

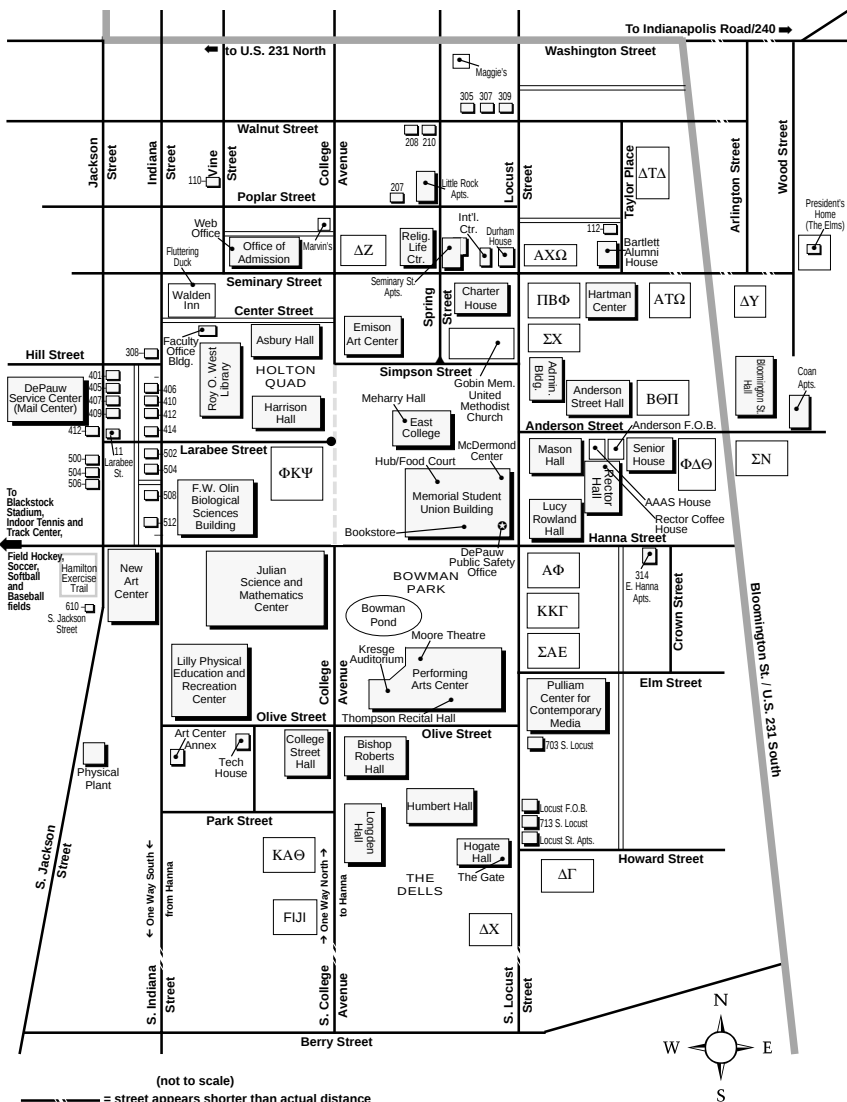
2002-2003

DePauw University

Student
Handbook
and
Planner



Campus Map



© DePauw University, Publications Office

DePauw University, Greencastle, IN 46135-0037

06/02/rev.

Please visit the DePauw Web site:
www.depauw.edu

Selected University Offices and Services

OFFICE/SERVICE	LOCATION	HOURS	PHONE
Office/Service	Location	Hours	Phone
Academic Affairs	305 Harrison	8-4:30, M-F	4359
Academic Services	302 Harrison	8-4:30, M-F	4027
Accounting	Admin. Bldg.	8-4:30, M-F	4018
Athletics	Lilly Center	Posted	4934, 4012
Athletic Equipment Room	Lilly Center	Posted	4949
Bookstore	Union Bldg.	9-5, M-Th	4927
		9-4, F; 11-3, Sa	
Campus Life	100 Union Bldg.	8-4:30, M-F	4850
Career Services	306 Harrison	8-4:30, M-F	4280
Cash Receipts	Admin. Bldg.	8-4, M-F	4015
Compton Center	Religious Life Center	8-4:30, M-F	4615
Computing Help Desk		Posted	4294
Computing Services	Julian Building	8-4:30, M-F	4294
Counseling Center	210 Union Bldg.	8-4:30, M-F	4268
Data Cable Repair			4296
<i>The DePauw</i>	Pulliam Center		5972
Dining Service	Mason Hall	8-4:30, M-F	4325
Financial Aid	Admin. Bldg.	8-4:30, M-F	4030
Fitness Center	Lilly Center	Posted	4175
The Gate	Hogare Hall	11:30-7, M-F	4531
Greek Affairs	200 Union Bldg.	8-4:30, M-F	4880
Hartman Center	500 E. Seminary	8 am-10 pm, M-F	4622
Health Services	Charter House	Posted	4555
Housing Facilities	Anderson St. Hall	8-4:30, M-F	4632
I.D. Office	Union Building	8-4:30, M-F	4253
Jewish Life	Religious Life Center	8-4:30, M-F	4615
Library	Roy O. West Library	Posted	4420, 4421
Mail Center	Union Bldg.	8-4:30, M-F	4367
Multicultural Affairs	100 Union Bldg.	8-4:30, M-F	4026
Public Safety	200 Union Bldg.	24 hours/day	4261
Registrar	Admin. Bldg.	8-4:30, M-F	4141
Religious Life Center	209 E. Seminary	8-4:30, M-F	4615
Residence Life	Anderson St. Hall.	8-4:30, M-F	4500
Safe-Ride Van		10 pm-2:30 am, Th, F, Sa	5961
Student Affairs	210 Union Bldg.	8-4:30, M-F	4270
Student Congress Office	130 Union Bldg.		5961, 5966
Student Services	Admin. Bldg.	8-4:30, M-F	4154
Video Cable Repair			4995
WGRE-FM	Pulliam Center		4642

Please visit the DePauw Web site:
www.depauw.edu

The DePauw University Student Handbook and Academic Year Planner

2002-03

IF FOUND, PLEASE RETURN TO:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CONTENTS

Purpose of DePauw University	3
Campus Life	5
Academic Support	70
Personal Support	112
Academic Year Planner	123
Index	225

Dates and events are subject to change.
Please refer to the DePauw [Calendar of Events](#) on the
DePauw Web site at www.depauw.edu.

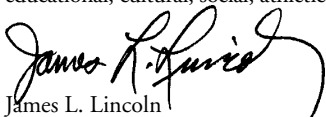
TO ALL DEPAUW STUDENTS:

Greetings on behalf of the DePauw University faculty and staff and welcome to the 2002-03 academic year. As you continue on your journey of learning, self-discovery and growth, we at DePauw are committed to providing the best possible learning and living environment in support of your liberal arts education.

The *2002-03 Student Handbook* provides an introduction to the DePauw community and your rights and responsibilities as a member of the community. Take some time to become familiar with the information included here and keep this book available for future reference. It is your responsibility to be informed about the University's policies and regulations.

My colleagues and I look forward to sharing the life of this University with you. With your help, we can all work toward the goal of rewarding educational experiences here at DePauw. The Philosophy of Student Services, provided below, describes the commitment of Student Services toward this shared goal.

I hope the year is a successful one for you and that you will take full advantage of the many educational, cultural, social, athletic and leadership opportunities available on campus.



James L. Lincoln
Vice President for Student Services

PHILOSOPHY OF STUDENT SERVICES AT DEPAUW UNIVERSITY

The Division of Student Services seeks to provide all DePauw University students optimal educational opportunities to learn, grow and develop in a safe and challenging residential environment that supports and complements the DePauw academic experience. Staff in Student Services recognize the importance of responding to the new student population and structuring its services to provide all students with the necessary support for success. All areas of Student Services promote development of students as their primary goal; this ensures that students are provided the highest quality of service. The Student Services Division is composed of the following areas: Academic Support Services, Intercollegiate Athletics and Recreational Sports, Office of the Dean of Religious Life, Office of Institutional Research, Student Affairs and Hartman Center for Civic Education and Leadership. Student Services strives to:

- Provide the highest quality of service to all students.
- Develop an overall retention strategy that builds upon the First Year Experience and is based on the student body we enroll.
- Create an open learning environment that endeavors to recognize individual interests and needs and diminish barriers thus allowing all students access to opportunities on campus.
- Develop a sense of community among students, faculty and staff.
- Provide ample opportunity for students to become involved in activities that foster leadership and altruistic experiences, enhance academic skills, develop athletic and recreational abilities, encourage moral and spiritual reflection and promote wellness, integrity and civility.
- Educate the campus about the connection between students' experiences outside the classroom and the academic mission.
- Encourage students to address the issues that face the world by nurturing a sense of community and concern for the common good.
- Continue to develop a distinguished First Year Experience.
- Develop a socially responsible community and environment that by the year 2000 responds to an alcohol free Greek system.
- Provide a residential experience that supports academic and personal growth.

The Purpose of DePauw University

As the new century begins, DePauw University reaffirms its commitment to academic excellence, growth in personal and social awareness and preparation for leadership. The general intellectual aims of the University are to seek truth and to educate minds. To these ends, the members of the University strive: to foster the love of learning and increase of knowledge, and to recognize and support intellectual and creative excellence; to enlarge capacities for clear, thorough and independent thought; to understand and appreciate cultural and scientific achievements, past and present; to encourage serious reflection on the moral and religious aspects of experience; to respect and sustain the freedom of inquiry and speech; to demonstrate integrity and honesty, courage and compassion in academic work and in all activities of the University generally, and in all such matters to be open to the view of others. These intentions shape the pattern of DePauw University's environment and direct its activities. Students and deans, staff and alumni, faculty and president are all members of a community, whose governance they share. Ours is a residential campus, with provision for a variety of student lifestyles; and because of its residential nature, students and faculty exchange ideas outside as well as within the classroom and seminar, and students have the benefit of experience in governing themselves and living with others.

The DePauw curriculum is designed to introduce students to basic methods and areas of inquiry; to develop their analytic abilities; to improve their skills in writing and speech; to broaden their perspectives on humanity and culture; to give them an understanding of the contemporary world and the human prospect for the next decades; to offer them intensive training and mastery of at least one subject area; to prepare them for future careers; and to afford them the foundation for more advanced and professional studies.

DePauw provides individual guidance to meet the particular educational and emotional needs of students and to assist them in identifying personal career preferences and possibilities. It seeks to conserve and develop physical health and has a tradition of athletic competition for men and women in a variety of intercollegiate and intramural sports, with an emphasis on participation and preparation for lifelong recreational pursuits. DePauw is a place of theater and debate, of art exhibits and recitals, of publications and many other activities. Its honorary societies recognize academic excellence, leadership and outstanding achievement in special fields.

The University would nurture a lively acquaintance with the expression of self-understanding which informs the religious traditions and be a setting for the thoughtful observance of religious belief and practice. There are various opportunities for worship and for participation in volunteer service-learning projects.

DePauw seeks to encourage in its students the capacity to ask hard and basic questions about the world, themselves and their commitments; to elicit a serious interest and a delight in ideas and books and works of art, to provide the intellectual setting for those who enter its community to become wise and humane persons, and to prepare them for a lifetime of service to the wider human community.

(This statement was written by a student-faculty-administration committee working throughout the 1977-78 year. It was approved by the DePauw University faculty on April 17, 1978, and by the Board of Trustees on April 28, 1978.)

Campus Life

A STATEMENT OF COMMUNITY: DEPAUW UNIVERSITY

Being a student at DePauw University means being a part of a college community with a long and proud history in education, service and leadership. Students at DePauw are maturing adults who must learn, serve and lead in a diverse environment while preparing for future enterprises. As students we expect challenges from our professors and to meet those challenges with enthusiasm and dedication. As classmates we expect to learn from each other, respect our differences and celebrate our diversity. As citizens we expect to work for the betterment of our campus, our community, our nation and our world. Students commit themselves to these goals when they join our DePauw community.

(Adopted by Student Congress, May 8, 1998)

ACTIVITIES

ATHLETICS

Mission Statement

The DePauw University Athletic Department strives to enhance the total educational experience of each student athlete. The Athletic Department is proud of the academic success of its student athletes and is committed to providing an environment that fosters this academic success. It is striving to provide the following:

- the opportunity for all student athletes to reach their maximum potential
- fair and equitable treatment for all athletes and all teams
- a safe environment where the primary concern is for the athlete's health and well-being
- a variety of opportunities available for student athletes to participate in a diverse offering of intercollegiate programs.

The DePauw University Athletic Department supports the aims and purposes of the University, the principles of fair play, and all NCAA and conference rules and regulations.

(Approved by the Board of Trustees, April 24, 1998)

Varsity Athletics

DePauw is a member of the National Collegiate Athletic Association (NCAA) and the Southern Collegiate Athletic Conference (SCAC). The Faculty Committee on Athletics and the Health and Physical Performance Department determine the athletic policies of the University. All students who meet the eligibility standards of the NCAA and the University are encouraged to try out for any of the varsity sports: baseball, basketball, cross country, field hockey (women only), football, golf, soccer, softball, swimming, tennis, track (indoor and outdoor) and volleyball.

Campus Life

All University-sponsored athletic events are open to students with ID cards at no charge.

Contact: S. Page Cotton Jr., Director of Athletics and Recreational Sports
Extension 4934, pagecotton@depauw.edu

Recreational Sports

DePauw offers a very active men's and women's intramural program. Usually teams are formed by living units and organized into divisions for competition. The program is governed by the Intramural Board. Intramural sports include badminton, basketball, billiards, bowling, touch football, golf, racquetball, soccer, softball, table tennis, tennis, track, ultimate Frisbee, volleyball and walleyball.

Active club sports are available in biking, cheerleading, crew, hapkido, poms, rugby and tae kwon do. Aerobic conditioning classes offered to students in the Lilly Physical Education and Recreation Center include aerobic dance, Step Reebok and water fitness.

Contact: Carla Gasbarra, Director of Men's and Women's Intramural and Club Sports
Extension 4931, cgasbarra@depauw.edu

CAMPUS LIFE

[The Office of Campus Life](#), located on the first floor of the Memorial Student Union Building, encourages active student involvement in a strong, vibrant and diverse campus community. The office provides and supports the enhancement of student leadership through a broad-based offering of campus organizations and activities.

Specifically, the office is responsible for the advisement of the Union Board and Student Congress, as well as the support for more than 70 [student clubs and organizations](#). Additionally, a wide variety of leadership development programs is available.

Contact: Campus Life Office
Extension 4850

COMMUNITY/VOLUNTEER SERVICE

The [Grover L. Hartman Center for Civic Education and Leadership](#) provides opportunities for personal growth and leadership development through service. Housed in the Hartman Center are student meeting and classroom space, administrative resources, and program offices for volunteer initiatives and leadership opportunities. The various programs provide students an op-

portunity for civic engagement through direct service to DePauw University and the surrounding community. Each year talented students with outstanding records as volunteers are chosen as Civic Interns who serve as program coordinators for the Hartman Center. Annually, more than one thousand DePauw students are involved in volunteer service programs which include: DePauw Community Service, Civic Fellows, Indiana Reading Corps, Winter Term in Service, Leadership Academy, Saturday Service Projects, Sports Night, Indiana Campus Compact Service Learning, Youth Service Day, Summer Internships, Make A Difference Day, Civic Education Convocations, First-Year Student Leadership Workshops, Accepting the Challenge Conference, Alternative Spring Break and the Bonner Scholars Program.

The center is named for Grover L. Hartman '35, a Methodist layperson who spent his life as an advocate for a multitude of social, political and economic causes.

Contact: Cathy H. Hamilton, Director, Hartman Center for Civic
Education and Leadership
Extension 4622, chamilton@depauw.edu

FORENSICS AND THEATRE

The Debate Team consists of varsity, junior varsity and novice squads. Members of the team engage in a full schedule of public parliamentary debates as well as intercollegiate debate tournaments and student congresses.

Individual events tournaments involve competition in oratory, extemporaneous speaking, oral reading and many others. The University is a member of the Interstate Oratorical Association. All students are invited to compete for the A.W. Moore Award in Public Speaking and for the Margark/Noble Lee (Class of 1882) Prize in extemporaneous speaking. Pre-theological students may compete for the Lewis Sermon Award.

DePauw University Little Theatre annually produces plays directed by the Department of Communication Arts and Sciences faculty members and by students under faculty members' supervision. Additional productions are staged by Duzer Du, the dramatics honorary organization. Auditions are open to all students. Productions include drama, comedy, musical comedy and opera.

Contact: Department of Communication Arts and Sciences
Extension 4489

MEDIA AND PUBLICATIONS

WGRE-FM is the student-operated radio voice of DePauw University serv-

Campus Life

ing listeners on campus, in Greencastle and throughout west-central Indiana. The station broadcasts 24 hours a day during the academic year, involving more than 200 students. Programming includes a variety of contemporary music, public affairs, local and national news, and play-by-play of DePauw Tiger sports. Students work in departments such as production, promotion, news, sports and music. The station is located in the Pulliam Center for Contemporary Media. Call extension 4642 for more information about becoming involved with the radio station (www.depauw.edu/univ/WGRE).

The television area in the Pulliam Center is home to **Channel 3**, the student production channel. Various student television shows are produced and broadcast each week, including news, public affairs, dramas and sitcoms. Any student with an idea for a show is encouraged to approach the Student Television Board, which oversees student production. The facility houses a state-of-the-art Avid non-linear editor, edit rooms, and two control rooms with studios that are all available for student video production for the University. Contact the facility advisor at extension 4489 (www.depauw.edu/univ/pccm/d3tv.htm).

The DePauw, the student newspaper, provides general campus coverage. It contains features, current news, comments on student and national problems, satire and letters to the editor. Students interested in reporting, advertising, copy, circulation and production should see the editor at the Pulliam Center for Contemporary Media or call extension 5972 for further information (www.newspaper.depauw.edu). The salaried editorial and business positions are filled each semester by the Board of Control of Student Publications (see below).

Eye on the World features articles by DePauw students who have spent semesters traveling and studying off campus. It also includes stories by and about the international students, faculty members and staff at DePauw. Articles range from personal travel journals and student interviews to articles focusing on the politics or culture of countries around the world. (www.depauw.edu/univ/international/eye/index.htm).

Midwestern Review is published twice a year. The magazine features fiction, poetry and literary journalism from students, faculty members and alumni, addressing the issues and concerns – world and local – of the DePauw community. Students edit the magazine in the Pulliam Center for Contemporary Media under the supervision of a faculty advisor through the English department. Call extension 4675 for more information (www.depauw.edu/univ/pccm/midwestern.htm).

The *Mirage*, DePauw's yearbook, is produced during the year and distributed each fall from offices in the Pulliam Center for Contemporary Media. The major staff positions are salaried, as determined by the Board of Control

of Student Publications (see below). Students interested in a paid staff position on the *Mirage* must apply to the Publications Board in April. Other students interested in working on the staff should contact the editor of the *Mirage* at the Pulliam Center in the fall or call extension 5968 (www.depauw.edu/univ/pccm/mirage.htm).

The **Board of Control of Student Publications** (Pub Board) is a 14-member board governing *The DePauw* and the *Mirage*, which are financially and editorially independent publications. Six student members are elected by Student Congress. The rest of the board is made up of faculty members, the advisor and the Vice President for Academic Affairs or his designate. The Pub Board oversees money generated by the two publications and by external gifts or funds, and also appoints the newspaper and yearbook editors.

Contact: Department of Communication Arts and Sciences
Extension 4489
www.depauw.edu/acad/communication

MEMORIAL STUDENT UNION BUILDING

The Memorial Student Union Building (UB), located at the corner of Locust and Hanna streets, provides a common meeting place and social center for the University and the community. The facility offers a variety of private meeting and dining rooms, formal and informal lounges, a ballroom, University offices and a number of services, including a bookstore, cafeteria and student programming space. The programs of the Memorial Student Union range from social to developmental, all designed to unify the campus through interaction among its members. The first floor lobby serves as the “living room” of the University, hosting many welcoming receptions and special events. The student government and organizations suites are located on the first floor as well.

Contact: Office of Campus Life
Extension 4850

SCHEDULING EVENTS AND RECORDING MEETINGS

All events that involve the attendance of persons outside the sponsoring group's regular membership must be entered on the University calendar, which is maintained by the Office of Media Relations. Groups and organizations having meetings or events may reserve a meeting place in the Memorial Student Union Building through the Office of Campus Life.

Classroom buildings are usually open between 7 a.m. and 11 p.m. Monday through Friday. Faculty, staff and students who wish to schedule a meeting in a classroom building must make confirmed reservations through the Office of

Campus Life

the Registrar, Studebaker Administration Building. Reservations should be confirmed at least the day before so that the room may be unlocked.

Contact: Office of Media Relations
Extension 4626
Campus Life Office
Extension 4850
Nancy McMurtry, Office of the Registrar
Extension 4147, nmcmurtry@depauw.edu

SELLING, SOLICITATION AND ITINERANT MERCHANT PROCEDURES

Registration procedures for sales on campus and in living units:

1. Anyone intending to sell merchandise or services to students on campus or in a living unit must register at the DePauw Public Safety Office and obtain a permit before conducting business. A salesperson should not be permitted in the living unit without a current permit from the Public Safety Office.
2. No commercial sales are permitted in University residence halls. Exceptions can be made only through request from the quad government made to and approved by the residence life coordinator.
3. The president of a fraternity or sorority must approve the request to conduct business.
4. Salespeople are not permitted to sell from room to room.
5. Salespeople are permitted to conduct business only during periods of the year when classes are in session.
6. A living unit has no obligation to permit a salesperson to solicit in the unit.
7. Checks should be made out to the company represented by the salesperson and not to the individual.
8. If there are any questions, concerns or problems about the activity of salespeople on campus, call the Student Affairs Office or the DePauw Public Safety Office for assistance.

Copies of the complete itinerant merchant procedures and policies statement are available upon request at the Public Safety Office.

Contact: DePauw Public Safety Office
Extension 4261

ORGANIZATIONS

The University recognizes student organizations, fraternities, sororities, academic clubs and other extracurricular activities that encourage a spirit of

fellowship, cooperation and individual development. University policies and programs are formulated through a process that allows participation by members of all segments of the DePauw community. Student living units and organizations are regarded as part of the educational environment and are considered important to the intellectual and personal growth of the students.

It is common for new groups and organizations to be formed each year and for some to become inactive, depending upon current student interests. Those students interested in organizing a new club, either social, musical, literary or athletic, should contact the Office of Campus Life regarding the proper procedures.

The establishment or continuation of any student organization is supervised by the Office of Campus Life. Constitutions and bylaws of proposed student organizations must be approved by the Student Congress.

Aside from fraternities, sororities and organizations operating under established boards, student organizations handling money obtained from the student body are required to operate through the Student Organizations Fund. The fund, directed by the Office of the Vice President for Finance and Administration, operates without liability to DePauw University in order to provide continuity of financial records and a standard accounting procedure for student organizations.

Further information about any of these student or campus organizations may be obtained from the Office of Campus Life or from the advisor of the individual organization.

STUDENT GOVERNMENT

Student government at DePauw is organized to represent students to important University constituencies (faculty, administration, alumni) and to coordinate among student organizations activities designed for education, service and entertainment. There are many ways for students to become involved in student government. In addition to serving as an organization's representative, students can be involved in the Student Congress Student Organization Council or serve on the allocations committee.

Questions about student government can be directed to the Student Body President (scpres@depauw.edu). Copies of the DePauw University Student Government Constitution are available from the Office of Campus Life.

The three branches of DePauw's student government are Student Congress, the Allocations Board and Student Cabinet.

Campus Life

Student Congress is the general assembly of DePauw Student Government. Chaired by the Executive Vice President, it consists of representatives from all recognized student organizations, including living units. Congress committees, involving every member, seek to be proactive as well as reactive in dealing with issues of importance to the general student body. Chief duties of Congress include enacting and enforcing resolutions designed to accomplish the aims of all students, recognizing student organizations, serving as the chief advocate for the concerns of the student body, and acting as a forum for communication between students, faculty, administration and alumni. The Student Congress Office is located in the Student Government Suite, room 130 of the Memorial Student Union.

Allocations Board, chaired by the Student Congress Vice President for Finance, is responsible for distributing the student activity fee to student organizations and administrative offices in support of the overall mission of DePauw's student government. The board is composed of nine students – three selected by Student Congress, three by Student Cabinet and three elected each February. The Dean of Students sits on the board *ex officio* and has final approval of the board's decisions.

Student Government Cabinet is an organization composed of students, faculty and administrators whose purpose is to help facilitate ideas and communication across the lines of the University community. Eleven students sit on Cabinet: the Student Body President, chair; the Executive Vice President; and the presidents of the Interfraternity Council, Panhellenic Council, Resident Student Association, Committee for Latino Concerns, Association of African-American Students, Union Board, Independent Council, United DePauw and International Student Association. Cabinet works to empower organizations on behalf of students.

The mission of the **Association of African-American Students (AAAS)** is to empower the African-American community through academic success, cultural development and cultural awareness.

The purpose of the **Committee for Latino Concerns (CLC)** is to foster support for the intellectual, cultural and social growth of Hispanic students and those interested in Latino concerns. This organization also embraces the cause of diversity by identifying the need to promote, educate and unify students at DePauw University.

Independent Council (IC) strives to represent independent students through social, intellectual and activist means. The Cellar, located in Mason Hall, serves as a meeting room and a unique social space and is available to the entire campus. A dynamic and changing organization, IC's mission is to challenge existing social and power structures with better alternatives, by creating an environment

of open tolerance of differences, intellectualism and positive social choices for nonaffiliated students. DePauw's unique social makeup creates a minority of students whose needs and interests often differ from those of the majority. As a member of Student Cabinet, Independent Council addresses these concerns through communicating with students, working with other student organizations and advocating issues important to independent students.

Interfraternity Council (IFC) is composed of two representatives from each of the 11 fraternities and is the governing body for Greek men. It establishes procedures for cooperation among fraternities and coordinates Recruitment, leadership development programs and other activities.

International Student Association (ISA) is for students interested in the international area – history, arts, language, current events and travel. International students and those students who have studied abroad or who are planning to do so are encouraged to participate, although everyone is welcome. Meetings are held at least once monthly. In addition, there are special programs, field trips, social events and some festival celebrations.

Panhellenic Council (Panhel) is comprised of one representative from each of the nine sororities and is the governing body for Greek women. The purpose of the DePauw University Panhellenic Council is to serve as a united and objective body, which addresses social, fraternal and community issues through collective and mutual cooperation of all member sororities in a manner that is in harmony with the Panhellenic spirit. It establishes procedures for cooperation among sororities and coordinates Recruitment, leadership development programs and other activities.

The **Resident Student Association (RSA)** provides a variety of student government opportunities for members of the residence hall community. RSA functions to provide activities and programming for the benefit of residence hall students. It also represents residents to other facets of the University community regarding quad facilities and services. The halls are organized into two quads. The North Quad consists of Mason, Rector, Lucy Rowland, Anderson Street, Bloomington Street and Senior Halls; the South Quad consists of Longden, Bishop Roberts, College Street, Humbert and Hogate Halls.

The governing structure of the residence halls is comprised of an executive board and hall councils. The executive board functions to represent all students living in the residence halls by communicating with the University administration and other student organizations. The hall councils serve the residents of each quad by organizing group activities and representing student views regarding quad facilities and services. Hall council positions are open to any resident living in the halls.

Campus Life

Union Board (UB), the campus activities board, plans activities for the entire campus, including films, comedians, picnics, concerts, off-campus trips and several annual events, such as Old Gold Weekend, Parents' Weekend and Little Sibs Weekend. Union Board functions as a part of the Memorial Student Union Building. The president of the board also serves as the Vice President of Programming in Student Congress.

United DePauw (UD) is a student-run organization comprised of students, faculty and staff. It attempts to educate the DePauw community about gay/lesbian/bisexual/transgender/straight issues through weekly discussion meetings and sponsorship of various educational and social events throughout the academic year.

CLUBS AND ORGANIZATIONS

Honorary Societies

Alpha Kappa Delta is an international sociology honor society founded in 1920. The purpose of the honor society is to promote scholarship, but the focus has always been fellowship for students, both at the graduate and undergraduate levels. To become a member, a student has to be at least a junior and have accumulated the equivalent of an overall grade point average of 3.0.

Alpha Lambda Delta is a national scholastic honorary society for first-year students who have achieved a 3.5 GPA their first semester or a 3.5 cumulative GPA their first year. Members who have achieved a 3.5 cumulative GPA for seven semesters are awarded a senior certificate of merit.

Chi Alpha Sigma is the national college athlete honor society founded in 1996 by Nick Mourouzis, head football coach and professor of health and physical performance. To become a member of Chi Alpha Sigma, the student athlete must have a minimum 3.4 GPA and have earned a letter in his or her sport by the junior or senior year.

Delta Sigma Rho-Tau Kappa Alpha is a national forensic honor society open to students who have participated for two years in forensic activities and are in the upper one-third of their class.

Duzer Du is a dramatics honorary society for men and women who display participation, dedication and continuing interest in campus theater activities. Duzer Du schedules several productions each year and provides financial assistance for individuals or groups interested in performance.

English Honor Society offers membership to those department majors with a minimum 3.66 GPA within the major and is limited to no more than 10 percent of the graduating class of majors.

Gold Key is an honorary organization for senior students who excel in scholarship, leadership and service to the DePauw community. New members are chosen at the end of their junior year by members elected the previous year.

Kappa Delta Pi is an international honorary society in education. The purpose is to encourage service and high professional, intellectual and personal standards and to recognize outstanding contributions to education.

Mortar Board is a national honorary society for senior students who excel in scholarship, service and leadership on the DePauw campus. Juniors having a required cumulative GPA set by the members are invited to apply for membership.

Mu Phi Epsilon is a national music honorary society for men and women who have displayed a high degree of talent and achieved a superior scholastic average in the School of Music. Members serve as ushers at concerts, sponsor student and guest artist recitals, and raise funds to assist worthy students.

Omicron Delta Epsilon is a national honorary society for students of economics who have a 3.5 cumulative GPA and have maintained a 3.3 GPA in at least four economics and management courses.

