From the Vice President for Student Affairs

Butler University strives to prepare graduates not simply to make a living, but to make a life of purpose. . . this is The Butler Way. Whether you are new to Butler University or are a familiar face on campus, I want you to know the quality of campus life is crucial to the success of a University. At Butler, the Division of Student Affairs strives to integrate our students’ educational experiences into a campus setting with opportunities, challenges and services that promote development as a total person.

Learning happens in and out of the classroom. I encourage you to actively participate in Butler’s community of learning. With this goal in mind, the departments within the Division of Student Affairs focus on meeting the needs of students from the time you join this community as a new student through commencement as a graduate— and beyond. Our staff seeks to maximize each student’s potential. As you build an academic foundation, we are here to help you apply that knowledge by discovering personal passions, strengths and opportunities for further development. I challenge you to connect with faculty, staff and fellow students, and most importantly, make good choices that reflect a balanced life. Embrace diversity and foster collaboration within the community as you prepare to take leadership roles after graduation. Butler University is a place where individuals take personal responsibility for their actions and show genuine concern for others. You will hear a great deal about Butler’s Community of C.A.R.E. which states:

> At Butler, we empower every person to engage in healthy behaviors, to support others in doing the same and to look out for one another. Our collective responsibility fosters a strong, healthy and connected community.

As you know, the strength of a community hinges on the support of its members. Use the Student Handbook as a resource guide to campus. Take time to become familiar with what the University has to offer you and what is expected from you as a vital member of this community.

The ultimate goal of student affairs is to send unique individuals into the world who are poised to make a positive contribution. Use your time as a Butler student to prepare for the day when you can transfer your learning into action. Remember at its heart, The Butler Way requires that we aspire every day to improve ourselves and those around us.

Enjoy this year!

Sincerely,

Dr. Levester Johnson
Vice President for Student Affairs

Twitter: @LevesterJohnson
Facebook: facebook.com/vpleveseterjohnson
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INTRODUCTION

The student handbook can serve as a map of the Butler University community — a reference guide covering a wide variety of topics. All Butler students are responsible to know and abide by the University rules, regulations, and policies that are referenced here. Additionally, this document contains important information about the University's student conduct system. It is to your benefit to familiarize yourself with its content.

While this student handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that it is not a complete statement of all procedures, policies, rules and regulations of Butler University; as stated above, the University has the right to change without notice any procedures, policies or programs that appear in the student handbook; and the various colleges and departments of the University may have their own procedures and policies that apply to students. In addition, except where expressly noted herein, this student handbook is not, nor is it intended, to create a contract between any student and the University. The terms set forth in this student handbook do not create contractual or legal rights for students.

Various committees and staff members of the University are responsible for the areas covered in the student handbook and the affiliated web sites. The University, these committees and officers have the right to make changes in University regulations, policies, procedures and other matters as deemed appropriate, with or without notice to students. Updates and changes to University rules and policies that occur after August are likely to be noted on the Student Conduct website: www.butler.edu/student-conduct and/or departmental websites on http://www.butler.edu.

Butler students wishing further information concerning the topics dealt with in the student handbook are encouraged to contact the Office of the Vice President for Student Affairs in Atherton Union, room 200, (317) 940-9570, and studentaffairs@butler.edu. Comments or concerns regarding the student handbook are welcome.
EQUAL OPPORTUNITY
Butler University is committed to the principle of equal opportunity. It does not knowingly discriminate against any applicant, student or employee on the basis of gender, sexual orientation, race, color, age, religion or nationality/ethnicity. It attempts to make its programs equally accessible to all qualified applicants regardless of physical or mental disability. This school is authorized under federal law to enroll non-immigrant alien students.

DISCLAIMER OF LIABILITY
Butler University disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer is a matter of contract between the University and each student and it applies to, but is not limited to, the following:

- Any injury or damage sustained on property owned by or under the control of the University, its subsidiaries or affiliated institutions (such as classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.);
- Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit and regardless of cause;
- Any injury or damage suffered in an intercollegiate or intramural contest or event (athletic or otherwise) as a participant, spectator or other; this includes transportation to and from a contest or event;
- Any injury or damage resulting from fire, theft, the elements, roof leaks, mechanical failures or other cause;
- Any injury or damage as a result of any act or omission by any University personnel (faculty, staff, employee, officer, trustee), student or contractor.

Students accept the foregoing disclaimer and agree, as a matter of contract, to be bound thereby upon admission, re-admission or continued enrollment at Butler University.

The relationship between Butler and its students is non-custodial in nature and nothing in the student handbook shall be construed to place Butler in the position of being custodian, guardian or surrogate parent of any student or to otherwise establish any special relationship between the University and any student. Upon being admitted, a student is bound to follow all of the University’s rules and regulations. Butler students who fail to read the student handbook will not be excused from compliance with the guidelines, policies and requirements herein. Butler University may disseminate additional information and policies directly to students via their Butler e-mail account. It is imperative for students to consistently read their University e-mail.
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CAMPUS LIFE WEB LINKS
These resources and policies are listed alphabetically

Athletic Bands & Spirit Programs

Bookstore

Campus Impressions Printing and Copying Services

Clowes Memorial Hall

Commencement

Community of C.A.R.E.

Copies - Print, copy, fax & scan (PrintSmart)

Counseling and Consultation Services
    Alcohol and other drugs services
    Confidentiality
    Counseling (free of charge)
    Crisis intervention
    Outreach programs
    Psychiatric services
    Victim Advocate

Dining Services
    All access meal plan
    Voluntary meal plans (60 and 85)
    Dawg Bucks
    C-Club Food Court (Atherton)
    Starbucks
    Fuel (Smoothie bar in the HRC)
    Convenience Store (Apartment Village)
    Catering

Diversity Programs
    Excel
    Big Brother/Big Sister Mentor Program
    Celebration of Diversity
    Celebration of Diversity Distinguished Lecture Series
    Multicultural student organizations
    International Student Services
    Efroymson Diversity Center

Financial Aid
    Financial aid guidelines
    Financial aid notification and disbursement
    Changes in enrollment or aid
    Financial aid and special circumstances
    Financial aid student rights and responsibilities
    Drug convictions
    Study Abroad - tuition and financial aid

Financial Matters - Student Accounts Office
    Billing and payment
    Cashier
    Refund of tuition charges
    Tuition and costs

Greek Life
    Chapters
    FAQs
    Philanthropy
    Recruitment
    Reports and policies

Health Education and Outreach
    Peer education programs PAWS and GEAR
    Outreach programs
    MyStudentBody
    Red Cup Culture
    GYT – Get Yourself Tested
    Victim Advocate

Health Insurance Requirement

Health Services
    Confidentiality
    Immunizations
    Health insurance
    Hours and appointments
    Infectious waste
    Medicines
    Payment for services
    Student health record
    Secure web portal - MyHealth

Intercollegiate Athletics
International Students

Mail Center
Lower level of the Holcomb Building, rm. 21
Hours: 8:30am - 4:00pm, M–F, 317-940-9309

Network Infrastructure

Off-Campus Students

Public Safety
- Crime reporting
- Dawg Alert – Emergency Notification
- Dawg Ride – Escort Transportation Service
- Dawg Watch – Register bikes & property
- Emergency preparation
- Identification cards
- Lost and found
- Motorist assistance program
- Parking
- Safety information
- Vehicle registration
- Zipcar

Peer Education

Printing and PrintSmart

Programs for Leadership and Service Education (PuLSE)

Recreation
- Aquatics
- Challenge Education
- Club Sports & Intramural Sports
- Fitness
- Nutrition & massage services

Religious/Spiritual Life at Butler

Residence Life
- Calendar
- Contract terms
- FAQs
- Guest housing
- Housing options
- Safety and security

Space and Event Reservation
- Office of University Events
- Programs for Leadership and Service Education (PuLSE)

Student Affairs
- Office of the Vice President

Student Organizations
- List of organizations

Student Organizations Policies, Guidelines, & Procedures
- Bonfires
- Code of conduct
- Contracts
- Faculty/Staff advisors
- Food guidelines
- Fundraisers
- Inactive/Non-registered organizations
- Organization accounts
- Meetings and events
- Late Night Events
- Master calendar meeting
- New organizations
- Outdoor concerts
- Office space
- Organization funds
- Promotion
- Sign posting & chalking
- Table tent /Napkin holder approval
- Purchasing guidelines
- Scheduling events during finals
- School closings
- Solicitation on campus

Temporary Disabilities

University Police (See Public Safety)

Victim Advocate

Volunteer Center

Wellness Model – BU Be Well
RIGHTS AND RESPONSIBILITIES

About Rights and Responsibilities

Each member of a community is afforded certain rights. Likewise, each member has responsibilities to the members of that community. The Butler University community has established rights as well as rules and regulations to promote the orderly conduct of its educational program. As an independent educational institution, Butler University is committed to educating its students academically, encouraging their personal development, and promoting their welfare. The University community can best perform its educational mission when students share with other members of the community the responsibility for orderly conduct in an environment of mutual respect. The administration of a conduct system is concerned not only with protecting the safety and well-being of the campus as a whole, but also with assuring that each student’s rights are recognized.

