

# 2024-2025 Student Handbook

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This handbook contains current University policies pertaining to Student Affairs at DePauw University. It is a supplement to information provided in the University Catalog and on the DePauw website. While every effort is made to ensure the accuracy of the information provided herein, DePauw University reserves the right to change any of the policies, rthe ahe 5he a

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## Statement of Community: DePauw University

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

(Adopted by Student Congress, May 8, 1998)

## Student Rights, Responsibilities and Freedoms

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

1. Each student has the right to use the room assigned to them at any time for studying and sleeping.
2. If it does not interfere with one's roommates' or hallmates' right to study or sleep, each resident has the privilege of using their room for recreational or social purposes.
3. Freedom of association: students are free and, in fact, encouraged to organize and join associations that promote their common interests.
4. Freedom of assembly, inquiry and expression: students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in any orderly manner, including organized protests that do not disturb the normal and essential functions of the University. Find the Demonstration Policy in its entirety on [page 89](#) and the Freedom of Academic Expression

# **Statement of DePauw University Values on Freedom of Expression**

DePauw's statement of Freedom of Expression values has been developed through community conversations and by using model statements from other universities as a guide [1](#)

## **Our Mission and Transcendent Priorities**

The DePauw University Mission is to develop leaders the world needs through an uncommon commitment to the liberal arts. Our mission rests on transcendent priorities that include:

members of our community are able to express, explore, challenge, refute and debate ideas with those who hold different views than their own, or when those ideas make us uneasy, uncomfortable or even angry. The ideas of different members of the University community will often quite naturally conflict but it is not the role of the University to shield individuals from ideas or opinions they find unwelcome, disagreeable, or even offensive. Viewpoint diversity is essential for rigorous collective inquiry as scholars seek deeper understanding. It is for the individual members of the community, not for the institution, to make judgments for themselves and act on those judgments, not by seeking to suppress speech but by openly contesting ideas they oppose. Free speech may expose one to truths and untruths, but to make a commitment to connect one's claims to reliable evidence is the basis of scholarship.

This commitment to free and open inquiry in all matters guarantees all members of the DePauw community the broadest latitude to speak, write, listen, challenge, and learn<sup>2</sup>. Except for any legal limits on disruptive speech as described below, DePauw fully respects and supports the freedom of all members of the University community to discuss, without fear of retribution, inside of and outside oakbers







1. Violation of the [Academic Integrity Policy](#)
2. Violation of the [Title IX](#)









The Vice President shall review



## **VI. Immediate Expulsion**

The Vice President for Student Affairs may immediately expel a student from the University without a determination from the Community Standards process if they determine that the student's conduct is so egregious that the student's presence at DePauw is no longer appropriate and the Community Standards process is unnecessary. The student will be notified in writing of the Vice President's decision, and parents or legal guardian will be similarly notified. Immediate expulsions are automatically reviewed by the President of the University.

# **Community Standards Process**

## **I. Philosophy**

*NOTE: The University has a separate process for sexual misconduct; see [Title IX and Sexual Misconduct Policy and Procedure](#) for further details.*

The Community Standards process is based on the belief that individual and group responsibility is a part of the educational process

parent or guardian may serve as an official Advisor during the Intake Meeting. Similarly, their parent or guardian may serve as an official Advisor during the Suspension Evaluation meeting.

The purposes of the community standards process are to:

1. Provide a fair, educationally valid process resulting in fair decisions that hold students accountable for their actions;
2. Establish basic procedural rights of the involved participants;
3. Protect the rights of members of the college community;
4. Promote the development of individual and group integrity; and
5. Uphold the non-academic rules and regulations of the University
6. Promoting equity for all students

## **II. Tenets of the Community Standards Program**

To regard each student as an individual, deserving individual attention, consideration, and respect

To consider the facts fully and carefully before resolving any case

To speak candidly and honestly to each student

To hold each student to a high standard of behavior, both to protect the campus community and to promote student moral development

To recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion and understanding

To support students from a wide range of backgrounds, identities and experiences and to consider students' individual circumstances while meeting with them

To contribute to the educational mission of the University by upholding policies, conducting programs, and offering education that contributes to the intellectual and moral development of students

## **III. Definition of Terms**

1. Guest: The term "guest" means any non-DePauw community member who is present on University premises or at a University-sponsored activity. A student is considered to be hosting a guest if the guest is present in the student's residence, is responsible for the guest fo2d5(es)7(i)-4(den)9(ce)s004B1

9. Respondent: The term “respondent” refers to an organization or individual responding to an allegation of violating University policy.
10. Student: The term “student” means any person pursuing studies at the University, including: (a) a person not currently enrolled who was enrolled at the time of the alleged violation; or (b) a person who, while not currently enrolled, has been enrolled in the University and may reasonably be expected to seek enrollment at a future date; or (c) an accepted student who has paid a deposit.
11. University premises: The term “University premises” means buildings or grounds owned, leased, operated, controlled, affiliated with or supervised by the University.
12. University-sponsored activity: The term “University-sponsored activity” means any activity, on or off campus, that is initiated, aided, authorized or supervised by the University or by any groups recognized by the University.

#### **IV. Community Standards Representatives**

Community Standards Representatives (CSR) assume a variety of roles in the resolution of community standards violations. The typical Community Standards responsibilities are outlined below:

**The Director for Community Standards** manages the University community standards process on a day-to-day basis. This professional staff person is responsible for processing cases through the community standards system and serving as a resource regarding the community standards process. Specific roles may include: determining Community Standards action, conducting intake meetings, determining sanctions, office communication and chairing the Community Standards Advisory Board.

**The Assistant Vice President for Student Affairs** is responsible for the on-going supervision of the University community standards process, oversees the Review Board, and may conduct intake meetings when needed. The AVP also serves as a resource to students and organizations regarding the community standards process. The AVP also implements the Suspension Evaluation Process. Assistant Vice President makes determinations in instances where a student or organization denies responsibility and the potential violations that may end up in Expulsion, Suspension, or i

**The Community Standards Review Board** will consist of the Assistant Vice President for Student Affairs or their designee and two students. Students are selected through an application process. The Review Board makes determinations in instances when a student or organization denies responsibility. The Review Board will consider the initial reports, intake meeting information, denial statement, and any other information if directly relevant to the incident presented. The Review Board will make a determination of responsibility and, if applicable, determine a sanction. In situations when a full Review Board cannot be timely constituted, the Review Board must have at least two members to make determinations.



4. If a denial statement is submitted within two business days and the typical sanction may be Expulsion, Suspension and/or the student is currently on Probation, they will have the opportunity to meet with the Assistant Vice President for Student Affairs.

The Suspension Evaluation Process will consider the initial report, intake meeting information, student denial statement, and other information if directly relevant to the incident.

The Assistant Vice President for Student Affairs will also hear directly from the responding student and be able to ask them questions during a Suspension Evaluation Meeting.