Phi Beta Kappa, founded in 1776, is the oldest national honorary society in the United States. The Alpha Chapter of DePauw was the first chapter in the state of Indiana. Members are chosen from the junior and senior classes on the basis of high scholarship, character and service to the University.

Phi Eta Sigma is a national scholastic honorary society for first-year students who have achieved a 3.5 GPA their first semester or a 3.5 cumulative GPA their first year.

Phi Lambda Upsilon chemistry honorary society is a DePauw-Wabash Chapter of Phi Lambda Upsilon and is based on superior academic performance and the expectation of future achievement in the profession.

Pi Delta Phi is a French national honor society, recognizing students for their academic achievements in French. The purposes are to increase the knowledge of French contributions to world culture and to encourage cultural activities. The local Iota Chi Chapter, in conjunction with the Department of Modern Languages, sponsors a biweekly *pause-café* featuring an hour of informal French conversation, videos, games, etc., that is open to all French-speaking students and faculty members. The group also organizes an annual *Concours de Poésie et de Chansons*.

Campus Life

Pi Kappa Lambda is a national music honor society. DePauw chapter members are chosen from the junior and senior classes on the basis of exceptional artistic and academic abilities in the field of applied music, composition and music education.

Pi Sigma Alpha is a national political science honor society founded in 1920. Members are students attaining a high standard of scholarship and academic distinction both in political science and in the sum total of their academic work.

Psi Chi is the national honor society for psychology students. To be eligible for membership, students must be psychology majors or minors, have a cumulative GPA of 3.0 or higher, and rank in the upper 35 percent of their class.

Sigma Delta Pi is a national Spanish honor society. Sigma Delta Pi requires high academic standards, promotes understanding of Hispanic culture and fosters friendship between Spanish-speaking and English-speaking societies.

Sigma Pi Sigma is a national honor society for physics students. Election to the society requires at least a 3.0 GPA and a demonstrated strong interest in physics, though candidates do not necessarily need to be physics majors.

The **Society of Professional Journalists** is a national professional journalistic society founded at DePauw in 1909 for students who show outstanding achievement in the journalism field. The DePauw chapter sponsors a variety of activities for students interested in the media, including meetings with professional journalists and programs to develop reporting and editing skills. The national organization, located in Indianapolis, provides career development and job referral services, as well as advocacy of First Amendment issues.

MUSICAL ORGANIZATIONS

Both majors and non-majors are encouraged to participate in a variety of musical organizations, although membership is by audition (usually during Orientation Week). Contact the School of Music office for audition schedules and individual organization directors.

The **Century Singers**, a choral chamber group, performs various styles of music, pop and classical, from the 15th through the 20th centuries.

Chamber Orchestra is made up of principals from the University Orchestra.

Collegians, a primarily student-directed vocal group, draws its repertoire from pop-rock and Broadway musicals. Membership qualifications include a well-trained voice, good stage presentation and personality.

The **Festival Chorus** concentrates on the performance of large major works for chorus and orchestra such as the *Carmina Burana* by Carl Orff, the Brahms *Requiem* and Haydn's *Nelson Mass*. Membership is open to interested members of the University community.

Jazz Ensemble is a group of students interested in jazz performance, a unique and definable cultural tradition in American music.

Opera/Musical Theatre is dedicated to the production of a major musical dramatic work along with shorter presentations. Auditions take place during the first semester. Students interested in design and technical work should apply to the director early in the first semester.

Tiger Pep Band is comprised of musicians from both the College of Liberal Arts and the School of Music. The ensemble performs for DePauw University football and basketball games. Membership in the Tiger Pep Band is open to all DePauw University students with prior band experience.

University Band draws its members from the College of Liberal Arts and School of Music. The band presents six formal concerts during the year.

University Choir, a select ensemble of 40 singers, performs works selected from major style periods of choral literature. This renowned group has toured Europe twice and the United States extensively as the official emissary of choral music at DePauw.

University Orchestra is a select group of more than 60 students, chosen through competitive auditions. The orchestra presents concerts of standard repertoire on campus and has completed national and international tours.

Contact: School of Music Office
Extension 4380 or 4379
www.depauw.edu/music

RELIGIOUS LIFE ORGANIZATIONS

Association for Jewish Students is devoted to worship, study and fellowship. In addition to regular Sunday evening meetings in the Religious Life Center, students organize special services for Holy Days and often attend temple services with Jewish students from other campuses.

Contact: Rabbi Lewis Bogage (lbogage@depauw.edu)

Chaplains' Interfaith Advisory Council is a group of students, faculty and staff representing different faith traditions (e.g., Baha'i, Catholic, Hindu, Jewish, Mus-

Campus Life

lim, and Protestant) who meet each month to discuss religious issues on campus, advise the religious life staff and develop interfaith programming ideas.

Contact: Deborah Chew (dchew@depauw.edu)

DePauw Christian Fellowship plans and offers gospel services to the campus at least once a month on Sundays at noon in the Memorial Student Union Building ballroom. Outstanding preachers in the African-American tradition are brought to campus to speak at these services.

Contact: Deborah Chew (dchew@depauw.edu)

DePauw Gospel Choir is a student-directed musical group that sings for the DePauw Christian Fellowship and occasional University Chapel services, offers concerts and performs at many area churches. The choir rehearses twice a week in the Performing Arts Center.

Contact: Deborah Chew (dchew@depauw.edu)

Muslim Student Association provides social and spiritual fellowship for Muslim students in an atmosphere where they can both express and strengthen their faith in a comfortable manner. Regular jumma prayers are held in the Interfaith Meditation Room on Fridays.

Contact: Anas Malik, faculty advisor (amalik@depauw.edu)

Sojourners is an association of students considering or pursuing a full-time Christian vocation of many varieties. The group meets monthly in the Religious Life Center to discuss vocational issues, meet with guest ministers or learn about seminary options.

Contact: Deborah Chew (dchew@depauw.edu)

SPECIAL INTEREST CLUBS

Most campus clubs are open to all interested students, and membership can be gained by attending a meeting or contacting any student member or faculty advisor. For more information on the currently recognized organizations described in the above section or listed below, please refer to the Student Organizations Web site (www.depauw.edu/student/orgs/recognized.htm).

Ambassadors Club
Association of Computing
Machinery (ACM)

Association of Students Interested in
Asia (ASIA)
Bike Club

Black and Gold Student-Alumni Association	Little Theatre
Cheerleaders	Men of Excellence in Cross Cultural Alliance (MECCA)
Chemistry Club	Multicultural Student Leadership Award
Circle K	Music Educators National Conference (MENC)
Coalition for Women's Concerns (CWC)	National Society of Collegiate Scholars
College Democrats	Physics Club
College Mentors for Kids	Pi Delta Phi
College Republicans	Poms
Crew Club	Progressive Network
Debate Society	Recruitment Admissions Corp. (RAC)
Defending the Children of America Project	Relay for Life
DePauw Community Service (DCS)	Republican Women's League
DePauw University Competitive Knowledge Squad (DUCKS)	Rugby Club
Feminist Majority Leadership Alliance	Safe Ride
Flying Tigers	Schola Cantorum of DePauw
Friends of the Earth	Student Coalition for Awareness, Revolution, and Education (SCARE)
Geology Club	Society of Biologists
Greens	Spires Intercollegiate Literary Magazine
HAPA	Tae Kwon Do Club
Hapkido Club	X-Cell
Investment Alliance	
JC	
La Huerta	
Little 5 Steering Committee	

STUDENT MEMBERSHIP ON FACULTY COMMITTEES

Two students chosen by Student Congress serve as members on each of the following faculty committees:

- Academic Policy and Planning
- Management of Academic Operation
- Student Life and Academic Atmosphere Committee
- Academic Integrity Committee and University Review Committee
- Athletic Board (one of the students must have participated in intercollegiate athletics)
- International Education (three students, including one student who has studied abroad and one international student)
- Winter Term Subcommittee (CAPP)
- Advising Subcommittee (MAO)

Campus Life

The first three committees listed above are faculty coordinating committees; students holding membership on these committees and the president of the student body may attend faculty meetings. Students may also be selected to serve on committees of the administration.

GREEK ORGANIZATIONS AND ACTIVITIES

Greek life has been an important dimension of DePauw University for nearly 150 years. DePauw's 11 national fraternities and 10 national sororities provide small-group interaction and support, opportunities for leadership and development, scholarship programs that provide greater academic success, participation in campus and community service projects, organized social and athletic programs and lifelong affiliations. Membership is by invitation obtained through a process called "recruitment." Upperclass and second-semester first-year students are eligible to participate in fraternity or sorority recruitment activities. Housing costs are comparable to residence hall living. Membership is obtained without regard to race, religion, national origin or physical ability. Policies governing the rush and recruitment sponsored by the Interfraternity Council (IFC) and the Panhellenic Council (Panhel) are published each year by those respective organizations. Each National Pan-Hellenic Conference (NPHC) sorority and fraternity conducts recruitment independently and should be contacted individually for more information.

Greek chapters are advised by a member of the Student Affairs staff who has direct contact with each fraternity and sorority chapter through chapter officers, the house director, alumni(ae) advisors and the national offices.

National sororities include: Alpha Chi Omega, Alpha Kappa Alpha, Alpha Phi, Delta Gamma, Delta Sigma Theta, Delta Zeta, Kappa Alpha Theta, Kappa Kappa Gamma, Pi Beta Phi and Zeta Phi Beta.

National fraternities include: Alpha Tau Omega, Beta Theta Pi, Delta Chi, Delta Tau Delta, Delta Upsilon, Phi Delta Theta, Phi Gamma Delta, Phi Kappa Psi, Sigma Alpha Epsilon, Sigma Chi and Sigma Nu.

Contact: Kristin Norton, Director of Greek Affairs
Extension 4880 (knorton@depauw.edu)

ELIGIBILITY FOR CAMPUS ACTIVITIES

Athletics: To participate in intercollegiate athletics, both men and women must meet the eligibility requirements outlined by the National Collegiate Athletic Association (NCAA). All participants must be regular undergraduate students, as approved by NCAA. In the interpretations and privileges of association rules, the health and scholarship interest of the student receives primary

consideration. The Athletic Board Committee is the final authority to determine the eligibility of students for athletic teams. The eligibility requirements for student activities also apply to intercollegiate athletics. All students must carry a regular load, which is a minimum of three courses. A second semester senior making normal progress toward a degree and not needing the full three courses to graduate is an exception.

IFC, Panhel and NPHC fraternities and sororities: To be eligible for participation in a fraternity or sorority, the following requirements must be met:

- a. To be eligible for initiation into a fraternity or sorority, an individual must be a regularly enrolled undergraduate student in good standing at DePauw during the semester(s) that he or she participates in a new member education program.
- b. All active members of fraternities and sororities are required to be regularly enrolled undergraduate students of the University. If a fraternity or sorority initiates a new member/pledge into membership without obtaining the necessary authorization from the Student Affairs Office, that fraternity or sorority may face University disciplinary action.

(Adopted by the Faculty Committee on the Management of Academic Operations on March 13, 1978)

Student activities: To be eligible, the following requirements must be met:

- a. The student must be enrolled as a regular undergraduate. A graduated student may petition to be declared eligible for certain activities but may not participate in intercollegiate sports. A special or nondegree student is not eligible, except for students from foreign countries who are attending as audit or special students.
- b. The student must carry a normal course load during the current semester (see the *2002-2004 DePauw University Catalog* for additional details).
- c. The student on disciplinary probation may be ineligible for some activities.
- d. Certain activities have additional requirements. The responsible head of each organization or activity must have the eligibility of student participants validated by the Student Affairs Office.

POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES

DePauw University exists for the transmission of knowledge, the nurturing of integrity and the cultural development of its students. To attain these goals, free inquiry and free expression are imperative. These standards of academic and social freedom are outlined in the section below. These policies, which the University holds in the highest regard, are designed to ensure that every student is given the opportunity and freedom to learn.

(Adopted by the Community Concerns Committee on April 7, 1978. Revised for reasons of interpretation, 1980)

STUDENT RIGHTS AND FREEDOMS

1. Each student has the right to use the room assigned to him or her at any time for studying and sleeping.
2. If it does not interfere with one's roommates' or hallmates' right to study or sleep, each resident has the privilege of using his or her room for recreational or social purposes.
3. Freedom of association: students are free and, in fact, encouraged to organize and join associations that promote their common interests.
4. Freedom of assembly, inquiry and expression: students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in any orderly manner, including organized protests that do not disturb the normal and essential functions of the University.
5. Student publications and the student press are financially and editorially separate from the University. *The DePauw*, the student newspaper, remains a forum for open student discussion on campus issues.
6. All students are guaranteed the right of a fair process whenever it is suspected that a University regulation may have been broken. This concept is dealt with in detail in the section on the Judicial Code.

EXPECTATIONS FOR STUDENT BEHAVIOR

As responsible members of the community, DePauw students are expected to maintain the University's highest ideals of academic and social conduct and are responsible for knowing the published regulations and standards of the University. These guidelines express expectations of student behavior, convey a respect for group living and provide for protection of individual rights.

Students, as adults, are presumed to know the laws of equal opportunity and/or illegal conduct prohibited by municipal, state or federal law. Formal University judicial action may be taken for violation of any of those community standards.

Generally, DePauw's jurisdiction for judicial action shall be limited to conduct that occurs on University premises; however, off-campus behavior that adversely affects the University community and/or the pursuit of its objectives may result in University judicial action. At DePauw, we have a vital interest in the character of our students and may regard off-campus behavior as a reflection of a student's character and his/her fitness to continue to be a member of the student body. It is the responsibility of the Assistant Dean of Students to determine whether University jurisdiction should be asserted.

STUDENT GROUP RESPONSIBILITY

DePauw student organizations are expected to adhere to all applicable insti-

tutional regulations. Failure to do so may result in judicial action being initiated against the group; consequently, policies, procedures and penalties set forth in this section apply to student organizations collectively as well as to individual students. Members of organizations, groups or clubs should understand that group culpability may occur when any one of the following situations exist:

1. Members of the group act in concert to violate University community standards.
2. A violation arises out of a group-sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the act or incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. The incident occurs at an off-campus facility leased/rented by the group for an off-campus event.
6. A pattern of individual violations is found to have existed without proper or appropriate group control, remedy or sanction.
7. Members of the group act in concert, or the organization provides the impetus (probable cause) for violation of University policies and procedures. Officers are responsible for assuring compliance with regulations and may be held accountable for failing to do so. They are also responsible for representation when judicial proceedings are initiated.

(Approved by the Community Concerns Committee on February 9, 1979)

Fraternity and Sorority New Member Education: DePauw University recognizes the potential value of new member education programs in supporting students' personal, social, academic and intellectual development and endorses the "Statement of Position on Hazing and Pre-Initiation Activities," issued by the Fraternity Executives Association, an organization of professional staff members from most major national fraternities. Copies of this statement are available upon request from the Student Affairs Office, and fraternities and sororities are expected to adopt the principles outlined in the document. In addition, DePauw supports the statements of position on new member education and pre-initiation activities developed by each individual national fraternity and sorority with chapters located on the DePauw campus.

The University expects all fraternity and sorority chapters to conduct their new member education programs in accordance with the policies of the University, the laws of the State of Indiana and the City of Greencastle, and the guidelines set forth by their individual national organizations. DePauw does not condone any activity involving physical or mental hazing, either against a pledge/new member or active member, nor any activity that requires a new member to violate a University policy or any state or local statute. A chapter or selected representative members may be subject to judicial action for any chapter or pledge class-initiated activity that violates University policy. Detailed objectives of a new member program are contained in the Greek life manual.

GREEK JUDICIAL BOARD

When a violation of a rule established by the Greek community occurs, but it is not a violation of a University policy, the Greek Judicial Board may hear the case. The purpose of the Greek Judicial Board is to advance the general interests of the Greek community in connection with the welfare of the student body and the University as a whole, and to exercise such governmental control as might be necessary to accomplish such ends. The ultimate function of the Greek Judicial Board is to promote compliance with the standing rules of the Greek community. Membership is through application and is comprised of 16 members of IFC fraternities, Panhellenic Council sororities, and NPHC sororities and fraternities.

STUDENT JUDICIAL CODE

I. Philosophy

The judicial process is based on the assumption that individual and group responsibility is a part of the educational process at DePauw. Judicial action can be helpful to students in encouraging individual responsibility and self-discipline, protecting the rights, freedoms and safety of members of the college community and promoting respect for the rights of others. Neither complainants nor respondents are entitled to be represented by counsel at any stage of the investigation or hearing process.

The purposes of the judicial process are:

1. to provide a fair, educationally valid process resulting in fair decisions that hold students accountable for their actions;
2. to establish basic procedural rights of the accused student;
3. to protect the rights of members of the college community;
4. to promote the development of individual and group integrity; and
5. to uphold the non-academic rules and regulations of the University.

II. Definition of Terms

When used in this Code:

1. Complainant: The term “complainant” is used to refer to a person, a group, an entity or the University that is bringing charges against an organization or individual. When the complainant is a group, the University or an entity, a single person may be appointed by that body to represent it.
2. Community Conduct Council: The Community Conduct Council (CCC) consists of a pool of faculty, administrative staff and students who receive training regarding issues involving student conduct. Judicial boards will be appointed from the Community Conduct Council by the Assistant Dean of Students to hear specific cases.
3. Distribution: The term “distribution” means giving, exchanging or selling.
4. Judicial boards: Judicial boards are comprised of members from the Com-

munity Conduct Council. The judicial board that hears organization cases will be composed of seven members selected from the Community Conduct Council, including one faculty member, one administrative staff member and five students. This board will hear cases involving charges brought against a student organization. The judicial board that hears cases against an individual will be composed of five members selected from the Community Conduct Council, including one faculty member, one administrative staff member and three students. A judicial board selected from the Community Conduct Council, composed of one faculty member, one administrative staff member and one student, may be appointed to hear a case under special circumstances.

5. Notify in writing: The term “notify in writing” means to mail (U.S. or campus) written notice to the student’s most recent address of record or to hand deliver written notice to the student in person.
6. Observer/Recorder: The observer/recorder is a member of the Student Affairs staff who is not a member of a judicial board but attends all phases of the hearing to record the proceedings.
7. Organization: The term “organization” means a group consisting of a number of persons who have followed the University requirements for recognition.
8. Possession: The term “possession” means holding, having on or about one’s person, having in one’s room or living area, or having in one’s vehicle.
9. Respondent: The term “respondent” refers to an organization or individual charged with a violation of University policy.
10. Student: The term “student” means any person pursuing studies at the University, and the term may be extended to mean:
 - a. a person not currently enrolled who was enrolled in the fall, winter or spring term preceding the alleged violation; or
 - b. a person who, while not currently enrolled, has been enrolled in DePauw University and may reasonably be expected to seek enrollment at a future date; or
 - c. an accepted student who has paid a deposit.
11. University premises: The term “University premises” means buildings or grounds owned, leased, operated, controlled, affiliated with or supervised by the University.
12. University-sponsored activity: The term “university-sponsored activity” means any activity, on or off campus, that is initiated, aided, authorized or supervised by the University or by any groups recognized by the University.
13. Weapon: The term “weapon” means any object or substance capable of inflicting a wound, causing injury or incapacitating, including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks or brass knuckles, or ice picks.

III. Roles of Administrators

University administrators assume a variety of roles in the resolution of judicial matters. The typical roles of these administrators are outlined below:

Assistant Dean of Students administers the University judicial system on a day-to-day basis. This professional staff person is responsible for the training of Community Conduct Council members, processing of cases through the judicial system, organizing hearing boards when there is a case to be heard and serving as a resource regarding the student judicial process.

The Dean of Students hears appeals of cases that have been adjudicated through the student judicial process. He/She is also responsible for imposing any interim suspensions.

The Vice President for Student Services is responsible for the overall supervision of the University judicial system and for reviewing cases as appropriate. He/She also appoints faculty, administrative staff members and students to the Community Conduct Council in consultation with the Student Life and Academic Atmosphere Committee, Dean of Students, Assistant Dean of Students and Student Body President.

The Judicial Advising Team (JAT) is composed of students, staff and faculty members who are available to help students going through the judicial process. These trained community members serve to educate accused students with regard to the judicial process.

The titles Vice President for Student Services, Dean of Students and Assistant Dean of Students include his or her designee.

IV. Code of Conduct

Students at DePauw University are expected to conduct themselves in a manner supportive of the educational mission of the University. Each student may be subject to this code whether a violation occurs on or off University premises.

While it is neither possible nor necessary to specify every instance of misconduct that could result in judicial action against a student, the following list includes examples of conduct that may subject a student to judicial action:

1. Violation of the Academic Integrity Policy
2. Sexual assault
3. Violation of the University's Alcohol Policy
4. Violation of the University's Drug Policy
5. Violation of, or attempting, assisting, encouraging or planning any violation of this code or any other University policy, agreement or regulation

6. Violation of the University's Harassment Policy
7. Conduct which causes, threatens or endangers the mental health, physical health or safety of any person or persons or creates an apprehension of such harm
8. Disorderly conduct including, but not limited to, public intoxication; lewd, indecent or obscene behavior; destroying or damaging University property or the property of others
9. Unauthorized entry, use or occupation of University facilities or University living units
10. Unauthorized possession or use of University property or the property of another person or entity
11. Initiating or causing any false report, warning or threat of fire, explosion or other emergency
12. Forgery, alteration, misrepresentation, counterfeiting or misuse of any University or other document, instrument of identification or access device or misrepresentation of the University outside the campus
13. Unauthorized use, possession or storage of any weapon
14. Unauthorized use or possession of fireworks or incendiary, dangerous or noxious devices or materials
15. Misuse of, or tampering with, fire alarm systems, fire extinguishers or other safety or security equipment
16. Disregarding or failure to comply with the directive of a hearing body, University officials or Public Safety officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so
17. Unauthorized use of University or other computer systems or programs or the information contained therein
18. Failure to participate in, failure to comply with or interference with the University's judicial process
19. Violation of any University, local, state or federal law, ordinance or regulation.

V. Interim Suspensions and No Contact Orders

In certain circumstances, the Dean of Students, or a designee, may impose a University or residence-hall suspension prior to a hearing before a judicial board.

1. Interim suspension may be imposed:
 - a. to ensure the safety and well-being of members of the University community or to preserve University property;
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During any interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or to all other

Campus Life

University activities or privileges for which the student might otherwise be eligible. A student may request a hearing regarding an interim suspension with the Dean of Students or a designee within five days. The purpose of this hearing will be to determine the duration of the interim suspension. The decision of the dean or designee is final and not subject to review.

In judicial action resulting in suspension or expulsion, tuition, fees and residence hall room and board are neither refunded nor remitted, in whole or in part.

At times, in the interest of public safety it becomes necessary to restrict a student's privileges and prohibit contact with specified individuals by issuing a "no contact" order. Unlike a court order, a University "no contact" order is issued by the Dean of Students or a designee. This order is issued when it is believed necessary to protect one's safety and preserve a peaceful environment for all students to work, study and live on campus. This action may be based upon a complaint or report of dangerous behavior filed with Student Affairs or Public Safety. Violation of a "no contact" order is considered violation of the Student Code of Conduct and will result in disciplinary action that could include immediate suspension from classes and the entire campus.

VI. Community Conduct Council

The Community Conduct Council (CCC) will be appointed at the beginning of each academic year to hear non-academic student conduct cases and will consist of a pool of faculty, administrative staff, and students who receive ongoing training regarding issues involving student conduct.

The Vice President for Student Services, in consultation with the Student Life and Academic Atmosphere Committee, Dean of Students, Assistant Dean of Students and Student Body President will appoint all faculty, administrative staff and student members of the Community Conduct Council.

From the Community Conduct Council, judicial boards will be appointed by the Assistant Dean of Students to hear the following cases:

Organization cases: a judicial board composed of seven members of the Community Conduct Council including one faculty member, one administrative staff member and five students will hear cases involving charges brought against a student organization.

Individual cases: a judicial board composed of five members of the Community Conduct Council including one faculty member, one administrative staff member and three students will hear cases involving charges brought against an individual or a group of individuals.

Special cases: a judicial board composed of three members of the Community Conduct Council including one faculty member, one administrative staff member and one student will hear cases under the following circumstances:

1. a judicial board cannot be fully constituted;
2. timing makes it impossible to have an expeditious hearing; or
3. the case involves highly sensitive information and both the complainant and respondent agree to have the case heard as a special case.

Decisions regarding use of a judicial board to hear a special case are made by the Assistant Dean of Students and are final.

The Assistant Dean of Students shall appoint a chair for each judicial board from the members of the Community Conduct Council chosen for a particular board. Such person will organize and chair the hearing.

The absence of not more than one member of a seven or five person judicial board shall not be cause for delay or adjournment of a hearing.

Members of the Community Conduct Council may not serve as advisors to respondents in hearings unless they forfeit their appointment to the CCC.

VII. Judicial Procedures

Anyone wishing to report a violation of the University Code of Conduct may make such a report to the Assistant Dean of Students or other Student Affairs staff members.

When an incident occurs, reports generated by the DePauw Public Safety Office, the Greencastle Police, Resident Assistants, Residence Life Coordinators or others will be forwarded to the Assistant Dean of Students. A determination will be made by the Assistant Dean of Students whether charges should be filed in response to the incident report.

If it is determined that charges should be filed, the Assistant Dean of Students will prepare a letter indicating the charges that have been filed and request that the accused student or the representative of the student organization schedule a meeting within 48 hours of receipt of the letter. Failure to schedule or attend this meeting constitutes a violation of the University Code of Conduct and will result in an additional charge and appropriate sanction being levied by the Assistant Dean of Students as though the student had accepted responsibility for the charge.

At the intake meeting, the Assistant Dean of Students will review with the accused student the report that led to the charges. The student will have an opportunity to admit or deny the charges, and:

Campus Life

1. If a student admits to the charge, the Assistant Dean of Students will decide the sanction.
2. If a representative of a student organization admits to the charge, a judicial board comprised of members of the Community Conduct Council will decide the sanction.
3. If a student charged as an individual or the representative of a student organization denies the charge and there is enough information to go forward, the Assistant Dean of Students will refer the student to the Judicial Advising Team. The JAT members are available, upon the student's initiation, to meet with the accused student or organization representative to inform him/her of the judicial board procedures. The Assistant Dean of Students will appoint the appropriate judicial board.

VIII. Hearing Rules

Whenever a hearing is to be held regarding an alleged violation of the University's Code of Conduct, the respondent shall be given at least 72 hours notice of the charges and of the date, time and place of the hearing. Failure of the respondent to attend the hearing will result in the case being heard in his/her absence.

All hearings shall be closed to everyone except the judicial board, Assistant Dean of Students, appropriate staff, the respondent, advisor to the respondent (if students desire), observer/recorder, and witnesses during the actual time of their testimony.

The respondent is entitled to be present at the hearing, to hear and respond to evidence regarding the charges, and to present witnesses and other evidence.

The respondent is entitled to be accompanied by a DePauw faculty, staff or student hearing advisor. The advisor may not address the board but may consult with the respondent prior to and during the course of the hearing.

Witnesses must be members of the DePauw faculty, staff or student body unless the chair of the judicial board rules that others may appear in the interest of the case. The respondent must give names of all relevant witnesses to the Assistant Dean of Students at least 24 hours prior to the hearing. The respondent will have access to the names of all witnesses. The judicial board may call additional witnesses or seek further evidence relating to a case if the board desires clarification or further information. It is the responsibility of the respondent to notify all witnesses of the date, time and place of a hearing. If witnesses fail to appear, the hearing shall be held in their absence.

All relevant information will be admissible. The chair, in consultation with the board, will determine relevance.

All evidence and testimony presented to the judicial board are expected to be truthful, accurate and complete. Failure to give truthful and complete testimony at a hearing may result in judicial action.

The judicial board will tape-record the hearing. Following a hearing, students may request to review tapes in the Office of Student Affairs for purposes of preparing an appeal. Hearing tapes will not be released to students, and copies will not be made for students. Once the student has exhausted all avenues of appeal, as described in the Judicial Code, the tapes will be destroyed.

IX. Hearing Procedures

The purpose of the hearing is to provide the opportunity for the University and respondents to present all relevant testimony and evidence with regard to alleged violations of the Judicial Code. It is the responsibility of the judicial board to consider impartially all relevant testimony and evidence, determine the facts and impose appropriate sanctions if the respondent is found responsible for the alleged violation.

University judicial hearings are administrative, rather than criminal, in nature. Rules of evidence and the criminal standard of proof do not apply. Boards are expected to weigh the evidence and determine responsibility based on a preponderance of evidence.

The order of presentation of the hearing will normally be as follows:

1. introductions and reading of the charge
2. opening statements
3. presentation of witnesses/evidence by the University
4. presentation of witnesses/evidence by the respondent
5. closing statements

Following the hearing, the hearing board will meet in private session to deliberate whether the respondent is responsible or not responsible for the charge based on the board's judgment of the preponderance of the evidence. The observer/recorder will remain in the session as a resource person but will not participate in the deliberations.

A majority vote determines the outcome. The chair votes only in the event of a tie.

If the student or organization is found responsible for the violation, the judicial board will set a sanction and will take into consideration any prior violations.

When the decision is reached, the chair will notify the respondent and the Assistant Dean of Students of the decision in as timely a manner as possible.

Campus Life

The Assistant Dean of Students will send the respondent written notification of the decision of the hearing board. This notification will also include information on the appeal process.

X. Appeals

Decisions of a judicial board or sanctions imposed by the Assistant Dean of Students may be appealed to the Dean of Students. Appeals must be filed in writing with the Dean of Students' office within 72 hours of receiving the written notification of the decision. Either party may appeal the decision of a judicial board based on one or more of the following:

1. new evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing; or
2. procedural error that can be shown to have had a detrimental impact on the outcome of the hearing; or
3. errors in the interpretation of University policy so substantial as to deny either party a fair hearing; or
4. appropriateness of sanction only in cases where suspension or expulsion is the sanction or is available as a sanction.

Sanctions determined by the Assistant Dean of Students may also be appealed to the Dean of Students. The only basis for appeal is appropriateness of the sanction.

The Dean of Students will decide whether or not there is a basis for appeal and, if so, upon consideration of the appeal may change any determination made by the judicial board or any sanction levied by the judicial board or the Assistant Dean of Students.