The aim of the Butler University student conduct system is the fair and consistent treatment of student conduct cases brought to its attention. In order to ensure the protection of the rights of the student, the University adheres to certain recognized procedures.

I. University Rules of Conduct

Scope:

• Upon being admitted, a student assumes an obligation to conduct oneself in a manner compatible with the University’s functions as an educational institution. The word “student” includes all persons taking courses at Butler University, both full-time and part-time, pursuing undergraduate or graduate studies and those who attend post-secondary institutions other than Butler University and reside in Butler University residence halls. Students who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”

• Butler University student organizations are expected to adhere to institutional regulations. Failure to do so may result in student conduct action being initiated against the group; consequently, policies, procedures, and sanctions set forth in this section apply to student organizations collectively, as well as to individual students. Officers of the student organizations are responsible for assuring compliance of all of their members with regulations and for representation when student conduct proceedings are initiated against the group.

• Rules, policies, and guidelines should be read broadly and are not designed to define misconduct in exhaustive terms.

• Students living in University-owned or approved housing shall comply with residence life rules and regulations relating to fire, health, safety, and maintenance standards, as well as with the terms and conditions of the residence and board agreement. The Rules of Conduct and the residential life guidelines and regulations should be construed to complement each other.

• The University reserves the right to review the off campus conduct of students when such conduct is alleged to compromise the University’s integrity or reputation, to threaten the health or safety of members of the campus community, and/or to interfere with the normal operation of the University.

• The conduct of a person who is a student and an employee may be reviewed under this system, the employee conduct code, or both, and may be subject to sanctions in both capacities.

• A student may be found responsible for a violation of the Rules of Conduct if they attempt, facilitate, or engage in the prohibited conduct.
**Misconduct for which students may be subject to sanctions falls into the following categories:**

1. Violation of the University’s published policies, regulations, or Rules of Conduct set out herein, including, but not limited to, those governing alcoholic beverages and controlled substances, academic dishonesty, campus solicitation, harassment, sexual misconduct, student organizations, or use of University facilities.
2. Disruption of teaching, research, administrative, or student conduct procedures or other University activities, including its public functions, or other authorized activities on or off University premises.
3. Involvement in behavior that could or does result in physical injury, destruction of University property or that of a third party, or obstruction of the normal functioning of the University property.
4. Attempted or actual theft, unauthorized possession of another's property; dishonesty, or knowingly furnishing false information to the University.
5. Violation of rules governing residential units or of those regulations and guidelines established by the individual residential units.
6. Physical, mental, or verbal abuse of any person or any conduct that threatens or endangers the health or safety of any such person on University-owned or related property, or at any University-sponsored and/or supervised functions.
7. Unauthorized entry, occupancy, or use of University facilities.
8. Disorderly conduct, or reckless, intimidating, lewd, indecent, or obscene conduct or expression on University-owned or related property, or at University-sponsored or supervised functions or against a representative of the University.
9. Unauthorized use, possession, or distribution of any controlled substance or illegal drug, including, but not limited to, marijuana, lysergic acid diethylamide (LSD), heroin, or cocaine.
10. Unauthorized use or possession of explosives, firearms, firecrackers, fireworks, paintball guns, other weapons, or dangerous chemicals.
11. Smoking in classrooms, laboratories, residence halls, or in other prohibited areas.
12. Failure to comply with directions of University officials acting in the performance of their duties.
13. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and Butler University regulations; public intoxication.
14. Violation of any criminal law while enrolled in the University: federal, state, or municipal.

**II. Student Conduct System**

**Overview**

The student conduct process is an extension of the educational mission of the University. The process is intended to educate students about appropriate behavior and the potential consequences of one’s actions and choices. It promotes learning, personal responsibility, self-discipline, respect for others and self, and the support of the educational values of the community.

The University President has delegated the responsibility for matters of student conduct to the Vice President for Student Affairs. In an atmosphere of mutual respect, this responsibility has traditionally been shared by members of the Butler community – students, faculty and administration alike.

Unless specifically stipulated elsewhere in University policy, the Vice President for Student Affairs serves as the primary officer responsible for addressing unacceptable conduct or action by any student that involves an infraction of University rules and regulations. The Vice President has designated other staff members to assume various roles within the conduct system. “Vice President” in this section should be read as “Vice President or designee.”

Proposed changes in the student conduct system may be submitted to the Vice President for Student Affairs. The Vice President may consult with any University group affected by a change. Examples of University groups include, but are not limited to, the Student Conduct Board and student government association.
The Butler University student conduct system consists of administrative conduct reviews both informal and formal. Appeals of administrative decisions can be heard by the Student Conduct Board, the University Appeals Board and/or the Vice President for Student Affairs. At all levels, these proceedings are not to be construed as legalistic judicial trials, but care shall be taken to provide a fundamentally fair process for the review of a student’s conduct.

Further:
- Alleged violations of University rules and regulations may be brought to the attention of the Vice President by any member of the University community and from external constituencies.
- The Vice President or designated conduct officer shall investigate reported student misconduct, initiate conduct procedures when warranted and, after giving the student written notice of the charges, provide the student the opportunity to present his/her own version of the incident or occurrence.
- The conduct officer may discuss the situation with or advise any student whose conduct is called into question, and students shall attend such meetings as requested by the conduct officer.
- The “parties” to a student conduct review are the student(s) or organization alleged to have violated the University’s rules and regulations and the representative from the Office of the Vice President for Student Affairs. A person alleging the violation(s) is considered a “witness,” and therefore does not have a right to appeal a student conduct decision.
- References to “days” means “calendar days,” except where otherwise stipulated.

**Interim Suspension**

The Vice President may temporarily suspend a student from the University or campus housing pending student conduct procedures when the presence of a student on campus is deemed by the Vice President as an actual or potential disruption of the University or when the student’s presence may constitute a danger to the health, safety, or welfare of the University, to property, to others, or to the student himself/herself. The Vice President will notify the student in writing of his or her interim suspension. If the student should desire to challenge any such finding of the Vice President or the reliability of the information utilized in making such finding, he/she may do so by appearing before the Vice President for that purpose only, within five (5) days of notice of such interim suspension.

**Administrative Conduct Reviews**

All allegations of student misconduct (except those that fall under the Civil Rights Equity Grievance Policy) will be resolved through a meeting with a designated conduct officer. Students will receive a charge letter via their official Butler e-mail address that briefly describes the incident, the alleged violations of rules/policies in question, and the date of the conduct review meeting. Reviews will be scheduled around classes and students are expected to attend or make an alternate arrangement in advance of the scheduled meeting. Those who fail to attend scheduled conduct reviews will be held responsible for the findings.

Students will have five (5) days advance notice of the review (excluding official University breaks) although students may waive their right to five (5) days notice and arrange for an earlier resolution of the case. This request should be made in writing. Students are entitled to obtain a written statement of the results and findings of the review. This will normally be provided within seven (7) days after the conclusion of the review. A student engaged in an administrative review has a right to one appeal, except in cases involving suspension or dismissal from the University. (See Appeals.)