A DePauw faculty, staff or student may serve as an Advisor during the Suspension Evaluation meeting. The Advisor may attend the meeting as an observer or support, but not talk during the meeting. The student may request a short recess to talk privately with the Advisor.

After the Suspension Evaluation Meeting has concluded, the Assistant Vice President for Student Affairs will contact the student to discuss the results of the Suspension Evaluation Meeting.

In some situations, an intake meeting may occur over multiple meetings. In some instances, a Formal Warning letter may be sent to allow for the Organization to accept responsibility without an intake meeting.

The organization president is responsible for attending the intake meeting or designating other student representatives to respond on behalf of the organization. The advisor may communicate with the Community Standards office at other times to clarify community standards processes and procedures. The advisor of the organization is not allowed to be present during the intake meeting.

At the intake meeting, the CSR and organization representative will review the report(s) that led to the alleged violation, discuss the incident, allow for the organization to share information, ask questions, and answer questions, and clarify the community standards process. Because reports and incidents involve more than just one person and the privacy of others information, students are not permitted to record, photocopy, photograph, or reproduce materials from the Community Standards intake meeting.607.66 Tm0 g0 G[(adv)9(i)





2. procedural error that can be shown to have affected the determination of the Review Board or Suspension Evaluation Process; or
3. errors in the interpretation of University policy so substantial as to deny the respondent a fair community standards process or,
4. appropriateness of sanction

If a student submits additional information beyond their appeal letter, The Vice President will determine if materials submitted are relevant and if they will be considered during the appeal.

## **XI. Sanctions**

Students are expected to complete all required sanctions associated with the final outcome of the community standards process. Failure to complete any portion of a sanction may result in required follow-up actions by students. Incomplete previous sanctions will be considered when sanctioning for future Code of Conduct violations. Failure to complete a sanction while on Probation may result in additional Community Standards action and a current sanction being moved to Suspension.

### **Sanctions for Individuals**

Any combination of the following sanctions or other sanctions may be determined through the Community Standards process. Multiple and/or repeated violations will result in increased sanctions. The sanctions listed are not inclusive but merely serve as guidelines.

**Expulsion:** The most severe sanction for violation of the University Code of Conduct shall be expulsion, resulting in immediate dismissal and permanent separation from the University. Parents or legal guardians will receive notification of the student's change of status. A student who has been expelled is not permitted to visit the University or attend any functions on campus without written permission from the Vice President for Student Affairs. Student expulsions are automatically reviewed by the President of the University.

For students expelled from the University, tuition, fees and residence hall room and board are neither refunded nor remitted, in whole or in part.

Violations warranting expulsion include, but are not limited to:

- Behavior that results in the death of an individual (hazing, alcohol, violence, arson, etc.)
- Possession or use of weapons that may cause significant physical harm to the lives of others
- Dealing or distributing large quantities of narcotics, marijuana, illegal substances, or controlled substances
- Catastrophic property destruction

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

For students placed on suspension from the University, tuition, fees and residence hall room and board are neither refunded nor remitted, in whole or in part.





Noise policy violations  
Parking violations  
First time use or possession of underage tobacco  
Violation of Campus Publicity and Display Policy  
Violations of Housing and Residence Life policies  
First time fire safety hazards (e.g. candles, extension cords, string lights)  
Knowledge of lower-level policy violations in your room/residence

**Additional Sanctions:**

Other sanctions for individuals may include, but not limited to:

Documentation: A written record documenting that an incident occurred. Documentation is not a decision on individual responsibility. However, documentation may be considered if future violations arise that the individual has received information and notification about the University's Code of Conduct and University policies.

Educational Sanctions: Sanctions that may require an organization or individual to write a paper, plan and present a program, have an educational conversation with a designated staff member, attend a class or complete other educational requirements.

Alcohol and/or Drug Education: Students may be required to complete alcohol and drug education. Community Standards and DePauw Counseling Services work together to provide alcohol education, marijuana education, alcohol and drug assessments, and partner with local centers for additional drug and 15(ay)9( be /F2 11.049T/F/s936uTf1 0 0 18c.02 404.35 Tml6.50.1aW\* n91.71)8(t







Fine: A monetary penalty for property damage, theft or other violations that result in disruption or risk to others. Fines may also be utilized when organizations fail to complete other required sanctions.

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

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

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

Discretionary sanction: CSR determines as appropriate related to specific violations.

## **Community Standards Process Records**

### **I. Family Educational Rights and Privacy Act**



### **Timing of Petition to Expunge Community Standards Records:**

1. In the event a student has only one probation, the student may petition for expungement two years after the date of the incident that resulted in Probation. If granted, expungement is conditional upon graduation with no further Code of Conduct violations. Actual expungement does not occur until successful graduation from the University.
2. In the event a student has multiple Probations and/or Suspension, the student may petition for expungement upon graduation from the University.

All decisions regarding expungement petitions are final. There is no appeal of the Vice President's decision regarding a petition to expunge Community Standards records.

**Effect of Expungement of Community Standards Records:** Expungement means that Community Standards records at issue will be destroyed or permanently deleted and thereafter cannot be accessed for reporting.

### **III. Release of Information and Notification**

The Vice President for Student Affairs or designee is responsible for the release of any information relating to University Community Standards cases.  
Parents or guardians may be notified when a student is placed on probation, suspended or

# **Section III: University Policies**

## **Alcoholic Beverage Policy for Students**

*(Approved by the President's Cabinet, August 2018)*

### **Section I: Philosophy**

Excessive alcohol consumption is an unfortunate part of the student social culture on campuses today. The principles expressed in this policy are intended to guide the DePauw community in all matters regarding the use, misuse, and abuse of alcohol. This policy is intended to serve as a basis for institutional rules and regulations, as a guide for individual and group decision-making, and as a community standard for behavior.

Our primary objectives are to support the educational mission of the University and for students to succeed academically. We do this by helping our students make responsible decisions regarding alcohol use. We commit ourselves to promoting a community that values, teaches, and models healthy life choices and to creating conditions that provide a safe environment for living and learning. We direct our greatest educational efforts toward curbing high-risk alcohol use. We expect our students to follow Indiana law regarding alcohol consumption. Members of the DePauw community who are 21 or over and decide to d





City of Greencastle and must follow either BYOB or Third Party Vendor guidelines available from the Events Registration Team.