The decision of the Dean of Students is final, subject only to review by the Vice President for Student Services.

XI. Review by the Vice President

Review by the Vice President for Student Services may be requested by the respondent and/or the University only on the basis of extreme or unusual circumstances pertaining to the case. Requests for review by the Vice President for Student Services must be made within 72 hours of receipt of the written notification from the Dean of Students. The decision of the Vice President for Student Services to grant or deny review shall be final and, if granted, his/her decision on review shall be final. The Vice President for Student Services, in his/her sole discretion, may elect to alter a sanction given by a judicial board, Dean of Students or Assistant Dean of Students in order to provide consistency to the process and serve the best interests of the community.

XII. Sanctions

Sanctions for Individuals

Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations can result in increased sanctions up to and including expulsion from the University. The sanctions listed are not inclusive but merely serve as guidelines.

Expulsion: The most severe sanction for violation of University policy shall be expulsion, resulting in immediate dismissal and permanent separation from the University. Parents will receive notification of the student's change of status.

Suspension: The second most severe sanction for violation of University policy shall be suspension, resulting in immediate dismissal from the University for at least the remainder of the semester in progress and/or a specified period of time thereafter. Parents will receive notification of the student's change of status. Any additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. During this time the student is not permitted to visit the University or attend any functions on campus without written permission from the Dean of Students.

Violations warranting expulsion or suspension include, but are not limited to:

- distribution of narcotic or other controlled substances
- physical assault
- hazing (physical)
- possession or use of firearms and ammunition or explosive materials
- repeated use and/or possession of controlled substances or narcotics
- repeated substance violations
- harassment (serious and/or repeated)
- threats (serious and/or repeated)
- theft
- destruction of property with other violations
- possession and use of fireworks
- misuse of or tampering with fire alarm system.

Level 2 Probation/Deferred Suspension: A violation of University judicial code determined to be at Level 2 will result in a minimum of one full semester on probation up to the remaining time enrolled at the University. In addition, Level 2 violations carry an automatic \$200 fine and may include educational sanctions. Parents will receive notification of the student's change of status, and the student will lose privileges such as: off-campus study, alternative and out-in-town housing opportunities, and the chance to hold major campus leadership positions (*e.g.*, Student Cabinet officer, resident assistant position, judicial board membership, mentor, captain of a varsity team). Level 2 probation is a period of observation and review. If found responsible for violating any University poli-

Campus Life

cies or failure to comply with other requirements stipulated during this period, suspension will take effect immediately.

Violations warranting Level 2 probation include, but are not limited to:

- use and/or possession of controlled substances or narcotics
- harassment
- threats/intimidation
- destruction of property
- possession of fireworks
- unauthorized entry, use or possession of keys to any University premises or campus living unit
- misuse of fire extinguisher.

Level 1 Probation: A violation of the University judicial code determined to be at Level 1 will result in a minimum of four weeks on probation up to one full semester. In addition, Level 1 violations carry an automatic \$150 fine and may include educational sanctions. Parents will receive notification of the student's change of status, and the student will lose privileges such as: off-campus study and alternative and out-in-town housing opportunities. Level 1 probation is a period of observation and review. If found responsible for violating any University policies or failure to comply with other requirements stipulated during this period, the student will be immediately moved to Level 2 probation/deferred suspension status.

Violations warranting Level 1 probation include but are not limited to:

- failure to comply with the directions of a University official or law enforcement officer
- disorderly, lewd or indecent conduct
- possession of false identification (*e.g.*, driver's license)
- falsification, distortion or misrepresentation of facts, information and/or documents.

Other sanctions for individuals may include:

Formal Warning: A written reprimand that expresses disapproval of the student's actions and warns against any potential violations of University policy in the future. Formal Warning level violations carry an automatic \$100 fine and may include educational sanctions. Any minor level violation could be placed in this category.

University property restrictions: Students may be restricted from certain University facilities or property for a definite period of time.

Living unit expulsion: Permanent separation of the student from the living unit.

Living unit suspension: Separation of the student from the living unit for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Fine: A monetary penalty for property damage, theft or other violations that result in inconvenience or cost to others.

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

Educational sanctions: Sanctions that require an organization or individual to write a paper, plan and present a program, attend a class or complete other educational requirements.

Discretionary sanction: Designated work performed for the benefit of the University or local community.

Loss of privileges: Denial of specified privileges for a designated period of time.

Sanctions for Organizations

Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations can result in increased sanctions up to and including expulsion from the University. The sanctions listed are not inclusive but merely serve as guidelines.

Expulsion: The most severe violation of the University judicial code by an organization will result in dismissal and permanent separation from the University.

Suspension: The second most severe violation of the University judicial code by an organization will result in suspension from the University for a minimum of one full academic year up to four full academic years. Any additional violations or failure to comply with other requirements stipulated during this period will result in expulsion.

Probation: A serious and/or major violation of the University judicial code will result in one of four levels of probation. Any additional violations or failure to comply with requirements stipulated during this period can result in suspension or an increase in the level of probationary sanction.

- **Level 4:** Loss of all group and campus-wide social privileges except philanthropy. A probationary period ranging from a minimum of 14 weeks to one full academic year with a mandatory review before the organization can be released from probationary status. This level of sanctioning also carries a fine of not less than \$2,500.

Campus Life

- **Level 3:** Loss of all group and campus-wide social privileges except philanthropy and intramurals. A probationary period ranging from a minimum of four weeks to 28 weeks. The group is also required to co-sponsor a campus-wide major social issues program and pay a fine of \$2,000.
- **Level 2:** No group parties or co-sponsored events. The probationary period can range from four weeks to 28 weeks, and the entire group is required to participate in an educational program and pay a fine of \$1,000.
- **Level 1:** No group parties or co-sponsored events that allow alcohol to be present. However, the group is permitted to have one on-campus non-alcoholic social event. The probationary period can range from four weeks to 14 weeks. In addition, the officers of the group are required to participate in an educational program and the group, as a whole, must pay a fine of \$500.

Other sanctions for organizations may include:

Formal Warning: A written reprimand that expresses disapproval of the organization's actions and warns against any future violations of University policy. Formal Warning level violations may carry educational sanctions and a fine of \$250.

University property restrictions: Organization may be restricted from certain University facilities or property for a definite period of time.

Living unit expulsion: Permanent separation of the organization from the living unit.

Living unit suspension: Separation of the organization from the living unit for a definite period of time, after which the members are eligible to return. Conditions for readmission may be specified.

Fine: A monetary penalty for property damage, theft or other violations that result in inconvenience or cost to others.

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

Educational sanctions: Sanctions that require an organization or individual to write a paper, plan and present a program, attend a class or complete other educational requirements.

Discretionary sanction: Designated work performed for the benefit of the University or local community.

Loss of privileges: Denial of specified privileges for a designated period of time.
(Approved by the President, August 14, 1998)

STUDENT JUDICIAL RECORDS

A. Access to Records

1. Documents. The parties shall have the right to inspect and review any documents presented to the judicial board prior to a hearing for the purpose of preparing for a hearing. All requests to inspect and review documents shall be made in writing to the Assistant Dean of Students. Any review of documents in the custody of the Assistant Dean of Students or the Judicial Board shall be in the presence of a Student Affairs staff member.
2. Tape recordings. All hearings before the Judicial Board shall be tape-recorded and the complainant or the respondent shall be granted access to the tapes of hearings under such circumstances as the Dean of Students may allow only for purposes of preparing an appeal. Once the student has exhausted all avenues of appeal, as described in the judicial code, the tapes will be destroyed.

B. Release of Information and Notification

1. The Dean of Students is responsible for the release of any information relating to University judicial cases. Any release of information will comply with the DePauw University Student Records Policy.
2. Parents or guardians will be notified when a student is placed on probation, suspended or expelled under this process and may be notified about other judicial action or charges at the discretion of the dean.
3. Names of students being investigated or charged with code violations will not be released.
4. At the beginning of each semester, the Dean of Students will make available a summary of judicial action from the previous semester.
5. Judicial action against groups that result in probation will be made public.
6. The chapter advisor will be notified when charges are filed and when action is taken against a fraternity or sorority. Notification of judicial action resulting in probation will be sent to the house corporation president and the national office.
7. Employers and representatives of graduate/professional schools will be informed of all code violations of probation or higher if information is requested and a release has been signed.

C. Family Educational Rights and Privacy Act

Access to records and release of information and notification shall be construed and applied in a manner consistent with the Family Educational Rights and Privacy Act, as amended from time to time.

MAJOR POLICIES

POLICY ON THE USE OF ALCOHOLIC BEVERAGES

Section I

The principles expressed in this policy are intended to guide the DePauw community in all matters regarding the use, misuse and abuse of alcohol. This policy is intended to serve as a basis for institutional rules and regulations, as a guide for individual and group decision-making, and as a community standard for behavior.

DePauw University recognizes the legal and responsible use of alcoholic beverages by those members of the community who are of legal age (21 years) under Indiana State Law. All members of the DePauw community of legal age who decide to use or serve alcohol are expected to do so responsibly. Anyone who chooses to use or serve alcohol must accept responsibility for learning appropriate behaviors that do not result in harm to oneself or others. Anyone who chooses to use or serve alcohol must do so in light of all regulations and laws governing alcohol use and any consequences arising from such use. Anyone who provides alcohol to a minor may be held responsible for that minor's actions.

Members of the DePauw community who choose to drink will be held fully responsible and accountable for their actions while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of laws or regulations or of the rights and property of others.

Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment programs are promptly instituted. DePauw is committed to providing resources for prevention programs. Students who request help from a resident assistant, counselor or Student Affairs staff member before any behavioral problems occur will not face judicial action.

Section II

- A. Any violation of laws of the State of Indiana regarding alcohol is grounds for University judicial action. Under the laws of the State of Indiana, it is illegal to:
1. Possess, consume or transport any alcoholic beverage if under the age of 21 (maximum penalty: 60 days imprisonment and \$500 fine);
 2. Provide an alcoholic beverage to a person under the age of 21 (maximum penalty: 60 days imprisonment and \$500 fine);
 3. Operate a vehicle (including a bicycle) while intoxicated or with a blood alcohol content of .08 percent or higher (maximum penalty for first offense: one year imprisonment, \$5,000 fine and suspension of driver's license);

4. Become publicly intoxicated (maximum penalty: 180 days imprisonment and \$1,000 fine);
 5. Provide alcohol to an intoxicated person;
 6. Sell any alcoholic beverage without a license;
 7. Possess a false identification or in any other way make a false statement about one's age, if under 21, for the purpose of procuring an alcoholic beverage;
 8. Furnish false or fraudulent evidence of identification to a minor (under 21 years of age) for use in procuring an alcoholic beverage.
- B. In the State of Indiana one is required to be chemically tested for blood alcohol level if stopped for suspicion of operating a vehicle while intoxicated. Refusal to submit to such a test constitutes prima facie evidence of intoxication and results in immediate suspension of driving privileges.
- C. In addition to criminal penalties, civil liabilities may be incurred by one's behavior under the influence of alcohol or by the behavior of another person to whom one has provided alcohol.
- D. The above information on state laws is intended only to provide a brief summary of some relevant statutes. Every individual is personally responsible for awareness of the law and for consulting qualified legal advice as needed.
- E. You are responsible for ensuring that your behavior and that of your guests does not violate policies, laws or rights of others.
- F. Students, as responsible members of the community, should bring policy violations to the attention of the violators and/or members of the University staff or to DePauw Public Safety.
- G. Student Affairs staff will address students' behavior when policy violations occur and will act to correct the situation. University judicial charges will result from policy violations.
- H. Members of the University and local police forces have the power of arrest and can, and do, arrest students for violations of the law.

Section III

Parties and/or Other Events Involving Alcohol

1. These events must be registered in advance. Student groups will register with the Student Responsibility Committee (SRC); all other groups will register with the Office of the President.
2. Any event with alcohol present at which 20 or more nonmembers will be

Campus Life

present in public areas must be registered in advance.

3. Such events may not be held during times at which regularly scheduled classes are in session or on the evening before a day on which classes are regularly scheduled to meet.
4. Neither University funds nor fees collected by the University, or chapter funds or fees, may be used to purchase alcoholic beverages for such an event.
5. There will be no public advertising of alcohol for any such event.
6. University policy and regulations govern all off-campus events held by University groups. A licensed caterer or vendor must serve any alcoholic beverages.
7. Participation in, or sponsorship of, drinking games or drinking contests are prohibited.
8. Kegs of beer are prohibited.
9. Alcoholic beverages will not be permitted in any nonresidential University-owned and operated property and must not be publicly consumed outdoors in the vicinity of any University-approved student residential facility.
10. Hiring a third party vendor to serve alcohol and/or security agencies to check IDs does not release a student organization from its responsibility to ensure compliance with the alcohol policy.

Section IV

Violations of University Regulations – Group and Individual

1. Individual and group responsibilities are not mutually exclusive. If violations occur, individuals and living units or organizations will have judicial charges filed against them.
2. Serious offenses or repeated violations by a living unit or organization could result in the withdrawal of University recognition of the group.
3. Officers of the living unit or organization could be required to attend alcohol classes for violations by the group.
4. Individuals found responsible for violating these regulations may:
 - a. face University judicial action;
 - b. be required to attend alcohol classes;
 - c. be required to have an assessment conducted by a qualified professional before a final penalty is determined;
 - d. face suspension or expulsion from the University for serious or repeated violations.

(Adopted by the DePauw University Board of Trustees, April 1990)

POLICY ON THE USE OF DRUGS

The University is opposed to the use of potentially dangerous drugs and hallucinogens, and it expects students to obey the laws established and enforced by state and federal agencies. The use of drugs is not permitted even in the

privacy of one's own room. DePauw maintains that the most effective means to deter the abuse of drugs and hallucinogens is through:

- a continuing program of education emphasizing the facts about drugs;
- the availability of a nonpunitive basis of support services (medical and personal counseling); and
- a campus climate where personal influence deters drug abuse.

Penalties for the possession, use, distribution or sale of potentially dangerous drugs and hallucinogens shall range from disciplinary probation to dismissal from the University. A student with a drug problem should seek medical attention or counseling assistance.

POLICY ON FIREARMS AND FIREWORKS

Possession or use of firearms and ammunition, fireworks, explosive materials or pellet guns on University property, fraternity or sorority property, or in out-in-town housing by students is strictly prohibited. Students who do not comply may be subject to judicial action that could result in suspension or expulsion.

HARASSMENT POLICY

Definition and Statement of Policy

DePauw University values and celebrates a diverse educational community, united in the common goals of teaching and learning. As a community, we are committed to respect persons and their differences, to foster the values of personal dignity, civility and mutual respect, and to vigorously defend these values. DePauw reaffirms the right of its students, faculty and all other employees to learn, teach, live and work in an environment free from harassment by any member of the DePauw community. DePauw will not tolerate any form of harassment, intimidation, threat or abuse directed at an individual because of his or her actual or perceived race, gender, age, ethnicity, religion, sexual orientation or disability. This unacceptable conduct may be verbal or written, physical or psychological, and against person or property. DePauw believes that such acts interfere with an individual's full and free participation in the educational or extracurricular life of the University and create a hostile or intimidating working or educational environment. Such conduct interferes with the process of teaching and learning, is unrelated to any academic or employment purpose, violates the integrity of the University, and therefore will not be tolerated.

Such harassing conduct is contrary to University policy and will result in appropriate judicial action. The University encourages any person who believes he or she has been harassed, intimidated, threatened or abused to seek prompt assistance from the Dean of Students, Vice President for Academic Affairs, Director of Human Resources, a resident advisor, a professor, an affirmative action

Campus Life

officer, campus police, an administrative supervisor, or a designated campus advocate or sexual harassment advisor.

DePauw also recognizes the fundamental importance of the open and free exchange of ideas and opinion. It recognizes that conflicts may arise between freedom of speech and the right of individuals to be free from harassment, and that every act that might be offensive to an individual, a group, or even the entire University community, will not necessarily be considered a violation of this policy. The distinction between harassment and statements or dissemination of opinion will be made on a case-by-case basis with proper regard for the protection of individual rights, religious and moral convictions, and academic freedom and advocacy.

Sexual Harassment

Sexual harassment refers to a broad range of unwanted behaviors that can occur between members of the same or the opposite sex and are directed toward another person because of his or her sex. For DePauw's purposes, it is generally defined as any use of privilege, authority, power or circumstance to impose sexually upon another. Such conduct can create a hostile, intimidating or offensive working or educational environment that is damaging to individual dignity and self-worth and to the integrity of the University.

Sexual harassment can include, but is not limited to:

- Unsolicited comments or jokes, gestures or physical actions of a sexual nature
- Suggestive or obscene comments about a person's body, sexual activities or sexual orientation
- Offensive, unwarranted touching
- Repeated and unwelcome sexual advances or requests for sexual favors
- Sexual advances or requests for sexual favors accompanied by an explicit or implicit threat or promise of academic or employment consequences
- Sexual assaults (**NOTE:** if an act is perceived to be a sexual assault, the incident will be processed under the existing Sexual Assault Policy).

Sexual harassment most often occurs in situations where power imbalance or role disparity exists, but may also occur between persons of the same status.

Discriminatory Harassment

Conduct constituting discriminatory harassment includes violence, verbal or physical intimidation, or threats directed at an individual (or group of individuals) based on his or her (or their) actual or perceived race, ethnicity, religion, sexual orientation, gender or disability. Such conduct is often motivated by strong feelings against a group of persons (gays, lesbians, African-Americans, Catholics, etc.). To be a victim of any harassment or violence is an ordeal, but to

suffer such abuse because of one's identity compounds the victimization. The impact of discriminatory harassment extends beyond the individual who is targeted to all members of the group.

Such conduct can include, but is not limited to:

- Sexual assault (NOTE: if an act is determined to be a sexual assault, the incident will be processed under the existing Sexual Assault Policy)
- Physical assault
- Verbal harassment (*e.g.*, referring to someone as a dyke, faggot, nigger, gook, kike, etc., *with the intent to harm or intimidate*)
- Stalking
- Threatening telephone calls
- Threatening e-mail or recorded telephone messages
- Defacing of property (*e.g.*, placing written or visual material such as a swastika or an offensive cartoon on the door of an individual's living or work area)
- Vandalism
- Preventing or attempting to prevent an individual or individuals from participating in a campus organization or activity.

Victims' Rights

If a person feels that she or he is the victim of sexual or discriminatory harassment, she or he has the following rights:

- To consult with a campus advocate. An advocate can be a designated faculty member, staff member, or student or a nondesignated person whom the alleged victim trusts. The advocate may communicate with the Dean of Students' Office on the complainant's behalf (NOTE: in cases of sexual harassment, the advocate may be an existing Sexual Harassment Advisor).
- To privacy and confidentiality.
- To request and receive from the Dean of Students' Office:
 - a. a room change within two working days
 - b. a telephone number change within one working day
 - c. an e-mail address change within one working day.

NOTE: It is not necessary that a formal complaint be filed to receive these accommodations. However, someone in the Dean of Students' Office must be informed, either directly or through a campus advocate.

- To request that the University take or not take any action regarding the complaint. An investigation into the facts alleged in the report will not be undertaken until the report becomes an official complaint at the request of the complainant. However, the University reserves the right to proceed without the complainant's consent when there is imminent threat to the safety of the complainant or any other member of the University community.

Campus Life

Confidentiality

The University realizes that consulting with an advocate, reporting harassment to authorities and filing a complaint is often an intimidating experience. Therefore efforts are made to ensure the confidentiality of information received as part of the University's informal complaint procedures. Any conversation with an advocate will not, in and of itself, constitute a formal grievance or complaint. The advocate will disclose the name of the individual in the review/mediation of the complaint **only if the complainant has given permission to disclose his/her name**. If, due to the circumstances of the alleged harassment, it is not possible to conduct a review or to resolve the complaint and yet maintain confidentiality, the advocate will disclose this to the complainant who will then decide what course of action to take.

Although a complainant may request confidentiality, it may still be possible to attempt some mediation or resolution of the complaint, to address the situation in some other manner or to take corrective action as appropriate for the situation. Action requiring disclosure of the complainant's identity or identifying the complainant in some manner will generally not take place without consent of the complainant. The Student Affairs staff person to whom a report is made will not release the complainant's name to anyone in the University community without the complainant's consent, with one exception. If the student decides to file a formal complaint, the accused has the right to see the complaint and be informed of the complainant's identity. **Retaliation, in any form, against an individual for his or her initiation of or participation in the complaint procedure will not be tolerated and may, in and of itself, be grounds for judicial action.**

Addressing Harassment Complaints

Many of the acts that constitute sexual and discriminatory harassment are illegal and can be reported to the police and prosecuted under Indiana Criminal Code. Students who feel they have been the victims of a crime are encouraged, but not required, to contact the DePauw Public Safety Office to report the incident and to seek information about the criminal process.

Step 1a. Informal Complaint or Advising Process (Sexual Harassment)

Any member of the DePauw community may seek the advice of one of the harassment advisors referred to herein regarding a possible incident of sexual harassment. This contact will be confidential for all parties within the limits of the law. It is the responsibility of the harassment advisor receiving the informal complaint to:

- Provide prompt and impartial assistance to all parties.
- Present and discuss options and implications of options, which may include: avoiding harassment, directly confronting the alleged harasser, mediating between the alleged harasser and the harassed and/or filing a formal complaint.

- Assist the individual through the process(es) chosen if the individual desires assistance.

Harassment advisors will be appointed by the President in consultation with others, such as the Student Life and Academic Atmosphere Committee, Women's Studies Committee, Dean of Students, Dean of the Chapel and the chairperson of the Affirmative Action Committee. Harassment advisors will receive special training in understanding particular forms of sexual harassment and University procedures for dealing with them.

Step 1b. Informal Complaint or Advising Process (Discriminatory Harassment)

Any member of the DePauw community may seek the advice of one of the campus advocates referred to herein regarding an incident of discriminatory harassment. This contact will be confidential for all parties within the limits of the law. It is the responsibility of the person receiving the informal complaint to:

- Provide prompt and impartial assistance to the complainant, including advocating for room, phone and e-mail changes if the complainant feels threatened in his or her current living arrangements.
- Present and discuss options, which may include: filing a formal complaint, reporting the incident to Public Safety, or taking no further action once the complainant's safety has been addressed.
- Assist the complainant through the process(es) chosen if the complainant desires such assistance.

The Vice President for Student Services, in consultation with others, will appoint campus advocates. Campus advocates will receive special training in understanding particular forms of discriminatory harassment and University procedures for dealing with them. Advocates will:

- listen to complaints
- discuss allegations
- suggest ways to address the alleged harassment
- facilitate conversations with the alleged harasser if and when appropriate
- advise complainants of the University's judicial and grievance procedures
- provide referrals for legal, psychological, spiritual or other assistance
- work to ensure the confidentiality of the complainant under the conditions outlined above.

Step 2a: Formal Complaint Procedure (Sexual Harassment)

If the grievance cannot be resolved satisfactorily through the informal process, a formal complaint should be filed. Any member of the DePauw community may file a formal written complaint against an alleged harasser within six months after the alleged incident(s) occur. The complaint should be filed with the appropriate individual listed below, who will investigate it and determine whether sufficient cause exists to file charges.

Campus Life

1. If the alleged harasser is a student, charges should be filed in accordance with the student judicial process.
2. Vice President for Academic Affairs, if the alleged harasser is a faculty member. Any charge filed by the Vice President for Academic Affairs shall be filed with the Committee on Faculty and processed in accordance with established policy.
3. Director of Human Resources, if the alleged harasser is a noncontract employee. Any charge brought by the Director of Human Resources will be processed in accordance with established discipline procedures for noncontract employees.
4. President or appropriate vice president if the alleged harasser is a staff member other than those in 2 and 3. Any charges brought by the President or any vice president shall be filed with the individual's supervisor and processed in accordance with the established discipline process

An individual found to be guilty of sexual harassment is subject to judicial action for violations of this policy, consistent with existing procedures.

Step 2b: Formal Complaint Procedure (Discriminatory Harassment)

If the grievance cannot be resolved satisfactorily through the informal process, a formal complaint should be filed. The victim of discriminatory harassment is encouraged to file a formal complaint. Formal complaints should be filed with the Assistant Dean of Students or Director of DePauw Public Safety. Once a formal complaint is filed, the judicial process will proceed as follows:

1. Composition of the Board – The board that hears discriminatory harassment cases will be the special cases hearing board and will be composed of one faculty member, one administrative staff and one student.
2. Judicial Procedure – The Assistant Dean of Students or Director of Public Safety shall conduct a preliminary review of information gathered or reported with regard to the alleged violation. The results of the preliminary review shall be used by the Assistant Dean of Students to determine whether a charge of discriminatory harassment is applicable. If the Assistant Dean of Students determines that a charge of discriminatory harassment is applicable, he or she will explain the procedure to the complainant. The complainant, with the assistance of his or her campus advocate, will decide whether or not to proceed with the charge.

If the complainant elects to go forward with the charge, the procedures are the same as outlined in the Student Judicial Code.

HAZING POLICY

Hazing is defined as any action or situation that recklessly or intentionally,

on or off fraternity or sorority property, endangers the mental or physical health or safety of a student, or willfully causes the destruction or removal of public or private property for the purpose of initiation or admission into, or affiliation with, or as a condition for continued membership in, any organization (fraternity/sorority) operating under the sanction of, or recognized as a fraternity or sorority by DePauw University. The term shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, tattooing, branding, paddling, forced calisthenics, exposure to the elements, treasure hunts, scavenger hunts, quests, road trips, forced consumption of food, liquor, drugs or other substances, or any forced physical activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment or ridicule (*i.e.*, publicly wearing apparel or haircuts that are conspicuous and not normally in good taste; engaging in public stunts; public service to an individual, etc.), or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purpose of this definition, any activity as described in this definition upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

SEXUAL ASSAULT POLICY

Definition and Statement of Policy

I. Preamble

Sexual assault is a violation of state law and University policy and, therefore, subject to criminal prosecution and the University judicial process. The University will not tolerate any form of sexual assault or harassment and will treat violations of the law and University policy very seriously. The following are guidelines for handling sexual assault. Anyone with knowledge about such an incident should promptly report the situation to the Student Affairs Office or the DePauw Public Safety Office.

The purposes of the Sexual Assault Policy and Procedure are: 1) To provide a fair, educationally valid process to address alleged sexual assault, resulting in prompt decisions that hold students accountable for their actions; 2) To establish and protect the rights of members of the college community; 3) To promote the development of individual and group integrity; and 4) To uphold the non-academic rules and regulations of the University.

To pursue criminal charges, one must proceed via the criminal justice system. Staff members in the DePauw Public Safety Office will assist with pursuit of prosecution and involvement of local police authorities if the student chooses such options. The filing of criminal charges does not preclude University judicial charges.

Campus Life

Educational programs are available throughout the school year to promote awareness of rape and other sex offenses. Programs are conducted by the Sexual Assault Task Force, the Public Safety Office, counseling staff, residence life staff and during new student orientation. Please contact the Public Safety Office and the Student Affairs Office to learn more about awareness and prevention programs.

In response to requests from students and faculty to address sexual assault issues in a more confidential manner, the University has established the Sexual Assault Board (the “board”) to resolve allegations of sexual assault and impose sanctions where appropriate. While the complainant and the respondent will have certain procedural rights, the procedure described is not intended to constitute or approximate a legal proceeding. Participants in the process are not entitled to have an attorney present during any phase of the procedure described, but they are entitled to have an advisor present as provided in Section IV.B.5.

II. Sexual Assault Defined

The University defines sexual assault to be physical contact of a sexual nature by one person against the will of or without the consent of another. Consent is defined as voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a choice to engage in a sexual activity expressed in mutually understandable words or actions that indicate a willingness to participate in the activity.

- In the absence of mutually understandable words or action (a meeting of the minds on what is to be done, where, with whom and in what way), it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he/she has consent from his/her partner(s).
- Mutually understandable consent is an objective standard. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time with each other.
- Consent that is obtained through the use of fraud or force whether that force is physical force, threats, intimidation or coercion, is ineffective consent.
- Consent may never be given by
 - Minors to legal adults (statutory rape)
 - Mentally disabled persons
 - Physically or mentally incapacitated persons: persons who are physically or mentally incapacitated as a result of alcohol or other drug consumption (voluntary and involuntary), or who are unconscious, unaware or otherwise physically or mentally helpless.

Sexual assault includes rape, sexual battery, sexual deviate conduct and sexual exploitation as those terms are defined elsewhere in this policy. Sexual assault does not include verbal harassment not involving or connected with physical touching. Cases of alleged verbal harassment not involving or connected with physical touching may also be offenses against University policy, but such cases are addressed separately through the University's student judicial process.

III. Powers of the Dean of Students

The Dean of Students or the dean's designee (hereinafter referred to interchangeably as the "dean") shall determine whether the Board has jurisdiction over a given dispute, matter or circumstance. The dean may take any action necessary to serve the public safety interest of the University community or to further the prompt resolution of any charges of sexual assault brought under this procedure.

IV. Sexual Assault Board

The Board shall hold hearings as described below to determine facts (responsible or not responsible) and impose sanctions if the respondent is found responsible. The Board acts only upon presentation of a written charge of sexual assault as described in Section IV.B. below.

A Composition of the Board

1. The Board shall consist of five administrative staff members appointed by the Vice President for Student Services to terms of at least two (2) years. The five-member makeup of the Board shall include at least two women and two men at all times. Each of the administrative staff members appointed by the Vice President for Student Services shall be appointed from a list of nominations submitted by Student Congress and the Student Affairs Office. No member of the Board may consider a case in which the member would have a conflict of interest.
2. The chair of the Board shall be appointed by the Vice President for Student Services and, except for the initial designation, shall be a person who has served on the Board for at least one year.
3. A recorder for each hearing shall be appointed by the chair of the Board. The recorder can be a member of the Board or a Student Affairs representative.
4. Three members of the Board, including at least one male and at least one female, will be appointed by the chair of the Board to a panel to hear a charge. The chair may appoint himself or herself to the panel. If the chair does not appoint himself or herself to the panel selected to hear the charge, one of the panel members will be appointed by the chair of the Board to be the chair of the panel selected for that hearing. If the chair appoints himself or herself to the panel, the chair shall be the chair of the panel so selected.

