

2016 // 2017

# TECHNIQUES

---

STUDENT HANDBOOK

---

INDIANA**TECH**

CALENDAR // POLICIES // CONTACT INFORMATION // CAMPUS MAP // AND MORE

# TABLE OF CONTENTS

<b>WELCOME</b> .....	<b>4</b>
<b>INDIANA TECH PHILOSOPHY</b> .....	<b>5</b>
<b>CODE OF ETHICS</b> .....	<b>6</b>
<b>COMPLIANCE STATEMENTS</b> .....	<b>7</b>
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	7
CIVIL RIGHTS COMPLIANCE STATEMENT .....	8
POLICY CONCERNING STUDENTS WITH DISABILITIES .....	9
TITLE IX COMPLIANCE .....	9
<b>FACILITIES AND SERVICES</b> .....	<b>10</b>
MCMILLEN LIBRARY .....	10
ANDORFER COMMONS .....	10
BUSINESS OFFICE .....	10
CAMPUS SECURITY AND SAFETY .....	11
WARRIORS ON WATCH.....	12
POLICY ON UNIVERSITY ISSUED ID CARDS .....	12
MOTOR VEHICLE REGISTRATION AND REGULATIONS .....	12
BOOKROOM .....	13
GIFTS, MEMORABILIA AND UNIVERSITY APPAREL.....	13
U.S. POSTAL SERVICE INSTRUCTIONS.....	14
SHIPPING AND RECEIVING SERVICES AND INSTRUCTIONS .....	14
FINANCIAL AID .....	14
INTERNATIONAL STUDENT ADMISSIONS & ORIENTATION OFFICE.....	14
CAREER CENTER .....	15
STUDENTS EMPLOYED ON CAMPUS.....	16
OFFICE OF STUDENT SUCCESS .....	16
INFORMATION TECHNOLOGY SERVICES.....	16
INDIANA TECH'S OFFICE 365 SERVICES.....	17
DINING SERVICES .....	17
DINING ROOM POLICIES .....	17
MEDICAL TREATMENT FOR STUDENTS.....	18
STUDENT ASSISTANCE PROGRAM (SAP).....	19
<b>STUDENT ORGANIZATIONS AND ENGAGEMENT</b> .....	<b>19</b>
STUDENT EXECUTIVE BOARD .....	19
STUDENT ORGANIZATIONS.....	19
EVENT APPROVAL FOR STUDENT ORGANIZATIONS .....	20
CAMPUS FLYER GUIDELINES FOR ORGANIZATIONS.....	20
MAGEE-O'CONNOR THEATER.....	20

ALUMNI ACTIVITIES FOR STUDENTS.....	21
GYMNASIUM AND FIELDHOUSE USE AND EQUIPMENT.....	22
FITNESS CENTER.....	22
INTRAMURAL SPORTS.....	22
CLUB SPORTS.....	23
VARSITY SPORTS.....	23
SPECTATOR SPORTS.....	23
ATHLETIC AWARDS.....	23
<b>ACADEMIC REGULATIONS.....</b>	<b>25</b>
STUDENT DISHONESTY.....	25
GRADE APPEALS.....	25
DROPPING/ADDING COURSES.....	25
WITHDRAWAL SCHEDULE.....	25
STUDENT ACADEMIC COMPLAINT POLICY.....	27
RECOGNITION AND AWARDS.....	27
THE UNIVERSITY REGISTRAR.....	28
<b>ACADEMIC CALENDAR.....</b>	<b>29</b>
<b>CODE FOR STUDENT LIFE.....</b>	<b>30</b>
UNIVERSITY REGULATIONS AND POLICIES.....	30
STUDENT CONDUCT POLICY.....	31
ANTI-HARASSMENT POLICY.....	33
ANTI-BULLYING POLICY.....	34
SMOKE-FREE AND TOBACCO-FREE CAMPUS POLICY.....	34
UNIVERSITY POLICY ON GENDER-BASED SEXUAL MISCONDUCT.....	35
CONFIDENTIALITY, PRIVACY AND REPORTING POLICY.....	40
CAMPUS SEX CRIME PREVENTION ACT.....	42
POLICY ON REGISTERED SEX OFFENDERS.....	42
POLICY ON UNATTENDED CHILDREN.....	42
CAMPUS GRILL POLICY.....	42
HOUSING REQUIREMENTS.....	43
MISSING STUDENT POLICY.....	43
CONDITIONS OF ROOM AND BOARD CONTRACT.....	44
RESIDENCE HALL REGULATIONS.....	45
PHONE SERVICES.....	50
CAMPUS COMPUTING ACCEPTABLE USE POLICY.....	50
ENGINEERING CALCULATOR POLICY.....	52
TEXTBOOK RENTAL AGREEMENT-TRADITIONAL STUDENTS.....	52
<b>TUITION &amp; FEES 2016-17.....</b>	<b>53</b>
<b>CAMPUS MAP.....</b>	<b>55</b>

# WELCOME TO THE 2016-17 ACADEMIC YEAR AT INDIANA TECH!

For the first time in a long time, an academic year will begin at Indiana Tech without an intensive construction project taking place on campus. However, that doesn't mean it's going to be status quo. As always, our excellent Student Life department will have a new slate of activities and events that will keep you engaged throughout the school year. In addition, the Warrior Athletic Field, which received artificial turf over the summer, will serve our teams and all of our students well this year and beyond.

So, those are the big changes that are in store for you this coming academic year. What is truly amazing about Indiana Tech, and something that never changes, is this school's commitment to providing opportunities for our students to succeed. Every faculty and staff member at this university is dedicated to providing a supportive environment for you to learn and grow. This handbook contains a wealth of information about the resources and services available to support your pursuit of personal success. Take advantage of everything that is offered to you.



This student handbook is an agreement. It tells you what the university will do to support and protect you, and it explains what we expect of you. If all of us—students, faculty, staff, administrators—live up to our responsibilities, we all benefit in the creation of a strong Indiana Tech community. And you benefit through a foundation for lifelong success.

Sincerely,

A handwritten signature in black ink that reads "A. E. Snyder". The signature is fluid and cursive, written in a professional style.

Arthur E. Snyder

President

# INDIANA TECH PHILOSOPHY

## Core Values

**Respect:** Treating all stakeholders fairly and equitably

**Commitment:** Affirming an unceasing dedication to educating the whole learner

**Honesty:** Demonstrating truthful behavior in an open environment

**Passion:** Possessing a burning desire to fulfill our purpose, mission and vision

**Integrity:** Behaving consistently with mission and core values

## Core Purpose

To provide career-focused, professional programs of higher education

## Mission

Indiana Tech provides learners of all ages with career-focused professional education in the areas of business, computer studies, engineering and other professional concentrations; prepares them for active participation in the complex, global society of the 21st century; and motivates them toward a life of significance and worth.

## Vision

Indiana Tech is dedicated to preparing our students for professional and personal success in the real world. To that end, we are committed to the following:

- Striving for academic excellence and continuous improvement in all programs
- Strengthening and building upon Indiana Tech's commitment to relationship-based education
- Attracting, developing and retaining dedicated and excellent teachers, staff and administrators who are committed to making a significant difference in the lives of our students and the community
- Integrating theory and practice through course content combined with real-world experience
- Expanding the scope of programs offered, thereby giving students more career options
- Giving each student the support and encouragement needed to stay in school to complete his or her education
- Emphasizing ethics and integrity in all that we do
- Fostering a life of balance among academics, social and cultural activities
- Increasing the geographic diversity of our student population
- Providing professional development and life-long learning
- Evaluating each decision by asking, "Does It Positively Impact Students?" (DIPIS)

## Operational Imperatives

- Manage the university's finances in a fiscally responsible manner
- Maintain a consistent and well-planned budget process and review
- Sustain a pleasant work environment, one that fosters challenge and productivity
- Reach our goals through team relationships across all departments
- Strive to contribute to our local communities in a positive way
- Beautify the natural aesthetics of our campuses
- Ensure a drug-free and harassment-free workplace

# CODE OF ETHICS

Indiana Tech is dedicated to preparing our students for professional and personal success. The university expects all students, administrators, faculty and staff to act with integrity while displaying the following principles in actions, words and appearance, on and off campus.

## Honesty

1. Demonstrate truthful behavior in an open environment.
2. Understand and abide by Indiana Tech's policies regarding academic honesty.

Honesty includes...

- presenting one's original thoughts and works and appropriately crediting others.

## Accountability

1. Hold yourself responsible for the consequences of your own actions.
2. Honor commitments and demonstrate promptness.

Accountability includes...

- obeying rules of the university, laws of the state and federal regulations.
- recognizing that promptness and follow through demonstrate respect for others.

## Respect

1. Treat all individuals fairly and equally.
2. Be true to your ideas and beliefs while maintaining an open mind.

Respect includes...

- acting with maturity by minimizing inappropriate distractions in the classroom and other university locations.
- treating all university property and the property of others with care and consideration.

## Professionalism

1. Represent Indiana Tech in an appropriate manner on and off campus.
2. Maintain the highest standards of performance, conduct and cooperation with others.

Professionalism includes...

- engaging in behavior, speech and appearance appropriate to the occasion.

# COMPLIANCE STATEMENTS

It has been the policy of Indiana Tech over a period of years to support measures designed to prevent discrimination against any individual student, faculty member or employee of the university for any reason.

It is the agreement of Indiana Tech with each student that enrollment signifies the student's acceptance of the rules, regulations and procedures as found in the university catalog and student handbook. If a student cannot agree with these standards, the student is free to leave Indiana Tech. If the student enrolls at Indiana Tech, the university expects compliance with its ideals, standards and regulations. Students are expected to adopt the same non-discriminatory philosophy as the university and any practices of discrimination by a student are subject to disciplinary sanctions under the code for student life.

We admit students without regard to race, color, religion, gender, national or ethnic origin, or disability to all rights, privileges, programs and activities generally accorded or made available to students at the university. Indiana Tech does not discriminate on the basis of race, color, religion, gender, national or ethnic origin, or disability in administration of its educational policies, admissions policies, scholarships, loan programs, athletics or other university administered programs. Indiana Tech will make reasonable accommodations for qualified individuals with a disability so that such individuals can enjoy the same access to services, programs or activities as other non-disabled individuals.

## Family Education Rights And Privacy Act (FERPA) Official Notification Of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records can be inspected.
2. The right to request an amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the university to amend a record they believe is inaccurate or misleading. They should write the registrar, who is responsible for student records, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.\* A school official is a person employed by the university in an administrative, supervisory, academic or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605

## Directory Information

FERPA further provides that certain information, designated as “public information” concerning students may be released by the university. Indiana Tech has established the following student information as public or directory information, which may be disclosed by the institution at its discretion:

- Student name
- Address\*\*
- Phone number\*\*
- Email address
- Major field of study
- Current course load/enrollment
- Dates of attendance
- Degrees received
- Graduation date
- Academic awards received
- Sports photograph
- Position, weight and height of athletes

\*\*While addresses and phone numbers are legally considered directory information, Indiana Tech does not release this information on a routine basis. This information is only released to campus officials, law enforcement agencies, student loan lenders, or others who have a legitimate right to the information as determined by the registrar.

Students may request that Indiana Tech withhold the release of directory information by notifying the registrar’s office in writing.

## Non-Directory Information

All students are able to complete a Non-Directory Information Release Form. In accordance with FERPA and Indiana Tech policies, the form allows students to grant third party access to parents, guardians, spouse and/or others to their educational and financial records maintained by the admissions office, registrar’s office, business office and financial aid office.

Students may not select subsections of academic records to be released. In other words, a student may not give access to billing information but not to grades. The release form will cover all non-directory information. University officials may choose to not release information without obtaining specific student permission. Release of information is not required by law.

The information on the Non-Directory Information Release Form will be referenced whenever someone contacts the university on a student’s behalf. It informs university staff on whether you want information released and to whom it may be released.

If you decide that you no longer want others to access to your records, complete a new form to cancel the release.

## Civil Rights Compliance Statement

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 and THE AGE DISCRIMINATION ACT OF 1975

Indiana Tech assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
5. All regulations, guidelines and standards lawfully adopted under the above statutes by the U.S. Department of Education.

Indiana Tech also agrees that compliance with this assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the applicant, its successors, transferees and assignees for the period during which such assistance is provided. Indiana Tech further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines and standards against those students or employees.

## Policy Concerning Students With Disabilities

Indiana Tech adheres to the Requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the institution's classes or facilities. Indiana Tech has made reasonable modifications in policies, practices, procedures and/or facilities when such modifications were necessary, to accommodate the needs of disabled individuals. The director of Student Support Services has been designated to coordinate compliance with the nondiscrimination and accommodation requirements of these laws.

Indiana Tech celebrates diversity by promoting independence and educational opportunities for persons with disabilities within the institution; promoting positive images of persons with disabilities within our community; promoting positive educational experiences for faculty, staff and students. The university encourages inclusive education by providing opportunities for accommodations and by facilitating services for persons with disabilities.

Disability does not equate with inability. Our mission is to provide the means for otherwise qualified students to overcome the consequences of their impairment. Our efforts are directed toward enabling students to achieve their academic goals by augmenting their existing strengths and abilities. Our intention is to coordinate the efforts of the students with those of the involved agencies to maintain the highest level of academic achievement and personal independence.

All members of the faculty and staff are required by federal law to be aware of and adhere to the basic policies and procedures pertaining to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Questions and comments should be directed to the Director of Student Support Services.

The university will provide auxiliary aids and services\* where possible to ensure that individuals with disabilities are provided the same opportunities as our students without disabilities.

If you are in need of auxiliary aids or services, please notify the director of Student Support Services. Additionally, if you believe that this policy has been violated by any employee of the university, please contact the director of Student Support Services. Complaints will be promptly acknowledged and investigated with the purpose of equitable resolution.

\* "Auxiliary aids and services" includes qualified interpreters, note takers, written materials, assistive listening devices, qualified readers, taped texts, audio recordings, large print materials, acquisition or modification of equipment or devices and other similar devices and actions.

## Title IX Compliance

It is the policy of Indiana Tech to comply with Title IX of the Education Amendments of 1972 which provides that no person on the basis of gender be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Our policies on non-discrimination and sexual misconduct, which is also covered through Title IX and the Violence Against Women Act of 1994, prohibits sexual harassment, sexual violence, stalking, and intimate partner violence against others based on gender, gender identity, gender expression, or sexual orientation. Title IX also prohibits retaliation for asserting claims of sexual discrimination.

Indiana Tech has designated Title IX coordinators listed on the website along with a complaint form to coordinate the university's compliance with and response to inquiries concerning Title IX. Indiana Tech also provides educational programming designed to inform students about the policy, prevent occurrences, and inspire bystander intervention. These programs range from online resources, in person presentations, print materials, and general publications.

For the most updated information and the full policy on non-discrimination and sexual misconduct including how to file a report, visit the university website at [safety.indianatech.edu/safety-measures/student-emergencies](http://safety.indianatech.edu/safety-measures/student-emergencies). A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 800.421.3481.

# FACILITIES AND SERVICES

## McMillen Library

**HOURS (will vary for breaks and holidays):** 8:30 a.m. - 10 p.m., Monday - Thursday  
8:30 a.m. - 4 p.m., Friday  
8 a.m. - 1 p.m., Saturday  
4 - 9 p.m., Sunday

**PHONE:** 260.422.5561, ext. 2215

The McMillen Library, named after Dale W. McMillen who donated the first library building in 1962, is located in the Academic Center's west wing and houses a 15,000-plus collection. McMillen Library requires your Indiana Tech ID to enter the facility, use computers and check out materials. The library also has two study rooms available for students. Reservations are required.

### Library Services

- Online Databases
- Interlibrary Loan Access
- Ask a Librarian 24-hour online request form
- Reference Assistance and Consultation
- LIBGuides
- All Reciprocal Borrowing Cards

Whether print or electronic in format, most of our books can be accessed through our online catalog-available at: [library.indianatech.edu/find/books/](http://library.indianatech.edu/find/books/)

For more information about our services: [library.indianatech.edu/services/43](http://library.indianatech.edu/services/43).

### Library Policies

Policies are intended to support an atmosphere conducive to study and research. Policies protect library users, the collection, and the facility and are aligned with the mission of Indiana Tech. New or updated policies are at the discretion of the library director. Our policies can be located on the library webpage at: [library.indianatech.edu/about/policies](http://library.indianatech.edu/about/policies).