2. Events involving alcohol consumption may not be held during times when regularly scheduled classes are in session, the evening before a day on which classes or exams are regularly scheduled, or during the period following the end of classes and through the end of finals. Parties, events and other situations where alcohol is served or where students are consuming also may not be held during any early arrival periods. Events involving alcohol may not occur until after the first five academic days of classes each term.
3. Events hosted by student organizations where alcohol is served or consumed must be registered in advance with the Event Registration Team. Events hosted by students in University owned apartments, houses or Rector Village where alcohol is served or consumed must be registered in advance with the Housing and Residence Life Office. Events with alcohol may not be registered for University residence halls.
4. Events involving alcohol that are registered by the deadline are reviewed on a weekly basis by Student Affairs staff. Registrations may not be accepted if there were incidents at a prior event or the organization is in the Community Standards process regarding violations of the University Code of Conduct and/or University policies. Registrations may not be accepted if the event does not follow guidelines published by the Events Registration Team. Registrations may not be accepted at the discretion of the Event Registration Team.
5. For the purposes of this policy, an all-access or open event is defined as one which is open to all DePauw students and not limited to a guest list. A private event has a specified guest list, submitted following event guidelines.
6. In University-owned living units, any event involving alcohol at which 10 or more non-residents of the unit will be present must be registered.
7. Fraternity and sorority chapters hosting events with alcohol, no matter the location of the event, must do so in compliance with the guidelines and policies of their national organizations.
8. Neither University funds nor fees collected by the University may be used to purchase alcoholic

# Policy on the Use of Drugs

The possession and/or use of controlled substances without appropriate prescription is prohibited. The University expects its students to obey all state and federal laws regulating the possession and use of controlled substances. The University also has specific campus policies related to drug use and possession in addition to state and federal laws.

This policy highlights DePauw's expectations and policies related to drugs. Recreational use of drugs is not permitted even in the privacy of one's own room. Being present where illegal drugs and THC are accessible or being used is also a violation of University policy. Students may also be held responsible for the drug violations of their guests or drug violations that occur in their residence. Violations of this policy will be processed by Community Standards and are also subject to criminal prosecution. Penalties shall range from disciplinary Review to Expulsion from the University.

DePauw's efforts to deter the abuse of recreational drugs include

- a continuing program of education emphasizing the risks associated with drug use/misuse/abuse such as: hallucinations, impaired judgment, dysphoria, mood swings, cognitive dysfunction, and psychosis.
- the availability of a non-punitive basis of support services (medical and personal counseling);
- and
- creating a climate where personal influence deters misuse/drug abuse.

Counseling Services are available at 765-658-4268 and medical resources available from DePauw Health Wellness Center at 765-658-4555 for any student who seeks support or consultation for issues related to drug addiction and/or abuse.

Chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment or prevention programs are promptly instituted. Students or organizations who request help as they attempt to address substance/drug use and/or chemical dependency issues before any Community Standards actions are instituted will not face Community Standards action.

## Medical Amnesty and Aaron's Law

DePauw's Medical Amnesty policy applies to situations involving violation of the University Alcohol, Drug and Tobacco policies when Call.Stay.Cooperate is utilized. In 2015 the State of Indiana enacted Aaron's Law which provided laypersons, including family and friends of someone with Substance Use Disorder with access to naloxone via a prescription. The individual who administered the naloxone to someone experiencing an overdose was also protected from civil liability. A 2016 amendment to Aaron's

## **Criminal Laws**

DePauw University upholds all Federal and State laws. Please refer to state and federal codes for a







# Hazing Policy

## Philosophy on Membership in Organizations and Teams

At DePauw University, we firmly believe that student organizations play a pivotal role in fostering belonging, inclusivity, and developmental growth for the student experience. These groups provide invaluable opportunities for personal growth, leadership development, and lifelong friendships. Students are able to engage in dialogue, learn shared-governance, celebrate diversity, practice leadership, participate in service, and ultimately build community at DePauw.

Student organizations and teams are composed of members with different roles and responsibilities; such as organization officers, active members, new members, and team captains. These differences in membership can create a hierarchy, status, and power dynamic of membership within an organization.

We believe it is essential that within organizational hierarchy, DePauw student leaders emphasize shared power within the group, and not power over. While the goal of student leadership is to provide support, mentoring, and an uplifting culture, at times negative dynamics can occur that introduces a culture of hazing to the organization or team.

Hazing often manifests in the form of belittling, humiliating, or dangerous tasks required of new members seeking to join or maintain membership in an organization or team. These practices not only undermine the dignity and respect of individuals but also contravene the foundational values of trust and camaraderie that student organizations aim to build. Hazing can have severe and lasting negative impacts on individuals, including psychological trauma, physical injury, and in extreme cases, loss of life. When an organization requires members to participate in degrading, abusive, or humiliating behavior, or behavior that threatens emotional/physical harm, it is undermining the educational mission of all student organizations and teams, even when the students being hazed consent to the activity. At DePauw University, we strictly prohibit hazing in any form to ensure a safe and nurturing environment for all students.

When student organizations engage in hazing-free practices, they can truly flourish, creating spaces where all members feel valued and empowered to thrive. Our hazing policy underscores our commitment to upholding these principles, ensuring that every student has the opportunity to participate in and contribute to their communities without fear or intimidation. By cultivating a culture of respect and inclusion, we can unlock the full potential of our student body and enrich the DePauw experience for everyone.

## Definition of Hazing

**Activities for New Members**

Because hazing has been a particular problem when students are new to an organization or team,







text that includes date, time and location of the event as well as the event sponsor. All advertisements submitted by digital display must be approved by Campus Activities staff.

11. Campus offices, departments and student organizations are encouraged to utilize publicity via Campus Labs. All student organizations are required to have the event electronically approved on Campus Labs before it will appear to the public.
12. Sponsors are responsible for the prompt removal of all paper publicity materials after the event.

unpopular. Therefore, the University affirms the right to demonstrate. Read more about a student's rights, responsibilities and freedoms on [page 6](#) and about the Freedom of Academic Expression of Students on [page 99](#).

We encourage the exchange of ideas in an environment of respect and civil discourse. Furthermore, we recognize that rights of one individual or group to gather, speak, and peaceably demonstrate should not infringe on the ability of others to live, learn, and work in our community.



All other Non-DePauw demonstrators are not permitted to demonstrate on private University property. This restriction includes private sidewalks that run through campus.

### **Demonstration Response**

The Demonstration Response Team will be at the demonstration to offer support and ensure that University policies are being upheld. University administration may be at the demonstration to determine if the demonstration disrupts the normal and essential functions of the University.

DePauw Police Officers and/or other law enforcement agencies may be present to address any violations of law, including damage to property and conduct that endangers the physical safety of individuals. DePauw Police will be assessing if the demonstration violates Indiana code related to tumultuous conduct, disorderly conduct, unlawful assembly, rioting, or any other state or federal laws.

### **Staff at Demonstrations**

Some staff have designated roles during a demonstration, such as DePauw Police, or members of the Demonstration Response Team. Staff members serving on the Demonstration Response Team are serving in the role of ensuring safety, not as participants in the demonstration.

### **Demonstration Support**

If you would like help in planning logistics to help ensure a demonstration is in compliance with University policies, you may contact the Assistant Vice President for Student Affairs or Dean of Students.