Campus Life

5. During the first year of his/her term on the Board, each member shall participate in formal training provided by outside sexual assault experts who are not on the staff of the University.
6. The dean shall attend all hearings.

B. Procedure

1. Any student enrolled at DePauw University may file a charge of sexual assault with the Student Affairs Office. The dean shall conduct a preliminary review of all information gathered or reported with regard to an alleged sexual assault. The results of the preliminary review shall be used by the dean to determine whether the Board has jurisdiction and to explain the procedure to the complainant. The complainant will decide whether or not to proceed with the charge if the dean determines that the Board has jurisdiction.
2. Both the complainant and the respondent will be notified of available counseling services and may receive assistance in addressing academic concerns and/or living situations that may occur as a result of the sexual assault or the subsequent judicial process.
3. If the complainant elects to go forward, the charge shall be heard by the panel selected by the chair of the Board. In order to begin the hearing process, the complainant shall be required to file a written charge with the chair of the Board. The charge filed with the dean may serve as the charge required to be filed with the chair. Upon receipt of the charge, the chair of the Board shall notify the respondent in writing of the filing of the charge and of the hearing date. The hearing date shall be set not more than fourteen (14) days from the date of the notice to the respondent. The Board may prescribe the procedures to be followed at the hearing. Such procedures shall be included with the charge letter to the respondent and made available to the complainant prior to the hearing.
4. A hearing shall be conducted by the panel selected at the time and place indicated in the notice, pursuant to the procedures set forth herein. The hearing shall be tape-recorded, and the tape(s) shall be maintained by the dean. Once the student has exhausted all avenues of appeal, as described in the judicial code, the tapes will be destroyed.
5. The complainant and the respondent shall be entitled to select one member of the DePauw University faculty, staff or student body to act as an advisor during the processing of any charge of sexual assault. The advisor may not address the panel, but may consult with the respondent or complainant prior to, during and after all hearings. The advisor may not be a witness or have a substantial interest in the case or in any related case.
6. Any report of alleged sexual assault or rape shall be reported by the dean to the DePauw Public Safety Office in accordance with the Stu-

dent Right-to-Know and Campus Security Act of 1990. At the complainant's request, these reports will be made without disclosing the names of either the complainant or the respondent. If the dean determines that matters of public safety are involved, the dean may disclose such information as is necessary to address that issue.

7. The complainant and the respondent shall have the opportunity to attend hearings and to hear and respond to evidence. In the event the complainant or the respondent is unable or unwilling to attend, the panel may proceed with the hearing if it determines that proceeding with the hearing is in the best interest of the University community; provided, however, any determination of facts (responsible or not responsible) shall be based upon evidence presented at the hearing and not upon the allegations in the charge filed by the complainant.
8. Hearings shall not be publicized or open to the public. Panel members and all others present during the hearing (respective advisor, complainant, respondent) shall hold matters relating to the hearing in strict confidence. Witnesses are not permitted to attend hearings other than to testify.
9. Witnesses shall be limited to members of the DePauw faculty, staff or student body, unless the chair of the panel rules that others may appear. The complainant and the respondent shall submit the names of witnesses to the chair of the panel in writing at least 48 hours prior to the hearing. The complainant and the respondent shall have access to the names of all witnesses. The panel may call additional witnesses or seek further evidence.
10. The panel selected shall initiate its hearing within 14 days of the date of the notice to the respondent unless one of the following events occurs:
 - a. either party petitions the chair of the panel in writing for a continuance of the hearing not less than 48 hours prior to the scheduled hearing, and the chair of the panel determines that such petition makes a strong showing of substantial need of such a continuance in order to maintain the fairness and integrity of the process; or
 - b. the chair of the panel determines that an emergency situation exists that requires a continuance of the scheduled hearing date in order to preserve the integrity and basic fairness of the process. In the event a continuance is granted by the chair of the panel, every effort will be made to hear the matter as expeditiously as possible.
11. A majority vote of the panel selected to hear a charge shall determine the facts (responsible or not responsible). Having found the facts, the panel hearing the case shall at the same time also impose the appropriate sanction, if any. The decision of the panel shall be in writing, and the complainant and the respondent shall be given a copy of the decision by the chair of the panel.

V. Conduct and Sanctions

If the panel finds the respondent to be responsible for rape, sexual battery, deviate sexual conduct and/or sexual exploitation as those terms defined below, it shall impose sanctions, which may include expulsion:

Rape: Knowing or intentional sexual intercourse with another person when:

- a. the other person is compelled by force or imminent threat of force;
- b. the other person is unaware that the sexual intercourse is occurring; or
- c. the other person is so mentally disabled or deficient, or so physically or mentally incapacitated that consent to sexual intercourse cannot be given.

Sexual Battery: Knowing or intentional touching of another person for the purpose of arousing or satisfying one's own sexual desires or the sexual desires of another person when the person touched is:

- a. compelled to submit to the touching by force or the imminent threat of force;
- b. unaware that the touching is occurring;
- c. so mentally disabled or deficient or so physically or mentally incapacitated that consent to the touching cannot be given.

Deviate Sexual Conduct: Knowingly or intentionally causing another person to perform an act involving:

- a. a sex organ of one person and the mouth or anus of another person; or
- b. the penetration of the sex organ or anus of a person by an object when:
 1. the other person is compelled by force or imminent threat of force;
 2. the other person is unaware that the conduct is occurring; or
 3. the other person is so mentally disabled or deficient, or so physically or mentally incapacitated that consent to the conduct cannot be given.

Sexual Exploitation: Nonconsensual use of sexual contact by one person with another, for his/her own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and the behavior does not otherwise constitute rape, battery or deviate sexual conduct. Examples of sexual exploitation include prostituting another student, nonconsensual video or audio taping of sexual activity going beyond the boundaries of the consent given (such as one person allowing others to surreptitiously watch consensual sex), engaging in voyeurism and knowingly transmitting an STD or HIV to another student.

Sanctions of suspension or expulsion carry with them a forfeiture of tuition, fees and residence hall room and board, which will not be refunded nor remitted, in whole or in part. All students receiving financial assistance from the federal government will have their aid prorated and refunded to the federal program involved based upon the federal refund policy applicable thereto.

VI. Appeals

- A. Procedure. An appeal of a determination of any fact or of a sanction imposed by the panel may be filed with the dean in writing by the complainant or the respondent within three days of the date of the letter of notification from the chair of the panel. All materials supporting any appeal must be submitted at the time the appeal is filed. The dean may, but need not, seek additional information regarding the appeal. The dean may accept an appeal and issue a decision on the appeal, or may reject the appeal as presenting no issue for review. Any decision by the dean regarding the appeal may be appealed by either the complainant or respondent to the Vice President for Student Services within five days of the date of the letter of notification from the dean regarding the appeal. Decisions by the Vice President for Student Services regarding an appeal are final and not subject to further review.
- B. Disposition of appeals by the dean. The dean may:
1. Refer the case back to the panel for reconsideration.
 2. Reverse the panel's determination of facts.
 3. Impose different sanctions.
 4. Affirm the action taken by the panel.
- C. Disposition of appeals by the Vice President for Student Services. The Vice President for Student Services may:
1. Refer the case back to the panel for reconsideration.
 2. Reverse the panel's determination of facts.
 3. Impose different sanctions.
 4. Affirm the action taken by the dean.

OTHER PERTINENT POLICIES

DEPAUW UNIVERSITY AIDS POLICY

AIDS (Acquired Immune Deficiency Syndrome) is a life-threatening disease that is caused by HIV (Human Immunodeficiency Virus). This virus is passed from one person to another through blood-to-blood and sexual contact. It is a disease that is not easily transmitted. (definition adapted from the Center for Disease Control's Web site <http://www.cdc.gov/hiv/pubs/faq/faq1.htm>)

The purpose of this policy is to ensure that members of the DePauw community

1. Are not discriminated against on the basis of their HIV status.
2. Are assured of complete confidentiality and privacy with regard to their HIV status.
3. Have a safe and comfortable place where they may go to find information about HIV and AIDS and to have their questions answered.

Campus Life

4. Know whom to contact if they have questions about the AIDS policy or are experiencing problems with discrimination or a lack of privacy or confidentiality.

Discrimination against any DePauw University faculty, staff or student based on his or her HIV status is against DePauw policy. No person will be denied access to any University facility, be excluded from any University event or be denied membership in any university organization on this basis. All members of the DePauw community are guaranteed privacy and confidentiality of their HIV status. Information regarding anonymous and confidential HIV testing for students is available through the university health center. Employees are encouraged to consult with their individual physicians. The University will provide programs and make available educational materials about HIV and AIDS to the university community. Members of the DePauw community who have questions regarding AIDS or HIV are encouraged to consult with representatives from health services or human resources. The Student Life and Academic Atmosphere Committee (SLAAC) will periodically review this policy. (Approved by the faculty, October 3, 1988. Modified December 1992 and May 2002.)

AIR TRAVEL WAIVER

It is the policy of DePauw University to require that all employees or students who use air travel in connection with official University business use only established commercial airlines. In the event such person, out of personal preference, elects to use private or chartered aircraft for official University business, he or she must sign a waiver.

CAMPUS NOISE POLICY

The University and its recognized organizations have an obligation and a responsibility to themselves and the surrounding community to provide an atmosphere and environment that is conducive to the normal functioning of both. The right to express oneself is limited by its effect on the rights of others. All campus groups, as well as outside agencies who use our facilities, must accept the responsibility of good citizenship and respect the rights to privacy of others.

The following policy is issued to encourage responsible social functions and curb excess noise. We affirm that these recommendations are solely for University policy. In no way do they control or circumvent city or state law.

General Policies Regarding Noise

The Greencastle Common Council meets the second Tuesday of each month at 7 p.m. Any request for street closings, exception to Noise Ordinance, etc., to be approved by the Greencastle Common Council must be submitted on the appropriate form (available in the Public Safety Office) to the Clerk-Treasurer,

City Hall, 1 North Locust Street, Greencastle, IN 46135, at least seven (7) days prior to the meeting. Permission must be granted by DePauw Public Safety prior to the request being submitted to the Clerk-Treasurer.

Please be sure to have a representative available for the meeting at which the request will be discussed to answer any questions the Council may have.

If you have any questions, please feel free to contact Pamela Jones, Clerk-Treasurer at (765) 653-9211 between 8 a.m. and 5 p.m. or DePauw Public Safety at (765) 658-4261. Additional information is available on the Public Safety Web site at <http://www.depauw.edu/student/safety/default.asp>.

All sponsoring groups shall take the following proactive steps:

1. Establish good mutual relations with residents of your neighborhood the year round. Canvas the neighbors immediately surrounding your living unit prior to any noise-making event. Encourage neighbors to call the living unit president directly with any noise concerns.
2. Set limits on the time span for all functions and adhere to them. It is expected that out-of-doors noise situations end at 9 p.m. on weekdays and 11 p.m. on Fridays and Saturdays.
3. Noise-causing situations are not permitted during class hours, except by permission through the Office of the Dean of Students. At other times, noise-causing situations cannot begin earlier than 11 a.m.
4. At no time should speakers or sound systems be in windows or outside living units, unless permission is granted through the Office of the Dean of Students.
5. Extend a personal message of apology and a written note to any neighbor complaining about noise following an event. The president(s) of all living units participating in noise-creating functions share in the responsibility for any event. The living unit president(s) are expected to act promptly and responsibly on all complaints and concerns voiced by an outside agency (campus security, neighbors, Student Affairs, etc.). In all cases of disputed responsibility, the host living unit shall assume primary responsibility. It is suggested that to help alleviate problems of responsibility the host group allow only a designated person or persons access to the volume controls. Predetermine acceptable levels of sound by checking with your immediate neighbors prior to any event. Then stay within those levels. Devise internal sanctions to discourage others from deviating.

It is University policy, suggested by students, to strongly discourage week-day parties and encourage closed functions. To help clarify this position, the following regulations are in effect to minimize future noise situations.

Campus Life

Category I – All-Campus Events

These shall be defined as events not held on living unit grounds but instead held in open areas with sound amplifying equipment. These events shall be registered with the Office of Campus Life and Public Safety at least 10 full days prior to the event.

Category II – Outdoor Living Unit Functions

These shall be defined as outdoor events being held on the grounds of the sponsoring living unit. These events shall follow all of the criteria stated under General Policies.

Category III – Inside Functions

These shall be defined as events being held entirely indoors in any campus living unit. These may be held whenever the sponsoring group(s) desires so long as there are no complaints from neighbors.

Category IV – Individual Room Events Within A Living Unit

These shall be defined as events that are of a more spontaneous nature and are not a part of the living unit's official calendar of events. The living unit president should still be aware that he or she is ultimately responsible for any activities within the living unit. In the event of complaints, the room occupant(s) and guest(s) shall also be held responsible, with the occupants bearing primary responsibility.

In all categories of noise-creating events, the first time an agent of DePauw Public Safety is required to call on the president(s) of all sponsoring living unit(s) concerning a noise complaint it will be considered an official warning. The second time an agent of Public Safety is required to call on the president(s) of all sponsoring living unit(s) concerning a noise complaint the noise shall cease. The second time University Public Safety visits a living unit regarding excessive outside noise, the event will be shut down.

CONSENSUAL RELATIONS POLICY

The integrity of the teacher-student relationship, as well as the staff-student relationship, is the foundation of DePauw's educational mission. These relationships vest considerable trust in the faculty or staff member who, in turn, bears authority and accountability as mentor, educator and evaluator. At DePauw, it is understood that faculty and students and staff and students begin and sustain friendships that can last a lifetime. The unequal institutional power in these relationships, however, heightens the vulnerability of the student and the potential for coercion. It is the faculty and staff member's responsibility to avoid any relationship that compromises either the student's enjoyment of the University experience or the faculty and staff member's ability to discharge the obligations of his/her employment at DePauw. In furtherance of this philoso-

phy, DePauw prohibits sexual relationships between faculty and students and between staff and students where the faculty or staff member has or will have a direct or indirect supervising, teaching or evaluating relationship with the student, regardless of whether the relationship is consensual.

If a complaint is initiated, even when both parties have consented to the development of such a relationship, it is the faculty or staff member who, by virtue of his or her educational responsibility, will be held accountable for unprofessional behavior and who is subject to judicial action, up to and including dismissal from employment by the University, for violation of this policy.

Complaints will be handled according to the guidelines established for other harassment complaints, as described in this Handbook.

(Established as University policy effective July 1, 1999)

POLICY AND PROCEDURES ON SELF-HARM AND SUICIDE ATTEMPTS

These policies and procedures will ensure students receive appropriate support and treatment as they work through personal challenges they may face. When a suicide attempt or self-harm gesture is made, this protocol will be put into effect. Because of the unique circumstances of each situation, the University will determine which of the following actions to be appropriate for the specific situation.

Once aware of the situation, a representative of student affairs will talk with the student who made a suicide attempt or threatened to self-harm. The student affairs representative will consult with the “on-call” University counselor. After consultation, the University counselor will talk with the student, assess the situation and determine a plan of action.

Where deemed appropriate, other resources may be utilized in order to best help the student. These resources may include University health services, public safety, the student’s parents or legal guardian, other student affairs resources, legal alternatives and community health care services. The above resources that are utilized will work together to best meet the student’s immediate as well as long-term needs. In all instances, student privacy will be protected.

The dean of students or designee will define expectations the University has of the student and discuss support measures to help the student succeed at the University. Depending on the situation, the student may not be permitted to return to University residence, classes or University activities until cleared by the dean of students or designee in consultation with the University counselor and/or University physician.

RESIDENTIAL LIVING/LEARNING

PHILOSOPHICAL STATEMENT OF RESIDENTIAL LIFE

DePauw University, through its residential living units, seeks to create a safe and challenging learning environment that supports and complements the DePauw academic experience. To that end, we strive to:

- maintain high physical standards for residential living that are consistently applied to all DePauw University students wherever they may live;
- assure that all residential living units (including fraternities and sororities) foster an environment that is supportive of academic excellence and social development;
- promote programs and activities in all residential living units that encourage a strong sense of community among all students, faculty and staff;
- develop alternative living options and create programs and services that allow for greater individual choice and autonomy with concomitant individual responsibility; and
- create living environments that recognize human differences but advocate respect for and a tolerance and celebration of such differences.

(Adopted by the DePauw University Board of Trustees, January 1998)

The University believes that a large part of a student's education is a result of his or her living environment. Eligibility to attend DePauw assumes compliance with University regulations regarding housing. All first-year students reside in University residence halls, and upperclass students live in the halls, University-owned apartments, fraternities or sororities. While group living offers an important opportunity to DePauw students, it is not the only option. A small percentage of DePauw's students live in apartments or homes owned by local residents. This is called out-in-town (OIT) housing, and eligibility is limited to a small percentage of undergraduate seniors.

Residence Life staff members in the residence halls and house directors in the fraternities and sororities encourage high standards of group living and cooperate in maintaining observance of University regulations. In addition to the general regulations below, each living unit has its own policies, rules and procedures. Additional residence hall regulations are described in the *Resident Student Handbook*, which is provided to hall residents.

STUDENT LIVING UNIT BILL OF RIGHTS

The Student Living Unit Bill of Rights is a University policy outlining the rights of the students living in the residence halls and the responsibility that they have toward the rights of others.

Any question concerning this policy or infringements of it should be referred to the resident assistant or residence life coordinator. Each person, as a resident of

DePauw University living units, possesses certain individual rights and responsibilities that must be held in high regard. This document is intended to define minimal expectations of actualizing their freedoms without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational and social pursuits that are a necessary part of his or her University life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

1. Primary rights of the living unit resident include:
 - a. The right to read and study free from undue interference in one's room. One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
 - b. The right to sleep, the right to one's personal belongings, the right to a clean environment in which to live. Optimum physical conditions are essential as they support and reinforce and provide for positive conditions in which to learn and live.
 - c. The right for redress of grievances. If the academic living unit communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm and without the imposition of sanctions apart from the process.
2. Subordinate rights of the living unit resident are those that should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These subordinate rights include:
 - a. The right to personal privacy. All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.
 - b. The right to host guests. All students should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above stated rights of the host's roommates and of other hall residents. Any abuse of these rights is subject to review and action according to the procedures given in the Judicial Code. However, informal processes such as mediation, involving students and hall staff, should also be considered as means for resolving conflicts.

STANDARDS FOR LIVING UNITS AT DEPAUW UNIVERSITY

All living units shall be subject to and shall comply with the following standards as conditions of each unit's being an approved living unit for DePauw students. The Office of Student Affairs shall be responsible for units' compliance with these standards. Failure to comply with the standards shall result in

penalties as set forth herein, including withdrawal of the University's approval for the living unit to house DePauw students and termination of the University's recognition of any Greek living unit.

I. All living units shall comply with the following standards.

1. Each unit shall provide proof of fire insurance and of fire safety inspections as are required by the designated insurance carrier for that unit.
2. Each unit shall conduct at least one fire drill each semester that shall be monitored by DePauw administrator(s). The DePauw administrator(s) will work with leaders in various residential units, including house managers, presidents, officers of housing associations and others, on fire safety issues for such unit.
3. Each unit shall provide proof of general liability insurance, personal injury and property damage insurance in amounts of at least \$500,000 per occurrence and \$1,000,000 in the aggregate.
4. Each unit shall adopt a Damage Control and Assessment Plan. The plan shall provide that damages caused by an individual who can be identified shall be paid for by the individual. Damages which cannot be assessed to an individual shall be paid for by all members of the unit, proportionately, in accordance with the provisions of the plan.
5. Scheduled public area and kitchen cleanliness inspections shall be conducted by appropriate University officials several times each school year. Deficiencies shall be noted and shall be corrected in accordance with a plan of abatement or correction, which shall be proposed by the University and agreed to by the unit.
6. Unannounced walk-through inspections of each unit shall be made each month by a person designated by the University to work with each unit. Deficiencies shall be noted and shall be corrected or abated as set forth in paragraph 5.
7. Each living unit shall secure a faculty or staff advisor from among the full-time faculty or staff of the University. The faculty or staff advisor shall meet regularly with members of the unit and shall advise on matters involving academics, social functions, adherence to University policies and rules and compliance with these standards. Each unit, in cooperation with the advisor, shall develop a written job description for the advisor, acceptable to the University.
8. Each unit shall provide an area within the living unit, outside the living area, for quiet and study. The area shall specifically be designated as a quiet area for study.
9. All officers or persons in leadership positions in each living unit shall participate in training programs and leadership programs as are determined, from time to time, by the Office of Student Affairs.
10. Each unit shall develop an internal judicial process for persons living in that unit who violate unit rules. This process shall be approved by the

Office of Student Affairs.

11. Each unit regularly shall review and adhere to the University's policies on the use/abuse of alcohol and other substances.

II. The following standards are applicable specifically to University-owned apartments and houses and to Greek living units.

1. A member of the house corporation board of each Greek unit shall participate in at least one of the unannounced walk-throughs of the living unit each semester.
2. At least 21 days prior to the beginning of each school year, each unit must supply evidence (contract or maintenance plan) that the kitchens, bathrooms and public areas of the unit will be maintained in a clean and orderly fashion. A copy of any such contract or maintenance plan shall be submitted to the Office of Student Affairs.
3. At least 21 days prior to the beginning of each school year, each unit must supply evidence (contract or maintenance plan) that the grounds surrounding such unit will be maintained, appropriate to the season, on a year-round basis. A copy of any such contract or maintenance plan shall be submitted to the Office of Student Affairs.
4. Each unit shall require a written, signed room and board contract in a form acceptable to the University from each member living in the unit each school semester or year, as applicable. Copies of such individual room and board contracts shall be submitted to the Office of Student Affairs within one week after the beginning of each school year.
5. Each unit shall collect fees for room and board through the Director of the Business Office of the University or through an outside management firm approved by the Vice President for Finance.
6. Each Greek unit shall employ a house mother or house director, acceptable to the University, who lives in the chapter house. Each Greek unit shall prepare a written description of the duties of the position, which description shall be submitted to the Office of Student Affairs for approval.
7. Each unit shall implement standard accounting and bookkeeping practices, which shall be developed with the assistance of the Vice President for Finance and Administration.
8. Each unit shall develop a plan, acceptable to the University, to insure that the standards for living units are met during Winter Term, which plan shall provide for adult supervision of the living unit during Winter Term. Failure to develop, submit or adhere to the plan shall result in closing of the unit during Winter Term.
9. All University-owned apartments and houses shall participate in a housing association to be established under the direction of the Office of Student Affairs. The housing association shall be responsible for ensuring that the standards set forth herein are met.
10. The Board of Fraternal Affairs shall work with the Greek living units to

Campus Life

develop standardized plans and policies for Greek units for compliance with requirements of these standards.

11. Each unit shall register any party where alcohol will be served, shall designate a specific area of the facility where consumption of alcohol is permitted, shall employ an outside vendor to serve alcohol and shall take reasonable steps to ensure that only persons of legal age may consume alcohol.

III. Code of Values and Principles

All living units shall develop a Code of Values and Principles that is based on and that implements and fleshes out the premises set forth in the Philosophical Statement of Residential Life at DePauw.

IV. Penalties for failure to comply with the standards

Failure to adhere to the standards set forth above generally shall result in a series of progressive penalties in circumstances where such penalties can reasonably be expected to bring about a change in a unit's behavior and adherence to the standards. It is understood, however, that a violation of any standard may subject the living unit to a penalty at any step of the procedure, including expulsion, depending upon the nature and severity of the violation, past violations or failure to adhere or other relevant factors, including matters in aggravation or in mitigation of a penalty. Progressive penalties are as follows:

1. Warning or reprimand, which shall include a time line for correction of the violation or adherence to the standard.
2. Fines against a unit in a dollar amount not to exceed \$1,000 for the infraction. Repeated infractions shall result in increasing dollar amounts of fines not to exceed \$5,000.
3. Suspension of the living unit as an approved living unit for a minimum period of one semester and for a maximum period of one school year.
4. Expulsion of the unit and withdrawal of the University's approval for such unit to house any DePauw student.
5. Each of the penalties may be accompanied by other sanctions necessary to secure compliance, *e.g.*, a plan of correction, taking affirmative action, participation in programs and so forth.

The Office of Student Affairs shall publish policies and procedures to implement the written standards and penalties for violation of such standards. The Office of Student Affairs shall provide a copy of these standards and implementing policies and procedures to each living unit and shall publicize those standards in communications to students, faculty, administrators, parents, alumni and friends of the University. These standards and the policies and procedures for implementation of such standards are in addition to all published University rules and procedures currently in effect which deal with student living units and student behavior. Any conflict shall be resolved by the Office of Student Affairs. Penalties for violations of these standards may be appealed to the Office

of Student Affairs in accordance with the student judicial process.

(Adopted by the DePauw University Board of Trustees, January 24, 1998)

RIGHT OF INSPECTION

All University officials are authorized to be on the property or the premises of University, fraternity or sorority buildings in the process of carrying out duties related to University housing regulations. Regular inspections of residence halls, fraternity and sorority facilities may be conducted for fire, health and safety reasons by University staff and/or local governmental agencies.

GENERAL REGULATIONS

1. Undergraduate single students must live and take their meals in a University residence hall, University-owned apartment or in one of the established fraternities or sororities.
2. With approval of the chapter involved, fraternity-affiliated men and sorority-affiliated women who transfer from other institutions may petition the Dean of Students for permission to reside in the fraternity or sorority houses during their first year.
3. If applications for residence halls, University-owned apartments or sororities or fraternities should exceed available vacancies, the Dean of Students approves other accommodations.
4. Students discontinuing fraternity or sorority affiliation must notify the Office of Campus Life, and housing will be arranged in accordance with University housing regulations.
5. Students who pledge a fraternity or sorority while residing in a University residence hall may not move into the chapter house until their residence hall contracts expire or until permission has been granted for moving by the Director of Housing and Residence Life.
6. Any students who violate DePauw University housing regulations will be subject to judicial action.

UNIVERSITY-OWNED RESIDENCE HALLS AND APARTMENTS

Housing and Residence Life Office. The housing and residence life staff is a part of the Student Affairs Office and is available to assist students with all aspects of life in University-owned housing and with adjustment to college. The staff includes six professional staff members (the Assistant Dean of Students, Director of Residence Life, Assistant Director of Residence Life, three residence life coordinators and the Coordinator of Housing Facilities) and specially selected and trained upperclass student staff called Resident Assistants (RAs). The residence life coordinators live in apartments in the residence halls and have offices in Rector and Humbert halls. The Director of Residence Life, Assistant Director of Residence Life and the Coordinator of Housing Facilities offices are located in Anderson Street Hall. The Assistant Dean of Students is located in the Student Affairs Office.

Campus Life

Dining Service Office. The Dining Service staff is responsible for the financial and physical operation of the dining halls and the Hub. Questions concerning dining services should be directed to this office, located in the basement of Mason Hall.

Contracts. Every student who lives in University-owned housing must complete a room and board contract. Contracts are for the entire academic year and include both room and board. Once a student checks into a room, she or he is obligated to the complete terms of this contract. A student who moves from a University-owned living unit but remains enrolled in the University may terminate the contract obligations for spring semester by notifying the Student Affairs Office, in writing, by December 2, 2002. All such arrangements require approval by the Assistant Dean of Students.

Room selection/assignment. New students are mailed information on the room assignment process after they have been admitted and have paid the enrollment deposits. Upperclass students who will be returning for the next academic year choose rooms through the room selection process in the spring semester. Students wishing to move into a University-owned living unit at times other than the beginning of the academic year are assigned rooms from among the current vacancies. For more information, contact the Housing Office.

Common area damages. Residents are held financially accountable for property destruction that occurs in the public areas of their residential unit if those responsible cannot be identified. Billings for common area damages will be implemented twice a year after attempts to identify those responsible for damage have been exhausted.

Damage charges. Students are charged during their occupancy for any damage done to their room or its furnishings. An inventory of the conditions and contents of the room is made when the student moves in. When vacating a room, the student must complete the room check-out process. Charges for damages found at that time (including any cleaning required above and beyond that caused by normal use) will be billed to the student. Any student who does not complete the room check-out process may be charged for improper check-out. Residents are held accountable for property destruction that occurs in their room and/or the public areas of their residential unit. Residents may be charged for repair or replacement costs due to the removal or destruction of property in their residential unit (see *Resident Student Handbook*). Residents are responsible for the behavior of their guest(s) and, therefore, could be held responsible for any damages incurred or policies violated by their guest(s).

University-owned living units openings and closings. Room occupancy is limited to the periods when the University-owned living units are open; stu-

dents may not remain in their rooms when the halls are closed. New students may move into the residence halls on the date established by the University as opening day for new students. Returning students may move into the living units on the following day. The living units close at 6 p.m. on the last day of classes before all official University recesses and re-open at noon on the day preceding the resumption of classes. At the end of each semester, every student must leave within 24 hours of his or her last final examination or by the final hall closing time, whichever is first. Final hall closing is 6 p.m. on the last day of final examinations.

Winter Term board credit. Board credit will be given on a prorated basis for approved off-campus Winter Term study of seven or more consecutive days if application for adjustment is made by the date established in the room and board contract. No credit will be given for room. Contact the Dining Service Office in Mason Hall for more information.

Board exceptions. All students who live in the residence halls are required to be on the University board plan unless special permission is given for an exception by the Director of Dining Service. Dining Service tries to give attention to special dietary needs validated by a physician. A student with a dietary need can consult with the dining service unit manager. In some cases, additional charges may apply if needs exceed regular offerings.

Resident Student Handbook. For further information on residence hall regulations, policies and procedures, consult the *Resident Student Handbook*. Information included in this document supplements the contract and *Student Handbook*.

University-owned apartments. To participate in the lottery for University-owned apartments, students must not have been on disciplinary probation the previous two semesters.

HOUSES OWNED BY FRATERNITIES AND SORORITIES

Eleven fraternities and seven sororities provide living accommodations for their members on campus. Chapter members also eat meals at their respective houses, and many houses provide computer rooms and library facilities.

First-year students are not permitted to reside in the chapter houses. Any fraternity or sorority whose procedures are not in accord with this principle may be subject to judicial action.

Student Affairs staff members have direct contact with each fraternity and sorority through chapter houses, alumni(ae) advisors, house corporation officers, the house director and the national offices.