## Andorfer Commons

Andorfer Commons is the student center at Indiana Tech. Amenities included in the facility are a bowling alley, recreation center, Magee-O'Connor Theater, Heinz and Nanalee Wegener Chapel, Tech Treasures gift shop, the dining hall, Student Organization Hub and Paul W. Seitz Conference Center. Student organizations wishing to reserve any of these areas for functions should visit the Student Life Office for a reservation or call 422.5561, ext. 2150. Room usage must be for a sanctioned Indiana Tech event.

In addition, Andorfer Commons houses the Career Center, Academic Outreach, Tutoring Center and Student Life.

## Business Office

The Business Office is located on the first floor of Abbott Center and is where students can ask questions about their account, make tuition/fee payments, cash personal checks, purchase postage stamps and use fax services.

Office hours are: 8:30 a.m. - 6 p.m., Monday and Thursday; 8:30 a.m. - 5 p.m., Tuesday, Wednesday and Friday

The university accepts the following payment methods - cash, domestic checks or money orders, debit/credit cards (MasterCard, Visa, Discover, American Express), ACH and wire transfer.

International students also have the option to pay using Flywire at [www.flywire.com/school/indianatech](http://www.flywire.com/school/indianatech).

To make a card or ACH payment online:

- Login to student account at [my.indianatech.edu](http://my.indianatech.edu)
- Under Resources, select Make A Payment

A 2.75% convenience fee is assessed for all domestic card payments and 4.25% for all international card payments. ACH payments are free.

Personal checks up to \$125 made payable to Indiana Tech may be cashed Monday-Friday 8:30 a.m. – 3 p.m. with a valid photo ID. ATMs are located on the first floor of Andorfer Commons near the dining hall.

## Campus Security and Safety

Indiana Tech maintains two security offices on campus. The primary office is located in Andorfer Commons near the main entrance. The second office is located in the Academic Center next to the elevator. Security handles all matters regarding campus security and safety. A security officer is on duty 24 hours a day on campus. All students, employees and guests should promptly report criminal incidents, accidents and other emergencies to both the Fort Wayne Police Department and Indiana Tech security.

### Fort Wayne Police Department

- Emergencies: 911
- Non-Emergencies: 260.427.1222

### Indiana Tech Security

- Ext. 2230
- Office: 260.399.2805
- Mobile: 260.740.6642

## Code Blue Emergency Call Stations

The Code Blue stations allow you to contact Indiana Tech security or the Fort Wayne Police Department in the event of an emergency. The stations also can be used to call any extension on campus. There are currently 13 Code Blue call stations on campus:

- Academic Center parking lot
- Cunningham Business Center parking lot
- Evans-Kimmell Hall and Frank and Anne Oropeza Hall pedestrian walkway
- Law School parking lot
- Pierson Center parking lot
- Schaefer Center pedestrian walkway
- Soccer field parking lot
- Walkway between soccer field and Warrior Athletic Center
- Warrior Athletic Center parking lot
- Warrior Fieldhouse parking lot
- Warrior Row A and B parking lot
- Warrior Row C parking lot
- Zollner Engineering Center pedestrian walkway

The phones have two buttons and a keypad:

- The large red button labeled EMERGENCY is for emergency use only and automatically dials Indiana Tech security when pressed. An officer will answer and remain on the line with the caller until the appropriate emergency personnel arrive on the scene. If an Indiana Tech officer is unable to answer the call, the phone will automatically re-route the call to a 911 dispatcher.
- The large black button labeled CALL allows the user to make calls for assistance or convenience. When the black button is pressed, the user will hear a dial tone and can dial any university phone extension or call off campus by dialing 7 plus a local phone number. This feature allows students, staff or faculty to call for an escort or contact friends.

A blue LED light will flash when an EMERGENCY call has been made. The Code Blue stations also are integrated into the university camera surveillance system.

## Annual Security Report

As required by federal law, Indiana Tech publishes an annual security report every year by October 1. This report contains three years of campus crime statistics and certain campus security policy statements. You can review this report by visiting [safety.IndianaTech.edu/crime-stats](http://safety.IndianaTech.edu/crime-stats) or obtaining a copy from the buildings and grounds office in the Warrior Fieldhouse.

## Warriors on Watch

In an effort to increase the safety and well-being of people on the Indiana Tech campus, everyone is encouraged to contact security or the police in any matter where the health or safety of someone is in question. If a student implicates themselves in a university violation as a result of making such a report, the student shall be exempt from disciplinary sanctions provided the following stipulations are met:

- The full name and contact information of the person reporting must be provided.
- The person reporting must provide the full name of the victim and perpetrators if known.
- The person reporting must remain with the victim until security or emergency personnel respond unless it jeopardizes their own safety.
- The person reporting must cooperate with the instructions of security, staff, or emergency personnel both on the scene and during any forthcoming investigation.
- The person reporting is not directly responsible for causing physical harm to the victim except in cases of self-defense.

In addition, the victim will be exempt from punitive sanctions under university conduct policy such as monetary fines, probationary status, dismissal, or similar. However, the victim may be required to comply with an educational component or counseling if found to have violated university policy.

## Policy On University Issued ID Cards

The university provides all students with a photo ID access card which grants students access to appropriate buildings, dining services, McMillen Library and labs on campus. Student ID access cards are encoded with permissions specific to each student's needs. These access cards are not to be loaned out or permitted to be used by any other student to grant access to university facilities. If an ID card is used by a person other than the pictured student, the card will be deactivated and presumed lost. To reactivate the card, the student to which the card was issued must bring the card to the associate vice president-student services for reactivation, and a \$20 charge will be levied to the student for a violation of the policy.

Students are encouraged to report lost or stolen ID cards to university security immediately. There is a \$20 fee for replacement of a university ID card.

In addition, the photos used for university student ID cards are the property of the university and of the student depicted. Unauthorized use of university ID photographs without the expressed permission from the depicted student or the university is subject to disciplinary sanctions.

## Motor Vehicle Registration and Regulations

Indiana Tech has parking regulations during the traditional academic year designating specific lots in which students may park their vehicles depending on their residential status. Parking regulations will be enforced from 6 a.m.-4 p.m., Monday through Friday in all parking areas and at all times in premium parking lots. All vehicles that violate the policy are subject to being ticketed and/or towed.

All students and employees are required to register their vehicles online at [IndianaTech.edu/permits](http://IndianaTech.edu/permits). In accordance with state code, you must properly affix the permit to the front window in the lower corner farthest removed from the driver's position. This location is the passenger side front windshield in the lower right corner.

Commuting student permits cost \$60, and residential student permits cost \$120. The permit fee and the \$5.95 fulfillment fee should be paid at the time of vehicle registration online. Premium parking permits are available for Warrior Row A, B, C and Yergens-Rogers Hall and are based on limited availability at an increased price of \$180. Only students who purchase a premium permit may park in those parking areas, and these lots are enforceable 24 hours a day, seven days a week. An option is available to have any permit fee applied to your student account for an additional \$15 fee.

If a permit is lost or stolen you are required to report the loss and apply for a replacement online at [IndianaTech.edu/permits](http://IndianaTech.edu/permits). Any cost for the replacement permit will be explained at the time of application.

Students purchasing a resident (R) permit are only allowed to park in lots marked R and not designated as a premium parking lot. Students purchasing a commuter (C) permit are only allowed to park in lots marked C. Premium lots behind Warrior Row A, B, C and Yergens-Rogers Hall are labeled as R/W. (See campus map for details)

All parking permits will be distributed to the address you indicate at the time of applying. Be sure to take into consideration whether to have your permit sent to your summer home address or your university address. Temporary permits may be printed upon approval of your application if needed and displayed until your permanent permit arrives. If driving a car temporarily due to rental, loan, or repairs, you are required to obtain a short term permit from the buildings and grounds office which will be issued at no charge upon verification of a valid current permit. At no time should students or employees park in any marked visitor space.

Violations of the parking regulations will result in your vehicle being ticketed. All tickets result in a \$50 charge and must be paid within 30 days. Failure to pay within the time frame will result in a late fee. Any unpaid tickets by students, which are 30 days past due or are still unpaid at the end of the academic year will be charged to your student account.

Upon receipt of a third ticket, the vehicle will be towed at the owner's expense, and you may be subject to the cancellation of your ability to park on campus

Instructions for paying tickets or disputing tickets are detailed on the back of the ticket; both must be done online prior to the due date listed on the ticket. Any hostility directed toward the patrol officer while enforcing the parking policy will result in disciplinary sanctions.

## Other Parking Policies

- Parking is only allowed in specifically marked spaces.
- Performing service on vehicles is prohibited on university property without consent.
- All vehicles parked on university property must have a valid license plate.
- Obey all traffic and parking signs.
- Always drive a safe speed.

## Bookroom

The bookroom is located in Warrior Fieldhouse. Textbooks will be rented to each student with an option to purchase. The required textbooks will be distributed from the bookroom at the beginning of each semester. Each student will need to read and sign a rental agreement at that time. A valid student ID is required to pick up books. At the close of each semester, the textbooks that have been rented must be returned to the university. Textbook collection will be the week of finals in the bookroom. No books will be accepted after the posted deadline. If a student wishes to purchase a textbook, he/she should simply not turn in the book and a bill will be generated and added to his/her student account.

Forms of Payment: The cost of renting books is included in semester fees. If a student wishes to purchase one of his/her books, payment may be made in the business office. Accepted forms of payment are cash, check and credit card (Visa, MasterCard, Discover and American Express)

## Gifts, Memorabilia and University Apparel

A selection of gifts, memorabilia and university apparel is available at Tech Treasures, the campus gift shop, located on the main level of Andorfer Commons. The store can be reached at ext. 2108. The hours of operation vary per semester and are posted on the door of the store as well as emailed to students at the start of each semester.

## U.S. Postal Service Instructions

**Outgoing mail:** There is a postal drop box available for outgoing stamped mail at the southwest corner of the Warrior Fieldhouse. This drop box is available to students, faculty and staff; pick up times are posted. Stamps can be purchased from the business office in Abbott Center. Students needing to send certified, registered, or insured mail must visit a branch of the U.S. post office. Go to [usps.com](https://usps.com) to find the location nearest you.

**Incoming mail:** Only students residing on campus are eligible for a post office box. Students living on campus will be assigned a post office box and issued a key. The name on the incoming parcel must be recognizable and match the name assigned to the post office box. Mail directed to a post office box that is not assigned or unrecognizable will be returned to sender. Some parcels require a signature to be delivered. Students receiving this type of parcel will receive a notification to their student e-mail informing them to bring a valid picture ID and the package notification card to the Warrior Fieldhouse to claim the package. Parcels sent to a recognized student organization will be delivered to the advisor. Mail will be delivered to the student's post office box no later than 5 p.m., Monday through Friday. Indiana Tech does not accept or deliver mail on weekends and university-recognized holidays.

**Mail forwarding:** Indiana Tech does not forward mail. If you want your mail forwarded during the breaks you are encouraged to provide a forwarding address to the U.S. Postal Service. This can be done by going online at [usps.com](https://usps.com). Once you are on the website click on the manage mail link. This is where you can inform them of your forwarding address.

## Shipping and Receiving Services and Instructions

**Incoming packages:** Indiana Tech records all incoming packages. Student packages will be stored in Shipping and Receiving Rm.104 in the Warrior Fieldhouse. Students will receive notification via email to bring a valid picture ID and the package notification to the Shipping and Receiving reception desk to claim their package. Indiana Tech does not accept or deliver packages on weekends and university-recognized holidays.

**Outgoing packages:** Only students residing on campus are eligible for a post office box. Students living on campus will be assigned a post office box and issued a key. The name on the incoming parcel must be recognizable and match the name assigned to the post office box. Mail directed to a post office box that is not assigned or unrecognizable will be returned to sender. Some parcels require a signature to be delivered. Students receiving this type of parcel will receive a notification via email informing them to bring a valid picture ID and the package notification to the Shipping and Receiving reception desk, located in the Warrior Fieldhouse, to claim the package. Parcels sent to a recognized student organization will be delivered to the advisor. Mail will be delivered to the student's post office box no later than 5 p.m., Monday through Friday. Indiana Tech does not accept or deliver mail on weekends and university-recognized holidays.

## Financial Aid

The cost of attending any college can seem discouraging at first. We know that Indiana Tech's tuition is more than some colleges; but it's also less than a lot of others. What's important, however, is not how our tuition compares to the other colleges you're considering but how our financial aid services compare.

The goal of the Financial Aid Office is to help ensure that your college choice is based on the right fit, not the right price. By using the services of the aid office, most students have found that an Indiana Tech education is a very affordable option. A college education is an investment in your future, and we want to partner in your decision to attend by taking finances out of the equation.

Like any lifetime investment, you need to have the proper tools to make informed decisions. At Indiana Tech, we will provide you with the information you need to ensure that you investigate all viable funding sources for your education. As a partner in this process, we encourage active communication. If you are a U.S. citizen or a permanent resident, you are eligible to apply for financial assistance. To apply, students are required to complete the Free Application for Federal Student Aid online at [fafsa.ed.gov](https://fafsa.ed.gov) and include Indiana Tech as a college choice. Our school code number is 001805. Specific program information can be found online at [studentaid.ed.gov](https://studentaid.ed.gov).

## International Student Admissions & Orientation Office

The international student advisor is available to all international or exchange students/scholars to answer questions and assist in processing immigration documents. New international students should report to the International Student Admissions & Orientation Office (Abbott Center, 2nd floor) to submit copies of immigration documents within 10 days from the date of enrollment. These documents are kept as part of the student's file. Indiana Tech works with the Department of Homeland Security and the U.S. Customs & Immigration Services to ensure the legal status of international students. International students attending Indiana

Tech on an F-1 visa are allowed to work on campus without holding a work permit. To seek off-campus employment an F-1 visa holder must have attended the university on a full-time basis for a period of one year and provide documentation substantiating the need for off-campus employment. Approval to seek employment off campus must be approved by the Department of Homeland Security. Under new law, all student data is recorded into a SEVIS (Student and Exchange Visitor Information System) database, which electronically monitors international students' enrollment and attendance. International students are required to maintain their full-time academic status. It is recommended that students consult with the International Student Admissions & Orientation Office before dropping a class that will put him or her under the full-time equivalency status of 12 credits per semester for undergraduate students or 9 credits per semester for graduate students. International students are permitted by the U.S. Department of Homeland Security to take online classes; however, each semester, the majority (more than 50 percent) of their full-time courses must be on campus. After this requirement is met, there is no limit to the number of online classes an international student can take.

While F visa holders must adhere to the laws listed in the Immigration and Nationality Act of 1952, all individuals associated with international students should be aware of the following rules:

- International students should always enroll **full-time** during the academic year.
- Address changes in the United States or abroad must be reported to the registrar's office and the International Student Admissions and Orientation Office within 10 days of moving.
- Students' foreign passports must remain valid while in the United States; however, visas are permitted to expire. If the students leave the United States, they will need to renew their U.S. visas before re-entering.
- If international students require an extension of time to complete their studies with Indiana Tech, they must request this extension before they finish. This date is listed in #5 of the I-20.
- International students should notify the International Student Admissions and Orientation Office of a new degree program no later than 60 days after graduating.
- The International Student Admissions and Orientation Office needs to be notified if an international student leaves the United States, changes visa status, or intends to transfer.

Questions regarding your stay in the United States can be directed to the International Student Admissions and Orientation Office at 800.937.2448, ext. 2251 or [internationaladmissions@IndianaTech.edu](mailto:internationaladmissions@IndianaTech.edu).