This administrative review will be either informal or formal as per the descriptions below:

**Informal** – The conduct officer meets individually with the accused student to:
1. Review the process and the student’s rights and answer the student’s questions.
2. Review the incident report and discuss other information or relevant testimony.
3. Allow the student to respond to the charges and provide additional information.
4. Reviews are presumed closed, unless all participants agree to the presence of others.
5. The student may attend with an advisor of his/her choosing but generally these conversations involve only the accused student and the conduct officer. (See bullet below in formal review description for more detail about the role of the advisor.)
6. The student may not challenge the assignment of the conduct officer for an administrative review.
7. At any time during the informal review the student or the conduct officer may determine that a formal review is needed and a formal administrative review will be scheduled.

**Formal** – This format is similar to the informal review but requires more structure and planning as witnesses are likely to be called either by the conduct officer, the student, or both.
1. This format will be selected by the conduct officer if he/she believes that suspension or dismissal is a possible outcome.
2. A formal review may be selected if the student would like to call witnesses to testify on his/her behalf or involve an advisor of his/her choosing. A student may want to choose this option if parallel criminal charges are pending.
3. A student engaged in a conduct review may be assisted by an advisor. The advisor may act in an advisory capacity only and may not actively participate in the procedures (e.g., advisors may not question witnesses, provide opening or closing statements, etc.). An advisor will not be permitted to interfere with any procedure or review.
4. Students shall have the right to hear and pose questions of witnesses, to be informed of the content of all written statements or other evidence; and to rebut any such evidence or challenge its value.
5. The accused student and the conduct officer shall exchange witness information at least three (3) days in advance of the review date in order for witnesses to be informed of date, time and location. Witnesses not identified in advance according to this time frame may not be allowed to participate. The conduct officer will make a good faith effort to include witnesses via phone, Skype, or other means if they cannot be physically present. Written statements may be accepted and are subject to verification by the conduct officer.
6. Beyond witness and advisor participation, formal reviews are presumed closed, unless all participants agree to the presence of others.

After conducting an investigation and an informal or formal review, the conduct officer shall have the authority to determine whether the student is responsible or not responsible for the violation and, as warranted, the officer shall assign an appropriate sanction(s). The decision is based on the totality of the information available to the conduct officer. **The officer will find the student responsible if he/she reasonably concludes that it is more likely than not that the student violated University policies/rules.**

In advance of a conduct review or appeal at any level, students may seek guidance and assistance from the Dean of Student Services who is located in Atherton Union 200, 940-9570.

**Appeal Process**
1. If, following the outcome of an informal or formal administrative review, the student wants to appeal the decision, the student will submit a written appeal to the Dean of Student Services within five (5) days of the date of the notification letter/e-mail. Appeals are coordinated by the Dean of Student Services unless designated otherwise. The Dean is available to meet with students to explain process and procedures and to assist in all aspects of the appeal process.
2. Appeals are not granted simply because someone disagrees with the prior decision. Appeals will be granted based on the following grounds as determined by members of the respective appeal boards or the Vice President:
   (a) A procedural error or omission occurred that significantly impacted the outcome of the review (e.g. substantiated bias, deviation from established procedures, etc.).
(b) To consider new evidence, unknown or unavailable during the original review or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the request.

3. A student’s right to appeal shall be exhausted after one appeal except in cases in which the sanction imposed is either suspension or dismissal from the University.

4. Appeals are directed to different entities:
   (a) The Student Conduct Board shall hear appeals related to general behavior.
   (b) The University Appeals Board may consider appeals of college deans’ decisions regarding academic dishonesty. (See Section IV. Academic Integrity)
   (c) The Vice President for Student Affairs shall resolve appeals when the timing of the appeal does not allow for the board to convene e.g. at the end of semesters, during breaks and in the summer. In these situations the Vice President may appoint, at his or her discretion, an ad hoc appellate board to review cases that may result in suspension or dismissal of the student.
   (d) The Vice President for Student Affairs will hear final appeals of decisions made by the Student Conduct Board or the University Appeals Board when the outcome is suspension or dismissal.

5. Appeals considered by the Vice President for Student Affairs are final.

6. A student engaged in a conduct review may be assisted by an advisor. The advisor may act in an advisory capacity only and may not actively participate in the procedures (e.g., advisors may not question witnesses, provide opening or closing statements, etc.). An advisor will not be permitted to interfere with any procedure or review.

7. Students shall have the right to hear and pose questions of witnesses; to be informed of the content of all written statements or other evidence; and to rebut any such evidence or challenge its value.

8. The accused student and the conduct officer shall exchange witness information at least three (3) days in advance of the review date in order for witnesses to be informed of date, time and location. Witnesses not identified according to this time frame may not be allowed to participate. The conduct officer will make a good faith effort to include witnesses via phone, Skype or other means if they cannot be physically present. Written statements may be accepted and are subject to verification by the conduct officer/board.

9. Students shall have the right to challenge, for cause, the membership of any member or members of a review board due to prejudice or conflict of interest.
   (a) The challenge must be stated in writing and presented to the board promptly after the student has received notice of the review. The board shall deliberate in private and determine by majority vote whether the member or members so challenged shall be excluded from participating in the proceeding. Whether the challenged member or members shall have a vote on the issue of their participation shall be determined by other members of the board. Members against whom challenges are sustained shall be replaced by alternates.

10. Conduct meetings to consider appeals are presumed closed, unless all participants agree to the presence of others. All aspects of the appeal, including evidence, arguments, and discussion among the members of the board shall be deemed confidential. A closed review shall be restricted to the board, the student, an advisor to a student, the witnesses, and any personnel deemed essential by the board to the work of the board. By participating in a closed appeal review all students and members of the faculty or staff have agreed to:
    (a) Maintain the strict confidentiality of all aspects of the proceeding during the entire course of the proceeding, including the period of any and all appeals, and;
    (b) Accept severe sanctions in the event any such person is found to have breached the confidentiality in any way. Whether such a person has breached the confidentiality and the sanctions to be imposed, if any, shall be determined by the Vice President, the method of arriving at such decision remaining entirely in the judgment of the Vice President.
    (c) Provided, however, the student and his/her advisor shall not be so restricted that the preparation of their respective cases to be presented to the board is impaired. Provided further, the board in
its discretion may declare any review to be closed at any time it deems it necessary to assure a fair review to any student.

11. No member of the University community may publicly release a summary of the proceedings of any board without the prior written approval of all parties, all participants in the review, and the Vice President. The decision of the board may be made public, but the accused student's name shall not be released.

(a) In the case where the conduct officer/body determines that a person has been the victim of a crime of violence (as the term is defined by federal, state, or local law), the victim will be informed of the outcome of the review.

12. Student Conduct Board and University Appeals Board: Scope, Composition and Selection

Sanctions
1. The sanctions below may be imposed by conduct officers, the Student Conduct Board, University Appeals Board, and/or the Vice President for Student Affairs.

*Warning letter:* An official letter sent to a student who has violated a University rule or policy or to whom a letter should be sent to warn a student regarding failure to comply with University rules or regulations in the future. A copy of this letter shall be placed in the student’s conduct file.

*Probation:* A period of observation and review during which a student must demonstrate a willingness and ability to comply with all University regulations. The terms of the probation shall be for a specified period and may include restriction of participation in leadership roles and co-curricular activities, among other stipulations.

*Restitution:* The student is required to provide reimbursement for (a) damage to, destruction of, or misappropriation of, University property or property of any person or the University premises, (b) personal or other injuries inflicted.

*Other Sanctions:* Other sanctions may include, but are not limited to, restrictions on student privileges, forfeiture of financial assistance, monetary fines, extra work hours (e.g., in residence halls), community restoration and/or community service, reflection paper, research assignment, completion of an educational program, referral for alcohol or drug assessment, letter of apology, or personal apology.

(a) Athletic coaches will be informed when student-athletes are alleged to have violated the conduct code.

(b) The Dean of the College of Pharmacy and Health Sciences or designee may be notified when COPHS students are found responsible for code violations.

*Suspension:* The student is suspended from continuing at the University for a specified period. While a suspension is in effect, a student may not, without the expressed permission of the Vice President for Student Affairs:

(a) Attend classes, or participate in any University-sponsored event or activity; or

(b) Be present on University owned or affiliated property, including University approved housing units.

