Warning:** A written warning may be given to the student indicating they have been found to be in violation of the Code, a University policy, or regulation and that failure to comply with a University Code, policy, or regulation in the future may result in referral to the Office of Student Support and Community Standards to be handled as a second offense. A notation is made on the student's record.
2. **Disciplinary Probation:** Disciplinary Probation is an indication that a student's status at the University is seriously jeopardized. During the probationary period, if the student is found to be in violation of the Code, University policy, or regulation, a more serious sanction may be levied, including possible suspension or expulsion from the University. Disciplinary Probation is in effect for a specific period.
3. **Community Reparations:** Community Reparations are tasks which benefit the individual, campus, or community.
4. **Educational Task:** Examples of educational tasks include, but are not limited to, essays, educational workshops provided by the University or outside entities, participating with staff in community development initiatives, apology notes, etc. The student will be required to submit proof of completion of the educational task from a source deemed appropriate by the University.
5. **Disciplinary Removal from University Owned/Operated Housing:** This condition removes a student from University owned/operated housing facilities on either a temporary or a permanent basis.
6. **Loss of Eligibility for University Owned/Operated Housing:** The student, whether currently living in University owned/operated housing facilities or not, is denied future eligibility for University owned/operated housing on a temporary or permanent basis.
7. **No Visitation in University Owned/Operated Housing/Facilities:** This condition prohibits a student from being present within University owned/operated housing or other designated facilities for any purpose for a specific time period.
8. **Restitution:** A student may be required to pay for damages to property, including but not limited to, personal and University/Co-op property, and/or for personal injury. Payment will be made under guidelines determined by the Office of Student Support and Community Standards.
9. **Fine:** A student may be billed an amount of money as determined by the hearing officer or Board.
10. **Other:** Recommendations may also be made for participation in mediated no contact agreements, assignment to a trained mediator, mentoring in lieu of suspension, and other appropriate remedial and educational interactions.
11. **Suspension:** A student may be suspended from the University for a specific period. A suspension requires that the student remove themselves from the University and any

University owned or operated entities, buildings, or properties. They are not permitted to attend classes, social activities, or to be present on University property during the period of suspension.

12. **Expulsion:** A recommendation may be made to the Vice President for Student Affairs or their designee that a student is expelled from the institution. Expulsion from the University is permanent dismissal. The Vice President for Student Affairs or designee shall endeavor to respond to the respondent in writing regarding the recommendation of expulsion within five calendar days of receiving it. Any appeals of an expulsion are directed to the President or designee.

#### **K. Notification of Outcomes**

The outcome of a campus hearing is part of the educational record of the respondent and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions.

Pursuant to the Family Educational Rights and Privacy Act and the Drug Free Schools and Communities Act, the Office of Student Support and Community Standards may send written notice to the parents and/or legal guardians of a student under twenty-one years of age who is found to be responsible for violating any state or local laws pertaining to possession, consumption, or inappropriate sale of any alcoholic beverages or controlled substances.

Parents and/or legal guardians may be notified in cases where Indiana University of Pennsylvania determines through the community standards process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense. FERPA defines “crimes of violence” to include arson, assault offenses (including stalking), burglary, criminal homicide, manslaughter by negligence, murder, non-negligent manslaughter, destruction/damage/vandalism of property, kidnapping/abduction, robbery, forcible sex offenses, and non-forcible sex offenses.

#### **L. Failure to Complete Sanctions**

All students, as members of the Indiana University of Pennsylvania community, are expected to comply with sanctions within the time frame specified by the Board or Hearing Officer. Failure to follow through on sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional charges.

#### **M. Appeal Review Procedures**

##### **1. Grounds for Appeal:**

Upon receiving notification of the outcome of a hearing, a respondent and complainant may appeal in writing for any of the following reasons:

- a. Procedural error that likely impacted the hearing outcome. This may include a demonstrated bias or conflict of interest against the respondent or the complainant which impacted the outcome. The appellant is responsible for demonstrating the bias or conflict of interest.

- b. Newly discovered information for which there is a legitimate reason this information could not have been presented at the original hearing.
- c. An allegation that the sanctions issued were arbitrary and capricious. The appellant must demonstrate in the appeal that there had been a clear error of judgment. The appellant must show the decision was not based upon consideration of relevant factors, reason, or judgment and was an abuse of discretion or otherwise not in accordance with the Community Standards Policy.