If students have questions before a demonstration occurs about what type of actions may disrupt the normal and essential functions or endanger physical safety or property, they may ask questions of the Dean of Students or Assistant Vice President for Student Affairs. They may also ask these clarifying questions to the Deans during a demonstration. During a demonstration, The Demonstration Response Team is responsible to articulate to demonstrators about University policy violations that are occurring.

During a demonstration, students may experience behaviors that make them uncomfortable, but are not a violation of the law or University policies. In these instances, University offices such as Campus Life, Counseling Services, Dean of Students, Intercultural Life, DePauw Police, Student Affairs, Spiritual Life, and Women's Center are available to provide support and assistance.

2.

the neighbors to call the living unit representatives directly with any noise concerns. Extend a personal message of apology and a written note to any neighbor complaining about noise following an event.

It is University policy, suggested by students, to strongly discourage weekday events that will create noise issues and to encourage closed events whenever possible.

The following guidelines are issued to encourage responsible social functions and curb excess noise. These recommendations are solely for University policy. City and state laws also may apply.

## **Guidelines Regarding Events**

All sponsoring groups shall follow the following guidelines:

1. It is expected that out-of-doors events that will create noise situations end at 10 p.m. per the Greencastle city noise ordinance. Set limits on the time span for all functions and adhere to those limits.
2. Events likely to create noise-causing situations are not permitted during class hours, except by permission through the Office of Student Affairs. At other times, such events cannot begin earlier than 11 a.m.
3. Courtesy hours are in effect during class hours. Students and organizations are expected to comply if any noise from an event or non-event has been determined to be disruptive to academic courses during this time period.
4. At no time should speakers or sound systems be in windows or outside living units, unless permission is granted through the Office of Student Affairs.
5. Living unit president(s) are expected to act promptly and responsibly on all complaints and concerns voiced by an outside agency (DePauw Police neighbors, Student Affairs, etc.). The president(s) of all living units participating in noise-creating functions share in the responsibility for any event. In all cases of disputed responsibility, the host living unit shall assume primary responsibility. It is suggested that to help alleviate problems of responsibility the host group allow only a designated person or persons access to the volume controls. Predetermine acceptable levels of sound by checking with your immediate neighbors prior to any event. Then stay within those levels. Devise internal sanctions to discourage others from deviating.
6. Individuals or organizations sponsoring all campus events (such as concerts, music, or other open to all events) on campus may be required to pay for event security. Event security expectations



5. To maintain student privacy, information obtained through the use of security cameras will be

# **Electronic Communications and Acceptable Use Policy**

[Policy](#) can be found online.

## **AIDS Policy**

*[AIDS Policy can be found in the Academic Handbook](#)*

## **Image Release Policy**

From time to time, DePauw University may authorize its employees or agents to make still or moving images and/or recordings of students in a variety of university-related activities, such as participation in campus life, courses or university events. The University may display or publish this material in various locations, including on the website, in printed publications or in broadcasts.

Images and videos taken in public spaces and/or at public events do not require authorization for

Questions about immunization requirements should be directed to [depauwhealth@hendricks.org](mailto:depauwhealth@hendricks.org) .

## Insurance Requirement

DePauw University requires all students to have primary health insurance; students who do not have primary health insurance through a parent, guardian or individually, can purchase coverage from EIIA.

Students with U.S. or dual citizenship must provide proof of primary insurance by August 30; if a student fails to do so, the student will be enrolled automatically in the university's plan and the charge will remain on the student's account.

Students with citizenship from countries other than the U.S. are automatically enrolled in the university's insurance plan and may not waive insurance provided by DePauw University. Enrollment into the insurance plan for students with citizenship from countries other than the U.S. will take place on August 1.

Students participating in intercollegiate athletics must have insurance coverage for intercollegiate athletics and must also annually disclose their personal health insurance information to the Sports Medicine Staff. Students participating in intercollegiate athletics may purchase additional insurance coverage to cover injuries sustained during intercollegiate athletics. Student-athletes should contact their head coach or head athletics trainer, Kara Campbell, for more information.

Questions about the health insurance requirement for students should be directed to [studentinsurance@depauw.edu](mailto:studentinsurance@depauw.edu).

## Leaving the University

A student may determine that it is in their personal, academic, or financial best interest to leave the university. There are three types of mid-semester withdrawals: withdrawal, medical withdrawal and leave of absence. All students, except graduating seniors, who are leaving the University are requested to notify personnel in the Office of the Registrar or the Office of Student Affairs.

Any student who has received student loans must have an exit interview with the Student Financial Aid Office prior to withdrawal. You can find more information about the refund policy [here](#).





Please note: If medical documentation is not submitted by a healthcare provider within 30 days, the withdrawal will move forward without the medical approval.

### **Financial Implications:**

1. A student who takes a Medical Withdrawal during the semester will receive an adjustment to tuition on a per diem pro-ration (number of days enrolled divided by number of days in the semester) through 60 percent of the semester, less a \$100 administrative fee. There is no refund of the student comprehensive fee.
2. There is no refund for the room charges. Board charges will be refunded based on usage throughout the semester regardless of the reason for withdrawal/leave. The board adjustment is calculated beginning the day the residence hall room is totally vacated.
3. A student who takes a Medical Withdrawal during a semester and is receiving financial aid will have a per diem pro-ration adjustment made to non-federal financial assistance. Federal law specifies how to determine the amount of federal assistance to be retained by a student who withdraws during a semester. The amount of federal assistance to be retained is determined on a per diem proration. If a student completes 30 percent of the semester, 30 percent of federal assistance is retained on the student's account. You can read more about Federal Title IV Awards Refunds [here](#). For questions, contact the Office of Financial Aid, [financialaid@depauw.edu](mailto:financialaid@depauw.edu).

### **Completion of Coursework:**

1. Students do not receive academic credit for a semester during which a Medical Withdrawal is recorded. Students taking a Medical Withdrawal, after week one, receive a grade of "W" for all enrolled courses.
2. The student is not eligible to pre-register within their registration window for the following semester. If the student is already enrolled in courses for the following semester prior to their withdrawal, their withdrawn status will forfeit their course registration. Students can register for the classes for the semester of return after they have been approved to do so through the readmission process.

### **Internationals Students:**

A Medical Withdrawal may affect one's legal status. International Students holding visas should consult with International Student Affairs before applying for a Medical Withdrawal to make sure they meet the immigration regulatory requirements.

### **Vacating the Residence Hall Room:**

A student taking a Medical Withdrawal will need to vacate their on campus residence within 48-hours of submitting their request form. Students who live in a Fraternity or Sorority should work with their housing corporation for their move-out timeline.

The University does not provide storage.

During the time of a medical withdrawal, students are not eligible to secure housing for the following semester. If housing is already selected, it will be forfeited.