A suspended student must meet all other stipulations outlined in their sanction letter. To return from suspension the student must receive approval from the Vice President for Student Affairs.

*Dismissal:* The student is dismissed permanently from the University. This sanction is noted on the student’s transcript (See Student Conduct Records below). Dismissed students are permanently trespassed from University property.
2. Administrative Actions are distinct from sanctions and, if assigned by a University official, are not subject to appeal:
   (a) Breaches in the residence hall contract may result in administrative actions such as a room reassignment in on-campus housing. Students may be banned from living in or entering a residential facility indefinitely or for a specified period.
   (b) Student account holds may be applied; this can impede a student’s ability to register for next semester courses or do business with the University.
   (c) The University reserves the right to notify parents of alcohol and drug policy violations as per the Notification heading under Privacy Rights of Students section of the handbook.
   (d) Failure to observe any imposed sanctions shall constitute a basis for additional sanctions. The University may withhold grades, registration, transcripts, or diplomas until all sanctions have been fulfilled.
3. Notwithstanding the provisions of the University’s refund policies, if any student conduct action results in the suspension or dismissal of a student, the University may refuse to refund, in whole or in part, such student's tuition and fees.
4. A student who is suspended or dismissed from the University for conduct reasons may be provisionally withdrawn from classes pending the outcome of the student conduct process. If the process is not complete by the time semester grades must be submitted, the student may receive a grade of "I," pending the outcome of the process. This allows her/him to complete the course should the suspension or dismissal be reversed through the appeal process. Tuition and fees for the semester in which she/he is suspended or dismissed may be forfeited as determined by the University at its sole discretion.
5. Student conduct action taken against a student shall become a part of the student’s educational and/or personnel records. Such records shall be considered in determining the appropriate sanction in a particular case.

The University and Public Law
1. Like all other citizens, students are subject to federal, state, and municipal law. In general, offenses committed on campus will normally result in student conduct action by the University. In some instances, however, government authorities may also be called and/or charges may be filed through the appropriate court.
2. Students may be accountable to both civil and criminal authorities and to the University for acts that constitute violations of federal, state, or municipal law and the written University rules, regulations, and policies, regardless of where such alleged acts occurred. The University may proceed with student conduct action, whether or not civil or criminal proceedings have been instituted against the student for acts arising out of the same facts and circumstances. The University student conduct proceedings will not be abated or subject to challenge on the ground that the criminal charges involving the same incident are pending or have been dismissed or reduced.

Student Conduct Records
The Office of the Vice President for Student Affairs maintains the educational records related to student conduct in accordance with the following:
1. Records of lower level student conduct action (e.g., written warning, conduct probation) are maintained during the student’s attendance at the University and removed once the student graduates. If the student discontinues enrollment at Butler (e.g., transfers to another institution, drops out) the record is removed five (5) years after the student’s separation from the University.
2. Higher level student conduct action
   (a) Student conduct action that involves either dismissal from a housing unit or suspension from the University is maintained for a period of five years from the date of the student’s separation from the University.
The record of a student who has been dismissed from the University is maintained on a permanent basis in the Office of the Vice President for Student Affairs.

A student who is dismissed from the University for conduct reasons will have the conduct action noted on his/her transcript. A dismissal notation will never be removed from the transcript. The notation shall read “Dismissed permanently from the University.”

3. Student conduct records may be released to Butler officials or faculty members if such information is necessary in the discharge of their respective responsibilities.

4. A student’s conduct record, however, shall not be released to other sources outside the University unless there is written consent from the student, except as specified in the Family Educational Rights and Privacy Act or in accordance with law. (See Section XXII. Privacy Rights of Students at Butler University) If required to release records in compliance with student conduct order or subpoena, the University will reasonably attempt to notify the student before complying and in accordance with law.

5. Records subject to government reporting will be maintained as required by law. Although records may be purged from the student conduct database, physical documents will be stored for auditing purposes for a period of up to seven years.

III. Grievance Procedure

The University recognizes that situations may arise in which a student believes he/she has been treated unjustly. All members of the University community should attempt to resolve grievances as soon as possible as, typically, the opportunity to gather information and for mutually satisfactory resolution is greatest at the earliest point in time. Students may choose to consult with a member of the student affairs staff to determine how best to address their concern. Students who are concerned about an academic/faculty issue may discuss the concerns directly with the instructor, the department chair, or the dean of their college. Students who are concerned about a matter not related to academics/faculty should address them with the director or dean responsible for the area of concern. If these steps do not achieve a resolution, the student may contact the President, Provost or Vice President for Student Affairs for assistance. Please refer to specific sections of the student handbook for more information on grievances involving student conduct, academic integrity, sexual misconduct, harassment and discrimination.

IV. Academic Integrity

Butler University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical and social development of students, and the general well-being of society. All members of our community have an obligation to themselves, to their peers and to the institution to uphold the integrity of Butler University. In the area of academic integrity, this means that one’s work should be one’s own and that the instructor’s evaluation should be based on the student’s own efforts and understanding. When the standards of academic integrity are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

Students are responsible for being fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, facilitation, and interference:

- **Cheating** includes receiving or giving help on papers, experiments, reports, compositions, projects, or examinations without the instructor’s permission. It also includes submitting part of or all of the completed assignment of another person as one’s own work. Of special note and concern is the use of purchased research papers. It is a violation of the regulations of Butler University for a student to purchase a term paper. Cheating is also using unauthorized materials and aids, such as books, one’s own notes or those of another, and calculators during an examination.

- **Plagiarism** is the fraudulent misrepresentation of any part of another person’s work as one’s own.

Submitting any writing, including take-home exams, that does not properly acknowledge the quoting or
paraphrasing of another person’s words, or that fails to give proper credit for another person’s ideas, opinion, or theory is plagiarism. Any unacknowledged use of sources to which one is indebted including but not limited to, music, video, audio, theatre projects, compositions, website, and computer software constitutes plagiarism.

**Fabrication** is the falsification or invention of information or data in reports, lab results, bibliographies, or any other academic undertaking.

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

**Interference** includes the theft, alteration, destruction, or obstruction of another student’s work. Interference may take the form of the theft, defacements, or destruction of resources, e.g., library periodicals and books, so as to deprive other students of information.

The requirements of academic integrity also extend to academic activities involving computers and networks and unethical/unprofessional conduct specific to academic programs. (See Computer Use Policy, Section V)

A person who violates the standards of academic integrity undermines the values integral to the educational mission of Butler University. Academic dishonesty is a serious offense, harming both the community and the perpetrator, and Butler University has, accordingly, adopted procedures for dealing with possible instances of academic dishonesty. A college may also adopt its own procedures for dealing with academic integrity issues. In such a case, the college’s procedure may be followed in addition to or as an alternative to the procedures set forth below:

**The Student’s Act of Academic Dishonesty Takes Place in a Course in Which the Student is Enrolled**

(Note: “days,” as used throughout the student handbook, except where otherwise stated, means “calendar days.” The reference “Dean” may also refer to the Dean’s designee.)

1. Imposition of sanctions by the instructor.
   (a) The instructor has a conference with the student. The instructor should explain the nature and basis of the allegation of academic dishonesty. The student must be provided with the opportunity to respond.
   (b) The instructor has the option of consulting his or her department chair in order to determine whether an infraction has occurred, if a penalty should be imposed, and, if so, what it should be. The department chair may attend the conference with the student.
   Deans of the colleges without department chairs may appoint a faculty consultant for the same purpose. The instructor may apply other procedures formally agreed to within his or her college.
   (c) If the instructor concludes that the alleged infraction did take place, the instructor will report this in writing to the student, generally within seven (7) days after the conference. A copy of the report will be sent to the Dean of Student Services. The report will state the nature of the offense, the penalty imposed, and how the decision can be appealed. The report will also inform the student that the Vice President for Student Affairs may impose an additional penalty (as determined by the procedures stated in 3 below).
   (d) The instructor may impose a penalty ranging from lowering the grade for an assignment or test to failing the assignment, the test, or the course. The office of Registration and Records should be informed immediately when the penalty is an “F” for the course, so that the student may not withdraw from the course and receive a “W.” This grade may be changed subject to the outcome of an appeal.