Campus Life

VISITATION

Learning to live with other people in a community setting means taking responsibility for oneself and respecting the rights of others. As a part of this learning process, students in each living unit determine visitation hours. Visitation hours refer to the times when persons of the opposite sex are allowed in the nonpublic areas of the living unit. Nonpublic areas include student rooms, floor lounges, sleeping dorms and hallways with direct access to student rooms. Students are responsible for ensuring that their guests abide by the living unit's visitation hours policy.

Twenty-four hour visitation is in effect in all University-owned living units. Residents of single gender floors or apartments may determine more limited visitation times by a vote at the beginning of the academic year. Voting procedures will be established by the Student Affairs Office; newly selected visitation times will be reported to and approved by the Student Affairs Office. Violations of established visitation hours may subject both guests and hosts to judicial action.

Procedures for establishing and enforcing visitation hours shall be determined by each Greek living unit in accordance with its local and national policies.

OUT-IN-TOWN (OIT) HOUSING

The following categories of students are not required to live in University-related housing (residence halls, University-owned apartments, fraternities and sororities):

1. Married students or LGBT domestic partners
2. Students commuting from the home of their parents
3. Students 23 years old by September 15, 2002
4. Students with eight completed semesters

Upon approval of the Student Affairs Office, senior students who have received permission via the lottery process may be granted permission to live out-in-town (OIT). The total number of students receiving permission through the lottery is not to exceed 2 percent of the undergraduate student body.

To be eligible, students must have obtained senior status and must not have been on judicial probation within the last two semesters. Students who are members of a fraternity or sorority must first have been granted approval to move out of their chapter houses by their house corporation president before they will be considered eligible to live OIT.

Those who draw the lowest numbers will be granted permission within the 2 percent guideline established by the Board of Trustees. Permission must be accepted and addresses filed within the allotted time period; otherwise, the OIT permission will be rescinded. After the OIT lottery, no more OIT permission

will be extended. As stated on the request form, any student granted OIT permission is subject to University rules and regulations in the *DePauw University Catalog*, in the *Student Handbook* or in any communication established by the Student Affairs Office.

Any other student requesting exemption from University housing regulations must have the approval of the Director of Housing.

The OIT address and phone number must be on file in the Student Affairs Office by July 1 or the OIT permission will be rescinded (except for those students on an approved off-campus study program). Changes of address at any time during the year must be reported as they occur.

The OIT lottery procedures will be established and kept on file in the Student Affairs Office. To participate in the lottery all necessary paperwork must be submitted to the Student Affairs Office by the publicized deadline. Once granted, OIT permission will be in effect for the entire academic year. It must be used for the entire year by the student receiving permission in order to remain in effect, unless the student is on an approved off-campus study program fall semester. OIT permission may not be traded or shared with other students not authorized to live OIT.

Any student moving OIT without permission could be subject to University judicial action and the payment of full room and board charges.

TRADITIONS

As retired professor Jerome Hixson once said, "Traditions make us know who we are and possibly where we are going. Tradition is an important and distinctive part of a college. Like good will in business, it must be reckoned as valuable." DePauw takes pride in preserving and continuing certain traditional events and its own special "folklore."

The Boulder, history tells us, was found in 1891 by a Putnam County farmer who thought it was a petrified turtle. The Boulder was donated to the University and hauled to the campus on the Monon Railroad. It was placed on the lawn of East College to commemorate the 400th anniversary of Columbus' discovery of America. That's why it's called the Columbian Boulder.

Old Gold Day, scheduled for early fall, is homecoming day. It is one of our oldest (1907) traditions bringing alumni, parents and friends of DePauw back to campus. It began as a more civilized substitute for unregulated class fights that were designed to stimulate school spirit. Living units participate with decorations, sponsor king and queen candidates and rally spirits at the football game.

Campus Life

Dinners, dances, musical and educational events are held to welcome and entertain students and guests.

Parents' Weekend, scheduled during the fall, features sports, special dinners and living unit-sponsored activities for parents of all DePauw students. The Parents' Executive Committee, which serves as a sounding board for the University, meets at this time.

The Monon Bell appears in November at the traditional football clash between DePauw and Wabash College and goes to the winner of the game. In 1932, the Monon Railroad donated the Bell to both schools, and it has since become the symbol of the oldest small-college football rivalry west of the Alleghenies. The winner of the football game is awarded possession of the Bell and must guard it for the next year.

Little 5 held in April is the campus version of the Indy 500 auto race and features a bicycle race for men, a bicycle race for women and several other special events.

The American Cancer Society **Relay for Life**, jointly sponsored by Putnam County residents and DePauw students representing organizations and living units, is traditionally held the first weekend in May. The 24-hour event at Blackstock Stadium includes games and entertainment, as well as a survivors' luncheon and luminary ceremony. In 1997, its first year, Relay teams raised \$5,000 to support cancer research; the 2002 Relay resulted in more than \$125,000.

The Owl is perched atop Scarritt Fountain. It was a gift of Winthrop E. Scarritt, class of 1882, in memory of his brother, who died while a student at Indiana Asbury.

The Gateway Memorial Arch is the ornamental gateway of brick and iron on Locust Street at Anderson Street. It was a gift of the class of 1890 and was presented in 1910 on the 20th anniversary of that class's graduation.

East College is the oldest building on campus. The cornerstone was laid October 20, 1870, and all college classes were moved to the new building in 1875. The clock in the bell tower was added through gifts of Greencastle citizens, and the famous bell that signals the beginning and end of classes was the gift of the graduating class of 1879. The building was restored in 1981 through the generous donations of alumni and friends.

Additional general information about DePauw University can be found in the current edition of the *DePauw University Catalog*.

COLLEGE SONGS

A TOAST TO DEPAUW

To Old DePauw we toast today
And raise our voices high,
We'll honor thee and loyal be
And praise thee to the sky.
Let every son and daughter stand
United e'er for thee,
And hail Old Gold throughout the land,
Here's to you, Old DePauw.
- Vivien Bard '17

HERE'S TO DEPAUW

Here's to DePauw, boys, here's to our school!
Here's to the place where good feelings rule.
We will sing praises to our old school,
Old DPU, here's to you!
And we will march, march on ... down the field
Shouting for Old DePauw.
Break through the en'mys line their strength to defy.
We'll give a long cheer for DePauw's men;
We're here to win again.
Fight, fight on to the end
For Old DePauw!

Please visit the DePauw Web site at <www.depauw.edu>.

Academic Support

ACADEMIC EXPECTATIONS FOR DEPAUW STUDENTS

DePauw has considerably different academic expectations from those of high school, and it is important that students adjust to these new expectations early in their college careers.

1. College is not the end of the educational process but a foundation for a lifetime of continued learning and of growth; therefore, one of the central goals of college is to help students develop a sense of responsibility for their own learning and the ability to learn on their own.
2. Accordingly, college students spend much less time in class than they did in high school but are correspondingly expected to do much more work outside of class.
3. Students should expect to spend at least two hours studying outside of class for every hour in class. This means they should plan to spend between 40 and 50 hours a week (or more) on their academic work, the equivalent of a full-time job.
4. Students are responsible for learning a great deal of material on their own outside of the classroom.
5. Students should expect that course material will be covered at a much more rapid pace than they have experienced before. This expectation is partially based on the assumption that students are preparing carefully for class so that more material can be covered in class.
6. Students are expected to come to class prepared and ready to participate actively in the class session. They are expected to have read the text and other assigned material carefully and comprehensively before the class session.

(Approved by DePauw University Faculty, April 7, 1997)

ACADEMIC PROGRAMS AND RESOURCES

ACADEMIC ADVISING

Each new student is assigned a faculty advisor based on the student's first-year seminar. The advisor helps students plan their academic and career goals. In addition to helping students choose courses, advisors may also suggest off-campus study opportunities, Winter Term experiences, and extracurricular or co-curricular activities that augment the student's academic course work. Students are expected to communicate their goals to their advisor and to inform the advisor of any changes in their goals. Although each student has primary responsibility, students and advisors share responsibility for monitoring the student's progress in fulfilling graduation requirements. It is important for students to meet with their advisors throughout the semester. Students should seek counsel from their academic advisor if they experience difficulties, have questions or have successes to share.

By March of the second year, each student chooses a major field of study and an advisor in that field. The student files this information with the registrar's office, located in the Studebaker Administration Building. The Academic Affairs, Academic Services and Career Services offices can assist students in choosing a major.

A student may change an advisor at any time by filling out a change of advisor form obtained from the registrar's office. Advisors do not take offense when a student wants to make an advisor change. In fact, advisors hope that each student finds a faculty advisor who shares the student's academic interest and with whom the student feels comfortable. Students who need further assistance should contact the Office of Academic Affairs.

Contact: Marion K. McInnes, Associate Dean of Academic Affairs
Kelley J. Hall, Assistant Dean of Academic Affairs (Spring)
305 Harrison Hall
Extension 4359, mmcinnnes@depauw.edu, khall@depauw.edu
www.depauw.edu/admin/acadaffairs/adviseindex.htm

ACADEMIC RESOURCE CENTER

The Academic Resource Center (ARC), located on the second floor of Harrison Hall, offers all students the opportunity for academic development. The ARC is staffed by faculty, staff and students who have been trained to assist others in improving quantitative reasoning, writing and speaking/listening skills. In addition to having good academic skills themselves, these students work well one-on-one with other students. Students do not need to have a problem to come to the ARC; any student can receive feedback on course work before submitting it to the instructor. A small resource library is also available with a number of books in the sciences. Study guides, conceptual reviews and references are included. ARC study aids and information about ARC workshops and services are available at www.depauw.edu/admin/arc.html.

Some services provided by the ARC include:

Writing:

- developing and revising essays and other class assignments, from generating ideas to polishing the final draft
- writing a résumé, cover letter or application
- documenting sources

Quantitative Reasoning:

- developing problem-solving and reasoning abilities
- improving mathematical skills
- understanding concepts in mathematics, science, economics, logic and computer science courses

Academic Support

Speaking and Listening:

- preparing and delivering oral presentations (speeches, group presentations, oral interpretations, broadcasting, acting or leading groups)
- videotaping and reviewing presentations
- practicing interviews
- participating in class discussions

Study Skills:

- developing good time management and planning practices
- improving performance on essay exams
- improving test-taking skills
- reading with better comprehension and insight
- developing effective learning strategies
- preparing for GRE, LSAT, MCAT and other graduate school tests
- academic success program for students in academic difficulty

Computing: (START)

- writing Web pages
- working with graphics
- developing electronic presentations
- designing documents
- using spreadsheets and statistics programs for data analysis

Contact: Jodi Bondy, Director of the Academic Resource Center
Extension 4286

CAREER SERVICES CENTER

Exploring career options and making career-related decisions are important components of college. DePauw's Career Services Center (CSC), located on the third floor of Harrison Hall, offers a variety of services to assist students with their career concerns. The following is a summary of services provided by the CSC:

Career consultation. Professional staff members are available for individual and group advising. Students with questions about careers, graduate school, summer jobs, internships, their major, course selection or the job search process are encouraged to schedule individual appointments and attend career-related activities. Alumni career information can also be secured through the CSC volunteer network.

Special career events. The CSC plans many activities throughout the year to provide students with self-assessment, occupational and job search information. These events include career fairs, workshops and seminars and are often presented by alumni. The CSC maintains an informative Web site, which lists upcoming events; additionally, notices of each week's career-related events are posted outside the CSC.

Career library. The CSC maintains an extensive library of materials relating to career development, occupational fields and trends, internship opportunities, employers and graduate/professional programs.

Job notices. Many employers are interested in DePauw students but are unable to interview on campus. The CSC receives notification of numerous full-time and summer openings and posts these listings on its Web site. The Center also receives career-related publications that list job and internship openings. The CSC staff members attempt to notify students when their qualifications and interests match those requested by employers.

On-campus interviews. Potential employers and graduate programs arrange recruiting visits to DePauw through the CSC. An updated schedule is posted in the center and on the CSC's Web site. To participate in the on-campus interviews, students must attend an interview preparation workshop and an orientation on job hunting. Seniors must have their résumés on CareerConnections. All students who sign up for on-campus interviews are expected to be thoroughly prepared; furthermore, not complying with the CSC procedures and rules of on-campus interviews could result in the loss of interview privileges.

Registration and placement credentials. Students may register with the CSC by completing the appropriate paperwork. Students not registered with the CSC will not be allowed to interview on campus. A placement credential file may also be established; this file consists of résumés, a transcript and letters of recommendation. Material in placement credentials is shared with prospective employers and graduate/professional schools in compliance with the Family Educational Rights and Privacy Act.

Contact: Thomas R. Cath, Director of Career Services
Extension 4280, tcath@depauw.edu

EUGENE S. PULLIAM CENTER FOR CONTEMPORARY MEDIA

The Pulliam Center for Contemporary Media opened in March of 1991 and offers students hands-on access to professional-quality media opportunities and technology. The building houses WGRE, 91.5 FM, the oldest educational FM radio station in the United States, and a complete television production facility that includes Channel 3, the student access television channel. The Pulliam Center is also home to the oldest college newspaper in Indiana, *The DePauw*, as well as the *Mirage* yearbook and the *Midwestern Review* literary magazine. Students and faculty members may sign up for use of the 91-seat Watson Forum media classroom and auditorium, as well as other meeting areas in the building. The Pulliam Center also houses darkrooms, a computer lab, a still-photography lighting studio, and a virtual-reality lab.

Academic Support

Contact: Pulliam Center reservations and information
Extension 4475
www.depauw.edu/univ/pccm/default.htm

FIFTH-YEAR INTERN PROGRAM

The purpose of the Fifth-Year Intern Program is to enrich and extend the DePauw liberal arts experience for a select number of graduating seniors by allowing them to return for a fifth year to carry out an independent internship project and to study tuition-free. Designed by the Student Congress and the Academic Affairs Office, the Fifth-Year Intern Program was instituted in 1989-1990. The program is open to all graduating seniors who have a cumulative GPA of 3.0 or better. Fifth-Year Interns are expected to develop and carry out a detailed individual project intended to benefit the DePauw community in some way.

Contact: Ken Kirkpatrick, Associate Dean of Academic Affairs
Extension 4439, kjkirk@depauw.edu
www.depauw.edu/admin/acadaffairs/fifthyear.htm

FIFTH-YEAR PROGRAM: TEACHER CERTIFICATION FOR HOLDERS OF A BACHELOR'S DEGREE

Students who have completed the bachelor's degree at DePauw and who meet the admissions requirements of the Teacher Education Program may take professional education courses at a reduced rate (one-third regular tuition). Courses taught outside the Department of Education (including the teaching methods course taught in the department of the major) are charged at the regular tuition rate. Interested persons should contact the licensing advisor in the Department of Education.

To be eligible for this program, students must:

- a. have a 2.5 cumulative grade point average
- b. consult with the Chair of the Department of Education and licensing advisor for program planning
- c. seek admission to the Teacher Education Program
- d. comply with all requirements for the admission to student teaching
- e. contact the registrar's office

HONORS/FELLOWS PROGRAMS

Students are selected into these four programs – Honor Scholar, Management Fellows, Media Fellows and Science Research Fellows – prior to enrolling at DePauw. There are some opportunities for lateral entry into these programs during the student's first year. (www.depauw.edu/special/honors)

Honor Scholar Program

Contact: Bruce Serlin, Director, Extension 4770, dance@depauw.edu

Management Fellows Program

Contact: Gary Lemon, Director, Extension 4024, garylemon@depauw.edu

Media Fellows Program

Contact: David Bohmer, Director, Extension 4467, dbohmer@depauw.edu

Science Research Fellows Program

Contact: James Benedix, Director, Extension 4771, jbenedix@depauw.edu

INFORMATION SERVICES (IS)

Information Services, located in the Julian Science and Mathematics Center, provides innovative solutions, training and computing support for students, staff and faculty members. Accounts for e-mail and the campus network are administered through this office, and there is a fully staffed Help Desk.

Information Services supports a variety of campus-wide computing facilities that include four general computing labs, computing clusters in the campus residence halls and a number of specialized computing labs serving individual academic departments. A campus-wide data communications network provides access to e-mail, the Internet, the University's main computer systems and the University's online library catalog.

A variety of software is available in the computing labs and on the central computing systems, including word processing, spreadsheets, databases, graphics packages, various programming language compilers, statistical packages and other specialized software used to support the curriculum.

Contact: Information Services Help Desk

Extension 4294

www.depauw.edu/it/helpdesk/

361 DEGREES

A distinguishing characteristic of student computing at DePauw is the focus on integrating computer skills within the liberal arts curriculum. Information technology resources on campus are strategically disseminated to enable students to develop a range of skills that will train them to critically apply their computer knowledge in any work context. 361 Degrees is the vision and framework within which student learning and technology initiatives are provided. 361 Degrees encompasses internship and training programs like ITAP and START (see below), as well as student computing facilities across campus.

Academic Support

The new 361° Center in the Julian Science and Mathematics building provides a student computing help desk, student computer labs and classrooms, and an interactive networked computer classroom called the Collaboratory. Students can receive computer tutoring and answers to their questions in the 361 Center and at the Academic Resource Center. Music students have access to a nationally recognized music computer lab called MITC, the Music Instructional Technology Center. Other departments that provide computing resources for their students include Art, Geology, Chemistry, Biology, Computer Science, and Education.

Contact: Dennis Trinkle

Extension 4592, dtrinkle@depauw.edu

www.depauw.edu/it/itap

INFORMATION TECHNOLOGY ASSOCIATES PROGRAM (ITAP)

The Information Technology Associates Program provides students the chance to be involved in learning, using, and creating the latest information technologies during all four of their years at DePauw. As an IT associate, students spend an average of eight to 10 hours per week in internship and training activities, for which they will receive an hourly wage. Students have the opportunity to assume leadership roles in the program. As students rise from the apprentice level to the associate and senior associate levels, IT Associates will become the mentors, trainers and leaders for future cohorts in the program.

Contact: Dennis Trinkle

Extension 4592, dtrinkle@depauw.edu

www.depauw.edu/it/itap

STUDENT TECHNOLOGY, ASSESSMENT, RESOURCES AND TRAINING (START)

START is a program dedicated to addressing the unique learning needs of DePauw University students by providing the opportunity to enhance their liberal arts education with IT knowledge and skills. START provides quality technical assessment, resources (reference materials, online line technical support, and one-on-one consulting) and training (hands-on workshops, one-on-one tutorials, computer-based training) in an effort to increase information fluency. Students are also provided with the opportunity to assume leadership roles as Student Directors of the program. Participation in the START program is completely voluntary.

Contact: NaShara C. Mitchell

Extension 6645, start@depauw.edu

www.depauw.edu/it/start

INTERNATIONAL AND OFF-CAMPUS STUDY

The International and Off-Campus Study Center is located at 307 E. Seminary Street. The office houses information about a wide variety of domestic and international off-campus programs. Application materials and information about traveling and pre-departure requirements are available in this office and through its extensive Web site.

DePauw University strives to provide its students with an understanding and appreciation of the many off-campus study opportunities designed to widen their intellectual horizons and deepen their sense of individual identity and cultural awareness. DePauw students may enroll in a wide range of pre-approved program options in Western, Central and Eastern Europe; Africa; Latin America; Asia; and the Middle East. Partnership agreements also allow DePauw students to enroll in some of the leading universities in the United Kingdom and Australia. In addition, DePauw sponsors its own music program in Vienna, Austria, and student exchange programs in Japan. Domestic programs in which DePauw students have participated include the New York Arts Program, Newberry Library Program in Chicago, The Philadelphia Center, and Oak Ridge Science Semester. A list of programs is available on the Web at www.depauw.edu/univ/international/.

Off-Campus Application Policies and Procedures

Students must have a cumulative GPA of at least 2.5 in order to participate in an off-campus program. In addition, they must meet the eligibility requirements set by the receiving institutions. All students planning to participate in off-campus study programs for credit must apply through the International and Off-Campus Study Center and have their applications approved by the Committee on International Education and Off-Campus Programs.

Students planning to study abroad for the equivalent of a full semester's credit during the summer should also apply through the International and Off-Campus Study Center.

Students who are placed on academic or disciplinary probation will be ineligible to attend an off-campus program. Those who study off campus without prior approval of the selection subcommittee forfeit all possibility of transferring credit back to DePauw. Other restrictions and policies apply. To obtain a comprehensive list of academic and disciplinary policies applicable to off-campus study, please contact the International and Off-Campus Study Center.

Contact: Lesley Davis, Director of International and Off-Campus Education
Extension 4373, int@depauw.edu
www.depauw.edu/univ/international

Academic Support

THE DEPAUW LIBRARIES

The DePauw University libraries include one main library, Roy O. West Library, and two branch libraries: Music Library and Prevo Math and Science Library. These libraries contain more than 270,000 items, 40 newspapers, 1,367 journals/publications and are a selective depository for United States government documents. The librarians maintain an extensive Web site, which includes an online catalog and a research hub, providing access to numerous online databases and journals (www.depauw.edu/library/reference).

The mission of the DePauw Libraries is to support the academic goals and objectives of DePauw University by providing instructional and information resources and services that establish a foundation for lifelong learning, intellectual inquiry and personal growth. As an integral part of the University's academic life and institutional plan, the University librarians build and maintain relevant, carefully selected and organized collections that meet the information needs of individual faculty members and maximize the educational benefit for students. In cooperation with faculty members, librarians also work to design tools, services and instructional programs, which help users meet the challenges of the future through effective use of resources and evolving technologies. Finally, DePauw librarians cooperate on a state, regional, national and international level to provide access to materials not currently part of the DePauw collection.

Roy O. West Library

The main library at DePauw houses Instruction and Information Services, Administrative Offices, Collection Development and Business and Acquisitions, Instructional Media Services, Archives and Special Collections, Library Computer Services, Cataloging, and Lending Services. The second and third floors of the library have been designated as quiet floors.

Service Desk – Main floor

Information and Instruction Service. Information and Instruction librarians help users find information and plan research strategies.

Library research instruction. Research instruction can be arranged for any DePauw class or organization. Librarians teach college-level library skills: how to formulate an effective research strategy and locate, use and evaluate appropriate information resources.

Research paper consultations. Individual appointments can be scheduled with an Information and Instruction librarian to secure more detailed and personalized assistance.

Database searching. For highly specialized or extremely current research problems, the librarians can assist with computerized online literature searches. DIALOG, EPIC, STN and Datatimes, among others, are available.

Reserves. Faculty-assigned or high-demand materials may be used in the building for two hours. Some items may be borrowed overnight.

Return service. Several nearby university, college and public libraries (including all PALNI member institutions) will check out materials directly to you. We can return them for you.

Interlibrary loan. No library can own everything its patrons want to use. Library staff will borrow materials for you from other libraries. This service is reserved for DePauw faculty members, staff and students. Plan ahead: provide a reasonable lead time.

Archives – Second floor

Archival research services. The Archives staff provides expert assistance finding historical information about DePauw University, DePauw alumni, Indiana United Methodism, the Society of Professional Journalists/Sigma Delta Chi, DePauw Greek system and campus organizations.

Archival photographic reproduction. Copies of the Archives' historical information about DePauw are available for class presentation or publication. Copies may be obtained as photographic prints, slides or in digital form.

Contact: Wes Wilson, Coordinator of Archives and Special Collections
Extension 4406, wwwilson@depauw.edu
www.depauw.edu/library/archives/archiveshome.htm

Instructional Media Services (IMS) – Ground floor

This area houses the nonprint library materials and provides equipment necessary to use and/or create media materials. Individual carrels, small preview rooms and a media classroom are available for viewing or listening to nonprint materials. IMS services include:

- Instructional audio and video materials
- Language lab
- Library computer lab
- Video and audio production, duplication and editing
- Media equipment checkout, delivery and setup
- Video distribution for reserve videos as well as the movie channels

Contact: Wayne Lucas, Instructional Media Services Manager
Extension 4790, wluucas@depauw.edu
www.depauw.edu/library/ims

Rick Provine, Technology Librarian
Extension 4792, provine@depauw.edu

***digital media lab (dml)* – Ground floor**

As a part of the University's 361° initiative and the Library's continuing support of technology in the information age, the *dml* works closely with Information Services, the Web Team and other campus technology organizations to

Academic Support

develop consistent and easy to use services for all faculty, students and staff. *dml* services include:

- Image processing

- Desktop publishing

- One-on-one and group training sessions

- Color printing

- More information can be found at <http://www.depauw.edu/library/dml>

Branch Libraries

Music Library. The Music Library is located in the Performing Arts Center. Music-related books and periodicals, musical scores, sound recordings (both records and CDs) and video recordings are housed there. There is also a small computer lab devoted exclusively to music applications.

Prevo Science Library. The Prevo Math and Science Library is located in the Julian Science and Mathematics Center. Physical science-related books, periodicals and reference materials are housed there. (Under construction in 2002-03.)

Privileges and Rules

All DePauw students may borrow materials from DePauw libraries. A valid ID is required to borrow materials.

Loan period. The normal loan period is four weeks.

Overdue fines. See www.depauw.edu/library for current borrowing information.

Recall of materials. Materials can be recalled from any patron after two weeks if another patron needs them.

Reserve materials. Reserve items must be returned after two hours. Overnight materials are due one hour after the library opens.

Group study rooms. Group study rooms are locked and may be used by DePauw students for four-hour periods. Three of the rooms may be reserved in advance. Keys to the study rooms may be checked out at the library circulation desk. Unattended carrels and study rooms may be cleared of materials.

Café Roy. To the right of the main entrance to Roy O. West Library is Café Roy, a coffee shop and lounge.

Smoking. Smoking is not permitted in the libraries.

Student lockers. Lockers are available to students on a semester basis. Keys may be checked out from the library lending desk.

Food and drink. Patrons may eat and drink in all areas of the libraries with the exception of Archives, Special Collections and the computer labs. Students are asked to keep the library free of litter.

Library Hours

Library hours are always posted on the front door of all libraries and are available on the library Web site.

Contact: Kathy Davis, Director of Libraries
Extension 4434, kdavis@depauw.edu
www.depauw.edu/library

THE ROBERT C. MCDERMOND CENTER FOR MANAGEMENT AND ENTREPRENEURSHIP

The McDermond Center, located in the Memorial Student Union Building, houses the Management Fellows program and the International Business and the Business Administration minors. The Center also sponsors lectures and workshops for students interested in management, business and entrepreneurship. Students interested in entrepreneurship may participate in The McDermond Group, the University's official entrepreneurship club.

REGISTRAR'S OFFICE

The registrar's office, located in the Studebaker Administration Building, supports the academic goals and policies of the University. Staff in the registrar's office are responsible for helping students and faculty members with the following:

- interpretation of academic policies and regulations
- enrollment in courses, changes in enrollment
- grade updates and transcripts
- classroom assignments and reservation of classrooms for meetings
- advanced placement, transfer, international and summer school credit
- certification of students for graduation
- name and address changes
- changes in the major, minor or advisor
- withdrawal from the University
- verifications of enrollment for insurance, good student discount and scholarship purposes
- notary public services
- replacement of student PIN numbers

Each student has a secure Web record in the Student e-Services (www.depauw.edu/student/eservices). Students may look up their schedules, grades, progress toward meeting graduation requirements, etc. In addition, forms for the registrar's office are available.

Contact: Eleanor Ypma, Registrar
Extension 4141, eypma@depauw.edu
www.depauw.edu/admin/registrar

SCHOOL OF MUSIC

The School of Music, accredited by the National Association of Schools of Music, is a professional school that prepares majors for careers in music and

Academic Support

provides opportunities for all students to study and to participate in music as an essential part of a liberal arts education. Students in the Asbury College of Liberal Arts who are interested in continuing to develop musical skills are eligible to take lessons and classes or to become music minors or majors. Minors are available in applied music or jazz studies. In addition, qualified students are encouraged to participate in the University choirs, orchestra, band, jazz ensemble and chamber music. (Please refer to the list of music organizations.) No additional tuition fees are charged to students who participate in ensembles or who take classes in music theory, music appreciation or music literature. Additional fees for classes in applied music (individual or group study of an instrument or voice) are assessed if a student is not a music major or takes more than the required applied music lessons as a music major.

The School of Music presents more than 100 special events each academic year. Students and parents are cordially invited to attend these concerts, recitals and master classes. Concert schedules are posted on the main bulletin board of the School of Music (Performing Arts Center) and on DePauw's Web site. Admission is charged only for events in the Performing Arts Series and the opera production. All other concerts, recitals and master classes are free and open to the public.

Contact: School of Music Office
Extension 4380 or 4379
www.depauw.edu/music

WINTER TERM PROGRAM

The month-long Winter Term, which occurs each January between fall and spring semesters, is the "1" in the "4-1-4" academic calendar. Winter Term reflects DePauw's serious commitment to nontraditional, experiential learning and is a time of adventurous intellectual exploration in an atmosphere with a reduced emphasis on grades. The faculty have cited the following, among others, as general goals of the Winter Term experience for DePauw students. Students may study or work intensively on a specific problem or on a topic of significant personal interest and educational merit; explore a new subject; work collaboratively on projects with faculty members or professionals with similar interests; study a problem or topic from a cross-disciplinary perspective; learn and practice a new skill; participate in a valuable group experience in a work or educational setting; explore a potential career or experience a field of work unrelated to career; learn about themselves in relation to potential majors; work and live with others to provide a community service. Types of Winter Term projects include:

- nontraditional course work (both on-campus and at other institutions)
- group travel and study
- internships
- independent study projects
- approved off-campus, semester-long study and Fellows internships

Grading of Winter Term. Students are assigned a grade of satisfactory or unsatisfactory. First-year students are required to satisfactorily complete an on-campus course and to participate in specially designed co-curricular programming. Upperclass students may take advantage of any of the Winter Term project offerings. Every DePauw student must complete three Winter Term projects with a satisfactory grade in order to graduate.

Detailed information about Winter Term offerings, policies, procedures and deadlines may be found on the Winter Term Web site or in the Winter Term Office in the Office of Academic Affairs, 305 Harrison Hall.