## **2. Appeal Procedures:**

The individual submitting the appeal must present a written request that specifically articulates one or more reasons for appeal from the grounds listed above to the Office of Student Support and Community Standards within five (5) calendar days of notification of the hearing decision. The five (5) day requirement may be waived where extenuating circumstances prevail and only if the grounds for appeal are met. The individual submitting the appeal must include in the written appeal the reason for the appeal and all the supporting facts. Appeals cannot be submitted by a third party on behalf of the respondent or the complainant. An appeal is not a rehearing of the matter and will not have merit simply because the person submitting the appeal disagrees with the outcome.

Once the appeal has been received, the Director of Student Support and Community Standards will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.

If the appeal is denied on the grounds of merit, The Director of Student Support and Community Standards will draft a response memorandum to the appellant based on the determination that the request will be granted or denied and why. If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final.

If the appeal has merit and is timely, the appeal will be forwarded to the Vice President for Student Affairs or designee for review.

In cases that do not involve interim action, once an appeal is filed all sanctions are placed on hold with the exception of any sanction prohibiting contact with another individual.

The Vice President for Student Affairs or designee may assign an Appeal Review Board to hear the appeal.

Appeals of expulsion must be submitted to the President or designee through the Office of the Vice President for Student Affairs. The President will respond to a respondent in writing regarding the appeal of an expulsion decision.

If the appeal is granted, the Appeal Review Officer determines whether to revise the sanctions, refer the appeal to the Appeal Review Board, or to remand it for a new hearing, either to the original decision-maker or a new board. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new board will be constituted to reconsider the matter, which can, in turn, be appealed once. Full re-hearings by the Appeal Review Board are not permitted. The Appeal Review Board must limit its review to the challenges presented.

On reconsideration, the new board or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative record.

All decisions of the Appeal Review Board should be made within ten (10) calendar days of submission to the Board. If this timeline is not obtainable, it may be further delayed with the approval of the Vice President for Student Affairs. Decisions of the Appeal Review Board are final, as are any upheld decisions made by the original hearing body as the result of reconsideration consistent with instructions from the Appeal Review Officer.

All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision. This response usually occurs within 10 calendar days of the appeal being filed.

### **3. The Appeal Review Board**

The Appeal Review Boards are drawn from the board pool with the following requirements to serve:

- a. they did not serve on the Board for the initial hearing,
- b. they were not involved in the investigation in any way,
- c. they have been properly trained in appeal procedures.

The Vice President for Student Affairs or designee will have final authority to approve all those serving on the board.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be stayed during the appellate process except in cases where interim action were implemented.

Appeals are not an opportunity for appeal board members to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeal decisions are to be deferential to the original decision-maker, making changes to the sanction only if there is a compelling justification to do so.

### **N. Disciplinary Records**

The Office of Student Support and Community Standards will maintain student records which contain all necessary and appropriate documents related to community standards matters. Material deemed unnecessary may be discarded at any time.

Student records will be maintained for seven years in accordance with the University record policy. Other circumstances outside the community standards process may require retention of the record for a longer period including a directive to retain records issued by University Legal Counsel from the Office of the Chancellor. Cases resulting in expulsion may be retained for a longer period.

The University will not release a student's records without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974. The Office of Student Support and Community Standards cannot guarantee confidentiality but

will maintain a student’s privacy to the greatest extent possible.

**O. Interpretation and Revision**

Procedural rules for the administration of hearings will be developed that are consistent with provisions of the *Community Standards Policy*. A material deviation from these rules will, generally, only be made as necessary and may include reasonable notice to the parties involved either by posting online and/or in the form of written communication. Procedures may vary with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. Minor modifications to a procedure that do not materially jeopardize the fairness owed to any party may be made at the discretion of the Director of Student Support and Community Standards as appropriate. Any question of interpretation of the *Community Standards Policy* will be referred to the Vice President for Student Affairs, whose interpretation is final.

The Community Standards Policy and related Policies and Procedures shall be reviewed at least every three years. The Community Standards Policy and related Policies and Procedures shall be updated as necessary to comply with applicable law, policy, or regulation. The review process shall be coordinated by the Vice President for Student Affairs or designee.

DISTRIBUTION:

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Description

A

All Employees  
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**I. University Development and Finance Committee (Vacant)**

- Senator Smith-Sherwood has requested that the Committee call a meeting and elect a new Chair.

**J. Academic Affairs Committee (Chair Dugan)**

- Our next meeting will be Tuesday, February 9, 2021 at 3:30pm via Zoom

**Senate Representative Reports****A. University Planning Council (Chair Moore)**

- The UPC continues to meet and is making plans for helping with the rollout of the Strategic Plan throughout the University.