2. Imposition of sanctions by the dean of the student’s college.
   (a) The instructor may request that the dean of the student’s college handle the allegation of academic dishonesty. The instructor may opt for this course of action either before or after a conference with the student accused of academic dishonesty. In either case, if the Dean decides to handle the allegation of academic dishonesty, the Dean will have a conference with the student, explain the nature and basis of the allegation and provide the
student with the opportunity to respond. The Dean may invite the instructor to attend the conference.

(b) If the Dean concludes that the student did commit the alleged infraction, the Dean will impose a penalty and follow the procedures described in IV. 1(c) and IV. 1(d).

3. Actions by the Vice President for Student Affairs.
   (a) After receiving a report of an act of academic dishonesty, the Vice President for Student Affairs must examine whether the student has a previous record of academic dishonesty in order to determine if additional action should be taken. If further action is taken, the vice president must report his/her decision in writing to the student, generally within 10 days. A copy of the report will be sent to the Dean of the student’s college. The report will mention how the action can be appealed.

   (b) If the student has no previous record of academic dishonesty, the Dean of Student Services or the Vice President for Student Affairs may advise the student to have a conference with the Dean of his college with the purpose of assisting the student in finding ways of realizing academic success without dishonesty.

   (c) If the student has a record of one prior offense the student is required to have a conference with the Dean of his or her college.

   (d) If the student has a record of two prior offenses the student will be immediately suspended for the semester in which the last offense took place. If that semester has already passed, the student will be suspended for the semester following the one during which the last offense occurred.

   (e) If the student has a record of three prior offenses, the student will be immediately dismissed from the University.

4. Appeal
   (a) If the student seeks to appeal the penalty imposed by the instructor the student should initiate the appeal in writing to the Dean of her/his college within seven (7) days of the date of the notification letter/e-mail stating the penalty. The Dean will have a conference with the student, generally within 10 days after receiving the notice of appeal. The student will be informed in writing of the Dean’s action generally within seven (7) days after the conference. The report will mention how the decision can be appealed. A copy of the report will be sent to the instructor and the Dean of Student Services.

   (b) If the student seeks to appeal an action by the Dean of his/her college, or by the Vice President for Student Affairs, the student must initiate the appeal in writing to the Dean of Student Services within seven (7) days of the date of the notification letter/e-mail stating the action.

   (c) The University Appeals Board shall conduct a review only if two (2) or more members of the board, or its chair, believe that the student may have suffered some injustice due to a procedural error or substantive error (such as availability of new evidence, demonstrable bias in earlier decision led to a fundamentally unfair decision, etc.). After submitting the appeal, the student will be informed in writing whether a review will be held. The student is generally given at least seven (7) days to prepare for the review.

   (d) The University Appeals Board will make its own rules for the conduct of reviews, which will be consistent with the provisions contained in the student handbook.

   (e) The University Appeals Board may modify any appealed decision, as it deems appropriate. The decision of the appeals board will be reported in writing to the student generally within seven (7) business days after the review. A copy of the report will be sent to the instructor, the Dean of the student’s college, and the Dean of Student Services.

(For additional information, see Section II, Appeal Process)
The Student’s Act of Academic Dishonesty is Not Related to a Course in Which the Student is Enrolled
1. The instructor whose course is involved has a conference with the student and the Dean of the student’s college. If the allegation of academic dishonesty is reported by a person other than the instructor whose course is involved, this person may be invited to attend the conference.
2. If the Dean concludes after consultation with the instructor, that the alleged infraction did take place, this will be reported in writing to the student, generally within seven (7) days after the conference with the student. A copy of the report will be sent to the Dean of Student Services. The report will state the nature of the offense and how the decision can be appealed. The report will also inform the student that the Vice President for Student Affairs may impose a penalty if prior offenses have been recorded.
3. The Vice President for Student Affairs will take further action according to the procedures stated in the preceding section, Appeal 4(a)-(e).
4. The student may appeal according to the procedures outlined in the preceding section, Appeal, 4(a)-(e).

The Student’s Act of Dishonesty Takes Place in a Computer Facility
System managers or other individuals will report any possible instance of academic dishonesty that takes place in a computer facility to the Dean of Student Services, who will decide which of the procedures for academic dishonesty should be followed.

Professional Conduct
1. Allegations of unethical or unprofessional conduct of a student enrolled in or applying to a professional degree program may be addressed by the Dean of the appropriate college according to the policies and procedures of the college. A student found to be in violation of the college’s policies may be subject to a grading sanction as well as suspension or termination from their professional degree program.
2. A student may be subject to sanctions under both the University’s Rules of Conduct and a college’s professional conduct policies.
3. If the Dean of the college concludes that the alleged infraction did take place, the instructor will report this in writing to the student generally within seven (7) days after the conference. The report will state the nature of the offense, the penalty imposed, and how the decision can be appealed. A copy of the report will be sent to the Dean of Student Services.
4. The student may appeal according to the procedures outlined above under Appeal 4(a)-(e).

V. Computer Use Policy

VI. Alcohol Policy for Students

Use of Alcoholic Beverages
All Butler students are responsible for complying with state and local laws. Attention is called to the Indiana alcoholic beverages law (Indiana Code 7.1-5 found here: www.in.gov/legislative/ic/code/title7.1/)
The following are violations of University policy:
(a) No person under 21 years of age may consume or be in possession of alcoholic beverages.
(b) Persons 21 or over may not make alcoholic beverages available to minors.
(c) It is unacceptable to misrepresent one’s age for the purpose of procuring alcoholic beverages.
(d) Residence hall and University apartment students 21 years of age and their guests 21 years of age or older may possess and consume alcoholic beverages on an individual basis in the privacy of their own rooms, with their room doors closed. Individuals younger than 21 years of age may not be in the presence of alcohol within the residence halls/apartments.
Alcohol on University Property and at University-sponsored Events

1. Alcoholic beverages are prohibited on campus or on the sidewalks adjacent to campus property, except as noted in (d) above or with the expressed approval of the department head responsible for the administration of a designated facility/area. Student organizations wishing to sponsor an event on campus with alcohol must receive authorization from the Vice President for Student Affairs.

2. No University funds or monies from student organization accounts may be used to purchase alcoholic beverages without the authorization of the Vice President for Student Affairs.

3. Student organizations may provide alcoholic beverages at University-sponsored events on campus according to the social event guidelines found here: [http://www.butler.edu/student-conduct/our-approach-to-alcohol](http://www.butler.edu/student-conduct/our-approach-to-alcohol)

4. University-recognized Greek chapters may provide alcoholic beverages at events on their premises according to the Greek alcohol and social event guidelines found here: [http://www.butler.edu/student-conduct/our-approach-to-alcohol](http://www.butler.edu/student-conduct/our-approach-to-alcohol)

The primary concern of Butler University in all cases, including those incidents of intoxication and/or alcohol poisoning, is the health and safety of the individuals involved. Students who actively seek medical attention on the behalf of another due to a concern for that person’s intoxicated state and well-being will generally not be charged with a violation of University policy.

(The Alcohol Policy is reviewed annually by the Vice President for Student Affairs.)

VII. Greek Life Alcohol and Social Event Guidelines

University-recognized Greek chapters may provide alcoholic beverages at events on their premises according to the Greek alcohol and social event guidelines found here: [http://www.butler.edu/student-conduct/our-approach-to-alcohol](http://www.butler.edu/student-conduct/our-approach-to-alcohol)

VIII. Drug-free Schools and Community Act Compliance

The illegal or abusive use of alcohol and other drugs by members of the campus community jeopardizes the safety of the individual and the community, and is contrary to the academic learning process. Butler University is committed to having a campus that is free of the illegal or abusive use of alcohol and other drugs. In keeping with this commitment it is the policy of the University that the illegal or abusive use of alcohol and other drugs is prohibited on University property or as part of University activities. In order to inform all University students of their responsibilities as set forth in the Drug-Free Schools and Communities Act Amendments of 1989, the following information is provided:

1. The Butler University Rules of Conduct prohibit the unauthorized use, possession, or distribution of any controlled substance or illegal drug.