## Career Center

The Career Center is located on the second floor of Andorfer Commons, Suite 229, with a satellite location in Indianapolis. Career Center services are offered at no cost to students and include:

- **Career advising using personality and interest inventory assessments:** You know you want a degree, but you're not sure exactly what you want to do. Our staff members assess your personality, interests, strengths and skills and advise you on how these relate to career choices.
- **Career exploration:** Once you have chosen your major, we can help you identify careers that correlate with your personal abilities and interests. If you already have a good idea of which career you want, we can help you develop specific goals to help you secure a job in that sector following graduation. We also can help you discover other opportunities in your field of interest.
- **Internships:** Our internship coordinators and career advisors work with you to find on-the-job work experiences where you'll apply your classroom knowledge in real-world work environments. Many internships lead to full-time employment after graduation.
- **Job search preparation:** Having a degree in today's competitive job market doesn't ensure success. Preparation for entering the job market can begin as early as your freshman year. We can assist with résumé and cover letter writing, interview preparation, analyzing job offers and negotiating salary and benefits. If you prepare for your job search throughout your college years, you'll alleviate stress during graduation.
- **Workshops and events:** At the Career Center, we look for ways to get you involved. Professional development opportunities are available through classroom workshops and various events including Etiquette Lunch & Learns, Professional Dress Day and Critiques, Mock Interviews and other events.
- **On-campus interviewing program:** We welcome employers to our campuses throughout the state and region to conduct interviews with our students for full-time, part-time and internship opportunities.

- **Career fairs:** We host and co-host career fairs throughout the state where you'll have the opportunity to meet employers and learn about various companies and organizations. In addition, Indiana Tech students also have the chance to participate in various regional and major-focused fairs held throughout the year.
- **Job shadowing/mentoring:** If you want an inside look at your career field, we can connect you to area employers and alumni for job shadowing. You'll gain a greater understanding of the career field you're exploring, build professional contacts and develop a supportive mentoring relationship.
- **Individual attention:** Our staff is committed to working with students individually to assist them in reaching their goals. Our staff members work one-on-one with you to plot a course for your success.
- **Online job posting and résumés:** Go to IndianaTech.edu to visit Warrior Jobs, our online job posting system. You can view current postings 24 hours a day. In addition, you can post your résumé for employers to review.

## Students Employed On Campus

Students who obtain an on-campus job are required to complete a federal tax form (W4), an Indiana state tax form (WH4), Employment Eligibility Verification form (I-9) and a direct deposit form before beginning work. All student employees must present valid identification, international work eligibility information and/or Social Security card or birth certificate for I-9 completion prior to starting on-campus employment. Students who fail to present valid information will not be eligible for work. Students working on campus are not eligible for unemployment compensation.

## Office of Student Success

The Office of Student Success provides comprehensive services that support Indiana Tech students' academic achievement from the point of their admission through degree completion. Among the services offered are: tutoring programs and academic skills development, support for students with disabilities, mentoring, student success workshops, probation advising, 21st Century Scholars Support and academic coaching with special emphasis on advising services for first- and second-year students.

Academic coaches work in conjunction with program faculty advisors to assist students in making decisions about major areas of study. Coaches will also provide the following services:

- Exploratory advising
- Academic resources and services
- Major and minor options
- Intended major changes
- Academic coaching
- Academic probation and satisfactory progress advising
- Full withdrawal from school

Located in Andorfer Commons, the Office of Student Success is a walk-in center where students may go to arrange the assistance they need to assure their academic success. Students are encouraged to seek assistance early in the semester, as there are a limited number of tutors available. Computers and printers are available to students from 8:30 a.m.-5 p.m. Tutoring is available Monday through Thursday from 9 a.m.-9 p.m., Friday from 9 a.m.-5 p.m., and Sunday from 7-9 p.m.

## Information Technology Services

Information Technology Services (ITS) is responsible for computers, phones, networks and classroom technology at all Indiana Tech sites. Your student network account is administered and maintained through this service area. To retrieve your network account for the first time, reset your password, submit a technology support request, or to just learn more about the services provided, please visit [ITS.IndianaTech.edu](http://ITS.IndianaTech.edu).

Activate your student account	<a href="http://its.IndianaTech.edu/self-help/">http://its.IndianaTech.edu/self-help/</a>
Retrieve lost password	<a href="http://its.IndianaTech.edu/self-help/">http://its.IndianaTech.edu/self-help/</a>
Student email	<a href="http://outlook.office365.com">http://outlook.office365.com</a>
Access Your Academic Records	<a href="http://my.IndianaTech.edu">http://my.IndianaTech.edu</a>
Blackboard	<a href="http://blackboard.IndianaTech.edu">http://blackboard.IndianaTech.edu</a>

For assistance with technology matters, please contact the ST@T Help Desk at 260.399.2858 or 800.937.2448, ext. 2369

## Indiana Tech's Office 365 Services

Indiana Tech provides software and cloud-based services using Microsoft's Office 365. This subscription provides services which may be useful across all facets of your academic career. Please review the summary of services below to see how they can assist with your academic success at Indiana Tech.

- **Email/Calendar/Contacts:** If you have ever used Outlook, this will look very familiar. Nearly all the same functions are available, including being able to schedule meetings with other students for projects, keeping a list of your contacts and keeping your personal and class schedules readily available in one place. Of course, all these items will synchronize with smartphones, iPhones, iPads and other mobile devices.
- **Cloud Storage (OneDrive):** OneDrive is a file hosting service which allows students to upload and sync files to cloud storage and then access them from a web browser or their local device. In addition, this product allows users to keep the files private, share them with contacts, or make the files publicly available. The service offers 25 GB of free personal storage for students.
- **Microsoft Office Online:** These are online companions to Microsoft PowerPoint, Word, Excel and OneNote. It provides a smart way to get work done outside of class with basic functionality available in the above products. Even better, with office web apps and OneDrive working together, you can work collaboratively with group projects since you can share these documents with your classmates.
- **Microsoft Office ProPlus:** This is the full office suite of software available to all students who are taking a class at Indiana Tech. Once your account is activated, log into the Microsoft Office 365 website, download and install the software on your personal computer. With the current licensing plan, students can install Microsoft Office on up to five computers. Licenses expire upon graduating from the university or when you are no longer taking classes at Indiana Tech.

## Dining Services

TechFresh Dining Services provides quality food and excellent service throughout the year with a focus on fresh produce and made from scratch offerings. Daily offerings include a deli, salad bar, pizza bar, pasta, grill and an ice cream station. A program in nutritional values and health through food is also offered. Any student with food allergens should contact the food service director to discuss their dietary needs, and signage will be displayed in the service area indicating food ingredients for typical allergens.

A weekly menu will be made available for students online. Non-boarding students, faculty, staff and guests are welcome to enjoy the buffet-style dining which is available for a set price per meal. In addition, the dining hall offers options for returning student meal plans including a 5-meal per week, 10-meal per week, or the full 19-meal plan in specifically designated residential locations or for non-residential students. First-year students are required to select the full 19-meal plan as are students who reside in Pierson Center, Warrior Row C and Kalbfleisch Hall. Those interested in the meal plan options should inquire with the business office. The schedule for each term's meal hours will be posted online, in the dining hall and in Andorfer Commons.

Warrior Pizza is a late night option featuring pizza, pastas, salads and other selections. Student who have a conflicting schedule may exchange their dinner meal with a selection of items from Warrior Pizza. Warrior Pizza is served and operated out of the main dining service area after normal dining hours end.

The Kachmann Café located in the Academic Center will feature retail options including Starbucks coffee, flatbread pizzas, deli sandwiches, fresh fruits and parfaits, soups, salads, beverages and other items.

Students who wish to save 10 percent on retail purchases may upload Warrior dollars to their ID card via the dining services website located at <https://aviserves.com/techfresh/index.html>. These funds may also be used for individual meal purchases in the dining hall.

Vending machines located throughout campus are also available to students for snacks when the dining hall is not serving.

## Dining Room Policies

Violations of the following policies may result in disciplinary actions, fines, or meal charges being levied against your student account.

- All students dining on a meal plan must present their ID to the cashier or pay cash. Anyone wishing to enter the serving area without a student ID will be required to purchase their meal.

- Per week meal plans are not transferable and may only be used to get a meal to feed the designated meal plan student. Declining balance purchases (blocks of 50 meals or 100 meals) may be used to pay for another person's meal if the student possessing the balance presents their ID in person. Food is not permitted to be shared with anyone who has not purchased a meal.
- All dishes are to be returned to the dish return area and placed on the conveyor. No dining room equipment is allowed to be removed from the dining room. This includes but is not limited to plates, glasses, silverware, trays, cups and serving utensils.
- All food is to be consumed in the dining room. No food is allowed to be removed from the dining room without permission of the director of dining services. The exceptions to this rule are retail purchases made a la carte.
- Shirts and shoes are required to be worn in the dining room area at all times.
- Aggressive or inappropriate behavior, as defined in the student handbook, will not be tolerated in the dining room regardless of whether it is directed toward other students, faculty, or staff.
- Rude and vulgar language should be avoided in all community locations of the university campus including the dining room.

## Medical Treatment for Students

Indiana Tech, in conjunction with a local health care provider, provides a Health and Wellness Clinic located in Schaefer Center. Hours vary by semester, but students may check with the Wellness Center for a current schedule. Services are provided free of charge.

Fort Wayne has several urgent care clinics. Those closest to campus are:

- RediMed at 203 E. Berry Street, Fort Wayne, 260.458.3950
- Physicians Urgent Care at 920 E. Coliseum Blvd. 260.498.8077
- RediMed at 1302 Minnich Road, New Haven, 260.469.6215
- RediMed at 3717 Maplecrest Road, Fort Wayne, 260.486.7334

The hospitals closest to campus are:

- Parkview Hospital: 2200 Randallia Drive, 260.373.6000 (part of Parkview Health)
- St. Joseph Hospital: 700 Broadway, 260.425.3765 (part of the Lutheran Health Network)

Please be sure to check your personal insurance plan to ensure that these urgent care/hospital facilities are covered by your plan.

## Student Assistance Program (SAP)

The university is pleased to provide a student assistance plan for all currently registered students. The SAP provides limited counseling and referral services to Indiana Tech students and is a contracted service with Parkview Behavioral Health. The services include scheduled hours for onsite personal counseling, clinical documentation, program development, depression or mental health screening, and support for university educational efforts through awareness campaigns. All students regardless of their type of enrollment are eligible for up to four sessions per 12-month period after which the student will be referred to appropriate professionals unless an exception is approved by the associate vice president-student services.

The office is located in the Andorfer Commons inside the Student Affairs suite and the scheduled hours for available counseling may vary by semester and will be distributed to students via email. For more information regarding the hours of availability or service provisions, please contact the student affairs office. In cases of emergency or urgency outside of normal hours, a referral for off-site counseling at the Parkview offices may be requested or recommended. All federal HIPAA and FERPA guidelines will be maintained.

All information gathered by the Parkview Counselor is confidential and not shared with the university except in cases that may pose a threat to the safety of an individual or others for which only essential information will be provided to the associate vice president-student services to prevent any potential or further danger.

# STUDENT ORGANIZATIONS AND ENGAGEMENT

There are many ways to be involved on campus and create connections, whether that is through attending Student Life events or getting involved in a recognized student organization. There is so much to do in addition to going to class. Special activities and events will be scheduled and publicized on bulletin boards, on the university's website calendar, through weekly emails sent to students, and on the Student Life Facebook page throughout the year. Contact the organization sponsoring the event or the Student Life office on the first floor of Andorfer Commons for additional information on student events and activities. Also, please contact the Student Life office for more information about participating in an organization.

## Student Organizations

Indiana Tech has 30 recognized student organizations which are comprised of national or regional professional organizations as well as co-curricular student interest groups and Greek social organizations. For a list of recognized student organizations or to learn how to start an organization, please visit the Student Organizations resource page at [studentlife.indianatech.edu/get-involved/student-orgs/resources](http://studentlife.indianatech.edu/get-involved/student-orgs/resources).

### Student Executive Board

Student Executive Board is a body of students comprised of delegates from recognized student organizations who meet twice per month during the academic year to achieve the following three functions:

- **Organization Recognition:** Assist new and developing student organizations move through the recognition process and ratify their recognition.
- **Allocation of Funds:** Develop allocation guidelines, promote the allocation program, assist organizations through the allocation process, track funds, approve allocations, and ensure organizations utilize funds for their allocation purposes.
- **Revoking of Recognition:** Create and implement a process by which to place recognized student organizations on probation or move forward with the removal of their recognition status.

### Recognition of Student Organizations

Students who wish to form a new organization or reactivate one that previously existed should discuss their plans and interest with the director of Student Life. New student organizations not solely supervised by an academic department and/or affiliated with a national or regional professional or honors organization must be recognized by the Student Executive Board. Students wishing to start a new student organization must follow these steps. Initially, representatives from the proposed organization will contact the director of Student Life, but once in the process will work with the Student Executive Board's pre-recognition liaison through the remainder of the recognition process.

- Recruit a faculty or staff member to sponsor the group. This important step is required before proceeding through the rest of the process. A faculty or staff member must give their consent to the following:
  - lead/moderate the group
  - guide the group during leadership transitions
  - help financially guide and represent the organization's interests to the administration
  - guide the group to an understanding of proper risk management to protect students, Indiana Tech, and the community as a whole
  - be present as a professional staff/faculty representation during meetings/events which occur outside normal business hours
  - sign an Advisor Agreement as provided by Indiana Tech Student Life
- Keep the Student Executive Board apprised of activities you are holding, and send a delegate to Student Executive Board meetings.
- If a faculty or staff member leaves or decides to no longer participate with the organization, a new representative must be found immediately or the organization loses its recognition.

- Prepare a written proposal (constitution and by-laws) that provides information about the new organization. This proposal must contain a mission statement, organizational objectives and a detailed explanation of how this group will contribute to the entire student body of Indiana Tech. All proposed officers for your new group must be in place before presenting.
- Arrange through the pre-recognition liaison to present proposal to the Student Executive Board at a meeting. After presentation, the Student Executive Board will discuss and vote. A two-thirds majority will be needed to recognize the new organization.
- In the event that an organization falls short of the required five active members, or any of the above guidelines, it could enter probation and be given a timeframe in which it has to meet the member requirements. If it is not successful, the organization will no longer be recognized at this institution. In this case, the organization will have to go through the recognition process again.

Student organizations recognized by the administration may request to use campus facilities for meetings and events, and they may request financial assistance from the Student Executive Board.

It is the intent of the university to encourage student organizations and activities in a positive manner. However, organizations that fail to abide by the recognition requirements or operate in such a way that is contrary to university policy are subject to withdrawal of recognition and corresponding loss of privileges.

## Event Approval for Student Organizations

Recognized groups or organizations who wish to use campus facilities must submit an event approval form to the student life prior to the event to avoid scheduling conflicts and to allow for maintenance and security arrangements. Event Approval Forms may be obtained from the Student Life office (within the Student Affairs suite in Andorfer Commons). Completed forms should be returned for approval and distribution. Meetings held regularly should be reserved on a semester basis. Availability is subject to change. For a detailed outline of the event approval process, refer to the Student Organizations Resource Guide.

## Campus Flyer Guidelines for Organizations

Before any flyer may be posted, it must be an approved event through the event approval process and then be approved by the Student Life office (within the Student Affairs suite in Andorfer Commons). Please bring a draft version of the flyer to proof. Do not assume approval and bring final color copies or multiple copies.

Upon review, approval or necessary corrections will be given. Flyers requiring corrections will need to be resubmitted with the changes marked.

Please do not use vulgar language or risqué pictures. Remember, the flyers you make reflect on you and your organization.

Upon approval, flyers will be stamped, issued a removal date, and distributed to the designated posting areas by Student Life staff. Indiana Tech does not permit flyers to be taped to walls, windows, doors, in restrooms, on departmental bulletin boards, vehicles, or undesignated areas. All postings in violation will be removed. Repeat offenders will lose their opportunity for posting and promotional assistance.

Placing flyers on tables around campus is not permitted. Organizations may personally hand flyers to students, but they are also responsible for the removal of any left on tables or in community spaces. For the full details of promotional assistance available please visit the Student Life office.

## Magee-O'Connor Theater

The Magee-O'Connor Theater is used by students for a number of reasons. Student Life wants this to be a fun place for students to kick back, munch on some free popcorn, and enjoy a film or two. There are several ways for students to do this.

For upcoming movies and showing times, check the pillars by the theater. Free concessions begin one half hour before the movie starts and continue for one half hour into the movie. The movie and concessions both are free to Indiana Tech students, staff and faculty. If you have a movie idea for student life, please email Darius Darling at [DDDarling@indianatech.edu](mailto:DDDarling@indianatech.edu).

Entities other than Student Life host movies in the theater, too. When students, faculty/staff, or student organizations want to reserve the Magee-O'Connor Theater in order to show a movie, they have to consider whether they need to purchase public performance rights. According to the U.S. copyright law (Title 17, United States Code, Section 110), a public performance is any screening of a videocassette, DVD, videodisc or film which occurs outside of the home, or at any place where people are gathered who are not family members, such as in a school, library, auditorium, classroom or meeting room. Under certain circumstances the university does not have to purchase these rights if they meet the educational exemption criteria.