Contact: Jeffrey Hollander, Associate Dean of Academic Affairs
Extension 4355, jhollander@depauw.edu
www.depauw.edu/admin/winterterm

ACADEMIC POLICIES AND PROCEDURES

THE DEPAUW FOUR-YEAR GUARANTEE

DePauw prides itself in providing access to classes so that students can graduate in four years. If students cannot graduate within that time, tuition will be waived for courses needed to complete the degree provided the following stipulations are met. Students shall:

- select a major by the middle of the sophomore year and continue in that major;
- successfully complete a full-time course load with grades of C or higher for a total of 31 course credits over eight consecutive semesters;
- attempt to complete the distribution and competence requirements in a timely manner;
- follow the course of study agreed upon with their academic advisors.

With appropriate planning, most students can participate in special honors programs and off-campus study opportunities, prepare for teacher certification, and have a minor or even a second major within four years. However, the guarantee applies only to the basic degree requirements for programs that require 31 courses. Certain specialized programs in the School of Music are exempt. Although students planning to major in a biological or physical science do not need to declare their majors immediately, they must begin taking appropriate laboratory science courses upon matriculation.

The student has primary responsibility for knowing the graduation requirements and planning adequately to meet them. Should a student follow the provisions above and not be able to graduate within eight consecutive semesters, tuition only will be waived for any subsequent course work necessary for graduation.

Academic Support

Although teacher certification is not included in the guarantee, DePauw has a special program for students who decide to obtain teacher certification late in their academic programs and these students should consult with the education department or the registrar's office for more information. (See the Fifth-Year Teacher Education program.)

NINTH-SEMESTER FINANCIAL AID POLICY (effective January 1, 2002)

DePauw matriculated students are normally eligible for eight semesters of financial aid, offered only in those semesters in which the students carry a full-time load. Under special circumstances students may be awarded a ninth semester of financial aid. Tuition charges will be at the normal rates and need-based financial aid packaging will be done according to the normal principles.

This program is designed for students who demonstrate appropriate academic justifications. For example:

- students in the Music Education program, which requires 33 credits plus ensembles
- students who are advised to take a reduced academic load to enhance the successful completion of their DePauw degree
- students who must withdraw during a semester for health reasons requiring an additional semester.

Students may apply for a ninth semester of financial aid after completing their fourth semester of college through the end of the sixth semester. The successful candidate will demonstrate strong academic potential for completion. In addition, the course of study completed thus far must conform to the academic advice given by both faculty advisors and the Dean of Academic Support Services regarding scheduling and the order of classes. If special circumstances arise during the seventh semester, the committee will consider a late application.

Applications for eligibility for a ninth semester of financial aid for academic reasons will be reviewed and approved by a committee consisting of the Vice President for Admission and Financial Aid, the Vice President for Student Services, the Vice President for Academic Affairs, the Associate Dean of Academic Affairs responsible for academic advising and the Dean of First-Year Students and Academic Support Services.

Procedures:

- Applications may be obtained from the offices of financial aid, academic affairs, academic services and the registrar's office.
- Return application to the registrar's office and request that a transcript be attached.
- Attach letters of support to the application or arrange for them to be sent to the registrar's office. Students should have a letter from their academic

advisor confirming that the student followed the advisor's advice and that of other university personnel who might have advised the student about their academic program.

Applications should be filed by mid-June or mid-January within the semesters indicated.

ACADEMIC INTEGRITY POLICY - [click here for latest revision](#)

Academic integrity refers to the ethical standards and policies that govern how people work and interact in the academic enterprise at a college or university. These standards and policies attempt to do more than define and condemn what is wrong or unethical; they also attempt to provide a foundation for the mutual trust and individual responsibility necessary in a healthy academic community.

Academic integrity is not solely the responsibility of students. Rather, faculty members and administrators have the responsibility of creating an environment in which honesty is encouraged, dishonesty discouraged and integrity is openly discussed. Faculty members who give a take-home test without providing clear guidelines on what sort of collaboration is permissible may be failing in their responsibility. A university computing service that does not provide adequate security for accounts, allowing easy access to private files, may be failing its responsibility.

Both faculty members and students have the responsibility of upholding the principles of academic integrity. Faculty members are responsible for following these principles in their own work and conduct and for dealing with suspected cases of dishonesty through the settlement process described below. Students are obligated not only to follow these principles, but also to take an active role in encouraging other students to respect them. Should students suspect a violation of academic integrity, they should make their suspicions known to a faculty member or University administrator.

In recent years, academic integrity has become more difficult to define. You were once told that everything you do must be your own work. Now, much of the work you submit will be done in collaboration with other students, and it may be difficult to draw lines around what is your own work. The old academic integrity policies were based on the model of a student sitting alone writing an essay or taking a test; the new policies have a much different model student in mind, one who works actively with others, who belongs to networks and who considers intellectual conversation as much a part of studying as reading and taking notes.

Almost all the types of academic dishonesty that follow deal with working with

Academic Support

others or using the work of others. This is not to suggest that working with others or using their work is wrong. Indeed, the heart of the academic enterprise, learning itself, is based on using the ideas of others to stimulate and develop your own. In this sense, all academic work is collaboration, and therefore academic integrity focuses on those acts that demean or invalidate fruitful collaboration.

Types of Academic Dishonesty

Cheating. Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student's paper during a test, bringing an answer sheet to a test, obtaining a copy of a test prior to the test date or submitting homework borrowed from another student.

Fabrication. Inventing or falsifying information. Examples of fabrication include inventing data for an experiment you did not do or did not do correctly or making reference to sources you did not use in a research paper.

Facilitating academic dishonesty. Helping someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.

Plagiarism. Using the words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else's work word for word, to rewriting someone else's work with only minor word changes (mosaic plagiarism), to summarizing work without acknowledging the source. (See *The Writing Center Guide to Documentation and Plagiarism* for further information on plagiarism.)

Multiple submission. Submitting work you have done in previous classes as if it were new and original work. Although professors are often willing to let you use previous work as the basis of new work, they expect you to do new work for each class. Students seeking to submit a piece of work to more than one class should seek the permission of both instructors.

Abuse of academic materials. Harming, appropriating or disabling academic resources so that others cannot use them. This includes cutting tables and illustrations out of books to use in a paper, stealing books or articles and deleting or damaging computer files intended for others' use.

Deception and misrepresentation. Lying about or misrepresenting your work, academic records or credentials. Examples of deception and misrepresentation include forging advisors' signatures on registration forms, forging letters of recommendation and falsifying credentials in an application. Of particular concern, given the current popularity of collaborative projects, is taking credit for group

work to which you did not contribute significantly or meet your obligations. In a collaborative project, all members of the group are expected to do their share. Group members may work together on each phase of the project or they may divide the tasks – one person might do background research, another might take charge of the lab experiments, another might be responsible for drafting the report. Even in a modular project, however, each member of the group is responsible for being familiar and involved with the entire project. Be sure to get clear instructions on your individual and collective responsibilities from each faculty member for each course.

Electronic dishonesty. Using network access inappropriately, in a way that affects a class or other students' academic work. Examples of electronic dishonesty include using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, knowingly spreading a computer virus or obtaining a computer account under false pretenses. These general policies may be supplemented or modified by additional policies stated in course syllabi.

Overview of Academic Dishonesty Procedures

The procedures for making academic dishonesty charges are designed to provide not only quick resolution of cases but also an opportunity for the student to have charges and penalties clearly explained, and for his or her case to be heard, both by the instructor making the charge and, when requested, at a hearing of the University Review Committee. Penalties for academic dishonesty are designed to be real deterrents to dishonesty and, in particular, to repeated acts of dishonesty by the same student. The process, however, is designed to be educational. It is a "settlement" process designed to facilitate open and frank discussion. Frequently, acts of academic dishonesty are committed in "the heat of the moment," and the students committing them rationalize their effects. This settlement process provides the opportunity to discuss why academic integrity is so important to students, faculty members and the University as a whole.

The settlement process. When an instructor becomes aware of a possible case of academic dishonesty, he or she should move quickly (usually within three days) to investigate the violation and confront the student with it. The formal process of initiating a charge and settlement involves the following steps:

1. The instructor arranges to meet with the student and present to him or her a written statement of the charge, the evidence supporting it and a proposed penalty (see Academic Dishonesty Settlement Form, which is available from the Academic Affairs Office). The student has the opportunity to respond to the charge. At this time, if the instructor becomes convinced that no violation occurred or that the violation or penalty as

Academic Support

described needs to be emended, he or she may drop the charge or rewrite it. The instructor then gives the student a copy of the settlement form or arranges to deliver a copy of the emended form for the student's formal response. If, for any reason, the faculty member feels the charge exceeds the scope of this process, he or she may immediately refer it to the University Review Committee (URC). For example, if the act is of such consequence that it merits a penalty beyond what a faculty member can impose, the case should be referred to the URC.

2. The student then has three work days to respond to the charge, either by assenting to it and the penalty proposed or by requesting a hearing before the URC. At that hearing, the student may either dispute the charge or the severity of the penalty. While considering how to respond to a charge, students are encouraged to seek advice from someone knowledgeable in matters of academic integrity – the Dean of Students, Dean of Academic Support Services, a faculty member, an advisor or University counselor. If a student charged with a violation does not respond in the specified time, the matter is immediately turned over to the URC for a hearing.
3. If the student signs the settlement form, it is forwarded to the Office of Academic Affairs to be kept for five years in the academic dishonesty file. If this proves to be a second offense, the Office of Academic Affairs will convene a disciplinary hearing of the URC.
4. Students may not drop a course once an academic integrity charge has been initiated against them.
5. The academic integrity procedures should be initiated by faculty members within a reasonable time following the alleged violation. In most cases, this should be within the semester following that in which the offense occurred.

In the process of investigating the charge, the instructor may discuss it with the student. In cases of cheating on exams, it may be appropriate to confront the student during the exam or immediately after; however, even in cases when the student admits to the violation verbally, a formal conference to review and sign the written settlement form should be arranged. Academic integrity violations should always be documented and penalties applied through this formal procedure. In confronting students with charges of academic dishonesty, instructors may choose to have a colleague present to act as an observer. That colleague does not need to be a member of the same department, but should be someone knowledgeable about the University's academic integrity policy.

Penalties For Academic Dishonesty

The penalties for academic dishonesty vary according to the judgment of the instructor. For a first offense, the penalty may range from a formal warning to failure in the course. If a more severe penalty is in order, the instructor may request a hearing of the University Review Committee (URC). Completed settle-

ment forms are kept on file in the Office of Academic Affairs. When a second offense is reported, the matter is referred to the URC for a disciplinary hearing, which may involve more severe penalties, such as suspension or expulsion.

For the penalty to be a deterrent to dishonesty, it should be more severe than what the student might have gotten if he or she had not done the work at all. If a student has cheated on a test he or she was likely to fail anyway, a penalty of an “F” on the test is no deterrent. Similarly, to give a student an “F” on a plagiarized paper is no deterrent if the student’s real choices were between plagiarizing the paper and not doing it at all. In such cases, the penalty would normally involve both failure on the assignment and a reduction in the final grade in the course. Both students and faculty members should keep in mind another penalty built into the procedure: On the report of a second offense, the matter is immediately referred to the Office of Academic Affairs for a disciplinary hearing, which may result in suspension or expulsion. Therefore, even a penalty as light as a formal warning can be severe if it enters the academic dishonesty file.

Negligence/Ignorance. In deciding whether to pursue a charge formally or to apply a penalty, a faculty member may consider whether negligence or carelessness, rather than dishonesty, is responsible for the offense. For instance, a student who omitted a footnote while typing a long paper may be negligent. In such a case, where there does not appear to be any pattern of deception, the student might be excused from the academic integrity charge (though penalties for careless work might still apply). A student who copies long passages from a book without any acknowledgment cannot be thought to be merely negligent. Clearly, he or she meant to copy the passages. Whether or not he or she knew this was wrong, he or she has violated the academic integrity policy. Ignorance of integrity policies is no excuse for violating them.

The Academic Integrity Hearing

If a hearing before the University Review Committee is necessary, either because the charge or penalty is disputed or because this is a second offense, it will be convened by the committee’s chair at a time when all participants can attend. The committee consists of the Vice President for Academic Affairs, who serves as chair, two teaching faculty members appointed from and by the Student Life and Academic Atmosphere Committee, and two students appointed by Student Congress. The membership of this committee is made known to parties involved prior to a hearing. Student, faculty and administrative alternates are also designated for the committee. Either party can ask the committee’s chair that a committee member not serve on the hearing panel because of bias or conflict of interest. The chair shall decide if there are sufficient grounds to honor this request. If a committee member is unable to attend the hearing, or if a member is excluded because of potential bias or conflict of interest, an alternate will be asked to serve.

Academic Support

Nature of the hearing. There are two types of academic hearings: one to decide a disputed charge or penalty, the other to consider disciplinary matters following a second offense. A hearing of the University Review Committee is intended to be an orderly, fair inquiry into the facts bearing on the case. It is not intended to be a trial concerned with technical formalities. If the accused student fails to appear after proper notice of the hearing, the hearing will go forward and the committee will reach its conclusion on guilt and the appropriate penalty on the basis of evidence presented at the hearing.

Presentation; burden of proof; rights. When a hearing is convened to hear a disputed charge or penalty, the faculty member referring the case presents the evidence of the offense to the panel. The student may present counter-evidence if he or she wishes. Either party may have a faculty, staff or student advisor and have the right to call and question witnesses. The burden of proof is on the faculty member, who must establish the guilt of the student by a preponderance of the evidence. (In matters of academic integrity, the evidence does not have to constitute overwhelming, irrefutable proof of guilt, but only has to convince the panel that the violation took place.) Faculty members may refer cases based on the testimony of other students; in doing so, however, the faculty member should make sure either that the students who provided the testimony are willing to appear as witnesses at the hearing or that there is corroborating evidence that substantiates the charge. Other procedures for due process shall be followed, and records (including a tape recording of the hearing) shall be kept. These shall be deposited with the Office of Academic Affairs.

When a hearing is convened to consider disciplinary penalties related to a second offense, the chair reviews the offenses, as put forth in the settlement forms or in previous hearing reports, and asks the student if there are any comments he or she would like to make in regard to these offenses. Since these cases have already been decided, either through settlement or previous hearing, there is no need to reconsider them. In most cases, it is unnecessary to call witnesses, unless the committee or the student feels the reports are unclear in some respect that a witness can clarify. The sole consideration of the committee at a second offense hearing is whether further disciplinary sanctions (usually suspension or dismissal) should be applied.

Penalties and appeals. Following the hearing, the University Review Committee (URC) determines whether the student is guilty and, if so, the appropriate penalty, which may include suspension or dismissal from the University. It shall inform each party of its decision in writing. Either the instructor or the student may appeal the decision of the URC or the penalty the instructor imposes to the President of the University, who is the final arbiter.

(Approved by the DePauw University Faculty, May 2, 1994)

ACADEMIC PROBATION AND DISMISSAL

The Committee on Academic Standing reviews all students whose semester, cumulative or major grade point average (GPA) falls below a 2.0 or who were below a 2.0 the preceding semester. The committee clears students who were previously on probation when they regain a 2.0 average in all areas.

Students whose semester, cumulative or major GPA is below 2.0 are placed on academic probation. In addition, students whose academic programs require student teaching are warned if their cumulative grade average is below a 2.5. Various support mechanisms are provided to students in academic difficulty.

Students are required to select a major by the sixth week in the second semester of the sophomore year. The Committee on Academic Standing will take appropriate warning actions in the case of students who have failed to do so by the end of the sophomore year. The committee may also require students who fail to demonstrate satisfactory progress toward the major to drop that major and select a new major before continuing at DePauw.

Students who achieve below a 2.0 in two consecutive semesters, receive less than a 1.1 any given semester or do not make satisfactory progress are subject to academic suspension. Students are also subject to suspension if the cumulative GPA at the close of the:

- second semester is below a 1.0
- third semester is below a 1.65
- fourth semester is below a 1.80
- fifth semester is below a 1.85 and/or unsatisfactory progress is made in the major
- sixth through eighth semester is below a 1.9 and/or unsatisfactory progress is made in the major

Students who are suspended are notified by the committee in writing; they may appeal the decision if there are extenuating circumstances.

Students who are suspended for academic reasons may apply for readmission after being away one semester; however, experience has shown that in many cases a full year's separation from DePauw increases the probability of academic success. Students are evaluated on their demonstrated readiness to return to DePauw's academic environment and the likelihood of their eventual successful completion of a degree in a timely manner. Additional criteria the readmission committee uses includes:

- student's insight into what caused the original academic difficulty
- evidence that the things that prevented successful academic performance previously have changed positively

Academic Support

- the amount of time spent away from DePauw and how productively it has been used (statements from employers or others may be requested)
- academic achievement that, if undertaken, has improved substantially.

(Approved by the DePauw University Faculty, October 20, 1990; revised April 5, 1999 and June 6, 2002)

CLASSROOM ATTENDANCE AND ABSENCES

Regular attendance at classes and laboratories is expected of all students according to guidelines established by individual instructors. There are no allowed cuts or free absences from class sessions. A student may be dropped from a class if absences are too frequent or if the student's behavior seriously disrupts the learning environment in the classroom.

Absences Before or After Breaks. Faculty members are expected to hold class on the days immediately before and after breaks. Students will not be excused from class attendance or from taking examinations at their announced time to accommodate travel schedules. It is the responsibility of students and their families to make travel arrangements accordingly.

(Approved by the DePauw University Faculty, November 7, 1988; amended April 1999)

Absences for medical reasons. When an absence due to medical reasons will result in a student being unable to fulfill academic responsibilities – for example, papers and examinations – the student should notify the instructor prior to the absence whenever possible. Each instructor should let the students know how to give this notification. The instructor and student should work out arrangements for possible extension or makeup work. In cases where students are hospitalized, the Student Health Services will, with the student's permission, notify the Student Affairs Office. It is the student's responsibility to contact the faculty member.

Absences for personal or psychological reasons. Occasionally Student Affairs staff will encounter students who must miss class for personal or emotional reasons. These cases include such events as death or illness of a family member or emergency psychological crisis. When possible, Student Affairs staff will ask the student to notify faculty members and indicate that faculty members may call Student Affairs staff for confirmation if such validation is deemed necessary. In some extreme emergencies, Student Affairs staff may notify faculty members directly.

Absences for religious holidays. Faculty members are expected to accommodate students who are adherents of a faith tradition and wish to fulfill obligations of that faith tradition on holy days. For the sake of this policy, holy days are defined as periods of time in which activities required by normal class participation are prohibited by a faith tradition or a special worship obligation

is required by a faith tradition. Students are expected to notify their instructors of their intent to fulfill the obligations of their faith tradition well in advance of these days.

The following list indicates holy days that regularly occur during the DePauw academic periods:

Jewish

First evening and first two days of Rosh Hashanah (in Sept. or Oct.)

Evening and day of Yom Kippur (in Sept. or Oct.)

First and last evening of Sukkot (in Oct.)

First evening of Shavuot (in May or June)

Muslim

Eid, the first day of the month after the month of Ramadan (date moves)

Christian

Ash Wednesday (in February or March)

Good Friday (in March or April)

Other days of obligations for Roman Catholics

All Saints (Nov. 1)

Holy Day of Immaculate Conception (Dec. 8)

Ascension Thursday (in May)

Disruptive Student Policy. At DePauw, academic discourse within the framework of our courses is of fundamental importance. In our classrooms, we strive to encourage the free exchange of ideas always in an environment of courtesy, respect and professionalism. A student's inappropriate behavior can sometimes seriously undermine that environment. This policy outlines the procedures that should be followed when a professor feels that such disruption has occurred.

1. For any incident, the faculty member should warn the student that the disruptive behavior is unacceptable. This warning could be issued privately (in person or in writing) or publicly (such as asking the student to leave the class for the day).
2. The instructor may seek advice from a senior colleague, his/her chair, the Vice President for Academic Affairs, Dean of Students or Dean of Academic Support Services.
3. If the behavior occurs outside the classroom and/or involves harassing behavior, there are other processes in place to handle the situation, and those processes should be followed. Incidents of harassment should be reported to the Vice President for Academic Affairs, the Dean of Students or the Public Safety office. The University's harassment policies are published in the *Student Handbook* and *Academic Handbook*.

Academic Support

4. If the behavior continues, the situation may warrant stronger measures such as dropping a student from a course. In this case, a formal warning must be given to the student and reported in writing to the Vice President for Academic Affairs. At this point mediation must be initiated.
 - A. The Vice President for Academic Affairs appoints a mediator and sets up a meeting.
 - B. The mediation meeting is held as soon as possible, ideally 48 hours after the formal warning. A representative of the Office of Academic Affairs must be present at the mediation. The faculty member and the student may each have an advisor present.
 - C. The representative of the Office of Academic Affairs writes a memo summarizing the results of this mediation. This memo will be kept in the files of the Vice President for Academic Affairs
 - D. A recommendation to dismiss the student from the course must be approved by the Vice President for Academic Affairs. If the conclusion of the mediation is that the student should not return to the course, the Vice President for Academic Affairs decides what will appear on student's transcript for the course: W, F, or no entry.
 - E. A pattern of disruptive behavior in several classes will be addressed by the Office of Academic Affairs in conjunction with the Dean of Students.

(Approved by the DePauw University Faculty, December 6, 1999)

Extracurricular Activities. DePauw University believes that both curricular and extracurricular activities make important contributions to the education of students. The University reminds students, however, that classroom performance takes priority over all extracurricular activities. When conflicts between regularly scheduled classes and academically approved extracurricular activities arise, all parties involved in such conflicts have certain responsibilities toward resolving them.

Responsibilities of the student

- At the beginning of the semester, the student should (if possible) inform each instructor about any conflict with an approved extracurricular activity scheduled during the semester.
- The student should take the initiative to make up in advance any work that he or she will miss.
- The student should keep informed about how missing class is jeopardizing academic standing in the class.
- If a student misses a class, he or she should contact the instructor as soon as possible to arrange to make up missed work.

Responsibilities of the instructor

- The instructor should try to accommodate a student who must miss an occasional class because of an extracurricular activity. This does not necessarily include giving makeup examinations.

- Where scheduling does not interfere with the integrity of the course content, the instructor should consider giving examinations and quizzes on days that do not conflict with the student's previously stated and approved extracurricular activities.
- The instructor should not require that students attend events held outside the scheduled classroom hours if such events conflict with a previously scheduled, announced and approved extracurricular activity.

Responsibility of sponsors of activities

- Sponsors should attempt as much as possible to avoid scheduling events that will conflict with normal class sessions. No approved extracurricular activity may require a student to miss more than one week of class in any course during a semester. No extracurricular event may be scheduled during the final examination period unless it is a postseason event.
- At the beginning of the semester, sponsors of activities should provide each instructor affected with the names of students involved in an activity and the days and hours in which participation in the event conflicts with scheduled class sessions.
- Sponsors should remind students that they should be prepared to miss a given event where there is an insoluble conflict with a scheduled examination or to drop the activity if academic performance is being undermined by absence.

(Approved by the DePauw University Faculty, December 14, 1981)

CREDIT BY ADVANCED PLACEMENT OR EXAM

Students may establish up to eight course credits through the Advanced Placement program or regular placement testing prior to the start of classes. Generally students receive credit for AP scores of 4 and 5 and International Baccalaureate higher-level scores of 5, 6 or 7. Students may also ask a department to create an exam during their first semester to establish credit in any course DePauw offers, although there is a charge for creating such an examination. Further information about advanced placement and credit by examination is available from academic departments, the registrar's office, the catalog or the Web.

DEAN'S LIST

Eligibility is based on the student completing at least three courses with a 3.5 semester grade point average or better. Students are not eligible if they have an incomplete or deferred grade.

DECLARING A MAJOR

By March of the second year, each student chooses a major field of study and an advisor in that field. The student files this information with the Registrar's Office. (Music Performance majors have an extension until they are admitted

Academic Support

to the program in May of their second year.) Advisors, staff in the offices of academic affairs, registrar, and career services may assist students in making appropriate choices. Sophomores applying for off-campus study must declare a major before the off-campus application deadline.

EXAMINATIONS IN COURSES

Instructors schedule all but the final examination in their courses. No hour examinations may be given the last five class days of the semester except for laboratory portions of final exams. In addition, assignments for papers and projects due in the last five days of class should be provided well in advance.

Final examinations. An examination period is provided at the end of each semester for instructors to give such examinations as they deem proper to cover the course work. Final examinations are not to be given at any time other than that announced in the official schedule, although the laboratory portion of final examinations in science courses may be given in a regularly scheduled lab period in the last week of classes. The Vice President for Academic Affairs must approve any requests to move an exam time for a whole class. Instructors may allow individual students with unusual circumstances (such as a death or serious illness in the family or postseason athletic events) to take an examination at another time; problems involving transportation, family occasions and/or jobs, for example, are not sufficient grounds for changing an examination.

Multiple Exam Policy. No student may be required to take more than two in-class final exams on the same day. Any student with three final exams in one day is responsible for trying to reach a solution by talking with the professors involved at least two weeks before the beginning of the final exam period. If none of the professors involved voluntarily agrees to give the student his/her exam on another day, the professor whose exam is scheduled second in the day will offer an alternative date for the exam. The student should obtain a multiple exam form from the Registrar's Office (or on the Web) to provide written verification to the professors involved that three final exams are actually scheduled and being given on the same day (www.depauw.edu/admin/registrar/forms.asp). (Approved by the DePauw University Faculty, May 1, 2000)

FINANCIAL AID ELIGIBILITY

Standards of Satisfactory Academic Progress for Financial Aid. The federal government requires that institutions of higher education establish minimum standards of satisfactory progress toward the completion of a degree. Students who fail to meet these standards are not eligible to receive federal, state and institutional financial aid. Listed below are the standards of satisfactory academic progress for federal, state and institutional financial aid.

Federal and State Aid. Satisfactory academic progress requires full-time stu-

dents to have earned at least the total cumulative course credits specified below according to the number of semesters enrolled in any college program. A semester is counted as attempted even if formal withdrawal from all course work is executed after the semester begins and no course credits are received for that period of enrollment. Students must also be academically eligible to continue at DePauw.

Semester	Cumulative Course Credits
4	12
5	15
6	19
7	22
8	25
9	28
10	31

Completing a course means receiving a grade of A, B, C, D, P or S. The credit hours of a course will not count toward the minimum required hours listed above if a course is failed with a grade of F or U, or if a student withdraws from a course and receives a grade of W, audits a course and receives a grade of X, or retakes a previously completed course to improve the overall grade point average. Withdrawing from all course work after attending classes on the first day of a semester will result in a grade of W for all courses. A semester of eligibility will have been used.

Part-time students must have earned at least an equivalent prorated to the total cumulative course credits specified in the above chart. Half-time students throughout their college careers would have 20 semesters of eligibility. They must also be academically eligible to continue at DePauw. Students who switch from part-time to full-time will have their work prorated to equivalent full-time semesters at the rate of one course = 1/4 semester.

Students who fail to earn the required number of credits will receive a warning that they are falling behind and will be placed on financial aid probation for one semester. Students will be eligible to receive financial aid during the probationary semester. If a student does not attain the appropriate number of cumulative credits by the beginning of the semester succeeding the probationary semester, he or she is no longer eligible to receive financial aid.

GRADE GRIEVANCES - [click here for the latest revision](#)

The normal presumption at DePauw is that the faculty member alone is qualified to evaluate and assign grades to the academic work of students in his or her courses. For this reason, questions regarding a faculty member's grades are not normally subject to review. The following procedure is for exceptional cases only.

Academic Support

At all levels of the procedure outlined below, those who hear grade grievances are to be concerned only with whether the faculty member acted in a fair, reasonable manner and whether the faculty member used the same methods of evaluation for all students in the class.

In addressing a grievance:

- The student must first attempt to meet with the faculty member involved, thus permitting an opportunity for an informal resolution of the case.
- If the situation is not settled, then either the student or the faculty member may ask the chair of the department (or dean of the school) in which the course is taught to try to resolve the issue. The student, faculty member and department chair may consult with the Associate Dean for Academic Affairs to ask questions about procedure and to discuss the issues involved.
- At the request of the student or faculty member, or on the chair's initiative, the chair may appoint and preside over a special departmental committee, which will recommend a resolution to the grievance.
- Either the student or the faculty member may decide to appeal the departmental recommendation to the University Review Committee (URC). Such appeals must be made within two weeks after the departmental recommendation has been given. Arrangements for a hearing before the URC are made through the Associate Dean for Academic Affairs.
- The University Review Committee consists of the Vice President for Academic Affairs, who serves as chair, two teaching faculty members from among those appointed by the Student Life and Academic Atmosphere Committee (SLAAC), and two students appointed by the student body president from among those appointed to the Community Conduct Council.

The membership of this committee is made known to parties involved prior to a hearing. Student, faculty and administrative alternates are also designated for the committee. Either party can ask the Associate Dean for Academic Affairs to replace a committee member because of bias or conflict of interest. The associate dean shall decide if there are sufficient grounds to honor this request. If a committee member is unable to attend the hearing, or if a member is excluded because of potential bias or conflict of interest, an alternate will be asked to serve.

- The decision reached by the URC is final. Appeals of the committee's decision, on procedural grounds only, may be made to the President of the University.
- Further information, including details about the hearing procedures, is available in the Academic Affairs Office, 305 Harrison Hall. Hearing procedures are established and periodically reviewed by SLAAC in consultation with the Vice President for Academic Affairs.

Time Line:

- Neither a departmental review committee nor the University Review Committee may be convened to hear a grievance until after the student's full semester of work has been completed and a final course grade has been given.
- A student who has a grievance should talk to the faculty member as soon as possible after the disputed grade has been given, and no later than the last week of the first full semester following the disputed evaluation.
- The student must present an unresolved grievance to the department chair or associate dean within the first full semester following the disputed evaluation.
- Appeals of the departmental decision to the URC by either the student or faculty member must be made within two weeks of receiving a written decision from the department chair.
- After a hearing, the decision of the URC will be delivered in writing to the student's mailbox (or home address if the semester is over) and to the faculty member within two working days after the committee has met.
- A student or faculty member who wishes to appeal the URC decision on procedural grounds must do so in writing to the president of the University within two weeks of receiving the decision from the committee.

GRADE REPORTS

Students have access to their grade history on the Web, under Student e-Services (www.depauw.edu/student/eservices). Access requires a special PIN; replacement PINs may be obtained from the Registrar's Office.