2. Conduct sanctions the University may employ for violations of the University drug and alcohol policies include dismissal, suspension, probation, restitution, suspension from University housing and forfeiture of financial assistance, or such other sanctions as deemed appropriate by the University. Students may be accountable to both civil authorities and the University for acts that constitute violations of law and University policy. Student conduct action at the University will normally proceed during the pending of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

3. Applicable legal sanctions under federal, state, and local law state that it is unlawful to possess a controlled substance, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. (Federal Law Title 21 USC, Sections 841, 844, 845). The penalty for simple possession of such substances is a fine and/or imprisonment. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if it is near a public or private elementary, vocational or secondary school, or a public or private college or University. Violators of this law may also be subject to civil penalties.
4. It is a violation of Indiana state law for anyone under the age of 21 to use or possess alcoholic beverages or to misrepresent their age for the purpose of purchasing alcoholic beverages. It is also unlawful for someone over the age of 21 to make alcoholic beverages available to someone under 21. Sanctions for the violation of this law may include a fine and/or imprisonment. Additionally, See Section VI for more details about Butler University's alcohol policy.

5. It is a violation of Indiana state law for anyone to use, possess, manufacture, distribute or dispense controlled substances (Ind. Code Sec. 35-48-4-1 et seq.). Penalties include fines and/or imprisonment. Again, penalties increase if such activities take place near public parks, housing projects, or schools.

6. Students who receive federal financial aid must understand that the 1998 amendments to the Higher Education Act of 1965, Section 484 (r) includes a student eligibility provision related to drug possession and selling. A student who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurs during a period of enrollment in which federal student aid was received is not eligible for federal funds. Federal aid is comprised of grants, student loans, and college work study. The timeframe for ineligibility begins on the date of conviction and lasts until the end of a specified period as outlined below:

<table>
<thead>
<tr>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ offenses</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

Provisions do exist for regaining eligibility sooner. For the full policy, please visit www.butler.edu/financial-aid/resources/financial-aid-handbook/.

7. Health risks associated with the use of illegal drugs and abuse of alcohol are staggering. The abuse of alcohol and other drugs is now recognized as the number one public health problem in the United States. Approximately 30 percent of all admissions to general hospitals and 50 percent to psychiatric hospitals have detectable substance abuse. Substance abuse accounts for approximately 150,000 deaths annually. This includes death from stroke, diseases of the heart, and liver and all drug and alcohol related suicides, homicides and accidents. The abuse of substances also increases risk of ulcers, birth defects, and a diminished immune system. Studies of college students have also found a correlation between the use of alcohol and other drugs and an increased risk of violent and irresponsible behavior and academic failure.

8. The University encourages students who are experiencing substance abuse problems to seek assistance from resources available to them on campus, as well as from agencies and self-help groups available in the community. A list of these resources is available from Health Services and Counseling and Consultation Services located in the HRC, (317) 940-9385.

(Compliance with the Drug Free Schools and Communities Act is reviewed annually by the Director of Financial Aid.)

IX. Smoking Policy

Butler University is committed to providing a safe and healthy environment for all members of the community. It is the policy of Butler University to allow smoking exclusively in a small number of designated outdoor smoking areas. The designated smoking areas are not near entrances to buildings or frequently traveled pathways. Signage identifies designated areas and smoking receptacles are available at these locations. Smoking is prohibited while walking on campus property or while driving or riding in a vehicle owned or leased by the University.

• For purposes of this policy, smoking is defined as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.

• Smoking is not allowed in or around buildings occupied by University faculty, staff and students including classrooms, laboratories, private offices, residence halls, University apartments and common areas except in those locations designated as smoking areas. Designated smoking areas can be located here: http://www.butler.edu/media/1097986/smokingareamap.pdf
• It is expected that individuals who smoke will show concern for the neatness of the area and put smoking-related waste in proper receptacles provided for that purpose. Smoking should be in well-lighted designated smoking areas in the evening for purposes of personal safety.

Resolving complaints about smoking. The success of this policy depends upon the thoughtfulness, consideration, goodwill and cooperation of both smokers and non-smokers. All members of the Butler University community share in the responsibility of adhering to and enforcing this policy. Complaints about violations of this policy should be brought initially to the attention of the individual who is violating the policy. Every attempt should be made to resolve this issue at this level. If the complaint is not resolved, the violation should be brought to the attention to that person’s supervisor.

(The Smoking Policy is reviewed annually by the Executive Director of Human Resources.)

X. Health Officer
The Vice President for Student Affairs or designee serves as the University Health Officer. In consultation with appropriate medical and University personnel, he/she may direct the following at his/her sole discretion:

• He/she may require any student to withdraw from the University at any time if the vice president determines the student’s condition may constitute a hazard to him/herself, any other students or the campus community.

• He/she may require any student to submit to a psychological/psychiatric assessment to determine whether that student’s behavior may constitute a hazard to her/himself, any other student, or the campus community.

• He/she may require any former student or prospective student to obtain and submit a medical clearance to the University before being admitted or readmitted to the University where the vice president determines this is in the best interest of the student, the University or the campus community.

• He/she may require any student to withdraw from the University if the vice president determines the student likely has a medical condition that interferes with their attendance or progress at the University. At the vice president’s sole discretion he/she may recommend voluntary withdrawal to the student as an alternative to requiring the student to withdrawal.

• He/she may enforce compliance with the Infectious Waste Law.

XI. Missing Student Protocol

XII. Regulation on Use of Sound Amplification Devices
The University has an obligation to itself and to the community surrounding the campus to provide an environment conducive to the normal functioning of both. The right to express oneself is limited by its effect on other people. All members of the Butler community, as well as outside groups that use our facilities, must accept this responsibility.

This regulation is not intended to limit the use of sound amplification devices as part of University-sponsored and scheduled activities, nor does it restrict individuals or groups simply because an activity is likely to create sounds that go beyond the immediate area of origin. At the same time, however, the indiscriminate and unregulated use of sound amplification devices in the buildings and on the campus and grounds of Butler University is detrimental to and seriously disrupts and impedes the University in accomplishing its functions, mission and obligations as an educational institution.

1. “Sound amplification devices” as used in this regulation mean any electrically operated or assisted device for amplifying sound including, but not limited to, public address systems, bullhorns, music or voice amplifiers, megaphones or any combination thereof.

2. The use of sound amplification devices in buildings, on the campus or any site of the University, whether owned by the University or under its control, is prohibited unless approval is first obtained.
from the Vice President for Student Affairs or his designated representative. Amplification devices used for the purpose of classroom teaching are exempted from this regulation.

3. The use of sound amplification devices will be limited from 9 a.m. to 11 p.m. to comply with the city’s noise ordinance. Approval for the use of sound amplification may be granted when the time, location, manner, and extent of amplification will not:
   (a) Unreasonably interfere with the academic pursuits or business activities of students, faculty, employees, and guests of the University; and
   (b) Unreasonably interfere with residents living in the Butler-Tarkington community.
   (c) Any exception to this regulation must be approved by the Vice President for Student Affairs.

Violation of this regulation will be subject to appropriate action by the University.

XIII. Civil Rights Equity Grievance Policy and Procedures (New version updated January 1, 2015)

This policy covers all civil rights matters for students, faculty and staff when a complaint is brought to the attention of the University. Behaviors covered include sexual harassment, sexual misconduct, and other forms of harassment based on federally protected categories.

Inquiries about this policy and procedure may be made to:

La Veda Howell
Executive Director of Human Resources/Title IX Coordinator
Jordan Hall 108
(317) 940-9249
ldhowell@butler.edu

XIV. Harassment (Other than behaviors governed by the Civil Rights Equity Grievance Policy)

Butler University is committed to maintaining a respectful educational environment, free from harassment. Harassment of any kind is not acceptable behavior at Butler; it is inconsistent with the commitment to excellence that characterizes Butler University’s activities. Alleged harassment may result in referral to the University student conduct system unless the behaviors fall under the definitions and auspices of the Civil Rights Equity Grievance Policy (CREGP). In such incidences that process will take precedence. In addition, those who engage in harassing behavior may be subject to criminal prosecution under appropriate federal, state, or municipal law. Action taken by the University through the CREGP and/or the University’s student conduct process does not preclude the pursuit of criminal or civil action.