If a registered class would like to show a movie, the movie has to be tied to the class curriculum and be shown to only registered students. Faculty also must complete a Film Showing Information Form and submit it to Student Life, along with a copy of the course syllabus. If a professor would like to show a movie not tied into the class, but just for fun or extra credit they may follow the same rules as clubs or organizations.

## **Alumni Activities for Students**

### **Student Ambassadors**

Student Ambassadors are the bridge between current students and alumni. This select group of students plays a major role in the success of alumni events and campus visits hosted by the university's Office of Institutional Advancement. To participate, students must complete an application, have a minimum GPA of 2.5 and be recommended by a faculty or staff member. To get involved, contact the Alumni Office at 260.399.2847, or email [alumni@IndianaTech.edu](mailto:alumni@IndianaTech.edu).

### **Annual Fund Phonathon**

Student callers are hired in the month of January for the annual Spring Phonathon to call alumni across the country for continued support of the Annual Fund. Student callers are compensated for their work and have opportunities for special bonuses, too; however, the valuable connections that are made with alumni are priceless. Please look for notices about phonathon employment opportunities in your email inbox in December/January.

### **Homecoming**

This special weekend draws Indiana Tech alumni and friends back to campus each September. Homecoming is packed with a variety of indoor and outdoor activities, music, food and sporting events. While homecoming attracts alumni and friends nationwide, many activities are planned for current students as well. Stick around campus and make some lasting memories and valuable connections with alumni.

### **T.W.I.S.T. Golf Tournament**

Students interact with alumni, business leaders, faculty and staff during a fun day of golf. Many alumni and businesses sponsor students so they may experience this great networking event. Proceeds from the tournament benefit The Moore/Trask Scholarship Fund and Warrior athletics. The event takes place in September. Teams fill up quickly, so register early.

### **Senior Class Gift**

Each class is encouraged to come together and participate in raising funds to help support their Senior Class Gift project. It is an excellent way to "pay it forward" for future Warriors. Watch for more specific information.

### **Scholarships**

Indiana Tech alumni and friends have endowed more than 100 named scholarships for students. Their generosity provides for both merit and need-based financial support to students. Applications are available in the financial aid and alumni offices.

## Alumni Association Scholarship

Each year, the Alumni Association awards one scholarship in the amount of 50 percent of full tuition (12 credits) to a student who meets the following criteria: must be a junior or senior in full-time pursuit of a traditional/day baccalaureate degree at the university in the following fall semester, have a cumulative GPA of at least 3.0, completed at least one full traditional day academic year at Indiana Tech prior to the current spring semester and have no less than 24 credits remaining to completion of his or her degree at the conclusion of the current spring semester.

## Gymnasium and Fieldhouse Use and Equipment

The gymnasiums and the Warrior Fieldhouse are open to students on a regular basis; however, the schedule changes from time to time to accommodate our sports programs. Schedules are posted on bulletin boards and in Outlook. Students using the facility during open gym periods must leave their ID cards with the student worker or security officer. Proper gym attire must be worn during workouts.

In addition to volleyball, badminton and basketball equipment, the Wellness Center has a weight room with Olympic size free weights. Proper gym attire must be worn during workouts. The Fieldhouse has a weight room, batting cages and space for activity. For usage of Indiana Tech athletic facilities, contact the athletic office.

## Fitness Center

The Fitness Center is available to provide its patrons with the tools to lead a healthy, fit life. Wellness programs, fitness classes and a series of cardio and weightlifting machines are available to members of the Fitness Center. The indoor walking track and maps for the outdoor walking trails are available in the center. Healthy snacks and drinks are available for purchase in the Fitness Center. Students, staff and faculty have the opportunity to use the facilities for no charge. Community members also can use the center for a monthly fee.

### HOURS:

6 a.m.-10 p.m., Monday through Thursday  
6 a.m.-6 p.m., Friday  
10 a.m.-6 p.m., Saturday  
Noon-4 p.m., Sunday

### SUMMER HOURS:

7 a.m.-8 p.m., Monday through Thursday  
7 a.m.-6 p.m., Friday  
Noon-4 p.m., Saturday  
Closed Sunday

The Fitness Center expects patrons to be dressed in appropriate workout attire, including athletic shoes. T-shirts are to be worn the entire time while doing your workout, in the facility, no exceptions. Patrons must be respectful of others when using the facility which includes cleaning their machines, returning weights and displaying appropriate campus behavior. If members fail to follow the guidelines of the Fitness Center, they will receive a warning. If behavior persists, their membership with the Fitness Center will be discontinued. All members must swipe their student/staff/faculty ID card at the front desk to use the facility.

## Intramural Sports

The intramural sports program is supervised by the recreation and community coordinator located in the Student Affairs office of Andorfer Commons. Intramural sports are for all current eligible students, faculty and staff members wishing to participate. If a student is on academic probation, he or she will not be allowed to sign up or participate until they are off academic probation. All eligible students please note: any varsity or junior varsity athlete may not participate in the intramural activity of their scholarship sport. Example: A varsity basketball player is not permitted to participate in intramural basketball activities, but if that same varsity basketball player wanted to play dodgeball that would be permitted.

Below is a tentative list of sports offered:

- Arena football
- Basketball
- Bowling
- Cornhole
- Disc golf
- Dodgeball
- Flag football
- Floor hockey
- Kickball
- Ping pong
- Pool
- Indoor soccer
- Volleyball
- Ultimate frisbee
- Wiffleball

If students have interest in participating in intramurals and would like to learn more about the programs offered, or just have questions, please visit or contact the Student Life office located in Andorfer Commons (260.422.5561, ext. 2443).

## Club Sports

Indiana Tech club sports is a new program that will be run through Student Life and will be completely run by active Tech students. Each club sport will be run in an organized manner with several members of each club holding vital roles to the success of the organization. These elected officials will have the responsibility of scheduling games, finding facilities to use for events, collecting team fees and being the main point of contact with the recreation and community coordinator.

Current club sports:

- Basketball
- League of Legends
- Ultimate frisbee

This is a new and growing program in which students are welcome to make suggestions in regards to new sports and activities that could be run within school rules and policies.

## Varsity Programs

Indiana Tech fields teams in 25 varsity programs: men's and women's basketball, baseball, softball men's and women's bowling, cheer, band, men's and women's golf, men's and women's lacrosse, men's ice hockey, men's and women's soccer, men's and women's tennis, men's and women's cross country, men's and women's indoor and outdoor track, women's volleyball and wrestling. Indiana Tech is a member of the Wolverine-Hoosier Athletic Conference and the National Association of Intercollegiate Athletics.

- **Director of athletics:** Debra Warren
- **Administrative assistant:** Jill Thomas
- **Sports information director:** Tyler Stevenson
- **Baseball:** Coach Kip McWilliams
- **Men's & women's bowling:** Coach Tom Osborne
- **Women's basketball:** Coach Jessie Biggs
- **Men's basketball:** Coach John Peckinpaugh
- **Men's & women's cross country:** Coach Josh Wolfe
- **Men's & women's golf:** Coach Kelly Mettert
- **Men's lacrosse:** Coach Bryan Seaman
- **Men's ice hockey:** Coach Frank DiCristofaro
- **Women's lacrosse:** Coach Jason Allen
- **Women's soccer:** Coach Jim Lipocky
- **Men's soccer:** Coach David Bokhart
- **Softball:** Vacant at press time
- **Cheer:** Coach Tierni Miller
- **Band director:** Debra Warren
- **Men's & women's tennis:** Coach Brandt Danals
- **Men's & women's track and field:** Coach Doug Edgar
- **Volleyball:** Coach Kourtney Wilson
- **Wrestling:** Coach Thomas Pompei

## Spectator Sports

Your student ID card is your ticket to excellent intercollegiate sports events on the Indiana Tech campus. Check the Indiana Tech calendar and website for the dates, times and locations of all the athletic contests. Plan ahead so that you can support your teams at contests both on and off campus.

## Athletic Awards

**National College Athlete Honor Society:** Indiana Tech's chapter recognizes any junior and senior student-athlete that has a GPA of 3.4 or higher. These student-athletes are recognized in the spring of that academic year.

**Warrior Pride Program:** This program recognizes two student-athletes each month throughout the academic year. These students are recognized for being a good example of Warrior Pride on and off the court.

**Hayashi Award:** This award recognizes a senior athlete who has done the most to promote athletics and academics at Indiana Tech.



# ACADEMIC REGULATIONS

## Student Dishonesty

Student dishonesty (cheating or plagiarizing) will not be tolerated in any class at Indiana Tech. Students are encouraged to inform the academic advisors of instances of cheating or plagiarizing.

**Cheating** is defined as dishonesty or deceitfulness in order to gain an advantage. Examples are: talking to other students or looking at their work during examinations.

**Plagiarism** is another form of cheating. Students are guilty of plagiarism when they present someone else's work as their own. Examples are: asking a friend to write an assignment paper for you, or including portions of material from a book, journal or computer file without giving appropriate credit to the author.

**Self-plagiarism (or recycling fraud)** is the resubmission of part or all of one's own work to fulfill academic requirements in the same course or in other courses without providing proper acknowledgment of the original work with accurate citations.

**Fabrication** is the falsification or invention of information or data in any academic undertaking.

**Facilitating academic dishonesty** involves assisting someone in an act of dishonesty.

Penalties for student dishonesty can include a grade of F in the course. If a student believes he or she has been unjustly accused of dishonesty, he or she may follow the grade appeal procedure to request a review of the case.

## Grade Appeals

Indiana Tech expects all faculty to adhere to fair grading practices that are explained to students and clearly identified in course syllabi. The right to appeal a grade is provided to give students recourse when they feel a grading policy has resulted in arbitrary treatment that places them at a disadvantage compared to other students taking the class. The student must initiate the grade appeal within the first two weeks of the semester immediately following the term when the grade was issued. The appeal consists of the following process:

- The student is to discuss the concern with the instructor of the course to address the specific grading issues.
- If discussion with the instructor does not resolve the problem, the student is to contact the dean and present a written record of the appeal and the outcome of the initial meeting with the instructor. The dean will make a determination and inform the student.
- Students may appeal the decision of the dean. Appeals must be made in writing and sent to the vice president for academic affairs with a copy sent to the dean. Such appeals must state the student's name, ID and the specifics of the decision being appeal. Be aware that prior decisions can be overturned only in cases where substantially new information has come to light. All appeal decisions are final with the vice president for academic affairs.

## Dropping/Adding Courses

A student may drop without a fee or add individual courses in the first five days of a fall or spring semester or the first three days of a winter or summer term. The last calendar date to drop or add an individual course is given by the official Schedule of Courses for a given term. Tuition adjustments will not be made nor will tuition be refunded for any individual course dropped after the expiration of the drop/add date.

## Withdrawal Schedule

Tuition adjustments will be granted on the following calendar basis for students who find it necessary to completely withdraw from school before the end of the semester and who make prompt official application for withdrawal and tuition refund. Complete withdrawal from the university must be initiated by the student. The withdrawal process begins in the Office of Student Success, located in Andorfer Commons Room 223.

<b>Fall Semester</b>		
<b>Semester Time Block</b>	<b>Withdrawal Dates</b>	<b>Charge*</b>
1st & 2nd weeks	8/22/16-9/5/16	25 percent
3rd & 4th weeks	9/6/16-9/19/16	50 percent
5th week	9/20/16-10/4/16	75 percent
After 5th week	On or after 10/5/16	100 percent
<b>January Term</b>		
<b>Semester Time Block</b>		<b>Charge*</b>
1st day of class		0 percent
2nd day of class		25 percent
3rd day of class		50 percent
4th day of class		75 percent
After 4th day of class		100 percent
<b>Spring Semester</b>		
<b>Semester Time Block</b>	<b>Withdrawal Dates</b>	<b>Charge*</b>
1st & 2nd weeks	1/18/17-1/31/17	25 percent
3rd & 4th weeks	2/1/17-2/14/17	50 percent
5th week	2/15/17-2/21/17	75 percent
After 5th week	On or after 2/22/17	100 percent

\*Applies to tuition, room and meal fees only. All other fees are charged in full (100 percent) for the semester. Housing deposits less any damage charges or fines are refundable on withdrawals after the fifth week. Refundable housing deposits will first be applied to any outstanding tuition account balance. Housing deposits are forfeited on withdrawals during the first five weeks of a semester.

Withdrawal forms must be filed with your advisor promptly; otherwise, the withdrawal will not be considered official. The refund policy does not apply to any student who is dismissed from the university because of misconduct.

Students who are participating in the Title IV financial aid programs who find it necessary to withdraw completely from all classes, or fail to complete all of them, will have their federal aid assessed based on the total actual weeks of completion. The assistance is calculated based on last date of attendance documented by the withdrawal date provided by the registrar's office. Charges owed to Indiana Tech are calculated based on the above Institutional Refund Policy.

The federal adjustment policy will be calculated and applied to students who:

1. Withdraw on or before the 60 percent point of the enrollment period for which the aid was intended.
2. Receive Title IV federal student financial assistance for the period indicated in #1.

This policy will be used for only those students receiving federal aid. The net refund to Title IV programs will be applied in the following order:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Federal Perkins Loans
- Parent Loans for Undergraduate Students (PLUS)
- Federal Pell Grants

- Federal SEOG
- Other Title IV Assistance

## Student Academic Complaint Policy

Indiana Tech is an Equal Opportunity institution. Our college is committed to providing a working and learning environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Indiana Tech does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

The university expects all students, administrators, faculty and staff to act with integrity while following the Indiana Tech Code of Ethics in actions, words and appearance on and off campus. The Code of Ethics includes the following principles: honesty, accountability, respect and professionalism. Details can be found on Page 6 of this handbook.

If a student believes that a faculty or academic staff member is not acting in accordance with these expectations, he or she should file an Academic Complaint. All faculty and staff are expected to maintain an environment conducive to learning; conduct that is considered unacceptable would thus include, but not be limited to, the following examples: failure to show appropriate respect to all students; lack of preparation for class; excessive absences; misuse of authority to promote a political or social cause within an instructional setting; or any speech or act that is contrary to the Equal Opportunity statement or Code of Conduct.

## Student Academic Complaint Procedure

When a student believes that a faculty or academic staff member has acted inappropriately according to the policy listed above, he or she should adhere to the following process:

1. The first part of this process is termed the Informal Complaint Process. In the Informal Complaint Process, the student should first attempt to discuss the matter with the faculty/staff member involved. If he or she feels uncomfortable addressing the faculty/staff member, the student should contact the dean of the college or director of the department (or associate dean or lead instructor for the College of Professional Studies) to discuss the issue. If this first step fails to resolve the problem, then the student should move to the Formal Complaint Process.
2. The Formal Complaint Process involves a written complaint filed with the dean of the college in which the instructor teaches or the director of the department in which the staff person works. The documentation should include an account of the complaint with appropriate details, including dates and examples. Upon receiving the complaint, the dean/department director will provide the faculty/staff member an opportunity to provide a written response, investigate the claim and make attempts to resolve the issue. The dean/director should keep a written record of the steps taken to correct the issue. The complaint, response and resolution will remain on file for two academic years.

If the complaint involves the dean/department director, the student should file the complaint with the vice president for academic affairs.

3. If the Formal Complaint Process fails to resolve the issue, the student may appeal to the vice president for academic affairs by presenting the initial complaint, as well as any additional evidence of continued problems. The vice president should then review the entire formal complaint process and take action to resolve the situation. All actions should be documented and remain on file for two academic years.

## Recognition And Awards

This is a listing of the major academic and extracurricular awards presented at the spring honors program. Other awards may be given within individual divisions and areas.

## Scholastic and Achievement Awards

**Honors List:** Recognizing students who have earned a grade average of 3.25 or higher during an academic term while carrying 15 credits or more in two consecutive terms.

**Alpha Chi Honor Society:** Recognizes students who have completed at least 60 credits of a bachelor's degree program, rank in the top 10 percent of their class and are offered membership by the faculty of Indiana Tech.

**Sigma Beta Delta:** Recognizes business students in the upper 20 percent of the junior, senior or master's class who are invited to membership by the faculty officers.