Final grades are available to students on the Web. Students may request hard copies by contacting the registrar's office. Winter Term grades are sent to students' campus addresses. Mid-semester progress reports are issued to first-year students, students on academic probation and students whose grade is C- or below in a course. Mid-semester progress reports serve as a basis for advising students. Because these grades are generally based on less than one-half the work required for the course, time remains to improve the grade. Final grades are frequently quite different from mid-semester reports. However, any student having less than a 1.0 at mid-semester will be strongly advised to withdraw from the University. Students receive any mid-semester progress reports directly with a copy sent to the advisor. Parents of first-year students and upperclass students on probation receive copies of the mid-semester progress reports if there are any grades of C- or below.

GRADUATION REQUIREMENTS

Students have primary responsibility for understanding and making satisfactory progress toward graduation and all University and departmental

Academic Support

requirements. Faculty advisors, the registrar's staff and other professional staff are available to assist but not take over this responsibility. Specific graduation requirements are listed in the DePauw University *Catalog* and on DePauw's Web site. Students may review their progress toward graduation on the Web through Student e-Services (www.depauw.edu/student/eservices/).

Normally, students are subject to the graduation requirements in effect when they first enroll at DePauw. Transfer students must meet the requirements of the class with which they expect to graduate. If graduation requirements are changed, students have the option of graduating under the new requirements.

INCOMPLETE GRADES

An incomplete grade (I) is to be used only when a student has not completed the requirements of the course for reasons beyond the student's control, such as illness or equipment failure in the case of laboratory classes. In addition, the class must have been essentially completed so that only an examination remains or a paper or project already well underway needs to be completed. An I may not be given for failure to submit work on time because of inadequate planning or to extend time to improve a grade.

The student must complete the work within the first two weeks (ten class days) of the following semester in which the student is enrolled at DePauw. Exceptions to the two-week deadline may be granted by the Petitions Committee. When the student completes the work, a letter grade is recorded. However, the I grade remains on the transcript. If the I is not completed within the time limit and the student has not been approved for an extension, the grade becomes an F.

Students who withdraw and return to campus more than a year (two semesters) following the incomplete may not complete the course. The grade will be converted to a W (Withdraw) provided the student demonstrates that the original I grade was for appropriate reasons.

Students may not graduate with an incomplete grade on their record.

INTERNSHIPS

DePauw University has long been committed to providing students with opportunities for high-quality active learning experiences such as internships, which enhance student learning in ways that are compatible with a DePauw liberal arts education. These experiences are a central feature of our Winter Term program. In addition, many students take advantage of semester-long opportunities in the fall or spring semesters, by means of approved off-campus study programs with an internship component (both domestic and international), the three fellows programs (Management, Media, and Science Research

Fellows), and departmentally sponsored internships for academic credit (available in only a limited number of departments).

Students for whom these avenues may not be appropriate may develop independent internship projects, as part of a semester-long active learning experience, which will include a Web-based reading course. A 3.0 minimum grade point average is required for eligibility. The first stage of application for projects to be carried out in the fall semester 2003 must be submitted by December 1, 2002; the preliminary application deadline for spring semester 2004 is April 1, 2003.

The amount of credit for a given internship may not exceed two course credits. Internships for two credits are considered to be essentially full-time work experiences (at least 30 hours per week). Individually designed internship projects are coordinated by the Academic Affairs staff and sponsored by a faculty member whose field is related to the internship experience. To ensure that students reflect upon and synthesize the work experience, an additional one-credit Web-based reading course associated with the internship experience shall be required. This course should require an additional 10-12 hours a week. The semester-long learning experience as a whole should be considered a three-credit package.

(Approved by DePauw University Faculty, April 2, 2001)

Procedures for Internship Projects

The student assumes most of the responsibility for organizing the semester internship, developing a solid proposal for review well in advance of the semester in question. The student is expected to find an internship host and placement and a faculty sponsor to supervise the internship project. He or she must document adequate preparation to do such an internship, demonstrate the ability to do independent work, demonstrate satisfactorily that other programs already in place cannot meet his or her needs, and follow the procedures and deadlines for application and approval.

The internship will be given a University Studies course designation and graded on a satisfactory/unsatisfactory (S/U) basis.

Preliminary Approval

- Before contacting potential internship hosts, the student submits a preliminary proposal and application form to the designated administrator in Academic Affairs by December 1 for the following fall and April 1 for the following spring. Forms are available in the Academic Affairs Office (305 Harrison Hall) and on the Web. Preliminary discussion of proposal ideas with the responsible administrator is strongly advised.
- Student submits letters of recommendation from two members of the faculty. One of these may be from the academic advisor.
- Student submits a current transcript. A minimum cumulative grade point

Academic Support

average of 3.0 is required for participation in a semester-long individually arranged project.

- Academic advisor's endorsement is needed on the application form.
- Upon approval of the preliminary proposal by the responsible administrator, student receives from Academic Affairs a packet of materials (including information on learning contracts, written reports, journal writing and a liability release form).

Development of Internship

- Student finds an appropriate faculty sponsor for the internship project prior to making initial contact with prospective employer/internship hosts.
- Student arranges the internship project with his or her prospective host.
- Upon receiving formal confirmation of a semester-long project from the internship host, the student and faculty sponsor develop a detailed learning contract. The learning contract should include a strategy for completing the rest of the student's major, minor and graduation requirements.

Final Approval

Student submits the following information to Academic Affairs by April 15 for the following fall, or December 1 for the following spring:

- copy of cover letter to internship host
- résumé
- complete internship learning contract
- confirmation letter from internship host
- completed liability release form
- final approval form, with signatures of academic advisor and, if appropriate, chair of department if credit is to be applied toward a major or minor.

Upon final approval of the project by the designated administrator, DePauw will send a formal letter of confirmation to the internship host, indicating DePauw's role in the project.

Summary of Deadlines

For fall semester 2003:

Preliminary application deadline: December 1, 2002

Final approval deadline: April 15, 2003

For spring semester 2004:

Preliminary application deadline: April 1, 2003

Final approval deadline: December 1, 2003

Contact: Kelley Hall, Part-time Assistant Dean of Academic Affairs
Extension 6599, khall@depauw.edu
www.depauw.edu/admin/acadaffairs/indintern

GUIDELINES FOR REQUESTING LETTERS OF RECOMMENDATION

DePauw faculty members are generally pleased to write letters of recommendation for students they know well. These letters of recommendation are often crucial for admission to off-campus programs, RA and mentor positions, and graduate programs. Students who request letters should keep in mind that faculty members may have many requests for such letters, and that it takes significant time and effort to write each letter.

If you are asking a faculty member for a letter of recommendation, please pay close attention to the following guidelines:

- Make your request well ahead of the deadline (in most cases, at least one month ahead of time).
- Indicate in writing the deadline for the letter to be in the mail.
- Provide addressed envelopes and postage.
- Sign the waiver on the recommendation form. Waiving your right to see the recommendation will ensure confidentiality and allow faculty members to be frank in their assessment of your abilities. If you sign the form, your letters of recommendation will be taken seriously by the programs to which you are applying.
- Ask for recommendations only from faculty members who know your academic abilities first-hand. Generally you should ask for recommendations from faculty members who have had you in at least one class. Faculty members can write strong letters of recommendation for students whose work they know well, but not for students they know only casually.

In addition to these basics, you should provide your recommender with the following:

- A written explanation of what you think should go into the letter, and a list of examples to illustrate your strength in relevant areas. (Law school forms, for example, often ask for examples of how the student has overcome adversity; medical school forms often ask about a student's writing and reasoning ability; off-campus applications may ask about a student's social maturity. Pay close attention to the qualities required by the program to which you're applying.)
- A written explanation of why you want to go to graduate school, work at a particular job, study off campus, join Americorps, etc. It's critical that the faculty member understand your motivation and preparation for the program to which you are applying. (What are some of your reasons for wanting to study in Hungary? Why are you interested in painting ... in law ... in biochemistry ... in being an RA? What in your experience and academic life has led you to want this job or make this choice of graduate program?)
- An oral explanation of the points listed above. You should make an appointment to meet with the faculty member during office hours (and be

Academic Support

sure to keep the appointment).

- A résumé highlighting qualities and experiences most relevant to the program for which you are applying. Career Services can help you develop an effective résumé; the Writing Center consultants can help make your application essays even more impressive. Take advantage of these useful campus resources.

PETITIONS

The Petitions Committee consists of four elected faculty members and four administrators. They consider student requests for exceptions to academic regulations. The committee must balance upholding the faculty policies in a consistent manner with making exceptions for students with special needs. Students file completed petitions in the registrar's office after obtaining appropriate signatures. However, the signatures do not guarantee passage, and, when the petition involves a request for class withdrawal, students should continue to attend classes until the committee makes its decision.

Deadlines for schedule changes are very important, and the Petitions Committee expects students to adhere to them. Exceptions are seldom made in cases involving the pass/fail deadline, withdrawal from courses after the seventh week of classes, and entrance into a course after the second week of a semester. Petition forms and information regarding the petitioning process may be obtained in the registrar's office. There is no fee to petition; however, if the petition is granted after a missed deadline, a \$40 late fee may be assessed. If the petition is denied, no fee is charged.

READMISSION

Students who were previously enrolled in the University apply for readmission through the registrar's office. Readmission is considered on the basis of previous work done at DePauw and any subsequent classes taken at other colleges or universities or work experience. Medical and other information may be requested, and all previous financial obligations to the University must be met. Readmission applications should be filed at least one month before the beginning of the semester in which the student plans to re-enter. Housing arrangements must be made through the Student Affairs Office (www.depauw.edu/admin/registrar/readmgl2000.htm).

REGISTRATION AND CLASS SCHEDULE ADJUSTMENT

A schedule of classes is available each semester on DePauw's Web site. Registration procedures are explained and there is information about course offerings. The final exam schedule is available on the Web with the schedule of classes (see Student e-Services). Students may not make holiday travel plans that conflict with final examinations.

Courses may need to be canceled if fewer than five students enroll or satisfactory arrangements cannot be made for teaching the class. Most classes have enrollment limits to facilitate learning.

Registration is not complete until payment of tuition and fees is made. Payment is due August 1 for the first semester and January 1 for the second semester. The act of registration indicates that the student intends to comply with University regulations.

Course Schedule Adjustment

Students may change their schedules in *Student e-Services* (www.depauw.edu/student/eservices) or in the registrar's office. The regular adjustment period extends from the day classes begin through the sixth day of the semester (three days for seven-week courses). During this period students may change from a grade to pass/fail or audit and add or cancel courses. Tuition refunds are made before the end of the adjustment period only (*e.g.*, refunds for applied music or changing to a part-time load).

Students may withdraw from courses up until the Friday after midterm grades are due (see dates on the Web); students may change from pass/fail to a regular grade through the tenth week. Adjustments after the above deadlines may be made only under extraordinary circumstances with permission of the Petitions Committee. A late fee of \$40 may be assessed if the petition is granted. However, an extension may be granted, and the fee waived if students notify the registrar's office before the deadline.

Students must receive permission from the Petitions Committee to begin classes after the first week of class and may be limited in their course load. Students may not enroll after the second week of classes.

Course Load

In order to graduate in four years, students need to average four course credits for at least seven semesters. Course loads may range from three to four and one-half courses. [Note the term "course" refers to one course credit, not the number of classes taken. For example, three full-credit and two half-credit classes are considered four courses, not five.] To be considered a full-time student (for eligibility for financial aid, athletics and other organizations as well as to be covered by parent's insurance), students must be enrolled in at least three course credits. Students are expected to enroll in and maintain at least three courses each semester or petition for an exception. Last semester seniors do not need to petition if they need fewer than three courses to graduate.

REPETITION OF COURSE

With approval of the advisor and the department concerned, students may

Academic Support

repeat courses in which they earned a grade of D+ or lower. Each course may be repeated only once. The course must be repeated at DePauw and taken the same way as before (*e.g.*, a course taken first for a grade may not be repeated on a pass/fail basis). The original grade and credit is retained on the student's academic record but only the second grade at DePauw counts toward the cumulative grade point average. If credit has already been received for the course, no additional credit is given.

Transfer students who are required, on the basis of placement tests or official recommendation, to repeat courses for which they have credit elsewhere receive the credit and grade earned at DePauw. The original credit is rescinded. Courses voluntarily repeated carry the original credit.

STUDENT ASSESSMENT OF TEACHING

In all classes the instructors request that students complete anonymous evaluation forms at the end of the semester. The primary purpose of these forms is to give instructors useful information about the course and teaching. The more specific students are about the effectiveness of the instructor or suggestions for improvement, the more helpful evaluations are. Evaluations may also become part of information gathered for tenure and promotion decisions.

If students have a complaint about a course or teaching, they should first see the instructor. If they are not satisfied or feel for some reason that they cannot approach the instructor, they should see the department chairperson or a staff member in the Office of Academic Affairs, who will direct them to the proper person. For matters involving a possible grievance, see the section of this handbook on grievances.

Remember, faculty members appreciate knowing they have done a good job. Students who particularly appreciate what a faculty member has done for them are encouraged to send a note at the end of the course with a copy to the department chair and the Vice President for Academic Affairs.

STUDENT RECORDS POLICY – ACCESS TO RECORDS AND RELEASE OF INFORMATION

DePauw, in accordance with the Family Educational Rights and Privacy Act (FERPA), affords students the following rights regarding their educational records:

1. The right to inspect and review the records within 45 days of the day the University receives a request for access. The request should be in writing to the registrar, dean or other appropriate official and should identify the record(s) they wish to see. The official will arrange for access and notify the student of the time and place where the records may be inspected.

The official will advise the student of the appropriate person to whom the request should be addressed if the records are maintained by another office.

2. The right to request the amendment of the student's records that the student believes are inaccurate or misleading. To do this, the student should write the University official responsible for the record, clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the University official decides not to amend the record as requested by the student, the official 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 at that time.
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 that 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, research or support staff position (including law enforcement unit personnel and health staff); 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. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to withhold directory information – items generally considered to be public information. The following items may be made available at the institution's discretion and without student authorization unless students notify the registrar's office by August 1 of each year that they wish this information be withheld. Directory information includes:
 - name, address (local and home) and telephone numbers
 - e-mail user name
 - school in which enrolled
 - student classification
 - dates of enrollment
 - date and place of birth
 - major field of study
 - past and present participation in officially recognized activities and sports
 - photographs and videos for University and other publications
 - physical factors (weight and height of athletes)
 - previous educational institutions attended

Academic Support

- degrees conferred and dates as well as awards received
 - eligibility (not grades) for institutionally recognized organizations and honoraries, including sororities and fraternities
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirement of FERPA. The name and address of the office is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Holds on Student Records

Appropriate University offices and fraternity and sorority living units may place holds for financial reasons on transcripts or official statements of student records, registration and/or diplomas after:

- giving the student written notice of the amount due and the consequences of the hold (*i.e.*, no transcripts or early registration), and
- allowing 10 working days to pay or make satisfactory arrangements for payment.

A hold is placed on transcripts or official statements if a student loan is past due, delinquent or in a default status. Holds may be placed on seniors for any amount due, and their final grades will be held. Other students may have holds placed on them for debts of \$25 or more or for the following reasons:

- Unpaid University bills, including tuition, fees, room and board, miscellaneous charges and fraternity and sorority room and board bills. If students owe a debt from a previous semester, they may be prevented from enrolling at DePauw the following semester.
- Failure to have an exit interview in the Student Loan Office whenever students cease enrollment at the University. This would include transferring or withdrawing from the University, reducing the course load to less than one and one-half course credits, or graduation.
- Failure to contact the Financial Aid Office to discuss possible repayment obligations of current year awards whenever students cease eligible enrollment at the University for those awards. This includes withdrawing from the University or reducing the course load to less than three course credits.
- Failure to declare a major by the end of the sophomore year.

STUDENTS WITH DISABILITIES

DePauw University is committed to providing equal access to University programs to otherwise qualified students with disabilities. In providing equal access, the University will not deny admission to students with disabilities who are otherwise qualified applicants, meeting the essential standards for admission to the University. In addition, the University will provide reasonable and appropriate accommodations to enrolled students with disabilities to ensure

equal access to the academic program and University-administered activities.

A student with a disability is defined as a person who:

- has a physical or mental impairment that substantially limits a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, or caring for one's self; or
- has a record of a substantially limiting impairment; or
- is regarded as having such an impairment.

Physical or mental impairments may include, but are not limited to, mobility/orthopedic impairments, visual impairments, hearing impairments, speech impairments, specific learning disabilities, attention deficit disorder/attention deficit hyperactivity disorder, psychological disabilities, neurological impairments, traumatic brain injury, or chronic medical conditions such as cancer, diabetes or AIDS.

Upon enrollment, it is the responsibility of a student with a disability to identify him/herself as having a disability and formally request accommodations if accommodations are appropriate. A student with a disability is encouraged to initiate this process by contacting the Americans with Disabilities Act (ADA) coordinator upon admission to the University. If a student is requesting accommodations, the student will be required to submit current documentation from an appropriate professional which:

- verifies the disability,
- provides an assessment of the student's disability and needs,
- identifies the student's functional limitations.

After the student requests accommodations and provides appropriate documentation, the ADA coordinator reviews the documentation, consults with the student, and determines the reasonable accommodations needed to allow the student with a disability to have equal access to the essential aspects of the academic program and University-administered activities.

Services and accommodations for students with disabilities are provided on an individualized basis, rather than through any established program designed specifically for students with disabilities or by offering special classes or remedial specialists for students with disabilities. The accommodations offered are based on the individualized review of a student's documentation by the ADA coordinator. In order to provide the appropriate services, the University reserves the right to suggest or require a more recent assessment, which may be necessary to establish the need for requested accommodations.

Accommodations may include, but are not limited to:

- access to elevators

Academic Support

- relocation of classes
- notetakers
- audiotaped texts
- auxiliary aids in the classroom
- alternative setting and/or extended time for examinations
- ground level housing.

Arrangement for some accommodations, such as audiotaped textbooks, may require several weeks' advance notice.

The ADA coordinator determines the specific reasonable accommodations, based on the documentation provided by the student. Recommendations for accommodations by the student, family, or health care provider will be considered, but it should be noted that the University is not obligated to include any or all of these recommendations in the list of reasonable accommodations, which will be provided to the student.

If a student with a disability is not satisfied with the ADA coordinator's determination of accommodations, the student may appeal the decision in writing to the Vice President for Student Services.

This policy is based on compliance with both the American Disabilities Act of 1990 (ADA-PL 101-336) and Section 504 of the Rehabilitation Act of 1973 (PL 93-616), which prohibit discrimination on the basis of disability.

Questions regarding the University's policy for students with disabilities and documentation of a disability, such as whether documentation is appropriate and/or current, may be directed to the ADA coordinator: Jacqueline D. Gardner, Dean of First-Year Students and Academic Support Services, 302 Harrison Hall, DePauw University, P.O. Box 37, Greencastle, IN 46135-0037, (765) 658-4027, FAX: (765) 658-4021

SUMMER SCHOOL

Students planning to enroll in summer sessions at other institutions should make arrangements in advance with the registrar's office and their faculty advisors in order to ensure that transfer credit is received. Because May is such a busy month, applications should be completed and returned to the registrar's office by early April, if at all possible.

Contact: Registrar's Office
Extension 4141 (www.depauw.edu/admin/registrar)

WITHDRAWAL

All students who withdraw from the University during a semester should report such action at once to the offices of student affairs and registrar. Students (except graduating seniors) who know at the end of a semester that they will not return the following semester are also requested to notify the above mentioned offices. Individuals on any form of financial aid, including a Stafford/GSL student loan, are required to have an exit interview with a staff member in the student loan office.

Students who withdraw for medical reasons must submit documentation from a physician or therapist before refunds can be authorized.

Personal Support

PERSONAL RESOURCES

CAMPUS SAFETY

Blue Lights/Emergency Telephones

Fourteen blue lights/emergency telephones are strategically located throughout campus, including residential, academic and athletic facility areas. The phones are connected directly to the DePauw Public Safety Office. When a telephone is activated, the blue light will flash to indicate the location of the emergency, and a police officer will promptly respond to that location. The blue lights are complemented with 20 additional convenience phones, generally located at building entrances, that also ring directly to the Public Safety Office.

Building Security/Access Control

The University physical plant staff maintains University buildings and grounds with a concern for safety and security. Inspections of campus facilities and lighting systems are routinely conducted in an effort to identify and reconcile problems and hazards. Public Safety personnel assist with problem identification while making regular security checks of academic and administrative buildings, including campus housing units.

Physical plant personnel are also responsible for locking and unlocking most of the academic and business facilities on campus at designated times. With the exception of residence halls, most University facilities are open to the public when classes are in session. Residence halls are locked 24 hours a day, and students have access only to the residence hall they live in; however, all students have ID access to Hogate and Longden halls during mealtimes. Public Safety officers patrol the perimeters and common areas with special emphasis during evening and nighttime hours. Residence halls staff maintain key control procedures, and access for nonresidents is on an as-needed basis. During the times that the University is officially closed, buildings are locked and only faculty, staff and authorized students with proper identification are admitted.

Parking Regulations

Parking space on and around campus is extremely limited. For this reason, students should not expect to park on campus in areas other than the authorized University student parking lots. A student registered for classes at DePauw who wishes to park a vehicle in Greencastle must register his/her vehicle and must properly display a DePauw student parking permit. (See the *2002-2003 Campus Parking Regulations* or www.depauw.edu/admin/studentaffairs/safety/parkinggeneral.asp.)

DePauw Public Safety Office

The primary concerns of the DePauw Public Safety Office are students' personal safety and the security of their belongings. Although the campus has a relatively low crime rate, it is not immune to many of the same crime problems encountered

in today's society. The goal of the Public Safety Office is to ensure a safe and tranquil environment in which all members of the campus community can work, learn and live. To achieve such a goal, all students must share equal responsibility for the safety and security of themselves, their neighbors and their belongings. Part of that responsibility is reporting emergencies and crimes that occur on campus to the Public Safety Office. Working closely with the Greencastle Police Department and other local law enforcement agencies, officers promptly investigate all reports.

The department is professionally staffed with eight sworn police officers. The police officers are empowered with full police authority, are authorized to make arrests and are charged with enforcing federal and state laws, as well as University rules and regulations. The Public Safety Office operates 24 hours a day throughout the year. Students are strongly urged to promptly report all criminal and suspicious activity. All complaints will be investigated, and prompt resolution of reported problems will be sought.

Crime prevention. The support, cooperation and involvement of students and staff with the safety and security efforts are crucial to the success of the overall safety program. Members of the campus community must assume responsibility for their own safety and the security of their personal belongings by taking simple common sense precautions:

- Suspicious looking individuals or activity should be reported to the Public Safety Office immediately.
- The Public Safety Office escort service should be utilized after dark, or ask someone you know to walk with you.
- Vehicles should be parked and secured in well-lighted areas, and valuables should be removed or concealed.
- Exterior doors to the residential facilities should be closed and locked. Room doors should be locked at night and when unoccupied even for a short period of time.
- Residents should ask visitors to identify themselves before allowing them access to a building or room.
- Personal belongings should be secured or attended to at all times.

The Public Safety Office offers several programs to the University community aimed at the education, awareness and prevention of crime. Programming in the areas of personal safety, sexual assault prevention, alcohol abuse awareness, traffic safety and parking regulations, fire safety and theft prevention are only a few of those available. The escort program, bicycle registration, personal property engraving, security analysis and surveys are also examples of services designed to aid in the prevention of crime. The "Crime Alert" program works with campus media, housing representatives and student organizations to promptly disseminate information about crimes that may threaten public safety and security of the campus.

Personal Support

Assault Procedures

IF A SEX OFFENSE OCCURS, PROMPTLY FOLLOW THESE STEPS:

- **GO TO A SAFE PLACE.** You may want to contact someone you know and trust to be with you.
- **CONTACT THE DEPAUW PUBLIC SAFETY OFFICE.** Reporting the incident is a separate act from deciding whether or not to pursue legal and/or judicial action but enhances efforts to promptly and thoroughly investigate the incident. We will help you consider all options and can put you in touch with a counseling staff member.
- **PRESERVE EVIDENCE.** Please do not shower, change clothes, douche or brush your teeth prior to going to the emergency room.
- **SEEK MEDICAL TREATMENT** at the University Health Services. A trained nursing examiner (SANE Nurse) will conduct a wellness exam as well as collect forensic evidence. A SANE Nurse can be contacted after hours by notifying the University switchboard by dialing "O."

Contact: DePauw Public Safety
Extension 4261

Safe-Ride

Safe-Ride is a unique program that provides transportation to DePauw from locations in Greencastle as well as within the campus. It is available from 10 p.m. through 2:30 a.m. on Thursday, Friday and Saturday nights. This program is run by student volunteers and work study students to enhance the safety of the campus.

Contact: Safe-Ride
Extension 5961

RUSSELL J. COMPTON CENTER FOR PEACE AND JUSTICE

The **Russell J. Compton Center for Peace and Justice** works with student activists on campus to raise consciousness among members of the university community concerning issues of campus, local, national, and global social justice; to provide opportunities for theological, sociological, and political reflection concerning such issues; and to empower persons to work for social change in an appropriate, effective and meaningful manner. The Compton Center offices are located in the Religious Life Center.

Contact: Compton Center
Extension 4615

COUNSELING SERVICES

Counseling Services' staff provide short-term counseling for DePauw stu-

dents experiencing a variety of personal concerns. Staff are trained to address a wide range of issues, including, but not limited to, depression, stress management, relationship difficulties or issues related to self-esteem and/or identity. If a counselor recommends that the student needs counseling beyond a limited number of sessions, psychiatric care or other specialized mental health care services, the counselor will refer the student to an off-campus mental health provider, who can provide these services at the student's expense. The student health fee covers the cost of the University Counseling Center services.

In the event that a student is involved in a personal crisis involving mental health issues, students, staff or faculty may contact Counseling Services during office hours to request crisis intervention assistance. A counselor can provide assistance by making recommendations for addressing the immediate problem as well as providing a referral to an off-campus mental health care provider if appropriate. For mental health-related emergencies that occur after office hours, students living in the residence halls are encouraged to contact a Resident Assistant or Residence Life Coordinator; students living in a Greek living unit are encouraged to contact DePauw Public Safety. Resident Assistants, Residence Life Coordinators and Public Safety staff can contact a counselor outside normal office hours as necessary. Any student, faculty or staff person can reach a counselor through Public Safety at extension 4261, 24 hours a day, seven days a week.

The Counseling Center is located in the Student Union Building, Suite 210. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m., and some evening appointments are available. Appointments may be scheduled by coming to the office or calling the secretary at 658-4268. Based on the availability of the counseling staff, students can usually be seen within one week of requesting an appointment. Students who feel they are in urgent need of speaking to a counselor should communicate that urgency to the secretary when scheduling their appointment. Counselors maintain professional confidentiality in their relationships with students. Counseling information is maintained in a file separate from the student's educational record and can be accessed only with the written permission of the student, or in circumstances consistent with the state laws regulating the professional behavior of health-care providers.

Contact: Counseling Services, Secretary
Extension 4268

DISABILITY SERVICES/ADA COORDINATOR

The Dean of First-Year Students and Academic Support Programs serves as the Americans with Disabilities Act coordinator. The office is located in 302 Harrison Hall. Please refer to page 108 for the Students with Disabilities policy.

Personal Support

EXERCISE/FITNESS PROGRAMS

The Lilly Physical Education and Recreation Center is designed to house men's and women's intercollegiate athletics, intramurals, physical education department classrooms and offices, leisure time sports, concerts and other events. Neal Fieldhouse, with its multi-use surface, provides space for three basketball courts, seven volleyball courts, eight badminton courts, a four-lane (10-laps-to-the-mile) track and pressbox. An auxiliary gymnasium on the second floor provides one full-size basketball court, three badminton courts, one volleyball court, three fencing lanes and 18 25-meter archery firing lanes. A separate dance studio provides space for aerobics, dancercise, jazzercise, slimnastics and ballet events.

The 5,600-square-foot fitness center offers state-of-the-art exercise equipment for machine-weight and free-weight training. Six hardwood courts for racquetball and handball are on the ground level of the Lilly Center, along with a 25-yard by 25-meter swimming pool with two one-meter and one three-meter diving boards.

Tennis and Track Center. The 132,500-square-foot indoor tennis and track facility provides a state-of-the-art competition and practice venue for several of DePauw's athletic teams in addition to serving as a recreational facility for the DePauw and off-campus communities.

The entry level of the bi-level facility includes 12,366 square feet for offices, a meeting/conference room, storage, restrooms, and spectator seating. The ground level is for performance activity only and houses a training room for the facility.

The tennis portion of the complex includes six Deco-Turf courts. The track portion of the facility features a 200-meter, six-lane track with an eight-lane straightaway and a Mondo Super-X spike-proof surface. Two long-jump/triple-jump runways and pits and a pole-vault area are located just outside the track. The infield of the track contains a competition area for field events and space for three basketball courts. Features such as drop-down netting allow practice opportunities for baseball, field hockey, football, golf, soccer and softball.

Outdoor Athletic Facilities. The outdoor athletic facilities are located a block west of campus. The outdoor facilities include Blackstock Stadium (football, track and field), McKeen Field (field hockey), Boswell Field (soccer), Walker Field (baseball), an intercollegiate softball field, and nine outdoor tennis courts including three lighted courts. Blackstock Stadium includes new locker rooms, equipment room, laundry room, and sports medicine facilities. Three intramural fields are available for use by the intramural program and club sports for practice and competition.

FINANCIAL AID

The Financial Aid Office provides financial planning and counseling to students and their families, makes scholarship awards, assists in arranging loans and helps in securing employment. Information about applying for and renewing aid is available at the Financial Aid Office and in the catalog. In order to receive financial assistance, students must meet the Standards of Satisfactory Academic Progress (see page 96). When students have questions, they should contact the Financial Aid Office in the Administration Building.

Short-term emergency loans can be provided to full-time DePauw students. Administered through the Student Affairs Office, these loans are interest free and, except for unusual circumstances, are restricted to less than \$100.

Financial counseling. In recent years, students have shown an increasing interest in managing their money. Because of this interest in financial matters, mini-sessions on financing, budgeting, loan repayment and related topics are offered periodically at the University.

Several offices on campus cooperate by having staff members available throughout the year to assist students who have any type of financial questions. Those offices are Student Affairs, Financial Aid/Student Loan, Cash Receipts and Department of Economics and Management. Staff in these offices can help with budgeting for campus expenses, proper check writing and banking procedures, dealing with emergency needs, repaying student loans or other financial concerns.