Behaviors that would be considered harassment (outside of CREGP auspices) include but are not limited to:

1. Any verbal or physical behavior, such as disparaging comments, epithets, slurs, or expressive behaviors, that is directed at a particular person or group of persons, and which creates an offensive or hostile environment or one which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so. Harassment may take the form of:
   - name calling
   - notes
   - invasion of a reasonable expectation of privacy
• obscene messages/images sent through social media and/or digital communication and/or on voice mail
• signs
• slurs
• jokes that demean an individual or group

2. Behavior by any student that materially disrupts another’s educational pursuits or educational process, invades the rights of others, or otherwise disrupts the regular and essential operation of the University. In enforcing the above rule, the University may subject a student’s speech or conduct to reasonable and nondiscriminatory time, place, and manner restrictions which are narrowly tailored and which leave open ample alternative means of communication.

3. Participation in a campus demonstration is governed by the Campus Demonstration and Free Speech Policy.

4. Behavior of any kind that interferes with or involves an expressed or implied threat to interfere with an individual’s personal safety, personal possessions, residence, academic efforts, employment or participation in University-sponsored functions and causes that person to have a reasonable apprehension that such harm is about to occur.

XV. Campus Demonstrations and Free Speech

Butler University respects the rights of all members of the academic community to express their ideas freely and to demonstrate their concerns collectively by orderly means. Public dialog and debate within an environment that encourages diverse views are vital to the University’s mission. In exercising their free speech rights, University community members assume responsibility for the consequences of their actions and do not represent the University.

The right of expression at Butler University includes peaceful protests and orderly demonstrations. At the same time, the right to protest and demonstrate does not include the right to engage in conduct that disrupts the University’s operations or endangers the safety of others. All forms of speech/protest must adhere to state and federal laws, as well as University policies. In particular, prohibited conduct identified in the University’s Rules of Conduct includes:

(Rule #2) Disruption of teaching, research, administrative, or student conduct procedures or other University activities, including its public functions, or other authorized activities on or off University premises.
(Rule #3) Involvement in behavior that could or does result in physical injury, destruction of University property or that of a third party, or obstruction of the normal functioning of the University.

Other policies and guidelines must be regarded to include: Harassment/non-discrimination, amplified sound, space and event registration, solicitation and the sponsorship of external entities.

XVI. Hazing and Pre-initiation Activities

1. Hazing is any action taken or situation created intentionally that places an expectation on a person joining or maintaining full status in a group that is not consistent with requirements for membership, team rules, university regulations and policies, and/or fraternal law or ritual, as applicable. Conduct that may be considered hazing is as follows:
   (a) Has the potential to produce emotional, psychological or physical discomfort, embarrassment, harassment or ridicule
   (b) Can occur on or off campus
   (c) Can occur regardless of the person’s willingness to participate
   (d) Is prohibited by the criminal code of the State of Indiana
2. Butler University believes that hazing is non-productive, violates students’ rights, and has no place in the campus community. Hazing activity may lead to a conduct review for individuals as well as a student group, organization, or team.

3. It is impossible to list all possible hazing behaviors because many are context-specific. The following list provides categorical examples of hazing traditions:

**Subtle hazing** – behaviors that emphasize a power imbalance between members of the group and those who desire to be accepted. Subtle hazing typically involves activities or attitudes that breach reasonable standards for mutual respect. Some examples:
  (a) Deception
  (b) Requiring new members to perform duties not assigned to other members
  (c) Deprivation of privileges granted to other members
  (d) Expecting certain items to always be in one’s possession
  (e) Requiring new members to refer to members with titles (e.g., Mr., Miss) while new members are identified by a term instead of by name
  (f) Name calling
  (g) Use/misuse of ritual symbolism outside of organization’s approved ceremonies
  (h) Walking/running/sitting/standing in formation

**Harassment hazing** – behaviors that cause emotional anguish or physical discomfort required of those joining the group. Harassment hazing confuses and frustrates, and causes undue stress for those joining the group. Some examples:
  (a) Verbal abuse
  (b) Intimidation or implied threats
  (c) Personal servitude
  (d) Sleep deprivation
  (e) Degrading or humiliating activities
  (f) Interference with personal hygiene
  (g) Being expected to harass others

**Violent hazing** – behaviors that have the potential to cause physical and/or emotional or psychological harm. Some examples:
  (a) Forced/coerced ingestion of alcohol or any other substance
  (b) Beating or paddling
  (c) Branding or burning
  (d) Water intoxication
  (e) Abuse or mistreatment of animals
  (f) Public nudity
  (g) Expecting illegal activity including property theft or damage
  (h) Bondage
  (i) Abduction or kidnapping
  (j) Exposure to weather extremes without appropriate protection

4. Students should be aware that Indiana has enacted a state law prohibiting hazing. See the full text at www.in.gov/legislative/ (search Indiana Code IC 35-42-2-2).

5. Suspected hazing violations should be reported to the Butler University Police Department and/or the Vice President for Student Affairs.

6. When hazing activities are determined to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in a federally protected class is in violation of the University policy on nondiscrimination. Protected classes include but are not limited to: race, sex, religion, ethnicity, national origin, citizenship status, age, sexual orientation, gender, gender identity and veteran or military status.* All allegations of student misconduct that are perceived to infringe upon the federally protected civil rights of any member of the University
community or its visitors will be addressed through the Civil Rights Equity Grievance Resolution Process. This will include allegations related to discriminatory or bias-related harassment, sexual harassment, sexual misconduct and hazing among others.

(*See Civil Rights Equity Policy and Grievance Process in the Rights and Responsibilities section of the student handbook for a comprehensive list of protected categories.)

XVII. Greek Conduct Review Process

Greek organizations, which may receive conduct charges for allegedly violating campus policies, state law or their respective council’s constitution and bylaws, are entitled to an administrative conduct review. If the allegations involve campus policies or state law, a review process will be coordinated by the Office of the Vice President for Student Affairs. If the allegations involve IFC/Panhellenic council constitution and bylaws or recruitment rules, the matter would be resolved by the IFC/Panhellenic conduct vice president and the respective conduct review board. For more information, contact the Director of Greek Life.

Note: Any act that denies, deprives, or limits the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in a federally protected class is in violation of the University policy on nondiscrimination. Protected classes include but are not limited to: race, sex, religion, ethnicity, national origin, citizenship status, age, sexual orientation, gender, gender identity and veteran or military status.*

All allegations of student misconduct that are perceived to infringe upon the federally protected civil rights of any member of the University community or its visitors will be addressed through the Civil Rights Equity Grievance Resolution Process. This will include allegations related to discriminatory or bias-related harassment, sexual harassment, sexual misconduct and hazing among others.

(*See XIII Civil Rights Equity Policy and Grievance Process for the complete list.)

XVIII. Animal Abuse

Students may not use animals in pranks or otherwise for amusement or ceremony in connection with any University function or activity. Violation of this regulation or any other abuse of animals shall be grounds for student conduct action. For purposes of this regulation, the term “animal” includes any wild or domesticated, warm-blooded or cold-blooded animal or insect.


The University desires to create a safe environment in which students can learn and develop. In compliance with the Clery Act, the Butler University Police Department compiles an annual security report. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Butler University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. A copy of the published report may be obtained by contacting the Butler University police. Reports can be accessed via the web: http://www.butler.edu/public-safety/clery-information/annual-security-reports-asr/.

XX. Sex Crimes Prevention Act

This act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state, to provide notice, as required under state law, to each institution of higher education in that state at which that person is employed, carries on a vocation, or is employed. The Indiana statewide Sex Offender Registry can be accessed via the Internet at www.state.in.us/serv/cij_sor/.
XXI. Education Records Maintained at Butler University

Various university offices maintain documents that comprise the student’s educational record. The following list is an overview of the educational records maintained along with the offices primarily responsible for the maintenance. Access to these records is governed by the Family Educational Rights and Privacy Act (FERPA). See XXII Privacy Rights of Students at Butler University below for more information.

All academic records are available to the president of the University and the provost to examine as necessary for the overall supervision of the academic program.