**Who's Who Among Students in American Universities and Colleges:** Selected for merit and accomplishment.

### National Deans List

#### College of Business

Outstanding Accounting Student

Outstanding Business Administration Student

#### College of General Studies

Outstanding Humanities Student

Outstanding Recreation Management/Recreation Therapy Student

#### College of Engineering and Computer Sciences

Outstanding Computer Science Student

Outstanding Engineering Student

Outstanding Information Systems Student

Institute of Electrical and Electronic Engineers Award

Erwin F. Linhorst Award

Society of Automotive Engineers Award

## The University Registrar

The Office of the University Registrar is located on the first floor of Abbott Center. Services available to students include academic calendar, registration, schedules, course information, enrollment verification, personal information updates, transcript requests, degree audits, transfer credit evaluations, academic information and policies. Students are encouraged to drop by during normal business hours. More information regarding the registrar's office is available at [registrar.indianatech.edu](http://registrar.indianatech.edu).

## Additional Information

Please see the 2016-17 academic catalog for additional information on academic regulations.

# ACADEMIC CALENDAR

## 2016-2017 Academic Year

### Fall Semester

New international students arrive .....	Sunday .....	August 14
New students arrive .....	Friday .....	August 19
Registration & orientation .....	Friday-Sunday .....	August 19-21
Classes begin.....	Monday .....	August 22
Labor Day (no classes) .....	Monday .....	September 5
Spring pre-registration begins.....	Wednesday .....	October 19
Fall break (no classes) .....	Monday-Tuesday .....	October 17-18
Last date to withdraw .....	Tuesday .....	November 1
Spring pre-registration ends .....	Friday .....	November 18
Thanksgiving break, last day of classes.....	Tuesday .....	November 23
Classes resume.....	Monday.....	November 28
Last day of classes .....	Friday .....	December 9
Final exams .....	Monday-Thursday .....	December 12-15
Last day to return textbooks.....	Thursday .....	December 15

### Spring Semester

New international students arrive .....	Wednesday .....	January 11
New students arrive .....	Sunday .....	January 15
M. L. King holiday (no classes).....	Monday .....	January 16
Registration & orientation .....	Tuesday .....	January 17
Classes begin.....	Wednesday .....	January 18
Summer/Fall pre-registration begins .....	Monday .....	March 6
Spring break, last day of class.....	Friday .....	March 11
Classes resume.....	Monday .....	March 20
Last day to withdraw.....	Tuesday .....	April 4
Summer/fall pre-registration ends.....	Friday .....	April 14
Last day of classes .....	Friday .....	May 5
Final exams .....	Monday-Thursday .....	May 8-11
Commencement .....	Saturday .....	May 13

### Summer Semester (to be announced)

# CODE FOR STUDENT LIFE

Indiana Tech is dedicated to preparing our students for professional and personal success in life. To that end, the university expects all members of the campus community to embody the university code of ethics on and off campus. These principles include: honesty, accountability, respect and professionalism. It is the agreement with Indiana Tech that registration as a student signifies the student's acceptance of the rules, regulations and procedures as found in the university's catalog and student handbook, Techniques.

## University Regulations and Policies

All university regulations and policies apply while a student is enrolled at Indiana Tech. The regulations and policies also apply while a student is attending any university-sponsored activity or event, including but not limited to field trips, athletic events and conferences. Students who are disruptive or infringe on the rights of other students or university employees will be held accountable for their actions at all times. The following are examples of actions that constitute misconduct for which students may be suspended or expelled from the university:

- Conduct that has been made a crime by local ordinances, the criminal law of the state of Indiana, or the United States of America.
- Use or threatened use of physical force or violence toward another person through personal actions or participation in a group including rioting when the conduct occurs on university property or in the course of a university activity.
- Physical or verbal abuse directed toward a member of the university faculty, staff, or contracted employees (resident assistants, security, cafeteria personnel, vendors, etc.) that is threatening, degrading, or humiliating in nature.
- Violations of the policy on sexual misconduct.
- Circulation of a false report or warning of crimes or other emergencies.
- Initiating false fire alarms or knowingly transmitting such a report to an official or official agency.
- Possession or use of drugs, including synthetic versions, on university property. Being present and condoning the use or possession of drugs on university property through failure to report violations is also considered a serious violation of policy. Empty containers or "paraphernalia" are also prohibited.
- Possession of firearms or other dangerous weapons on university property. Pellet guns, paintball guns and BB rifles (including plastic versions such as air soft brands) are considered dangerous weapons. Students who are commissioned active duty police officers with an agency that requires them to be armed while off-duty must inform the lead faculty member and/or enrollment manager of the campus at which they will attend classes and provide evidence of the fire-arm requirement for this policy to be waived. The students also must inform the instructor of each class and will be expected to conceal the weapon while on campus.
- Possession or use of any dangerous substance or article as a potential weapon or possession of any article or substance calculated to injure or discomfort any person.
- Use or possession of pyrotechnics (fireworks), explosives, or the materials to create explosives on university property.
- Theft, vandalism, or possession of university property or property belonging to others.
- Major violations of academic policy as defined in the university catalog.
- Alteration or unauthorized use of university documents, records, identification or property.
- Acts of fraud including but not limited to credit card theft and use or identity theft.
- Any other actions deemed by university officials to be detrimental to the students, the university community, or the academic process.

The following are examples of actions that constitute misconduct for which students may be subject to disciplinary sanctions; however, more severe cases may result in additional or more severe sanctions:

- Intentional actions that obstruct, disrupt, or physically interfere with the use of university premises.
- Failing to vacate any university facility or location when directed to do so by an authorized staff member of the university, security officer or agent of the university, or an emergency control device such as a fire alarm.
- Lewd, obscene, or vulgar actions or behavior considered inappropriate or offensive by normal society standards.
- Behavior involving forms of harassment, bullying, or threats that are verbal, written, or communicated through electronic media formats.

- Failure to comply with the directions of university officials and their agents acting in the performance of their duties. This includes resident assistants, security officers, faculty, staff, librarians and cafeteria personnel.
- Possession or use of alcoholic beverages on university property except in conjunction with an approved and licensed event or as outlined in the residence hall policy. During licensed events, proper photo ID is required and only licensed vendors may sell or distribute alcoholic beverages in accordance with state and local law. Empty containers (including boxes, bags, etc.) are also prohibited.
- Use of offensive language in community areas of the university including vulgar language, non-verbal actions and other stereotypical words used to offend others based on group identities. Examples may include but are not limited to references of race, gender, sexual orientation, physical or mental disabilities, or physical anatomy.
- Violations of the tobacco-free policy.
- Minor violations of academic policy as defined in the university catalog.
- Water fights or the usage of water guns inside university buildings.
- Violations of the campus computing acceptable use policy.
- Any other actions deemed by university officials to be detrimental to the students, the university community, or the academic process.

## Student Conduct Policy

### Conduct Management

Indiana Tech manages student policy violations using software designed to record student policy violations, track completions of sanctions, and assure timely follow up. Policy violations are associated with four areas: academic, behavioral, employment, and misuse of technology resources. A student charged with a violation of university policy will be given an electronic notification of the infraction or a written statement of the charges within 48 hours. If needed, an investigation will be conducted on policy violations concluding with sanctions where applicable. Previous behavioral conduct will be considered in determination of conduct sanctions. A copy of the infraction or referral will be kept as part of the student's permanent record for a minimum of 10 years. If and when a student reaches three university policy infractions, a review of the student's enrollment continuation may be held. The review will be requested by the department of student affairs and conducted by a Student Conduct Committee.

The Student Conduct Committee (SCC) will also serve as an appeals board for students who wish to contest decisions regarding dismissals, academic violations, or behavioral violations rendered by the department of academic affairs or the department of student affairs as outlined in the appeals process. The SCC will contain five members of which includes a cross-section of departments at Indiana Tech in order to ensure adequate collection of information regarding student conduct and enrollment status. In most cases, the process should take no longer than one business week in order to address misconduct issues in a timely manner. Students will be notified when their conduct is under review and when final decisions are made regarding remediation or disciplinary sanctions. Except in the case of a dismissal appeal rendered by the student affairs department during which the academic representative will serve as chair, the designated student affairs representative will serve as the committee chair.

### Student Conduct Procedures

The student conduct procedures are designed to protect a student's right for an impartial review of serious and/or repeat conduct issues for which disciplinary action might jeopardize his/her academic progress or enrollment.

The university has a variety of disciplinary tools available to handle difficulties that might arise. (See sections on academic regulations, residence hall regulations and university regulations and policies for situations that would result in disciplinary sanctions.) The tools are as follows, in order of severity:

1. **DISCIPLINARY NOTICE** - This is a warning to the student for actions contrary to the regulations and policies of the university, and that repetition of that action, or any other non-compliance with established policies, will result in a more severe disciplinary action.
  - a. **Verbal Warning** - This is an oral notification for a violation of university policy which will still be documented.
  - b. **Written Warning** - This type of warning is a formal statement indicating that the individual is in violation of university policy.

2. **DISCIPLINARY FINES OR RESTITUTION** - Fines are issued for blatant disregard of residence hall and university policies and must be paid within a prescribed time period in the business office. Restitution may take the form of monetary value, material replacement, or appropriate service. This is generally imposed as compensation for loss, damage, or injury. Failure to pay fines may result in additional charges, disciplinary probation or withholding the release of transcripts.
3. **BEHAVIORAL CONTRACT** - A behavioral contract is a written contract between the university and the student that the student agrees to uphold. In this contract, unacceptable behavior is listed and an outline of the university's expectations for the student to correct the behavior is provided.
4. **EDUCATIONAL COURSES OR COUNSELING** - A student may be given an option or opportunity to complete an educational course or seek counseling assistance in lieu of or addition to other forms of disciplinary sanctions.
5. **DISCIPLINARY PROBATION** - This means that a student and/or student group may be restricted from participation in specified university events and functions. University financial aid may be rescinded or modified during the period of probation. This is the disciplinary action that precedes suspension or expulsion and that should be seen as a serious matter for the student's consideration. Parents and/or guardians will be notified of this disciplinary action.
6. **SUSPENSION** - Suspension is the immediate dismissal from the university without possible return for a specified period of time. At the end of that time, the student may apply for readmission by writing to the office of student affairs. When a student is suspended, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

A student must vacate university housing (including "recognized housing") within twenty-four (24) hours of a formal written notification.

7. **EXPULSION** - This is immediate dismissal from the university without possibility of return. When a student is expelled, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

A student must vacate university housing (including "recognized housing") within twenty-four (24) hours of a formal written notification.

## Appeal Procedures

Any member of the faculty, administration or student body may request an appeal on conduct sanctions including those resulting in the dismissal from the university. Appeal requests must be submitted within 72 hours of the decision to the appropriate vice president. The vice president will consider the appeal request and if accepted, the case will be referred to the Student Conduct Committee for a hearing.

- The hearing will take place as soon as possible upon acceptance of the appeal request.
- The student is permitted to have an advisor at the hearing to advise him/her.
- The student shall be permitted to inspect, in advance of the hearing, any affidavits or exhibits which the university intends to submit at the hearing. The student should be given the names of witnesses against him/her and a summary of the testimony however, the student is not permitted to contact any witnesses outside of the review committee hearing.
- The student or his/her advisor may question testimony given at the hearing by any witness presenting evidence against him/her. In cases involving acts of violence towards another person. Special efforts may be used to protect the victim's well-being.
- Those who determine the case shall determine the facts of each case solely on the evidence presented at the hearing.
- Upon completion of the hearing, the committee will submit a summary report of the hearing's results and findings, along with recommendations if appropriate, to the vice president for academic affairs and the senior ranking student affairs official. These will be open to the student's inspection.
- The findings and any recommendations will be taken into consideration by the vice president for academic affairs or student affairs official and a final decision regarding the student's appeal will be rendered. If the hearing is an appeal on a decision rendered by the vice president for academic affairs or the department of student affairs, the decision of the conduct committee will serve as the final decision. Ultimate authority for student conduct rests with the president of the university, who shall always have the ability to modify or change the sanctions rendered by the committee, vice president for academic affairs, or student affairs official.

# Anti-Harassment Policy

The university attempts to provide all students with an environment free from any form of harassment, including that due to the student's race, gender, religion, age, sexual orientation, national origin, citizenship status, or disability.

Included in this policy is a commitment to provide an academic environment free of sexual discrimination or sexual harassment. Sexual harassment includes but is not limited to:

- Unwelcome verbal comments, jokes, physical gestures, or actions of a sexual nature toward another student (for example: leering or ogling, touching, patting, pinching, indecent exposure, telling vulgar jokes and making sexually related comments);
- Inappropriate display of sexually oriented materials or objects where such items are visible to others
- Unwelcome demands or requests for sexual favors (explicit and implicit);
- The promise of special treatment with regard to an individual's academic program or work in exchange for sexual favors or sexual activity; and/or
- Any sexual-related comments or conduct that has the purpose or effect of unreasonably interfering with a student's academic performance.

If you believe you are being subjected to conduct or comments that violate this policy, you are encouraged to and have a responsibility to immediately report these matters to your dean or the associate vice president-student services. Retaliation against any person submitting reports of harassment in good faith or cooperating in an investigation is strictly prohibited. All students are assured that action will be taken to investigate and resolve complaints and that the university is firm in its commitment to eliminate such conduct from the academic environment. Investigations will be handled discreetly and confidentially with facts made available only to those who need to know in order to investigate and resolve the matter.

Investigations on reports of any type of harassment will consider the following factors:

- Degree to which a person or group is affected
- Type, frequency and duration of alleged conduct
- Relationship between alleged harasser and subject of the alleged harassment
- Location and context in which the alleged conduct occurs
- Other or corroborating incidents

It is the expectation that the complainant show reasonable proof of harassment and actively provide information that will support the complaint in a timely manner and where deemed necessary in cooperation with the university investigation. Failure to cooperate with the investigation process in a timely manner may negate the university's obligation to continue with the investigation. Likewise, any individual accused of harassment is expected to cooperate with a university's investigation and comply with any temporary or permanent requests or sanctions rendered as a result of the investigation.

All members of management (i.e. deans, directors, etc.) are held accountable for the effective administration of this policy. When a manager or supervisor is advised of an infraction of this policy, or has knowledge of a potential infraction, the manager should immediately report the matter to the department of human resources when employees are accused and/or to the associate vice-president-student services when students are involved. Failure to report conduct or comments that may be deemed an infraction of this policy will subject the manager to disciplinary action up to and including discharge.

The university will not tolerate harassment or any other discriminatory conduct from students, faculty, or staff. Forms of harassment may include but are not limited to the following forms: verbal, written, texts and social media posts. Such conduct will result in disciplinary action up to and including dismissal from the university.

## Anonymous Complaints

Anonymous complaints will be accepted; however, the university may be limited in its options for investigating or resolving anonymous complaints because of the inability to assess the author's veracity and accurateness of the report. However, if the report contains enough details and information to assess the potential validity of the report, an investigation will be conducted. All other reports will be kept on record for future evaluation if additional reports or accusations are submitted.

## Intentional False Reporting

Because harassment frequently involves interactions between persons that are not witnessed by others, reports of harassment may not always be substantiated by additional evidence. Lack of evidence or proof should not discourage individuals from reporting harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

## Anti-Bullying Policy

Indiana Tech strives to provide a safe and productive atmosphere for everyone. As a result, the university does not condone behavior that is threatening or bullying in nature. This policy is designed to support the university's code for student conduct as well as the code of ethics.

Indiana Tech strives for a comfortable and respectful learning environment, free of bullying and intimidating behavior. Bullying is a deliberate attempt to make another person feel bad, threatened or have power over them. Bullying includes but is not limited to:

- Physical contact in an unwanted fashion
- Extortion demands of money or task
- Gestures such as evil looks and hand signals
- Verbal slander or spreading gossip
- Cyber bullying which includes texts and all social networks

If a student believes to be a target of bullying, please report these actions as soon as possible to a resident assistant, associate vice president-student services or your dean. Any report submitted will be confidential to the fullest extent possible and an investigation will be conducted which will include discussions with all students involved. Procedures and factors involved in the investigation will be similar to those listed under the anti-harassment policy.

## Smoke-Free and Tobacco-Free Campus Policy

In order to foster a professional, healthy, safe and clean learning and working environment, Indiana Tech has adopted a smoke-free and tobacco-free policy.