### **Returning from a Medical Withdrawal:**

The decision to readmit a student who had withdrawn for medical reasons will be based on the student's ability to be part of the University and resume the academic rigors required of DePauw University students. The University will work with each student, their health care provider(s), and family to determine what (if any) reasonable accommodations can be provided by the University to facilitate the student's successful resumption of their academic requirements and other campus activities.



Students who are taking a leave of absence are held to the same behavioral standards as current students while on a leave.

A leave of absence is not for medical reasons. If you need to leave for medical reasons please check out the [medical withdrawal process](#) and/or contact the CARE Team.

### **Process for Requesting a Leave of Absence**

1. **International Student Affairs:** International students should contact [International Student Affairs](#) before completing this request and to receive further instructions on updating their

2. T

This policy prohibits retaliation in any form against an employee or student who in good faith reasonably believes and reports such alleged violations to the University's attention. However, any employee or student who knowingly makes false accusations of misconduct shall be subject to disciplinary action. This policy also prohibits retaliation in any form against an employee or student who participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation under this policy by the University, the Audit and Risk Management Committee of the Board of Trustees, or government agencies. Any employee or student who takes any actions whatsoever in retaliation against an employee or student of the University who has in good faith and with reasonable belief of a violation raised any question or concern or made a report under this policy shall be subject to discipline, up to and including termination of employment. Any employee or student who encourages others to retaliate also violates this policy and will be subject to such disciplinary action.

The University will investigate any reported violation of laws, regulations, policies, or procedures by a University official or employee. Anyone found to have engaged in such violations is subject to disciplinary action, up to and including termination of employment, subject to applicable University procedures. All members of the University community are expected and encouraged to report possible violations through appropriate University procedures published elsewhere or by contacting the Vice President supervising the university official or employee whose conduct is in question; however, anyone concerned about possible retaliation may use the special reporting mechanisms of this policy ("whistleblower reporting"). Regardless of how the report of possible violations is filed, any concern about apparent retaliation for reporting a possible violation should be reported through the procedures outlined in this policy

### **Reporting and Investigation**

This section applies both to whistleblower reporting and to reporting retaliation against whistleblowers.

Reports of suspected violations can be made confidentially and/or anonymously. The University will investigate such reports, but the promise of confidentiality cannot be assured, depending on the nature of the violation and the course of the investigation. Efforts within legal limits will be made to protect the confidentiality of the source. To the extent possible, any report or complaint should be factual and contain as much specific information as possible setting forth all of the information about which the employee or student has knowledge. In conducting the investigation, the University may retain outside legal or accounting expertise.

**Staff members** should direct their reports under this policy to the Director of Human Resources. If the Director of Human Resources is not available, or if the staff member is uncomfortable reporting the suspected violation to the Director of Human Resources, they may direct the report to the Vice President for Academic Affairs.

**Faculty members** should direct their reports under this policy to the Vice President for Academic Affairs. If the Vice President for Academic Affairs is not available, or if the faculty member is uncomfortable reporting the suspected violation to the Vice President for Academic Affairs, they may direct the report to the Director of Human Resources.

**Students** should direct their reports under this policy to the Vice President for Student Affairs. If the Vice President for Student Affairs is not available, or if the student is uncomfortable reporting the suspected violation to the Vice President for Student Affairs, they may direct the report to the Vice President for Academic Affairs.





## **Investigation and Resolution of Complaint**

Given the nature of the type of conduct prohibited by this policy and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, the University takes every complaint of harassing behavior seriously and each report shall be investigated. The investigation will be conducted in as confidential a manner as circumstances permit to protect all parties involved, including witnesses. The University will not tolerate any retaliation against anyone who makes a report of harassing behavior or cooperates in an investigation of any complaint under this policy.

The responsibility for determining the need for and degree of administrative action to address a harassment complaint varies and is based upon the group to which the accused belongs. These groups include: faculty, staff, students and guests. The following chart delineates the process for Harassment complaints that are not subject to the University's Title I







# DePauw University Title IX and Sexual Misconduct Policy and Procedure

DePauw University (the “University”) is committed to fostering an environment that values and respects every member of our campus community. In alignment with this commitment, the University maintains a Title IX and Sexual Misconduct Policy (the “Policy”) that ensures equity, impartiality, and the absence of bias or conflict of interest for all parties involved. Consistent with Title IX requirements, the respondent is presumed not responsible until a determination is made at the conclusion of the process.

The University is enriched by the many experiences and perspectives each person brings to the University. The University does not discriminate on the basis of race, color, creed, sex (including gender identity, gender expression, pregnancy or pregnancy-related conditions), sexual orientation, religion, age, ancestry, national or ethnic origin, veteran or military service status, disability, genetic information (including family medical history), or on the basis of any other category protected under federal, state, or local law, in connection with admission or access to, treatment in, or application for or employment by, the University and its programs and activities. The University prohibits any such discrimination in any education program or activity it operates. Harassment, whether verbal, physical or visual, that is based on any of the above-identified characteristics is a form of discrimination. Where discrimination is found to have occurred, the University will take reasonable steps to address the matter and take appropriate remedial action. The University will not retaliate against, nor tolerate retaliation against, any person for reporting discrimination or participating in any investigative process.

The University provides reasonable accommodations to applicants, students and employees with disabilities and for sincerely held religious beliefs, observances, and practices.

Questions, concerns, or complaints regarding the University's nondiscrimination policy may be directed to the Director of Human Resources, who can be reached at:

Studebaker Administration Building  
313 S. Locust Street  
Greencastle, IN 46135  
(765) 658-6395  
hr@depauw.edu

To report Title IX or other sex-based harassment, contact the Title IX Coordinator ([www.depauw.edu/studentaffairs/title](http://www.depauw.edu/studentaffairs/title))



In instances where the University does not have disciplinary authority over the Respondent or the conduct is unconnected to a University education program or activity, the University will take steps to support a Complainant or other campus community members by offering reasonably available Supportive Measures and provide assistance in identifying external reporting mechanisms.

**Federal Jurisdictional Requirements Unique to Title IX Sexual Harassment** | The Title IX regulations apply to specific forms of sexual harassment that occur in an education program or activity in the United States as outlined below. Where conduct occurs outside of the education program

4. Domestic Violence: felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the Indiana domestic or family violence laws, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

5. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

a. Fear for their own safety or the safety of others; or

b. suffer substantial emotional distress.

6. Title IX Retaliation: Conduct, including intimidation, threats, coercion, or discrimination, against an individual for the purpose of interfering with any right or privilege secured under Title IX or its implementing regulations, or because the individual has made a disclosure or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX Resolution Process. The exercise of rights protected under the First Amendment does not constitute Title IX Retaliation. A good-faith pursuit by either party of civil, criminal or other legal action does not constitute Title IX Retaliation.