<table>
<thead>
<tr>
<th>Custodian of records</th>
<th>Records maintained</th>
<th>Other personnel approved for access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Records Office</td>
<td>Cumulative academic record, earlier transcripts, petition actions</td>
<td>Academic dean, academic advisor, full-time faculty, student affairs staff, financial aid staff for checking eligibility progress toward degree, academic requirements, making of awards</td>
</tr>
<tr>
<td>Business Office</td>
<td>Financial records (listing charges, payments, financial records)</td>
<td>Business office staff, and when necessary collection agency or, attorney for accounting and securing payments; financial aid staff</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>All loan, work, grant and scholarship applications; financial aid forms; notifications of awards; records are kept for seven years</td>
<td>Director of Admission and financial aid staff</td>
</tr>
<tr>
<td>Vice President for Student Affairs</td>
<td>Records of personal achievements, student conduct cases, housing financial records</td>
<td>Student affairs office staff, official members of student conduct bodies for verification and review of actions, business office staff, financial aid staff</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>Test scores (SAT, ACT, AP CLEP), placement credit, honors, certifications</td>
<td>Appropriate senior college dean, registrar academic advisor, admission officer, for monitoring credit and progress</td>
</tr>
<tr>
<td>College of the Arts</td>
<td>Admission recommendations audition records</td>
<td>Department heads, academic advisors, appropriate instructors, for guidance</td>
</tr>
<tr>
<td>Senior College</td>
<td>Graduate recommendations, test scores</td>
<td>Academic advisors, for guidance</td>
</tr>
<tr>
<td>Director of teacher placement</td>
<td>Letters and statements of recommendation, evaluation</td>
<td>Dean of Education, director and supervisors of student teaching, employing official of school corporations, for advising and placement</td>
</tr>
<tr>
<td>Director of University Police Dept.</td>
<td>University Police Department case reports on reportable incidents (e.g., fire, accident injury, theft, disturbance)</td>
<td>Vice President for Student Affairs/Deans of Student Life/Services, student conduct bodies for appropriate action; business office staff and insurance company (if claim involved); Health Services (if treatment or transportation supplied or required)</td>
</tr>
</tbody>
</table>
XXII. Privacy Rights of Students at Butler University

Under Section 438 of the Family Educational Rights and Privacy Act ("Act"), every Butler student is guaranteed certain rights involving both the student's own access to specified educational records and the protection of personal information from unauthorized publication, release, or examination by others. The entire section, together with guidelines as published in the Federal Register, is available for examination in the Registration and Records Office. The following summary indicates how the act pertains specifically to students at Butler University.

The Student's Right to Examine Records:

1. Every student officially enrolled at Butler is guaranteed the right to examine any education record relating directly to the student that is maintained by any office or agent of the University. A definition of “education record” together with the identification of certain types of records specifically excluded is provided in the Act. Records at Butler classified as education records under the guidelines, together with offices maintaining the records and University personnel authorized access to the records, are listed under the heading Education Records Maintained at Butler University on page 16.

2. Any Butler student or former student seeking to examine any of the records identified under the heading mentioned in the above paragraph should complete and sign a request form available in the Registration and Records Office. An opportunity to examine the appropriate records, under the supervision of the Registration and Records Office or other authorized agent of the University, will be provided at the earliest time mutually convenient to the student and the Butler authority, but in no case later than 45 days after the date of the request.

3. If a student questions or challenges the content of any education record, the Butler official responsible for the record will explain or interpret it and will correct any demonstrable error. If the student feels that the record contains inaccurate, misleading or inappropriate information, but cannot convince the responsible official that it should be changed, an appeal can be made to the student’s dean, who will conduct a review and will render, in writing, the final decision as to the content of the record. (Please note that the Act does not provide for the student to contest the grade received in a course. The student may question whether the grade assigned has been accurately recorded but not whether the student was entitled to a grade higher than that recorded by the instructor.)

4. If anything in the education record includes information on more than one student, a given student has the right to inspect and review, or to be informed of, only such part as related directly to that student.

5. A student may not have access to any confidential letter or recommendation filed before January 1975 respecting admission, application for employment or receipt of an honor or honorary recognition. A student may waive the right to examine such letters or recommendations written subsequent to that date but retains the right to know the names of the persons whose letters or statements are in the record.

The University's Obligation to Protect the Student's Right of Privacy:

1. Except as otherwise provided in 3 and 4 following, or through the written consent of the student, the University agrees not to release education records or personally identifiable information contained therein to anyone other than to Butler officials or faculty members who have been determined to have legitimate educational interests in such documents, and to such other persons or organizations as are identified in the act. A Butler official is a person employed by the University in an administrative, supervisory, academic, or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a person serving on an official committee, such as a student conduct 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 if the faculty or staff member is:
   (a) performing a task that is specified in his/her position description or contract;
   (b) performing a task related to a student’s education or to student conduct;
(c) providing a service or benefit related to the student or student’s family; or
(d) maintaining safety and security on campus.

If required to release records in compliance with student conduct order or subpoena, Butler will make a reasonable effort to ensure that the student has been notified before complying and in accordance with the Act.

2. Butler will maintain a record of all persons other than authorized University personnel who have requested or obtained access to any student’s record, together with the reasons for their having requested such access. The student has the right to examine the list of persons who have had access to the files under the procedures detailed in the Section Right to Examine Records, 2.

The University’s Right to Publish or Release Directory Information:

1. In order to compile and publish honors lists, programs, student directories, yearbooks, news releases, and similar publications that traditionally serve the best interest of the student, Butler has the right to release, for reasons deemed legitimate, the following information about any Butler student unless that student has requested, as provided in 3.

2. The following information is designated as directory information. The University may share this information, unless the student prevents the release as described in paragraph three below: name; address; University electronic mail address; student ID photo; photographs of the student; telephone listing; date and place of birth; hometown; citizenship; family relationships; marital status; previous schools or training; academic year; dates of attendance and/or graduation; major field of study or academic specialty; instructors and courses; participation in sports and other officially recognized activities (including position, role, or function); membership in officially recognized honorary, professional, academic, or social organizations; academic honors or achievements (e.g., dean’s list, 4.00 list); special awards or recognitions received (e.g., scholarships, fellowships, assistantships, “outstanding student” awards); offices or honorary positions to which elected or appointed; eligibility for and performance records in athletics or other recognized forms of competition; height and weight of members of athletic teams; place and nature of employment; post-graduation plans; positions or achievements; hobbies, interests and community activities; publications or papers presented; title of honors or graduate thesis; and, for students seeking employment on job interviews, such additional information as has been furnished or cleared by the student with the understanding that it will be used in connection with applications or employment inquiries. Religious affiliation, if volunteered by the students, will be revealed to the Butler campus ministry and local churches.

3. Any student wishing to prevent the release of the categories of directory information listed above can do so by filling out and signing, within 10 days of the first class day of the academic year, a form available in the Registration and Records Office. If a student makes such a request, the University has the option of either (a) withholding all information of the types specified and omitting the student’s name from any published list involving such information or (b) seeking the student’s written permission to release the information.

Notification

1. Parent/Guardian: The Vice President for Student Affairs or designee has the authority to notify parents or guardians when students under the age of 21 are found to have committed violations of University policies related to the possession, use, or distribution of alcohol or drugs. The notification is permissive and at the discretion of the University. The notification of parents is indicated when:
   (a) the violation involved harm or threat of harm to persons or property;
   (b) the violation involved an arrest in which the student was taken into custody;
   (c) the violation resulted in the student being suspended from the University and/or dismissed from residence halls;
   (d) the student has shown a pattern of violations - even if they are minor. Two or more violations associated with alcohol use would be reasonable cause for notice;
   (e) the student who committed the violation became physically ill and/or required medical intervention because of consumption of alcohol and/or drugs; and/or
   (f) the violation involved the possession of drugs.

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Nothing in these guidelines shall prevent University officials from notifying parents or guardians of a health or safety emergency, or when a student, under the age of 21, is involved in a group activity off campus, in which the students' organization is found to have violated University policy with respect to the use and/or consumption of alcohol or drugs. Whenever possible, students will be informed that parental notification is planned in advance of their parents receiving the notice. The notification of parents is simply an act of notice and is not subject to appeal.

2. Other Notification: The Vice President for Student Affairs or designee may disclose the name and a summary of the information regarding the final outcome of review if the student is found to have committed an act of violence.