Under this policy, the use or sale of any tobacco products is prohibited on college-owned, operated, or leased property or vehicles at any time. The policy extends to all university property including inside personal vehicles while parked on the premises.

Electronic cigarettes, Hookah or other items used for vaping are included in this policy and are not permitted to be used on campus.

All employees and students share in the responsibility for adhering to and enforcing the policy. Employees or students who are found in violation of this policy are subject to disciplinary procedures up to and including dismissal. If you see someone violating the policy, it is your responsibility to remind that person that tobacco is not allowed to be used on campus.

Students who would like assistance with tobacco cessation may contact the Wellness Center for additional resources.

Enforcement of the policy is as follows:

- Remind the person that smoking, vaping or tobacco use is not allowed on university property.
- If your reminder isn't successful, then please notify a security officer, resident assistant, or staff member.
- Appropriate disciplinary action will be taken.
- Any smoking of tobacco or other products inside a facility is subject to immediate disciplinary actions.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of everyone.

# University Policy on Gender-Based Sexual Misconduct

## Introduction

Members of the Indiana Tech community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. University believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The university policy on sexual misconduct applies to all students and employees, regardless of sexual orientation or gender identity as well as third parties. This policy as well as additional information will be located on the university website under student emergency resources in student affairs. Students may also find more information in the Title IX compliance statement.

The university educates the student community about sexual assaults through distributed brochures and educational opportunities which may include student affairs programming, university experience classes, freshman orientation, or residence life programming. The police department offers sexual assault education and information programs to university students and employees upon request. Literature on sexual assaults, risk reduction, and university response is available through the associate vice president-student services and the university Wellness Center.

The university encourages anyone, especially men, who has the ability to intervene in the prevention of a sexual assault to do so. Speak out against abusive behavior and intervene if someone is at risk of being assaulted.

## Overview of Policy Expectations With Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

## Overview of Policy Expectations With Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The university does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the university. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove

the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## Sexual Violence – Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The university reserves the right to take whatever legal measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

## Sexual Misconduct Offenses Include, But Are Not Limited To:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)

- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

## Definitions and Examples

### 1. Sexual Harassment

Sexual Harassment is:

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

### 2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

### 3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

### 4. Sexual Exploitation

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;

- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

## 5. Sexual Assault

The University defines sexual assault as any sexual contact, including but not limited to intercourse, which occurs without consent and/or that occurs through coercion

## 6. Additional Applicable Definitions:

### Consent:

- Consent is clear, knowing and voluntary. Consent is a clear and freely given agreement for sexual contact.
- Consent is an ongoing process — consent to kissing does not necessarily mean consent to other sexual activity.
- Past consent does not imply future consent — everyone involved must give and receive consent to sexual activity every time, even when involved in a long-term relationship or marriage.
- Silence or an absence of resistance does not imply consent.
- In order for consent to exist, everyone involved must be fully conscious, aware of the situation and free of any coercion.
- Anyone under the age of 18 is a minor and is considered not capable of giving informed consent.
- Anyone under the influence of drugs or alcohol may be deemed as unable to give consent.
- Consent may be withdrawn at any time.

### Coercion:

Coercion is any kind of pressure or persuasion used to influence a person's decision to engage in sexual activity. Coercion can be physical, verbal or emotional.

- Physical coercion is the most recognizable kind of pressure and includes actions such as holding someone down or continued kissing or sexual activity even when being told "no" or being pushed away.
- Verbal coercion includes behaviors like threats of physical violence, blackmailing, lying, name-calling or asking repeatedly for sexual involvement after being told "no."
- Emotional coercion is the most subtle type of pressure and includes actions like making someone feel obligated or guilty for not wanting to engage in sexual activity, using peer pressure, threatening to break up, etc.
- Sexual assault can happen to both men and women, and both men and women can be sexual assailants. It also can happen between people of the same sex.
- Sexual assault can occur between strangers or people who know each other, even those who are in a long-term relationship or are married.

### Force:

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

-Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

-This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at [911rape.org](http://911rape.org).

- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see [rainn.org](http://rainn.org).

## Sanction Statement

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## Other Misconduct Offenses (Will Fall Under Title IX When Sex- or Gender-Based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other.
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

# Confidentiality, Privacy and Reporting Policy

Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the university and upon university policy.

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the university nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim’s control, or violates her/his privacy.

## To Report Confidentially

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselor, nurse practitioner, or off-campus rape crisis resources who can maintain confidentiality. The campus counselor is available to help you free of charge and can be seen during regular onsite hours or on an emergency basis. In addition, you may speak on and off-campus with the Faith Services Coordinator, the Campus Ministries representative, the Catholic Services Coordinator or non-Indiana Tech affiliated members of the clergy and chaplains, who will also keep reports made to them confidential.

## Reporting to Those Who Can Maintain the Privacy of What You Share

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the university has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, victim advocates, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as RAs, should be instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personal identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy

## Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources, including those responsible for Title IX compliance and listed at the beginning of this policy). The university considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

## Online Reporting Process

You may submit your formal complaint through our online reporting process by visiting [secure.indianatech.edu/web-forms/general/titleix](https://secure.indianatech.edu/web-forms/general/titleix). This online submission will automatically generate a report that will be sent to the Title IX Coordinator.

## Off-Campus Resources and Reporting

Students may also seek confidential counseling through community resources such as the Sexual Assault Treatment Center, Fort Wayne Women's Bureau, the Rape Crisis Hotline, the YWCA shelter, the National Women's Health Organization, or the Center for Non-Violence. Additionally, students may visit [www.notalone.gov](http://www.notalone.gov) for more resources and guidelines regarding how investigations regarding a reported sexual assault must be handled.

- Filing a report with the Fort Wayne police department will:
- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

A student should understand that reporting a sexual assault with both the university and the local police department are separate acts, and we encourage students to report to both agencies. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the university or through only one entity. A chosen or assigned victim advocate will guide the victim through the available options and support the victim in his or her decision. For information on how to contact these resources, consult the student handbook for on-campus resources and the student emergency resources through the university web site for a complete listing.

## Anonymous Complaints

Anonymous complaints will be accepted; however, the university may be limited in its options for investigating or resolving anonymous complaints because of the inability to assess the author's veracity and accurateness of the report. However, if the report contains enough details and information to assess the potential validity of the report, an investigation will be conducted. All other reports will be kept on record for future evaluation if additional reports or accusations are submitted.

## Intentional False Reporting

Because harassment frequently involves interactions between persons that are not witnessed by others, reports of harassment may not always be substantiated by additional evidence. Lack of evidence or proof should not discourage individuals from reporting harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

## Retaliation

The university will not tolerate retaliation in any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleged, or participates in an investigation of discrimination or harassment. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination, sexual violence or harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of or questions about retaliation should be directed to the Office of Human Resources, Student Affairs, or the Title IX Coordinator.

## Federal Statistics Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clergy Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clergy location categories) and the Clergy crime category. This reporting protects the identity of the victim and may be done anonymously.

## **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

## **Campus Sex Crime Prevention Act**

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In Indiana, this information is accessible at [insor.org](http://insor.org). You may also visit your local police or sheriff's office for information regarding registered sex offenders in your area.

## **Policy on Registered Sex Offenders**

If a student who is required by law to register as a sex offender is discovered to be residing on campus or is requesting to reside on campus, the associate vice president-student services or the housing director will form a committee to review the details behind the registry requirement. The committee members will be selected by the associate vice president and will make a determination on whether to allow the individual to reside or continue to reside in residential housing. The individual will be informed of the review process and will be given the opportunity to provide appropriate documentation and information to the committee and also may be asked to meet with the committee. The decision of the committee will take into consideration what is in the best interest of the residential life community. If allowed to reside on campus, they will institute and monitor any necessary conditions or stipulations.

If the committee decides that the individual should not reside in university housing, the associate vice president will notify the individual in writing. Committee decisions will be final unless a written appeal is submitted to the vice president of student affairs and the associate vice president-student services. The appeal should include reasonable and supportable justification for altering the decision of the committee and must be submitted within seven days of the decision. If appealed, the vice president of student affairs and the associate vice president-student services will make a final decision regarding the individual's university housing status.

If the individual is permitted to reside in university housing, the student will be required to sign a form consenting to disclosure of information specific to the registry listing requirements and any stipulations regarding housing.

## **Civil Disturbances/Protests**

The institution supports the right for members of the community to gather and express their viewpoints, provided such demonstrations are peaceful, non-violent, and non-disruptive.

Students wishing to participate in a demonstration must adhere to the following guidelines:

1. Do not interfere with the normal operations of the University.
2. Do not infringe on other student's ability to use University premises.
3. Do not threaten or inflict physical harm to persons and/or damage University facilities.

Non-students or external organizations participating must remain off University premises.

## **Policy on Unattended Children**

Children (minors) must be accompanied by an adult at all times but are not allowed to attend classes with their parent/guardian/caregiver. Indiana Tech does not provide supervision of children (minors) on our campus. Campus security will be alerted to unattended children on campus and will take appropriate action.

## Hoverboard, Self-Balancing Scooters, Battery-Operated Scooters, Hands-Free Segway Policy

Based on recent fire safety and fall injury concerns raised by the Consumer Product Safety Commission and the National Fire Protection Association, all hoverboards (also known as self-balancing scooters, battery-operated scooters, or hands-free segways) are not permitted to be operated, charged, stored, or brought into university facilities, including residence halls, at any time. Devices identified by these names designed to assist individuals with disabilities are exempted.

## Drone/Unmanned Aircraft (UA) Use on Campus

It is not permissible for individual students, staff, or outside entities to operate unmanned aircraft/drones on or over any Indiana Tech property, either interiorly or exteriorly. This is based on both Federal Aviation Administration (FAA) requirements and risk management/liability issues.

Exceptions may be made of official institutional use, which may include student organizations or academic/teaching use in conjunction with an advisor or faculty member. Requests for exceptions should be directed to the Indiana Tech Risk Management Committee at [RiskManagement@IndianaTech.edu](mailto:RiskManagement@IndianaTech.edu).

## Campus Grill Policy

The university asks that the following safety guidelines be adhered to when using any grills anywhere on campus grounds:

- Grills should only be used on a firm, flat and stable surface at least six feet from any building or vehicles.
- No lighter fluid or propane tanks are allowed inside any building.
- Gasoline should not be used as a combustible for grilling purposes; use only recommended barbecue lighter fluid.
- Never spray lighter fluid on burning coals.
- If it is windy, light the grill with the wind blowing away from you.
- Make sure you have a container of water close by in case of an emergency.
- Never move a barbecue once it has been lit.
- Be mindful of the safety for any children or pets in the area.
- Grills should not be left unattended.

Maximus' Patio and the courtyard located near the Warrior Row townhouses are grilling areas with tables for students to enjoy. To keep this area clean and safe for people to use, we ask that the following guidelines be followed:

- Clean up all food and trash after using the grills.
- Loose clothing should not be worn while grilling.
- Use only charcoal as the cooking method.
- Extinguish charcoal fires thoroughly with water before leaving them unattended.
- Be mindful of proper cooking times and temperatures when cooking food on the grill.
- Lighter fluid may not be taken inside any campus facility for storage.

These grilling areas are monitored by closed circuit video surveillance so please be responsible when using the equipment. Also please be respectful of the people who will be using the grills next; don't leave a mess for someone else to clean up. This includes safe removal of extinguished charcoal.

## Housing Requirements

It is presumed by the university that all residents are responsible adults. As such, your signature on the room and board contract signifies that you have read and understood all the regulations contained therein and are able and willing to abide by them at all times. Your signature on the room and board contract is therefore binding.

All freshmen and sophomores are required to live in university housing and take meals in the dining hall (students residing in the campus apartments or townhouses are exempt from the meal plan requirement) except under the following conditions:

- They reside with a responsible relative within 50 miles commuting distance of Fort Wayne, Indiana. The relative must have a minimum of six months residency to qualify. A responsible relative is typically considered to be a parent, a grandparent, or a legal guardian.
- They are married and living with their spouse within a reasonable commuting distance of Fort Wayne, Ind.
- They are 21 years of age prior to the start of an academic year.
- They are a veteran of the U.S. Armed Forces.
- They are an active member of a recognized Greek organization, having earned 24 credits or more with a 2.0 cumulative GPA, and are eligible to reside in that Greek organization's approved housing and receive written permission to do so.

Any situation not listed above will be evaluated on a case-by-case basis upon proper submission of the housing release request. Supporting documentation may be requested to substantiate any release request. If proper permission has not been received in writing to make an exception to these regulations, the student may expect to be billed for campus housing.

## **Missing Student Policy**

Reports of missing students should be submitted to the Indiana Tech security office. The security officer on duty will collect the information and submit a report which will be provided to the associate vice president-student services and the director of facilities management. Any data collected by university staff during the investigation process will be provided to security to amend the submitted report.

When a student moves into the residence hall, the student will be asked to identify contact(s) whom the associate vice president-student services or designated university staff member shall notify if the student is determined missing by the university. This designated person's contact information will be kept confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed outside of a missing person investigation. Students are advised on the document that if they are under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian when the student is missing, in addition to any additional contact person designated by the student. Investigations concerning reports of a missing student will be handled in accordance with the university crisis management policy.

## **Conditions of Room and Board Contract**

All residents are expected to pay a \$350 housing deposit. This deposit is a guarantee against damage to furnishings or structure that might be a result of actions by the resident. The housing deposit will remain on the student's account until the student will no longer be residing in campus housing. A student may request a refund of the housing deposit by submitting a completed housing questionnaire at the end of the academic year indicating that he/she will not be returning to campus housing or at the end of the fall semester by indicating that he/she will not be returning to the university. The deadline for requesting a refund of the deposit is December 1st for spring semesters and May 1st for fall semesters. The deposit is refundable when a student completes the questionnaire, moves out and it is determined by the housing director that: (a) there are no charges to be assessed against the deposit and (b) that the student has fulfilled the residency requirements of the university.

Rooms are assigned by the residence life department. The university reserves all rights in assigning accommodations and determining the qualifications of those who may or may not reside in the residence halls. Room assignments are made before the beginning of each semester based as much as possible upon the student's request. In the absence of such a request, the university will determine the assignment. Once a room is occupied, the student may not exchange or move to another room without prior written consent from the residence life office. Should an unapproved exchange or move be made, the student may be fined and required to move back to the originally assigned room. Billing adjustment notification will be provided to the business office for approved room changes when necessary.

Note: A student may be required to move to another room to comply with his/her contract request. Such a move will occur normally within five (5) days of written notification. An example of this is when double occupancy is requested and a roommate moves out. Failure to act on this situation may result in charge for single room assignment being assessed.

The staff of the university reserves the right to inspect student rooms and furnishings therein at any time. A program of room inspections and written reports is established each semester and is typically conducted at random times and intervals.

As stated in the housing contract, the university has the right to conduct general residence hall searches or specific room searches. Specific room searches will be done primarily for suspicion of possession or usage of drugs, alcohol, firearms, explosives, or for the recovery of stolen property. Under certain circumstances, searches may be done in cooperation with the Fort Wayne Police

Department and utilizing K9 police units. During searches, students are expected to cooperate with any request to unlock drawers, trunks, or other secured locations within their room. Failure to cooperate with such requests may result in the removal of the lock by a university staff member or the confiscation of the locked item until it can be inspected.

Indiana Tech shall not be held responsible for loss of or damage to a student's personal property. It is strongly recommended that students insure their personal property. This can be done through a renter's policy or in some cases through a family homeowner's policy. Cash, jewelry and items of significant value should be protected and not displayed. Most of the rooms offer a location to affix a personal lock for securing items. It is recommended that all personal items be marked or otherwise identified to prove ownership.

Although infrequent, the university reserves the right to close the residence halls during holiday and academic recess times throughout the year. If occurring, notice will be given to students and special arrangements must be made at least two weeks in advance with the housing office/residence hall staff for students with an identifiable need to remain in the residence halls at a time when they would otherwise be closed. Each request will be reviewed on a case-by-case basis.

Students who are required or choose to reside in the residence halls have accepted and agreed to live within the boundaries of university regulations and residence hall policies as outlined in the housing contract and the student handbook.