Student employment. The Financial Aid Office also coordinates a central employment office designed to assist students in securing on-campus employment. University job opportunities are available primarily to those students qualifying for federal work-study employment and will be used as part of the financial aid process. Students interested in other employment opportunities, including part-time jobs within the local community, should contact the Financial Aid Office.

Contact: Financial Aid Office
Extension 4030

HEALTH SERVICES

The goal of the staff members in Student Health Services (SHS) is to provide DePauw students with timely and cost-effective health services in a caring and confidential environment. This contributes to the students' goal of completing their education with minimal interruptions from illness or injury. All information regarding visits and treatment is confidential except as indicated

Personal Support

by law. Students must sign a release of information form if they desire SHS staff to consult with non-University medical professionals, non-SHS staff, faculty or family members.

The health fee included in student fees covers services such as physical exams, office visits, allergy shots, routine lab tests (\$20 or less), X-rays, gynecological services and STD testing, at no additional costs. Services not covered by the health fees include lab tests exceeding \$20, lab tests ordered by non-University physicians, immunizations, prescriptions, referrals to specialists and emergency room or hospital visits.

The staff of the SHS includes a physician, physician assistant, two registered nurses, a nurse practitioner and a medical laboratory technologist. SHS, located in the Charter House at 300 E. Seminary Street, is open Monday through Friday; hours are posted. Students are seen on a first-come, first-served basis; appointments are available for specific exams. The physician and physician assistant are available for emergencies by phone 24 hours a day. To obtain pager numbers, call (765) 658-4555.

Contact: Student Health Services
Extension 4555

MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMA) supports the University's mission through campus programming, student consultation, student group advising and promotion of campus resources. OMA fosters communication and education for all students and departments on issues of cultural identity and affinity. Within the context of the Office of Multicultural Affairs, culture has been broadly and intentionally defined to include racial and ethnic heritages, as well as religious affiliation, gender, sexual orientation, economic class, physical ability and first-generation experience. We recognize that the term "multicultural" indicates the interplay between the composite elements of individuals, communities and the cultures they create. All students, faculty, staff and alumni are invited to participate in events sponsored by the OMA.

Contact: Office of Multicultural Affairs
Extension 4026

THE RELIGIOUS LIFE CENTER

The Religious Life Center (RLC), located at 209 E. Seminary Street, coordinates spiritual and social justice activities for students, faculty and staff rooted in a variety of faith traditions and world-views and sponsors student groups representing a wide variety of religious interests. The RLC contains a variety of

small meeting and worship spaces that may be utilized by religious groups. Also available on campus, located at the corner of Jackson and Hanna streets, is the Greencastle Labyrinth Meditation Path.

Programming and religious counseling needs are met by the Dean of Religious Life, University Rabbi and Associate Chaplains. (Please refer to page 17 for a list of religious organizations.)

Special programs offered by the Religious Life Center include:

Contemporary Issues. This lunch-hour discussion session meets on Thursdays at the RLC with a different faculty or member of the student body speaking on “What Matters Most to Me and Why.”

Contact: Robert S. Eccles, Associate Chaplain
Extension 4615 or 4617, reccles@depauw.edu

RLC Seminars are 6-10 week dialogue groups led by the Dean of Religious Life, University Rabbi and others. The seminars focus on a wide range of topics such as Bible Studies, Biblical Hebrew, God-Talk 101, Hot Topics, Introduction to Islam, Introduction to Judaism, The Left- behind Gospels, The Meaning of Life, Discipleship Groups, and Spiritual Practices.

Contact: Deborah Chew, Secretary/Program Assistant
Extension 4615, dchew@depauw.edu

Shabbat is a Jewish service welcoming the Sabbath led by the University Rabbi every Friday evening at 5:30 p.m. in the Jewish Chapel Room in the Religious Life Center.

Contact: Lewis E. Bogage, University Rabbi, Director of Jewish Life
Extension 4615, lbogage@depauw.edu

Word and Table is a fellowship of students that meets on Wednesday night at 9 p.m. in the Chapel of the Holy Cross in the Religious Life Center for singing, proclamation, dialogue and communion. Refreshments and fellowship follow the service.

Contact: Deborah Chew, Secretary/Program Assistant
Extension 4615, dchew@depauw.edu

PERSONAL SERVICES

ADDRESS CHANGES AND/OR NAME CHANGES

Students may change their and their guardians' addresses and phone number on the Web under Student e-Services (www.depauw.edu/student/eservices). Additional address changes should be directed to the registrar's office.

All changes and alterations of names or marital status should be reported to the registrar's office. Official documentation should be provided in the case of name change. The Registrar then reports the information to the Computer Center and to other appropriate offices or individuals.

Contact: Connie Lambermont, Assistant to the Registrar
Extension 4141, clambermont@depauw.edu,
www.depauw.edu/admin/registrar

BOOKSTORE

The DePauw Bookstore, operated by Barnes and Noble, features both textbooks and best-sellers and a variety of school and office supplies. The bookstore is located on the ground level of the Memorial Student Union Building. The bookstore sells books for required and casual reading, clothing, gifts, cards, snacks, supplies, computer accessories, magazines and sale books at discount prices. Students, faculty and staff may also place special book orders. Checks in an amount not to exceed \$25 may be cashed if students present their ID cards. The Bookstore distributes a free activities calendar at the beginning of the academic year and also buys back books every day. Bookstore hours are Monday through Thursday 9 a.m. to 5 p.m., Friday 9 a.m. to 4 p.m., Saturday 11 a.m. to 3 p.m.; there are extended hours on special dates and shortened hours for holidays and the summer.

Contact: Jennifer Kovacs, Bookstore Manager
Extension 4927, bookstor@depauw.edu

CASH RECEIPTS OFFICE

The Cash Receipts Office is located in the lower level of the Administration Building. Students may pay bills to the University, make financial arrangements for payment of tuition, fees and room and board charges, and pick up student paychecks and student loan checks. The office is open Monday through Friday from 8:30 a.m. to 4 p.m. Summer hours are Monday through Friday from 8:30 a.m. to 3:30 p.m.

Contact: Laura Guffey, Cash Receipts Manager
Extension 4015, ADMIN1::lguffey@depauw.edu

DINING SERVICE

DePauw University Dining Service is committed to offering students variety and flexibility. All students living in residence halls must participate in the Dining Contract. The student meal plan is an all-cash spending allowance referred to as DU Points. DU Points allow students to obtain food in any of our three dining facilities. The Hub Food Court is located in the Memorial Student Union Building and features a wide variety of foods including salad bar, deli, Italian, Oriental, Pepe's Mexican, Crossroads Diner and Blackstock's Grill. Meal and carryout service are available in the Hub seven days a week. Longden Dining Hall is a traditional all-you-can-eat cafeteria, offering many special events and theme meals throughout the year. The Gate restaurant, located in Hogate Hall, is a full-service restaurant offering everything from sandwiches to steaks.

In order to access DU Points, your student ID must be presented at every location. For additional information, consult the Dining Service area of the DePauw Web site or request a copy of the detailed brochure of services from the Dining Service Office, DePauw University, Memorial Student Union Building, 408 S. Locust Street.

Contact: Dining Service
Extension 4322

ID CARDS

ID cards are issued to every student enrolled at the University. This card is necessary for utilizing the DePauw library facilities, gaining access to the Lilly Center, Media Center, Union Building after hours and residence halls. The ID card may also be used for free admission to all DePauw athletic events. DePauw Dining Service uses this card for the DU Points meal plan and Tiger Express (debit) accounts. Other uses for the ID card include photocopiers, microfiche readers, laundry facilities and vending machines. Students who misuse or allow their ID cards to be used by others are subject to disciplinary action. Loss of an ID card should be reported immediately to the Office of Public Safety, extension 4261. Replacement cards are available in the ID/One Card Office, located on the lower level of the Memorial Student Union. The first card issued is free of charge; there is a fee for subsequent cards.

Contact: Deb Salman, One Card Manager
Extension 4253, dsalman@depauw.edu

INSURANCE

We have selected a local Greencastle agency, O.N.B. Insurance, to assist our students in securing a health insurance program. If you do not have insurance coverage or wish to supplement an existing health plan, please contact O.N.B. Insurance, Seven Central Square, Greencastle, IN 46135, (765) 653-2641 phone

Personal Support

or (765) 653-2837 FAX. Insurance for international students is handled through the International and Off-Campus Studies Center, 307 E. Seminary Street, Greencastle, IN 46135, phone (765) 658-4373. (Please note that the company offering the health plan has no formal affiliation with the University.)

Contact: Richard Shuck, Director of Business Services
Extension 4020, dickshuck@depauw.edu

PRINTING SERVICES

Students may have items printed at DePauw Printing Services located in Charter House. The cost for this service is less than a commercial printer. Items may include résumés, study guides, posters and other materials. A color copier is also available (white paper only – 8.5"x11", 8.5"x14", 11"x17"), color transparencies and black-and-white transparencies. DePauw Printing Services offers services to all fraternities, sororities, living units and student organizations.

Copy machines are located in several locations around the campus, including the Roy O. West Library, Asbury Hall, the Julian Science and Mathematics Center, Memorial Student Union Building and the Performing Arts Center.

Contact: Rob Crawley or Joseph E. Smith
Extension 4169 or 4170,
rcrawley@depauw.edu or jsmith@depauw.edu

USE OF UNIVERSITY MOTOR VEHICLES

DePauw provides vehicles for official university business and/or classroom-related activities to transport teams, student organizations, individual students and employees traveling to sanctioned events. Reservations must be made by the faculty or staff sponsor through the Purchasing Office. The DePauw University Motor Vehicle Use Policy and authorization forms may be obtained from the Purchasing Office.

Contact: Purchasing Office, Joyce Heeke or Terry Steele
Extension 4020, jheeke@depauw.edu or terrysteele@depauw.edu

Please visit the DePauw Web site at <www.depauw.edu>.

Index

A

ADA Coordinator	108
AIDS Policy	53
Absences	92
Absences before or after break	92
Absences for medical reasons	92
Absences for personal or psychological reason	92
Absences for religious holidays	92
Disruptive Student Policy	93
Extracurricular activities	94
Responsibilities	94
Abuse of Academic Materials	86
Academic Advising	70
Academic Dishonesty	86
Academic Eligibility	20
Athletics	20
IFC and Panhel Fraternities and Sororities	21
Student Activities	21
Academic Expectations	70
Academic Integrity Hearing	89
Nature of the hearing	90
Penalties and appeals	90
Presentation; burden of proof; rights	90
Academic Integrity Policy	85
Academic dishonesty charges	87
Academic Integrity Hearing	89
Overview of Academic Dishonesty Procedures	87
Penalties for Academic Dishonesty ...	88
Settlement Process	87
Types of Academic Dishonesty	86
Abuse of academic materials	86
Cheating	86
Deception and misrepresentation	86
Electronic dishonesty	87
Fabrication	86
Facilitating academic dishonesty	86
Multiple submission	86
Plagiarism	86
Academic Planner	123
Academic Policies and Procedures	83
Academic Integrity Policy	85
Academic Probation and Dismissal ..	91
Classroom Attendance and Absences ..	92
Credit by Advanced Placement or Exam	95
Dean's List	95
Declaring a Major	95
DePauw Four-Year Guarantee	83
Examinations in Courses	96
Financial Aid Eligibility	96

A continued

Grade Grievances	97
Grade Reports	99
Graduation Requirements	99
Guidelines for Requesting Letters of Recommendation	103
Incomplete Grades	100
Internships	100
Ninth-Semester Financial Aid Policy	84
Petitions	104
Readmission	104
Registration and Class Schedule Adjustment	104
Repetition of a Course	105
Student Assessment of Teaching	106
Student Records Policy	106
Students with Disabilities	108
Summer School	110
Withdrawal	110
Academic Probation and Dismissal	91
Academic Programs/Resources	70
361 Degrees	75
Academic Advising	70
Academic Resource Center	71
Career Services Center	72
DePauw Libraries	78
Eugene S. Pulliam Center for Contemporary Media	73
Fifth-Year Intern Program	74
Fifth-Year Program: Teacher Certifica- tion for Holders of a Bachelor's Degree	74
Honors/Fellows Programs	74
Information Services	75
Information Technology Associates Program (ITAP)	76
International and Off-Campus Study Center	76
Registrar's Office	81
Robert C. McDermond Center for Management and Entrepreneurship	81
School of Music	81
Student Technology, Assessment, Resources and Training (START)	76
Winter Term Program	82
Academic Resource Center	71
Academic Support	70
Access to Records	37, 106
Activites	5
Athletics	5
Campus Life	6
Community/Volunteer Service	6

A continued

Eligibility, student	20
Forensics and Theatre	7
Media and Publications	7
Memorial Student Union Building	9
Scheduling Events and Recording Meetings	9
Selling, Solicitation and Itinerant Merchant Procedures	10
Address Changes and/or Name Changes	120
Addressing Harassment Complaints	44
Informal Complaint or Advising Processes	45
Formal Complaint Procedures	45
Advanced Placement	95
Advising, Academic	70
Air Travel Waiver	54
Alcoholic Beverages, Policy	38
Allocations Board	12
Alpha Kappa Delta	14
Alpha Lambda Delta	14
Americans with Disabilities Act	108
Apartments, University-owned	65
Appeals	32, 53
Assault Procedures	114
Association for Jewish Students	17
Association of African-American Students (AAAS)	12
Athletics	5, 20
Club sports	6
Eligibility	20
Intramural sports	6
Mission Statement	5
Recreational Sports	6
Varsity Athletics	5
Attendance	92

B

Blue Lights/Emergency Telephones	112
Board of Control of Student Publications .	9
Bookstore	120
Building Security/Access Control	112
The Boulder	67

C

Cabinet, Student Government	12
Campus Housing See Residential Living/Learning	
Campus Life	5
Campus Life, Office of	6
Campus Noise Policy	54
All-Campus Events	56

C continued

General Policies	54
Inside Functions	56
Individual Room Events within a Living Unit	56
Outdoor Living Unit Function	56
Campus Safety	112
Assault Procedures	114
Blue Lights/Emergency Telephones	112
Building Security/Access Control ...	112
DePauw Public Safety Office	112
Parking Regulations	112
Safe-Ride	114
Career Services Center	72
Career Consultation	72
Career library	73
Job notices	73
On-campus interviews	73
Placement credentials	73
Registration	73
Special career events	72
Cash Receipts Office	120
Center for Contemporary Media, Eugene S. Pulliam	73
Century Singers	16
Chamber Orchestra	16
Channel 3	8
Chaplains' Interfaith Advisory Council .	17
Cheating	86
Chi Alpha Sigma	14
Class Schedule Adjustment	104
Course Load	105
Course Schedule Adjustment	105
Classroom Attendance	92
Absences before and after break	92
Absences for medical reasons	92
Absences for personal or psychological reason	92
Absences for religious holidays	92
Disruptive Student Policy	93
Extracurricular activities	94
Responsibilities	94
Classroom Reservation	9
Club Sports	6
Clubs and Organizations	14
Honorary Societies	14
Code of Conduct	26
College Songs	69
<i>A Toast To DePauw</i>	69
<i>Here's To DePauw</i>	69
Collegians	16
Committee for Latino Concerns (CLC)	12
Community, Statement of	5

C continued

Community/Volunteer Service	6
Community Conduct Council	24
Compton Center for Peace and Justice, Russell J.	114
Congress, student	11
Consensual Relations Policy	56
Contemporary Issues	119
Counseling Center	115
Counseling Services	115
Course Load	105
Course Schedule Adjustment	105
Credit by Advanced Placement or Exam	95
Crime prevention	113

D

Damage Charges	64
Dean's List	95
Debate team	7
Deception and Misrepresentation	86
Declaring a Major	95
Delta Sigma Rho	14
<i>The DePauw</i>	8
DePauw Christian Fellowship	18
DePauw Four-Year Guarantee	83
DePauw Gospel Choir	18
DePauw Libraries	78
DePauw Public Safety Office	112
digital media lab	79
Dining Service Office	64, 121
Directory information	107
Disability Disability Services/ ADA Coordinator	108, 115
Students with Disabilities	108
Discriminatory Harassment	42
Disruptive Student Policy	93
Drama See Theatre	
Drug Use, Policy	40
Duzer Du	7, 14

E

East College	68
Electronic Dishonesty	86
Eligibility for Campus Activities	20
Athletics	20
IFC and Panhel Fraternities and Sororities	21
Student Activities	21
English Honor Society	14
Eugene S. Pulliam Center for Contemporary Media	73

E continued

Events, scheduling of	9
Examinations in Courses	96
Exercise/Fitness Programs	116
Expectations for Student Behavior	22
<i>Eye on the World</i>	8

F

Fabrication	86
Faculty Committees	19
Student Membership on	19
Family Educational Rights and Privacy Act	37
Fascilitating Academic Dishonesty	86
Federal Aid	97
Festival Chorus	17
Fifth-Year Intern Program	74
Fifth-Year Program: Teacher Certification for Holders of a Bachelor's Degree ..	74
Final examinations	96
Financial Aid	96, 117
Academic eligibility for	96
Federal and State Aid	97
Financial counseling	117
Student employment	117
Financial Counseling	117
Firearms and Fireworks, Policy	41
Forensics	7
Debate Team	7
Four-Year Guarantee	83
Fraternity and Sorority Eligibility	21
New member Education	23
Housing owned by	65

G

Gateway Memorial Arch	68
Gold Key	15
Gospel Choir	17
Government, student	11
See Student Government	
Grade Grievances	97
Grade Reports	99
Graduation Requirements	99
Greek Judicial Board	24
Greek Organizations and Activities	20
Academic eligibility for	21
National fraternities	20
National sororities	20
Grover L. Hartman Center for Civic Education and Leadership	6

H

Harassment Policy	41
Addressing Harassment Complaints ..	44
Confidentiality	44
Definition and Statement of Policy ..	41
Discriminatory Harassment	42
Sexual Harassment	42
Victim's Rights	43
Hartman Center for Civic Education and Leadership, Grover L.	6
Hazing Policy	46
Health Services	117
Health fee	118
Hearing Procedures	31
Hearing Rules	30
Help Desk	75
Holds on Student Records	108
Honorary Societies	14
Alpha Kappa Delta	14
Alpha Lambda Delta	14
Chi Alpha Sigma	14
Delta Sigma Rho	14
Duzer Du	14
English Honor Society	14
Gold Key	15
Kappa Delta Pi	15
Mortar Board	15
Mu Phi Epsilon	15
Omicron Delta Epsilon	15
Phi Beta Kappa	15
Phi Eta Sigma	15
Phi Lambda Upsilon	15
Pi Delta Phi	15
Pi Kappa Lambda	15
Pi Sigma Alpha	15
Psi Chi	15
Sigma Delta Pi	15
Sigma Pi Sigma	16
Society of Professional Journalists	16
Tau Kappa Alpha	14
Honor Scholars Program	75
Honors/Fellows Programs	74
Honor Scholar Program	75
Management Fellows	75
Media Fellows Program	75
Science Research Fellows	75
Housing See Residential Living/Learning	
Housing and Residence Life Office	63

I

ID Cards	121
ID/One Card Office	121

I continued

Incomplete grades	100
Independent Council (IC)	12
Independent study projects	82
Information Services	75
Information Technology and Associates Program (ITAP)	76
Insurance	121
Interfaith Advisory Council	17
Interfraternity Council (IFC)	13
Interim Suspensions	27
International and Off-Campus Study Center	76
Off-Campus Application Policies and Procedures	77
International Student Association (ISA) ..	13
Internships	100
Internship Projects, Procedures	100
Preliminary Approval	100
Development of Internship	101
Final Approval	101
Summary of Deadlines	102
Intramural sports	6
Itinerant Merchant Procedures	10

J

Jazz Ensemble	17
Judicial Code See Student Judicial Code	
Judicial Procedures	29
Judicial Records See Student Judicial Records	

K

Kappa Delta Pi	15
----------------------	----

L

Letters of recommendation, requesting ..	103
Libraries	78
Music Library	80
Prevo Science Library	80
Roy O. West Library	78
Library Hours	80
Library Services	
Archives	79
digital media lab (<i>dml</i>)	79
Instructional Media Services	79
Privileges and Rules	80
Service Desk	78
Lilly Physical Education and Recreation Center	116

L continued

Little 5 Race	68
Little Theatre	7
Living Unit Bill of Rights	58
Living unit openings and closings	64

M

Major, declaring	95
Major Policies	38
Harassment Policy	41
Hazing Policy	46
Policy on Firearms and Fireworks	41
Policy on the Use of Drugs	40
Policy on Use of Alcoholic Beverages	38
Sexual Assault Policy	47
Management Fellows	75
McDermond Center for Management and Entrepreneurship	81
Media and Publications	7
WGRE-FM	7
Board of Control of Student Publications	9
Channel 3	8
<i>The DePauw</i>	8
<i>Eye on the World</i>	8
<i>Midwestern Review</i>	8
<i>Mirage</i>	8
Media equipment checkout	79
Media Fellows Program	75
Meetings, recording of	9
Memorial Student Union Building	9
<i>Midwestern Review</i>	8
<i>The Mirage</i>	8
Misrepresentation	86
Monon Bell	68
Mortar Board	15
Mu Phi Epsilon	15
Multicultural Affairs	118
Multiple exam policy	96
Multiple submission	86
Musical Organizations	16
Century Singers	16
Chamber Orchestra	16
Collegians	16
Festival Chorus	17
Jazz Ensemble	17
Opera/Musical Theatre	17
Tiger Pep Band	17
University Band	17
University Choir	17
University Orchestra	17
Musical Theatre	17
Muslim Student Association	18

N

Newspaper, <i>The DePauw</i>	8
Ninth-Semester Financial Aid Policy	84
No contact orders	27
Noise Policy, campus	54
See Campus Noise Policy	

O

Off-Campus Center	76
Off-Campus Application Policies and Procedures	77
Off-Campus Programs	76
Office of Campus Life	6
Old Gold Day	67
Omicron Delta Epsilon	15
One Card Office	121
Opera/Musical Theatre	17
Orchestra	17
Organizations	10
Clubs and Organizations	14
Eligibility for Campus Activities	20
Greek Organizations and Activities ..	20
Musical Organizations	16
Religious Organizations	17
Special Interest Clubs	18
Student Government	11
Student Membership on Faculty Committees	19
Out-in-Town (OIT) Housing	66
Outdoor athletic facilities	116
The Owl	68

P

Panhellenic Council (Panhel)	13
Parents' Weekend	68
Parking Regulations	112
Pep Band	17
Penalties for academic dishonesty	88
Personal Resources	112
Campus Safety	112
Counseling Services	115
Disability Services/ ADA Coordinator	115
Exercise/Fitness Programs	116
Financial Aid	117
Health Services	117
Multicultural Affairs	118
Religious Life Center (RLC)	118
Russell J. Compton Center for Peace and Justice	114
Personal Services	120
Address Changes and/or Name Changes	120

P continued

Bookstore	120
Cash Receipts Office	120
Dining Service Office	64, 121
ID Cards	121
Insurance	121
Printing Services	122
Use of University Motor Vehicles ...	122
Personal Support	112
Petitions	104
Phi Beta Kappa	15
Phi Eta Sigma	15
Phi Lambda Upsilon	15
Pi Delta Phi	15
Pi Kappa Lambda	16
Pi Sigma Alpha	16
Placement, advanced	95
Plagiarism	86
Policies	21
See University Policies	
Policy and Procedures on Self-harm and Suicide Attempts	57
Policy on Firearms and Fireworks	41
Policy on the Use of Alcoholic Beverages	38
Policy on the Use of Drugs	40
Prevo Science Library	80
Printing Services	122
Psi Chi	16
Public Safety Office	112
Publications	7
<i>Eye on the World</i>	8
<i>Midwestern Review</i>	8
<i>Mirage</i>	8
<i>The DePauw</i>	8
Publications Board	9
Pulliam Center for Contemporary Media	73
Purpose of the University	3

R

Readmission	104
Recommendation, requesting letters of..	103
Recording of meetings	9
Recreational Sports	6
Recruitment (Greek)	20
Registrar's Office	81
Registration	104
Course Load	105
Course Schedule Adjustment	105
Relay for Life	68
Release of Information	37, 106
Religious Life Center	118
Contemporary Issues	119

R continued

RLC Seminars	119
Shabbat	119
Word and Table	119
Religious Life Organizations	17
Association for Jewish Students	17
Chaplains' Interfaith Advisory Council	17
DePauw Christian Fellowship	17
Gospel Choir	17
Muslim Student Association	18
Sojourners	18
Repetition of a Course	105
Requirements for Graduation	99
Residence Halls and Apartments See University-owned Residence Halls and Apartments	
Resident Student Association (RSA)	13
<i>Residence Student Handbook</i>	65
Residential Living/Learning	58
General Regulations	63
Houses owned by Fraternities and Sororities	65
Out-in-Town (OIT) Housing	66
Philosophical Statement of Residential Life	58
Right of Inspection	63
Standards for Living Units at DePauw University	59
Student Living Unit Bill of Rights ...	58
University-owned Residence Halls and Apartments	63
Visitation	66
Right of Inspection	63
Rights and Freedoms	22
Rights and Responsibilities	21
RLC Seminars	119
Robert C. McDermond Center for Management and Entrepreneurship	81
Room Selection/Assignment	64
Roy O. West Library	78
Archives	79
digital media lab	79
Instructional Media Services (IMS) ..	79
Interlibrary loan	79
Privileges and Rules	80
Reserves	78
Service Desk	78
Russell J. Compton Center for Peace and Justice	114

S

Safe-Ride	114
Safety	
See Campus Safety	
Sanctions	33
Individuals	33
Organizations	35
Schedule Adjustment	105
Scheduling Events	9
School of Music	81
Science Research Fellows	75
Selling, Solicitation and Itinerant	
Merchant Procedures	10
Sexual Assault Policy	47
Appeals	53
Conduct and sanctions	52
Definition and Statement of Policy ..	47
Powers of the Dean of Students	49
Preamble	47
Sexual Assault Board	49
Sexual Assault Defined	48
Sexual Harassment	42
Shabbat	119
Sigma Delta Pi	16
Sigma Pi Sigma	16
Society of Professional Journalists	16
Sojourners	18
Songs, College	69
A Toast to DePauw	69
Here's to DePauw	69
Sorority and Fraternity	
Eligibility	21
New member Education	23
Housing owned by	65
Special Interest Clubs	18
Sports	
See athletics	
Standards for Living Units at	
DePauw University	59
All Living Units	60
Code of Values and Principles	62
Penalties for Failure to Comply with ..	
Standards	62
University-owned apartments and ..	
houses, and Greek living units	61
State Aid	97
Statement of Community	5
Student activities, eligibility	20
Student Assessment of Teaching	106
Student Employment	117
Student Congress	6, 12
Student Government	11
Allocations Board	12

S continued

Association of African-American	
Students (AAAS)	12
Committee for Latino Concerns	
(CLC)	12
Independent Council (IC)	12
Interfraternity Council (IFC)	13
International Student Association	
(ISA)	13
Panhellenic Council (Panhel)	13
Resident Student Association (RSA)	13
Student Congress	12
Student Government Cabinet	12
Union Board	14
United DePauw (UD)	14
Student Government Cabinet	12
Student Group Responsibility	22
Student Health Services	117
Student Judicial Code	24
Appeals	32
Code of Conduct	26
Community Conduct Council	28
Definition of Terms	24
Hearing Procedures	31
Hearing Rules	30
Interim Suspensions	27
Judicial Advising Team	26
Judicial Procedures	29
No Contact Orders	27
Philosophy	24
Review by the Vice President	32
Roles of Administrators	26
Sanctions	33
For individuals	33
For organizations	35
Student Judicial Records	37
Access to Records	37
Family Educational Rights	
and Privacy Act	37
Release of Information and	
Notification	37
Student Living Unit Bill of Rights	58
Student Membership on Faculty	
Committees	19
Student Publications	8
Student Records Policy	106
Holds on Student Records	108
Student Rights and Freedoms	22
Student Rights and Responsibilities	21
Student Services Philosophy	2
Student Technology, Assessment, Resources ..	
and Training (START)	76
Students with Disabilities	108

S continued

Study Abroad	77
Summer School	110
Suspension, interim	27

T

361 Degrees	75
Television	8
Channel 3	8
Tennis and Track Center	116
Theatre	7
Little Theatre	7
Tiger Pep Band	17
Traditions	67
The Boulder	67
Gateway Memorial Arch	68
East College	68
Monon Bell	68
Parents' Weekend	68
Little 5	68
Old Gold Day	67
Relay for Life	68
The Owl	68

U

Union Board	6, 14
Union Building	9
United DePauw (UD)	14
University Band	17
University Bookstore	120
University Calendar	9
University Choir	17
University Housing	
See Residential Living/Learning	
University Orchestra	17
University Policies	
Academic Integrity Policy	85
AIDS Policy	53
Air Travel Waiver	54
Campus Noise Policy	54
Consensual Relations Policy	56
Expectations for Student Behavior ...	22
Greek Judicial Board	24
Harassment Policy	41
Hazing Policy	46

U continued

Policy and Procedures on Self-harm and Suicide Attempts	57
Policy on Firearms and Fireworks	41
Policy on the Use of Alcoholic Beverages	38
Policy on the Use of Drugs	40
Sexual Assault Policy	47
Student Group Responsibility	22
Student Judicial Code	24
Student Records Policy	106
Student Rights and Freedoms	22
Student Rights and Responsibilities ..	21
University-owned Residence Halls and Apartments	63
Board exceptions	65
Common area damages	64
Contracts	64
Damage charges	64
Dining Service Office	64, 121
<i>Residence Student Handbook</i>	65
Housing and Residence Life Office ..	63
Room selection/assignment	64
University-owned apartments	65
University-owned living units openings and closing	64
Winter Term board credit	65
University Statement of Purpose	3
Use of University Motor Vehicles	122

V

Varsity Athletics	5
Video and audio production	79
Victims' Rights	43
Visitation	66
Volunteer Service	6

W

WGRE-FM	7
Winter Term Board Credit	65
Winter Term Program	82
Grading of Winter Term	83
Withdrawal	111
Word and Table	119