#### **Other Forms of Prohibited Conduct**

1. Non-Consensual Sexual Contact: Physical contact of a sexual nature, or the touching of the private body parts of another person, regardless of whether the contact is for the purpose of sexual gratification, by one person against the will of or without the consent of another.

2. Retaliation: Conduct, including intimidation, threats, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured under this Policy, or because the individual has made a disclosure or complaint,

5. Voyeurism: Knowingly or intentionally looking at or observing another individual, who has an expectation of privacy, in a clandestine, surreptitious, prying, or secretive nature without the consent of the other person.

Conduct under this Policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent.

## **Report**

Here are the avenues for reporting incidents of Title IX and Sexual Misconduct:

## **Intake**

**Supportive Measures** / Supportive Measures are non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to the University's Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter Prohibited Conduct.

Supportive Measures are offered as appropriate, as reasonably available, and without fee or charge, to both the Complainant and the Respondent. Supportive Measures are available to the Complainant and the Respondent regardless of whether the Complainant makes a Formal Complaint. The options for Supportive Measures will be discussed upon receipt of a disclosure and will be outlined in writing. Examples of Supportive Measures that may be implemented include, but are not limited to:

- providing access to counseling;
- issuing mutual no contact directives to each of the parties;
- assisting in requesting a criminal protective order;
- changing student housing;
- extensions of deadlines or other course-related adjustments;
- rearranging class or work schedules if available;
- assisting with local law enforcement; and,
- adjustments to DePauw University job responsibilities or extracurricular activity responsibilities.

The availability of Supportive Measures will be determined by the specific circumstances of each disclosure.

The University will consider a number of factors in determining which measures to take, including:

- the needs of the student or employee seeking Supportive Measures;
- the severity or pervasiveness of the disclosed conduct;
- any continuing or disproportionate effects on the Complainant;
- whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and,
- whether judicial measures have been taken to protect the Complainant (e.g., protective orders).

The University will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

Any Supportive Measure cannot be punitive in nature and will not unreasonably burden the other party.



wishes with respect to Supportive Measures, provide a copy of the Policy, and explain to the Complainant their rights under the Policy and their options for addressing the Prohibited Conduct. The Complainant may request Supportive Measures only, or may make a Formal Complaint. Alternatively, as described below, the Title IX Coordinator may determine that it is appropriate to file a Formal Complaint even in the absence of a Formal Complaint filed by a Complainant. After the filing of a Formal Complaint, the Complainant may decide to seek either formal or informal resolution. A Complainant is always entitled to





sufficient to make a determination of responsibility for the disclosed conduct. In such cases, written notice of the decision to dismiss will be provided to the parties, and such decision is subject to appeal as provided in this Policy.

**Investigation** | 6. The Investigator shall conduct a fair, impartial and thorough investigation, which may include, but is not limited to, interviews or written statements with the Complainant, the Respondent, and relevant witnesses, as well as collection of available evidence, including electronic and social media communications, documents, photographs, and communications between the parties. The investigation is designed to provide both parties a full, equal, and fair opportunity to be heard, to submit relevant inculpatory or exculpatory information, and to identify fact or expert witnesses. Neither party's ability to discuss the disclosed conduct under investigation or to gather and present relevant evidence will be restricted.

7. The Complainant and the Respondent are required to have an Advisor(s) to assist during the investigation and adjudication of a Formal Complaint. The Advisor may be an attorney. The University will provide a list of trained Advisors from its administrative staff, and can assist in connecting Complainants and Respondents with Advisors if requested. An Advisor may provide support, guidance or advice to the Complainant or Respondent, but may not otherwise participate in meetings except as provided below

12. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct. The Investigator (and the Decision Panel chair during a Decision Panel Meeting) will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

13. The sexual history of the Complainant is not relevant, except in two circumstances: (1) to show that someone other than Respondent committed the conduct; and, (2) where the Respondent alleges there has been a prior



24. A party or witness is not required to respond to questions presented by the Decision Panel or by another party through their Advisor. However, regardless of whether a party or witness submits to such questioning, the Decision Panel may still consider previous statements made by the party or witness when making their determination. This includes statements made in this decision meeting, statements made to the Investigators, statements contained in submitted documents, and statements made to another party or witness. The Decision Panel chair may not draw any adverse inference from the decision of a party or witness to not participate at the hearing.

If deemed reliable and relevant by the Decision Panel chair, and not otherwise subject to exclusion under this Policy, the Decision Panel chair may consider the statements of persons who were not present at the hearing, or persons who were present at the hearing but who nevertheless were not subject to cross-examination. This includes, but is not limited to, opinions and statements in police reports or other official reports, medical records, court records and filings, investigation notes of interviews, emails, written statements, affidavits, text messages, social media postings, and the like.

25. At the conclusion of the Decision Panel Meeting, the Decision Panel will assess the credibility and weight of the evidence and make a determination regarding responsibility for a violation of University Policy. If the Decision Panel determines that the Respondent is responsible for violation of University Policy, it will also make a determination regarding appropriate sanctions/disciplinary actions to be given (see Sanctions/Disciplinary Actions below). Decisions regarding responsibility will be made by a preponderance of the evidence standard by majority vote of the Decision Panel. The decisions regarding responsibility and sanctions/disciplinary actions will be provided simultaneously in writing to the Complainant and Respondent and will include (a) identification of the disclosed Prohibited Conduct, (b) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held, (c) findings of fact supporting the determination, (d) conclusions regarding the application of this Policy to the facts, (e) a statement of, and rationale for, the result as to each potential violation of University Policy, including a determination regarding responsibility, any disciplinary sanctions to be issued to the Respondent, and whether remedies

conduct; maintenance of a safe and respectful environment conducive to learning; protection of the University community; and, any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

Sanctions may be imposed individually or in combination. See Appendix B for examples of sanctions.

**Communication of Outcomes** | 27. Both the Complainant and the Respondent will be notified simultaneously in writing of the outcome of an investigation and determination of responsibility concerning sexual misconduct or interpersonal violence and of any appeal decisions following such determination. The University is committed to fulfilling its obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics citing the number of disclosed incidents of sexual misconduct and interpersonal violence and their disposition are included in the Annual Security and Fire Safety Report which can be found on the DePauw Police Website.

**Appeals** | 28. Any party may appeal the determination of responsibility or sanction imposed, or the dismissal of a Formal Complaint or any allegations therein, by filing their full and complete written appeal with the Vice President for Student Affairs (for students), Vice President for Finance and Administration (for staff or administration) or the Vice President of Academic Affairs (for faculty) within ten (10) calendar days of the date of the letter of notification of the decision being appealed, unless that time is extended in writing by the Vice President.