**B. President's Athletic Advisory Committee (Chair Castle)****FOR INFORMATION:****Monday, November 30, 2020****1:00 p.m., Zoom****Welcome and Remarks – Dr. Joshua Castle, Chair**

- Dr. Castle updated the committee on the work of the IACC. They are currently reviewing The Academic Performance Census report process.

**Remarks from Dr. Michael Driscoll**

- Informed the Committee that the PSAC Board took action regarding the make-up of fall sports and the winter sports seasons. Due to Safety and testing requirements most of these sports will not have a competition season this year. (Todd Garzarelli provided the exceptions during his report).
- There is still hope for spring sports and the Conference will make a decision on those sports at a later date.

**Remarks from Dr. Tom Segar**

- Acknowledged the athletes, trainers, coaches, and administration for all the hard work during this time
- Discussed the speaker series with Jon Gordan is taking place tonight for student athletes
- Commented on Todd Garzarelli's work on Diversity and Inclusion, which will be discussed in more detail at a future PAAC meeting.

**Report from Athletic Administration – Todd Garzarelli**

- Winter and Spring Sports Update-Men's Cross Country, Women's Cross Country, Men's Swimming and Women's Swimming will be completing in spring, all but one PSAC school has opted in for these sports.
- Highlighted the Speaker Series and discussed that the series is about growing athletes off the playing field and the benefits can be seen from more than a competition standpoint.
- Thanked the coaches for their efforts. There is a great deal more time spent preparing to keep athletes ready to compete. Instead of one practice, some coaches are having 4-6 practices a day to keep student athletes in small groups.
- Updated the Committee on Athlete COVID-19 testing. Thanked Rob Baron and the COVID Task force for their efforts in keeping everyone safe.

**Compliance Questions-Samantha Traver**

- Mrs. Traver presented the new NCAA Legislative Proposals. There are only three proposals this year. There was extensive discussion among the committee regarding new Name, Image and Likeness proposed legislation.

**Report from University Advancement – Khatmeh Osseiran-Hanna**

- Updated the Committee that the Campaign is at goal, over \$75 Million.
- Acknowledge Ruddock's gift and that Athletics did exceed their department goals.

**Report from Faculty Athletics' Representative – Jim Racchini**

- Talked about student-athlete issues with the NCAA extending eligibility.
- Dr. Racchini worked with Paula Stossel and held an information meeting for student-athletes regarding Graduate School opportunities and the 4+1 model.
- Updated on the committee on the Student-Athlete Academic Progress Report. This semester there was a significant increase in faculty participation.

**Report from Student Athletic Advisory Committee – Madison Burns**

- Athletes are continuing to work hard in practice even with competitions being cancelled.
- SAAC took a facilities tour to see about the improving the student athlete experience and recruiting.
- SAAC is looking for ways to support sports that will be participating in the spring.
- Stated that student-athletes are enjoying the Speaker Series and are looking for the next one with Jon Gordan.

**C. Academic Computing Policy Advisory Committee (Chair Ford)**

- Senator Chadwick reported that the next meeting will be Wednesday, February 17, 2021 at 3:00pm via Zoom

**D. University Budget Advisory Committee (Senator Soni)**

- Spring enrollment as of January 27, 2021 was down 74 roughly in headcount as compared to the planned CPP number and down about 469 when compared to spring 2020. **The freeze number for the spring semester enrollment is February 8, 2021 and the final enrollment numbers will be announced soon thereafter.**
- Total persistence from Fall 2020 to Spring 2021 is 90.79% as compared to 90.44% for last year.
- Average credit per undergraduate student is down by .26 as compared to the target number in the CCP; the average credit per graduate student is up by .15.
- The Clock Hour enrollment is up by 63 head count and 25,602 clock hours.
- Housing occupancy is better than last year due to the \$1,000 housing scholarship. Housing occupancy is on track for increased numbers in the 2021-2022 AY.
- The PASSHE schools in the west are negotiating a new ARAMARK contract which will result in more than \$1M savings for our students.
- Out of 82 retrenchment letters sent to faculty, 23 letters have been rescinded due to voluntary retrenchment and retirements. The 50.9 FTE reductions that are remaining (in order to meet the 128 target) will come from non-renewal of temporary faculty contracts.
- Non-faculty have a target reduction of approximately 170 FTE; 53 positions have been eliminated and 117 FTE reductions still need to occur in order to meet the target number.
- Outsourcing of custodial services and grounds staff is no longer being considered.

**New Business**

**Adjournment**

- The meeting adjourned at 4:09pm.

Respectfully submitted:

*Amber N. Racchini*