Residents must be officially checked into the assigned accommodation by completing the following procedure:

- Having a completed housing application on file with the housing department.
- Paying the required housing deposit.
- Signing the housing contract at the time of moving in.
- Reviewing and signing a room condition and inventory sheet with your resident assistant, which determines the condition of the room and furnishings at the time of initial occupancy.

Students residing in Pierson Center, Kalbfleisch Hall, or Warrior Row C are required to purchase the full meal plan provided by the dining hall. In addition, all first-year students are required to purchase the full meal plan regardless of their assigned location. Evans-Kimmell Hall and Frank and Anne Oropeza Hall have their choice of meal plan options as defined in the section on dining hall services. All other residence hall students may choose to participate in a meal plan but are not required to do so. Students utilizing the dining hall are expected to follow all dining hall policies as outlined in the student handbook.

A student who wishes to vacate a room either on a voluntary or on a scheduled basis must complete the following checkout procedure:

- Follow any instructions given by the housing department regarding end of year room inspections or damage reporting.
- Return all keys to the university personally.
- Remove all personal possessions and clean the room.

Failure to properly check out may result in charges or withholding of the housing deposit. Giving your keys to another student is a violation of university policy and will result in a fine or charges to change a lock if they are not returned.

The university reserves all rights to incorporate new regulations at any time. Students will be informed of all new policies.

## Residence Hall Regulations

### Living Conditions

All students are expected to maintain a living atmosphere within the residence hall that is conducive to academic success.

### General Residence Hall Rules

All university policies are also considered residence hall policies in addition to the residence hall regulations.

The entire Indiana Tech campus is tobacco/smoke free including residence hall student rooms. Vaping, Hookah or the use of electronic cigarettes and other similar devices are also not permitted on campus. Failure to abide by the tobacco free policy will result in a fine being applied to the person(s) violating the policy and potentially the occupants of the room for failing to report the violation. Anyone caught in the act of smoking within the facility will be considered in violation of their contract and may be

asked to move off campus. This will also result in the forfeiture of all fees for housing. The use of items to prevent the detection of smoking will be treated as a violation of the tobacco free policy. This includes the use of towels at the base of doors, smokeless ash trays, etc.

In addition to the tobacco free policy, the burning of any item in the residence halls is not permitted. This includes candles, incense, etc. If it cannot be determined who is responsible for usage of such items within the student rooms, a fine will be issued to all occupants of the room.

Swords and other weapons including those of a decorative nature are not permitted in the residence halls. Discharge, possession, or use of any type of weapon inside a residence hall will result in the confiscation of the item, repair costs and disciplinary sanctions. General pocket knives are permissible but if used in a threatening manner would be deemed as a weapon and a policy violation.

Electrical appliances that may constitute a fire hazard may not be used within the residence hall. Other specific appliances not permitted are portable heaters, air conditioners, hot plates, crock-pots, deep fat fryers, and soldering irons. Appliances such as radios, TVs and stereos with frayed cords, damaged plugs, etc., are also not permissible. Any questions on other specific items should be directed to the residence life department.

Network lines may not be connected between rooms or floors without prior approval of the housing office.

Laundry facilities are available to resident students only. Students living off campus may not use laundry facilities without prior approval from the housing office.

Written permission must be obtained from the housing office prior to bringing extra furnishings into the room. This includes refrigerators over 4.0 cubic feet, overstuffed chairs, couches, etc.

There will be no unauthorized sport activities of any nature permitted in the residence hall corridors, student rooms, or common areas. This includes bouncing or dribbling of balls, running, or general horseplay.

Unauthorized entering of another student's room is not permitted and may be construed as trespassing or as an attempted theft or burglary.

The use of roofs on university buildings is prohibited for social and personal purposes.

## **Noise Level and Quiet Hour Policy**

Residents and their guests and invitees shall, at all times, maintain order in the residence halls and in their conduct in and around the Indiana Tech community. Loud, offensive, disturbing or objectionable noises, boisterous activities or conduct that may unreasonably disturb the study, sleep or enjoyment of the Indiana Tech community by other residents, their guests, or the surrounding neighborhood is prohibited. Residents shall comply with all local rules and regulations relating to noise and nuisances.

Quiet Hours:

- Quiet hours are defined as times when extra care is given to monitoring sound levels in rooms and in common areas such as lobbies and hallways. Such care applies to radios, stereos, televisions, conversations, group gatherings, etc.
- Quiet hours are in effect Sunday through Thursday from 7 p.m.-11 a.m., the next day, and on Fridays and Saturdays from 12-10 a.m., the next day. These hours typically are used for study and sleep.
- The last week before final exams of each semester is designated as a 24-hour quiet-hour period to provide an atmosphere conducive to study for final examinations. Dates will be posted.
- Fines will be assessed to violators as follows: 1st-warning; 2nd-\$50; 3rd-\$100 and disciplinary probation.

## **Residence Hall Alcohol Policy**

All residents are expected to know and comply with all state laws and guidelines regarding the consumption of alcoholic beverages. In addition, students are required to follow university policy as outlined in the student handbook Techniques.

1. Alcohol is not permitted in university housing except as noted in this policy.
2. Residents and/or guests may not possess or consume alcohol on university property or at university events except in conjunction with an approved and licensed event. Possession of an open or empty alcohol container shall be interpreted as being consumed. If alcohol can be seen or smelled it can be assumed that a policy violation has occurred.

3. Residents enrolled in graduate school or law school, professional or paraprofessional live-in staff and/or their guests of legal drinking age may possess or consume alcohol within the privacy of their room or apartment, so long as ALL guests and occupants of the room/apartment are the legal drinking age of 21 years or older. In order for a guest of legal drinking age to consume alcohol, the resident host must be of legal drinking age and be present. University or Residence Life staff (including security), acting in their official capacity, may request a government-issued picture identification to verify resident(s) and/or guest(s) ages.
  - a. Alcohol must be consumed within the confines of the resident's room/apartment. Any and all consumption of alcohol on university property outside the room/apartment is strictly prohibited, including, but not limited to, in parking lots, courtyards, BBQ areas, etc. except at approved university sponsored functions. Containers of alcohol that are transported through public and common areas must remain unopened.
  - b. Security or residence life staff may request proof of identification and age for all present where alcohol is being consumed in a resident's room. All students present must comply with the request of the staff member or be found in violation of the policy and subject to disciplinary sanctions. Proof of identification and age includes providing a valid driver's license or a valid passport along with a current Indiana Tech ID card.
  - c. Behavior, such as disruptive or destructive behavior, or conditions necessitating extra care, resulting from excessive consumption of alcohol is prohibited. "Drinking games" or any activities that promote excessive alcohol consumption are strictly prohibited.
  - d. Common source containers are strictly prohibited and will be confiscated. Common source containers include, but are not limited to: kegs, party balls, water jugs, beer bong, etc.
  - e. The sale of alcohol except by a licensed vendor at a university-sponsored function for a form of payment, donation, or other benefit is prohibited. The advertisement of parties/gatherings where alcohol will be consumed is not allowed.
  - f. Regardless of age, all use of alcohol is prohibited in Pierson Center, Warrior Row C, Evans-Kimmell, Frank & Anne Oropeza and Kalbfleisch residence halls and in public areas outside of these buildings except for professional live-in staff members.
4. Violations of this policy will result in a minimum fine of \$75 and the completion of 10 hours community service. The university may offer an online alcohol education course in lieu of the fine. Additional sanctions may also be levied for more severe violations

## Cleanliness

Residents are expected to maintain a respectable level of cleanliness and sanitation in their rooms and living units. This regulation includes restrooms and lounge areas, as well as kitchen facilities in the residence halls.

Residents may not abuse the common area of the residence halls (lounges, hallways, restrooms, kitchens, etc.). This regulation includes littering inside and outside the residence halls. The fine for littering is \$25. Students are expected to use trash containers located in common areas or receptacles in their own rooms for trash disposal.

Laundry may only be done in the laundry rooms designed for that purpose. When a resident's laundry has been completed, it should be removed immediately so that others may use the same facilities.

## Pets

For health, safety and humane reasons, animals or pets of any kind are not allowed in the residence halls. The only exception to this is an aquarium (maximum size of 20 gallons) containing **fish that are unable to live outside of the water** and pose no potential danger to individuals through incidental contact. Piranha, sharks and fish of such nature are not permitted. Violations of this policy will result in a \$50 fine and the removal of the animal or pet within 24 hours. Further violations or failure to comply with the removal instructions may result in additional fines and the potential cancellation of a housing contract without refund of any fees. Any questions regarding this policy or exceptions should be communicated to the residence life office.

## Provisions for Porches or Balconies

Per Fort Wayne's city code, only furniture originally designed or manufactured solely for outdoor use may be stored or located on any university owned porch, patio, balcony, or lot including those at all residential facilities. Any citation involving fines issued for violations of this provision by the city will be the direct responsibility of the students found in violation. City code also states that grills and flammable liquids may not be used or stored on porches of any community living facility such as residence halls.

## Visitation

Visitation of guests is permitted throughout the week, and a host must accompany a visitor at all times. Actions of a visitor are the responsibility of the host. Visitors are expected to have a photo ID card and to make it available to residence hall staff members or security upon request. Failure to comply with this request will result in the guest being asked to leave campus.

Under this policy, there are two classifications of visitors. A general visitor is the most common and is short-term. This type is permitted to visit a residence hall student for five hours duration once within a 24-hour timeframe.

The second type of visitor is the overnight visitor. Students wishing to have an overnight guest, whether the guest is a resident or non-resident of Indiana Tech, must obtain an overnight visitor request form from the housing director or a resident assistant. The form must be completed, obtaining permission from all parties residing in the suite, before approval will be given. This form should be completed in advance of the visitor's arrival in most cases. The maximum length permissible for an overnight stay is three days during a single week and no more than two visitors overnight.

For the comfort of all student residents, couple cohabitation is strictly prohibited. This is defined as having a relationship partner staying overnight or longer in your room through a disregard for the visitation policy.

A visitor will not be issued keys or a host's ID card. Responsibility for entering will be that of the student host. No student is allowed to be in possession of a key that will gain access to a wing, room, or residence hall other than his/her own. Violators may be subject to a fine of up to \$75 and additional disciplinary sanctions.

The visitation policy is designed to provide as much freedom as possible to the students living in the residence halls while protecting the rights of all student residents to live in a safe environment and promote academic achievement. If you are having a problem with visitors or your roommate/suitemate is abusing the visitation policy, please inform your resident assistant or a housing department staff member.

Overnight visitor request forms are not considered confidential and a school official may release this information upon request from parents, staff, police, etc.

Indiana Tech reserves the right to refuse or deny entrance to any guest or visitor when deemed appropriate or as a result of disciplinary sanctions against the host or visitor.

## Policy on Large Gatherings and Parties

Large gatherings and parties that are considered unsafe due to the quantity of people or that are loud in relevance to the university housing noise level policy are not permitted in the residence halls. Students wishing to host organizations or groups should contact the director of Andorfer Commons for a classroom or meeting room. The following guidelines should be followed:

- Maximum of two guests per resident at any given time unless prior written permission is obtained from the residence life office.
- Residents are responsible for the behavior of their visitors and guests.
- Gathering does not expand outside of the room.
- Gathering is not open to all comers.
- Gathering is not advertised or promoted through flyers, posters, or other means.

University housing or security staff will intervene as well as issue infractions for the following reasons:

- Violations of the above guidelines and other reasonable guidelines.
- Excessive noise.
- Damage or destruction.
- Fighting or other destructive behavior.

A violation of this policy will result in fines for the residents of the room. Repeat violations will increase in severity. If alcohol is present, this will be treated as an additional violation in accordance with university policy.

## Damage and Vandalism

All damage should be reported to the floor resident assistant or security immediately. Quick response to a situation may avoid possible safety hazards and additional damage charges. Breakage and damage charges are assessed against the resident(s) responsible in a room or common area where damage has been found. Charges may be levied for damage to the outside of windows or doors as well. Damage to the common areas for which accountability cannot be determined will be assessed to students living in that area or building. This may include lobby areas as well as stairwells, hallways and laundry areas.

Accidental damage caused by a student will be treated as such provided that they report the damage at the time of the occurrence. Failure to report accidental damage will be treated as vandalism and will result in a fine of \$100 plus all repair costs and potential further disciplinary action.

Residents may not remove or rearrange any fixed furnishings within the room or the common area. The resident will be charged for reinstallation of any fixed furnishings that are moved including toilet seats, window screens, handrails, etc. In some cases such as the removal of window screens, a fine of \$50 will be assessed to the responsible parties.

All alterations to student rooms contemplated by residents must have written approval from the housing director prior to alteration. Failure to do so may result in appropriate charges and/or disciplinary action. Painting the walls, creating lofts, use of thumbtacks, use of nails or screws and the use of damaging or difficult to remove adhesives are not permitted. Furniture items may not be disassembled with the exception of un-bunking or adjusting the height of the beds. All room furnishings must remain in the suite in which they originated.

Students are not permitted to move or remove the ceiling tiles from the framework. In addition, items should not be stored in or above the ceiling or hung from the ceiling grid work.

## Keys and Access Cards

All keys issued to a resident are the property of the university and must be returned when he/she checks out or changes rooms. If any key is lost, it should be reported immediately.

If a key is lost or stolen, the lock on the room door will be changed and a charge will be assessed as outlined on the housing contract. To protect residents, all keys are numbered and assigned to the student by that number. Lost access badges (student ID) will be deactivated and result in a \$20 replacement charge.

## Resident Assistants, Security and Video Surveillance

The security staff is a contracted service and has the right to enforce the rules and regulations of the university and when deemed appropriate will contact local authorities. Security's primary role is to observe and report issues of concern involving safety, policy violations and access control. They are typically the university designated first responders for most emergencies or incidents and are trained in first aid and CPR. In addition, security will provide escort services upon request.

All students are expected to cooperate with security officials or resident assistants when giving directions in emergency situations or when enforcing university guidelines. Failure to comply with the directions of university officials and their agents including security officers and resident assistants acting in the performance of their duties will result in a minimum fine of \$50.

The residence halls and parking lots are equipped with closed circuit video surveillance. The video surveillance is designed as a deterrent to protect the students and the university. In the case of theft or vandalism, please report the occurrence to the security office. If a student requests review of video surveillance, information regarding the request will be taken and the university will determine whether the request merits the review of video footage. Consideration will be given to the value of the item(s) vs. the time required to review the footage and whether the student exhibited appropriate precautions prior to the incident. If a student has an item stolen from their room but they did not lock their door, the university may refuse to review video surveillance. Only authorized staff members and security will be permitted to view video surveillance. In the case of an investigation where law enforcement agencies are involved, any video surveillance may be shared with such agency when deemed appropriate or upon receipt of a warrant or subpoena.

Resident assistants are students chosen by the university to assist the students living in the residence halls. They are representatives of the housing office and are considered staff members of the university. The role of the resident assistants includes enforcement of university guidelines, sponsoring activities for campus residents, assisting and working with security staff, serving as a food committee to the dining hall, and helping to maintain a residence hall that is conducive to a positive academic environment. Resident assistants are also trained in first aid and CPR.

The authority of security personnel and resident assistants is not restricted to any specific floor, building, or location within the boundaries of the institution. When infraction cards and incident reports are submitted by RA staff and security, they may make a recommendation on the type of disciplinary action that will occur. These recommendations, in most cases, may be the minimum sanctions that will be levied. Keep in mind; they also have the ability to recommend only a warning so it is in your best interest to be respectful and cooperative when approached by a staff member in regards to enforcing university policies.

The university also periodically utilizes off duty police officers to enhance campus safety, assure compliance with security and RA staff and as an additional resource in crisis situations.

## Residence Hall Fire Safety Information and Instructions

The facilities management department in conjunction with student services conducts fire drills (evacuations) from each residence hall during the academic year. The university requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms or required evacuations may face disciplinary action. Since false alarms may lower the evacuation response from students, the university will analyze the cause or causes of false alarms and work to reduce their occurrence. By reducing the number of false alarms, we hope to maintain students' diligence in responding.