Appeals may be based only on the following reasons:

1. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter
2. Procedural irregularity that affected the outcome of the matter
3. Conflict of interest or bias of the Title IX Coordinator, Investigator(s), or decision-maker(s) for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter
4. Appropriateness of sanction

All materials supporting any appeal must be submitted at the time the appeal is filed. The Vice President will advise the non-appealing party in writing of the receipt of an appeal and will provide a copy of the appeal to the non-appealing party. The non-appealing party(ies) will have ten (10) calendar days from the date of their receipt of the appeal to respond in writing to the appeal. A copy of the response will be issued to the appealing party. No additional review or response to submissions related to the appeal may be made by either party after this point, unless requested by the Vice President. After receipt of the non-appealing party's response, the Vice President will determine the disposition of the appeal. For decisions involving expulsion as a sanction, the Vice President will confer with the President of the University as part of their determination process.

The Vice President may:

1. Affirm the action taken.
2. Reverse the decision and refer the case back for reconsideration.





campus activities. They are all required to share non-

When it is unclear whether someone consents to activity, it is the responsibility of the person who initiates the activity to ensure that their partner clearly communicates consent. To continue to engage in sexual activity without consent from their partner is a violation of this Policy.



**No Contact Directive:** At times it becomes necessary to restrict an employee's, student's or organization's privileges and/or prohibit contact with specified individuals, or specific locations, by issuing a no contact directive. This directive is issued when it is believed necessary to protect a person's safety and preserve a peaceful environment for all individuals to work, study and live on campus. Violation of a no contact directive issued in relation to a reported violation of the Title IX Resolution Process or Sexual Misconduct is considered a violation of these policies and may result in University action that could include emergency removal from the University.

**Obligation to Provide Truthful Information:** DePauw takes disclosures seriously. Disclosures that are made in good faith, whether the outcome results in a finding of responsibility or not, are not considered to be false reports. However, if a Complainant, Respondent, witness, or third party who discloses a violation of this Policy is later found to have intentionally misled or made false claims of Prohibited Conduct unde(o hav)6hlat





### *Sanctions for Student Organizations*

**Expulsion:** The most severe violation of the University Code of Conduct by an organization may result in dismissal and permanent separation of the organization from the University.

**Suspension:** The second most severe violation of the Policy by an organization may result in suspension of the organization for a period of one to two years.





# **Section V. Residential Living/Learning**

## **Guiding Principles for How We Live at DePauw**

DePauw is a fully residential liberal arts college that fosters opportunities for members of the community

- c. The right for redress of grievances. Proper functioning of the academic living unit includes the right to initiate actions and referrals for impartial and fair adjudication of grievances. In exercising this right, the aggrieved student further holds the right to be free from fear of intimidation, physical and/or emotional harm and without the imposition of sanctions apart from the process.
2. Subordinate rights of the living unit resident are those that should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These subordinate rights include:
  - a.



5. Public areas (inside and outside) and kitchen cleanliness inspections shall be conducted periodically by appropriate University officials, and in the case of Greek Living units, with a member of the house corporation. Other inspections regarding compliance with the Standards for Living Units may also be conducted by appropriate University officials. For Greek living units,





## **University-Owned Housing**

**Housing and Residence Life Office:** Housing and Residence Life staff is a part of the Student Affairs division and is available to assist students with all aspects of life in University-owned housing and with adjustment to college. The staff includes professional staff as well as specially selected and trained upper-





# **Houses Owned by Fraternities and Sororities**

Some Fraternities and sororities have received University approval to provide living and dining



Protection Against Unjust Grading or Evaluation. Students must maintain standards of academic performance set by the faculty if they are to receive the certificate of competence implied by the

solely because of the inability of a student organization to secure an adviser. Employees serve the college community when they accept the responsibility to advise and consult with student organizations; they should not have the authority to control the policy of such organizations.

3. Student organizations may be required to submit a current list of officers, but they should not be required to submit a membership list as a condition of institutional recognition.
4. Campus organizations should be open to all students without respect to race, religion, creed, gender identity, sexual orientation or national origin.
5. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly or privately. They should also be free to support causes by non-disruptive counter speech or protest. What constitutes non-disruptive counter speech or protest is outlined in detail in the section labeled "Right to Demonstrate Policy" of the Student Handbook. In short, this includes "...support[ing] causes in a non-violent manner, including organized demonstrations that do not materially and substantially disrupt the normal and essential functions of the University. To be considered a disruption, demonstration actions need to be more than simply creating discomfort and unpleasantness or temporarily interrupting University operations."
6. Students should be allowed to invite and to hear any person of their own choosing. While the orderly scheduling of facilities may require the observance of routine procedures before a guest speaker is invited to appear on campus, institutional control of campus facilities should never be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsolF166.58 542.4( of)-3( f)-3(ac)8(i)-gne





# Expectations for DePauw Students

[The Academic Expectations for students can be found in the Academic Handbook](#)

## Academic Calendar

[The Academic Calendar can be found here on the website.](#)

DePauw University's academic calendar consists of two semesters, each with a 15-week primary term and an optional 3-week extended term. Semester I includes Fall Term and Winter Term; Semester II includes Spring Term and May Term. A limited number of courses and programs are also offered during the Summer Session. Degrees are awarded in May and December.

## Units of Credit and Course Load

Information about credits and course loads can be found in the [Academic Catalog](#).

## Academic Integrity

The Academic Integrity policy can be found in the [Academic Handbook](#).

## Class Attendance and Absences

DePauw is a residential college and students are expected to attend classes in-person. Regular attendance at class, laboratory and other appointments for which credit is given is expected of all students according to the guidelines established by individual faculty members. The university has no universal policy of “allowed cuts” or “free” absences from class sessions, although faculty members at their own discretion may make such policies in their respective courses. Faculty members may drop students from their classes or other appropriate action may be taken if absences are too frequent.

Under certain circumstances all students enrolled in a course will be exempt from this in-person attendance requirement. For example, some courses are always offered remotely, such as internship courses and courses offered jointly with another college. The university may also make a temporary partial or complete shift to remote instruction, for example in response to inclement weather or community illness. Other courses may be offered remotely (for some or all enrolled students) on a case-by-case basis with the approval of the VPAA and the faculty member teaching the course. Exceptions to



the in-person attendance for individual students (as opposed to all students) are rare and occur only with the prior approval of the faculty member. Examples include accordance with ADA accommodations and/or appropriate communications from the CARE Team. In addition, in some classes, the curriculum and/or pedagogy, as determined by the instructor, may preclude this option entirely.

**Absences for medical reasons:** When an absence due to medical reasons will result in a student being unable to fulfill academic responsibilities--for example, papers and examinations--the student should notify the faculty member in advance. Each faculty member should let the students know how to give this notification. The faculty member and student should work out arrangements for possible extension or makeup work. In cases where students are hospitalized, the University physician will, with the student's permission, notify the Office of Student Affairs. It is the student's responsibility to contact the faculty member; in addition, the faculty member will be notified by Student Affairs personnel.

If a student misses two or more weeks of class for medical or other reasons beyond the student's control, the student's faculty members, in consultation with a member of the Student Affairs staff, will decide

## **Exchange of Ideas during Class**

At DePauw University, academic discourse within the framework of our

consideration during the annual re-appointment, renewal and compensation processes, which could have employment ramifications. Any necessary follow-up will be undertaken in accordance with DePauw's personnel procedures (see: [Academic Handbook](#)). Actions taken through these procedures are typically confidential.

**Please note:** This policy is not meant to cover behavior that occurs outside the classroom and/or involves harassment. Other policies are in place to handle those situations; the [University's Harassment Policy](#) are published in the Student and Academic Handbooks. Incidents of harassment should be reported immediately to the Vice President of Academic Affairs, the Dean of Students, Title IX Office or DePauw's Sollow



substitute for a final exam should be given a due date during finals week and no assignments may be given a due date that is after the end of finals week. In addition, during the Fall and Spring terms, instructions for paper and project assignments due in the last five days of class should be provided at least 14 calendar days prior to the due date.





the academic policies in a consistent manner with making exceptions for students with special needs. Students file completed petitions in the Registrar's Office after obtaining appropriate signatures. However, the signatures do not guarantee passage, and, when the petition involves a request for class withdrawal, students should continue to attend classes until the committee makes its decision. Deadlines for schedule changes are very important, and the Petitions Committee expects students to adhere to them. Exceptions are seldom made in cases involving the pass/fail deadline, withdrawal from courses after the eighth week of classes, and entrance into a course after the second week of a primary term. Petition forms and information regarding the petitioning process may be obtained in the Registrar's Office. There is no fee to petition.

## Readmission

Candidates who were previously enrolled at DePauw may apply for readmission through the Office of the Registrar. Readmission is evaluated on the basis of previous work done at DePauw, any subsequent course credits earned at another college or university, and other experiences since leaving DePauw. Medical and other information may be requested, and all previous financial obligations to the University must be paid in full before readmission will be considered. Deadline dates for readmission applications and accompanying documents are: July 1 for Semester I and December 1 for Semester II. Appropriate housing arrangements are made through Housing and Residence Life. Guidelines and application for readmission are available at <http://www.depauw.edu/academics/academic-resources/advising/registrar/applying-for-readmission/>.

## Registration and Class Schedule Adjustment

The registrar's office produces a *Schedule of Classes* for each term that summarizes registration procedures and lists the courses offered, class meeting times, room assignments, and instructors. The final exam schedule is also available as a part of the Schedule of Classes. See [my.depauw.edu/e/reg/soc-view](http://my.depauw.edu/e/reg/soc-view).

Students who have not paid tuition and fees by the designated date may not be allowed to register for classes or may forfeit their class enrollment for the next semester. Students must receive permission from the Petitions Committee to begin classes after the first week of class and may be limited in their course loads. No student may enroll after the second week of classes. The act of registration indicates that the student intends to comply with the University regulations.

The University reserves the right to change a course and cancel any course for which enrollment is fewer than five students or for which satisfactory arrangements cannot be made. Most classes have enrollment limits to facilitate learning.

**Adjustments in Registration.** Students are responsible for the accuracy of their course registrations. They may check their class schedule at any time on Student e-Services. Students, in consultation with their advisors, make changes to their course schedule within the deadlines specified as follows:

The add/drop period extends through the first six class days of the Fall and Spring primary terms. During this period, students may add or drop courses. The add/drop period for Winter and May term runs through the first day of classes.

Adjustments involving withdrawal from a course after the add/drop period or changes in the grade or credit status (grade to pass/fail, pass/fail to grade, credit to audit) may be made until the end of





# Research Involving Human Subjects or Animals

The University's Institutional Review Board (IRB) reviews research with human participants prior to initiation of the project. The University's Institutional Animal Care and Use Committee (IACUC) reviews all procedures involving the use of vertebrate animals prior to initiation of the project. Please see <https://www.depauw.edu/offices/academic-affairs/grants-and-research/irb/human-subject-participation/> and <https://www.depauw.edu/offices/academic-affairs/grants-and-research/iacuc/> for links to information about the approval process by the IRB before doing research with human subjects or by the IACUC before doing research with animals.

# Satisfactory Academic Progress for Financial Aid and Academic Standing

*Satisfactory Academic Progress* (SAP) is used to determine financial aid eligibility and academic standing. The main goal of the SAP system is to make sure that all degree seeking students are making timely progress toward earning a degree.

**Timely Progress:** To graduate from DePauw with a Bachelor of Arts (B.A.) requires 31 course credits. The Bachelor of Music (B.M.), Bachelor of Musical Arts (B.M.A.) and Bachelor of Music Education (B.M.E.) degrees require 36 courses. The BA, BM, and BMA require a minimum 2.0 GPA cumulative and in the major. The BME requires a minimum 2.8 GPA cumulative and in the major.

Students pursuing the Bachelor of Arts, Bachelor of Music, Bachelor of Musical Arts, and Bachelor of Music Education degrees are expected to complete their degrees in eight semesters; students in the dual degree Bachelor of Music/Bachelor of Arts program have ten semesters to complete the degrees. \*

**Satisfactory Academic Progress Status:** There are four SAP statuses:

- Satisfactory
- Warning
- Suspension
- Probation

Two primary measures are used to determine SAP status: academic performance as measured by grade









updates to update titles on July 31, 2019. Minor updates to address conflicts of interest and cross-listed courses on September 18, 2019. Hearing Procedures are updated and revised periodically by the Academic Affairs administration in consultation with the Student Life Committee.)

## **Summer School**

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

Contact: Registrar's Office, 765-658-4141  
[Registrar Forms](#)

## **Timely Feedback**

Timely and adequate feedback is essential to student learning. Faculty members are expected to respond to student work in a time frame and manner that allow students to learn from and apply this feedback to subsequent work.

*(Approved by the Faculty, April 4, 2011)*

## **Additional Contact Information**

DePauw provides information to enrolled and prospective students as required by various governmental agencies. Much of the required information is included in this handbook and the DePauw University Catalog in the sections identified below. To obtain additional information on the indicated topics, please call or visit the appropriate individuals and offices. Please address all inquiries to the appropriate department at DePauw University, P.O. Box 37, Greencastle, IN 46135.

Accreditation – University Catalog or from the President's office, Administration Building, 313 S. Locust St. (765-658-4220).

Affirmative Action, Civil Rights and Equal Employment Opportunity Policies – University Catalog or from the Office of Human Resources, Administration Building, 313 S. Locust St. (765-658-4181).

Athletic Participation – Director of Institutional Research, Administration Building, 313 S. Locust St. (765-658-4156).

DePauw Police Director of Police, 101 E. Seminary Street (765-658-5555).

Cost to Attend – University Catalog or from the Vice President for Enrollment Management, 204 E. Seminary St. (765-658-4108).