Please familiarize yourself with the primary and secondary evacuation routes and all the fire safety equipment installed in your building. The elevators are not to be used in the event of the fire alarm system activation. Once outside, move to a clear area designated for the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

<p>Yergens-Rogers Hall has the following fire safety equipment:</p> <ul style="list-style-type: none"> <li>• sprinkler system</li> <li>• fire alarm system</li> <li>• fire extinguishers</li> <li>• evacuation plans</li> <li>• pull stations</li> </ul> <p>Designated gathering area: West parking lot of Yergens-Rogers Hall</p>	<p>Evans-Kimmell Hall and Frank and Anne Oropeza Hall have the following fire safety equipment:</p> <ul style="list-style-type: none"> <li>• sprinkler system</li> <li>• fire alarm system</li> <li>• fire extinguishers</li> <li>• evacuation plans</li> <li>• pull stations</li> </ul> <p>Designated gathering area: In front of the Abbott Center</p>
<p>Kalbfleisch Hall has the following fire safety equipment:</p> <ul style="list-style-type: none"> <li>• fire alarm system</li> <li>• fire extinguishers</li> <li>• pull stations</li> </ul> <p>Designated gathering area: North side of Andorfer Commons</p>	<p>Warrior Row Townhouses have the following fire safety equipment:</p> <ul style="list-style-type: none"> <li>• sprinkler system</li> <li>• fire alarm system</li> <li>• pull stations</li> </ul> <p>Designated gathering area: alley to north of building</p>
<p>Pierson Center has the following fire safety equipment:</p> <ul style="list-style-type: none"> <li>• sprinkler system</li> <li>• fire alarm system</li> <li>• fire extinguishers</li> <li>• evacuation plans</li> <li>• pull stations</li> </ul> <p>Designated gathering area: Scully Square</p>	<p>Warrior Row C has the following fire safety equipment:</p> <ul style="list-style-type: none"> <li>• sprinkler system</li> <li>• fire alarm system</li> <li>• fire extinguishers</li> <li>• evacuation plans</li> <li>• pull stations</li> </ul> <p>Designated gathering area: alley to north of building</p>

Sprinkler heads are installed to control fires. They are installed at ceiling levels and are automatically activated once a pre-determined temperature is reached. Once this occurs, the fire alarm system should activate.

Fire alarm systems are designed to alert occupants in the event of a fire. Smoke detectors (visible device at ceiling level), audio/visuals (red devices on walls usually near exits), pull stations (red devices located near exits 38" from floor) are all devices connected with fire alarm systems. Smoke detectors will automatically detect fire/smoke. However, if you discover a fire and the fire alarm system has not been activated, pull a manual pull station to activate the alarm and immediately evacuate the building and report to the designated area so attendance can be taken and for further instructions.

Fire extinguishers should only be used by trained personnel. Do not attempt to fight the fire. All residents should evacuate immediately when a fire is discovered or the fire alarm system activates.

## Phone Services

Indiana Tech does not provide in-room phones to students living in residence halls due to the wide acceptance of cell phones.

## Campus Computing Acceptable Use Policy

### General Principles

Access to Indiana Tech's computer systems and network is a privilege and not a right. As such, access to the network and computers owned or operated by Indiana Tech imposes certain responsibilities and obligations and is granted subject to university policies, along with local, state and federal laws. Acceptable use is always ethical, reflects academic honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, an individuals' rights to privacy and to freedom from intimidation and harassment.

### Guidelines

In making acceptable use of resources you must:

- Use resources only for authorized purposes.
- Protect your user ID and personal computer from unauthorized use. You are responsible for activities performed using your Indiana Tech user ID or that which originates from your personal computer.
- Access only information that is your own, publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use only legally obtained versions of songs or movies downloaded or viewed from the internal network or internet.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources you must not:

- Use another person's computer, user ID, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert computer or network security measures.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to university data.
- Use university systems for commercial or partisan political purposes such as using email to circulate advertising for products or for political candidates.
- Use university computers to engage in behavior which could be perceived as hostile or harassing to others.
- Make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks, including peer-to-peer file sharing services.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters of unsolicited mass mailings.

- Use the university's systems or networks for personal gain; for example, by selling access to your user ID or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.
- Engage in any other activity that does not comply with the General Principles presented above.

## Wireless Networks

In order to provide the most stable and reliable network possible, Indiana Tech requests that personal wireless access points not be connected to the Indiana Tech network. Indiana Tech reserves the right to disconnect wireless access points not owned by Indiana Tech in order to remove disruptive or detrimental effects on the network.

## Disciplinary Actions - Peer To Peer File Sharing of Copyrighted Works

The use of peer-to-peer programs to share copyrighted files is an illegal activity which Indiana Tech takes seriously. The Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) take it seriously as well, and they continue to monitor and track down users who illegally download copyrighted works. Every year, notices are received detailing who has downloaded copyrighted works illegally from our campuses. Legal proceedings initiated by the RIAA or MPAA may occur at any time against the individuals participating in this illegal activity. Please be aware that links to legitimate download sites are available from Indiana Tech's Digital Copyright Compliance statement found on IT Services site at ITS.IndianaTech.edu. The following disciplinary actions will be taken by the university to deal with these notices:

Offense	Actions Taken
First Offense	<ul style="list-style-type: none"> <li>• Immediate suspension of network connectivity from the public network (residential/wireless)*</li> <li>• Meeting with the director of housing or student life official</li> <li>• Removal of the file sharing application from the computer</li> <li>• Assessed fee of \$25 added to the student account.</li> </ul> <p>*Network access can be reinstated upon approval from the director of student life and removal of the file sharing application</p>
Second Offense	<ul style="list-style-type: none"> <li>• Suspension of network connectivity from the public network for a period of three months</li> <li>• Meeting with the director of housing or student life official</li> <li>• Removal of the file sharing application</li> <li>• Assessed fee of \$50 added to the student account.</li> </ul>
Third Offense	<ul style="list-style-type: none"> <li>• Suspension of network connectivity from the public network for nine months</li> <li>• Meeting with the director of housing or student life official</li> <li>• Removal of the file sharing application</li> <li>• Disciplinary referral to the Student Conduct Committee</li> <li>• Assessed fee of \$75 added to the student account.</li> </ul>

## Enforcement

The university considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on university systems or systems attached to the university network allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in this student handbook. Offenders also may be prosecuted under laws including (but

not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property and the Digital Millennium Copyright Act (DMCA).

## Information Disclaimer

Individuals using computer systems owned by Indiana Tech do so subject to applicable laws and university policies. Indiana Tech disclaims any responsibility and/or warranties for information and materials residing on non-university systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of Indiana Tech, its faculty, staff, or students.

These guidelines should not be construed as a limit on any individual's right under the Constitution of the United States.

## Engineering Calculator Policy

Indiana Tech classifies calculators as either scientific or graphing. For a course, the calculators permitted for student use on examinations may be a) limited to scientific calculators or b) unlimited to allow advanced graphing, text storage calculators. If only scientific calculators are permitted, it will be stated in the course syllabus. Acceptable scientific calculators include the following:

- Hewlett Packard – HP 33s and HP 35s
- Casio – All fx-115 models
- Texas Instruments – All TI-30X and TI-36X models
- Others – Approved by instructor

Students may use graphing calculators for homework in all courses and for examinations in courses that do not prohibit their use.

## Textbook Rental Agreement-Traditional Students

Indiana Tech issues textbooks to students on a rental basis. All textbooks must be returned to Indiana Tech in good condition or the student will be billed for any damages. All textbooks must be returned no later than the week of final exams each semester. No books will be accepted for return after that time. All textbooks are eligible for purchase by Indiana Tech students if they so wish to purchase them for future reference.

## Traditional Undergraduate Tuition

<b>Credits</b>	<b>Per Semester</b>
1 - 11 credits.....	\$510 per credit
12 - 17 credits .....	\$12,970
18+ credits.....	\$12,590 plus \$510 per each additional credit beyond 17 credits

Tuition includes textbook rental.

### Tuition Deposit

Domestic Students.....	\$100
International Students .....	\$1,000

**HOUSING DEPOSITS** ..... \$350

Housing deposits are non-refundable when cancelling residence hall rooms after May 1 for fall semester and after December 1 for spring semester.

# TUITION & FEES 2016-17

## Additional fees \*\* (Per Semester)

Engineering & sciences program fee .....	\$835
Computer sciences program fee.....	\$580
Education program fee.....	\$310
Exercise Science fee .....	\$400
Student services fee .....	\$215

\*\*For a student taking less than 12 credits per semester, these fees are prorated.

## Housing and Meal Plan (per semester)

Pierson Hall – room and meal plan .....	\$4,790
Evans-Kimmell/Oropeza Hall – room and meal plan.....	\$5,345
Any 10-meal plan.....	\$4,610
Any 5-meal plan .....	\$4,040
Yergens-Rogers Hall –room only .....	\$4,160
Warrior Row A & B – room only .....	\$3,785
Warrior Row C Traditional – room and meal plan.....	\$4,790
Meal plan (19 meals/week). .....	\$1,890
Any 10-meal plan.....	\$1,150
Any 5 meal plan.....	\$585

All past due accounts may be charged late fees.

If a student has an outstanding balance during the current academic year and has not made proper arrangements to cover the balance, Indiana Tech Network access will be suspended until the balance has been satisfied with the Business Office. Your account will be placed on financial hold and it will affect your ability to register for future classes.

No student may receive a transcript or diploma until all financial obligations to the university have been met. The student will be responsible for all costs of collection if the account is turned over to an outside agency.

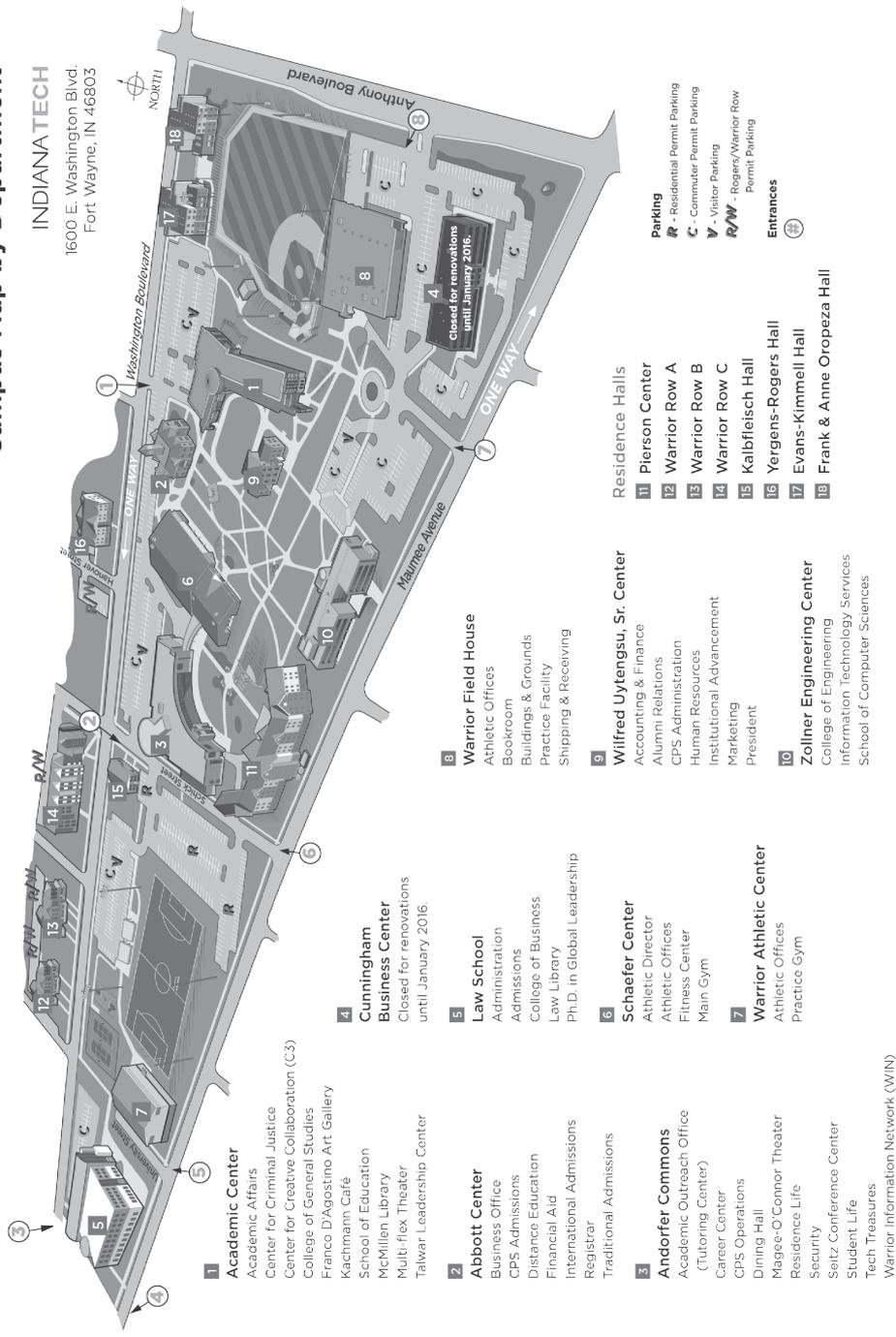
## Other Fees (nonrefundable)

Application Fee:	
Domestic Students.....	\$50
International Students .....	\$50
CASHNet Payment Plan.....	\$40 per semester
CASHNet Manual Enrollment Fee.....	\$40*
*Additional fee on top of Payment Plan	
Graduation Fee.....	\$50
Proficiency Test .....	\$25
Transcript:	
- first two .....	free (graduates only)
- each additional copy.....	\$8
Residential Parking Permit - per year .....	\$120
Residential Parking Premium Permit - per year .....	\$180
Commuter Parking Permit – per year .....	\$60
Parking Permit Processing Fee.....	\$6
Replacement of Parking Permit .....	\$15
Replacement of ID Card.....	\$20
Replacement of HigherOne Card.....	\$20
Health Insurance .....	\$1,816
Returned Check (each).....	\$30
Returned ACH transaction (each).....	\$30
International Processing Fee .....	\$250
Late Registration/Processing Fee.....	\$50

# Campus Map by Department

## INDIANA TECH

1600 E. Washington Blvd.  
Fort Wayne, IN 46803



- 1 Academic Center**  
Academic Affairs  
Center for Criminal Justice  
Center for Creative Collaboration (C3)  
College of General Studies  
Franco D'Agostino Art Gallery  
Kachmann Café  
School of Education  
McMillen Library  
Multi-flex Theater  
Talwar Leadership Center
- 2 Abbott Center**  
Business Office  
CPS Admissions  
Distance Education  
Financial Aid  
International Admissions  
Registrar  
Traditional Admissions
- 3 Andorfer Commons**  
Academic Outreach Office  
Career Center  
CPS Operations  
Dining Hall  
Magee-O'Connor Theater  
Residence Life  
Security  
Seitz Conference Center  
Student Life  
Tech Treasures  
Warrior Information Network (WIN)  
Wegener Worship Center
- 4 Cunningham Business Center**  
Closed for renovations until January 2016.
- 5 Law School**  
Administration  
Admissions  
College of Business  
Law Library  
Ph.D. in Global Leadership
- 6 Wilfred Uytensgu, Sr. Center**  
Accounting & Finance  
Alumni Relations  
CPS Administration  
Human Resources  
Institutional Advancement  
Marketing  
President
- 7 Warrior Athletic Center**  
Athletic Offices  
Practice Gym
- 8 Warrior Field House**  
Athletic Offices  
Bookroom  
Buildings & Grounds  
Practice Facility  
Shipping & Receiving
- 9 Wilfred Uytensgu, Sr. Center**  
Accounting & Finance  
Alumni Relations  
CPS Administration  
Human Resources  
Institutional Advancement  
Marketing  
President
- 10 Zollner Engineering Center**  
College of Engineering  
Information Technology Services  
School of Computer Sciences
- 11 Pierson Center**  
Residence Halls
- 12 Warrior Row A**  
Residence Halls
- 13 Warrior Row B**  
Residence Halls
- 14 Warrior Row C**  
Residence Halls
- 15 Kalbfleisch Hall**  
Marketing  
President
- 16 Yergens-Rogers Hall**  
Marketing  
President
- 17 Evans-Kimmell Hall**  
College of Engineering  
Information Technology Services  
School of Computer Sciences
- 18 Frank & Anne Oropeza Hall**  
College of Engineering  
Information Technology Services  
School of Computer Sciences

- Parking**  
R - Residential Permit Parking  
C - Commuter Permit Parking  
V - Visitor Parking  
R/W - Rogers/Warrior Row Permit Parking
- Entrances**  
E

Closed for renovations until January 2016.