



Indiana University of Pennsylvania

Office of Housing and Residence Life

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RESIDENTIAL LIVING AND DISCIPLINE

As a student living in IUP's residence halls/apartments, you have the responsibility to learn about expectations the University has concerning your behavior. It is important for you to familiarize yourself with the policies in effect at IUP so that you can make informed choices. The following resources will assist in your learning:

1. Student Behavior Regulations stated in the Student Handbook. 2. The terms of your "Residence Halls License Agreement and Contract for Dining Services" or "Apartment Housing License Agreement" (You signed this agreement prior to moving into your room/apartment, and by doing so you agreed to abide by residence life policies.) 3. Your Graduate/Residence Director and your Resident Assistant/Student Manager.

Take some time to learn about the policies. If you have questions about the purpose of a policy, ask your Residence/Graduate Director or your Resident Assistant/Student Manager for information. You are encouraged to understand the rationale for each residence life policy.

You must decide whether or not to behave according to stated policies. If you decide to violate a policy, you can expect to experience consequences in response to your decision. Residence life staff will ask you to alter your behavior to benefit yourself and others. You may meet with your Residence/Graduate Director to discuss your decision and to determine an action plan to assist you in making more appropriate decisions in the future. This action plan will be individualized and determined by your Residence/Graduate Director based on the circumstances. Action plans may include (but are not limited to) a behavioral agreement that you will alter your behavior in accordance with policy, and/or an educational assignment that is designed to help you gain new information and insight (for example, writing a paper, creating a bulletin board, reading pertinent materials, etc.), and/or a period of disciplinary warning or probation.

If a situation is confusing and requires investigation, or if your behavior had the potential to harm yourself, others, and/or disrupt the residence hall/apartment community, you may be referred to the Office of Student Conduct for a formal judicial hearing.

A hearing time is established when a designated University official or a judicial board composed of faculty, staff, and students will review information concerning your behavior, meet with you and other involved persons to hear your comments, and decide whether or not your behavior constituted a policy violation. If your behavior is determined to have violated one or more policies, the hearing officer or the judicial board decides on sanctions or consequences appropriate to your case. The full range of possible consequences are listed in the Student Handbook following the list of University policies, or Student Behavior Regulations. You are encouraged to familiarize yourself with this information.

If, as a result of a hearing, you are found "in violation" of one or more policies and placed on a sanction of disciplinary probation or above and/or you are found "in violation" of any alcohol policy, your parents/guardians will automatically receive a copy of the decision sanction letter (unless you are 21 years of age or older and/or you can show the hearing officer that you are financially independent). We encourage you to talk to your family if you do get involved in disciplinary problems while at IUP.

The Office of Student Conduct maintains student disciplinary files in all cases where a student is found in violation of one or more Student Behavior Regulations or terms of the residence hall or apartment license, either through an Informal Resolution Conference or a judicial hearing. Judicial files are maintained as follows:

1. For cases in which sanctions levied are suspension or expulsion, the files will automatically be maintained for a minimum of two years from the date of final adjudication.
2. For all other cases, judicial files will be maintained at least until the student's graduation or termination from the university, or five years.
3. The university reserves the right to retain all disciplinary files for longer periods as may be deemed necessary.

Note: In cases where more than one sanction is applied, records will be kept according to the length established for the most severe sanction.

The university will not release a student's disciplinary record without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974.

Remember, you will determine whether or not you receive disciplinary action as a resident of IUP by the choices you make. Knowledge and understanding of IUP policies and sound decision making in regard to these policies will assist you in being a positive, productive member of your residence hall/apartment community. Full information on the IUP disciplinary system can be found elsewhere in the [Student Handbook](#) and on the website for the [Office of Student Conduct](#).

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HARASSMENT -- INTOLERABLE BEHAVIOR AT IUP

The community at IUP is composed of individuals who possess a wide variety of characteristics, beliefs, and personalities. The Office of Housing and Residence Life and the Office of Student Conduct is committed to promoting an environment where students are free from harassment. Students are encouraged to get to know people who differ from them in race, culture, religion, gender, age, sexual orientation, lifestyle, and physical ability. Each person is greatly enriched by exploring the diversity of peoples and cultures present at IUP.

Because of this belief, acts of harassment and intolerance that are directed at individuals and/or groups of individuals are viewed as damaging to ALL students. Such acts erode the comfort, productivity, and security of individuals attending IUP. Any type of harassment, including the following examples, will not be tolerated:

Sexual harassment -- behavior of a sexual nature that is directed toward another individual, based on their gender, which is demeaning or diminishing to their character. Forms include subtle innuendos, suggestive remarks, unwanted advances and/or touching, and threats or intimidation.

Racial/Ethnic harassment -- behavior demonstrating intolerance or prejudice against individuals based on their race and/or ethnic background.

Religious harassment -- behavior that demonstrates intolerance to individuals based on their religious beliefs and practices.

Harassment based on sexual orientation -- behavior that shows a lack of tolerance for gay, lesbian, bisexual, and/or transgender persons.

Harassment based on disabilities -- behavior that demeans or diminishes individuals who have a physical, mental, emotional, or learning disability.

Acts of harassment include (but are not limited to): derogatory graffiti and/or signs, verbal epithets, demeaning jokes, objects thrown at targeted individuals or groups, vandalism of personal property, harassing telephone calls, and/or exclusion of individuals from activities.

The University does not tolerate any form of harassment and as such will hold perpetrators accountable. If you have been harassed, you are encouraged to report the incident to your Residence/ Graduate Director or the Office of Student Conduct. You are also encouraged to seek assistance and support from residence hall staff members, the Counseling Center, University Police, the Office of Social Equity and Multicultural Affairs, the Office of the Associate Vice President of Student Affairs, campus support groups, and/or campus and community religious organizations. Students who engage in harassment will be referred to the residence hall or University discipline system.

If a student feels s/he has been discriminated against or harassed by a member of the faculty, staff, or administration, a complaint may be directed to the appropriate dean or program director or the Office of the Vice-President for Student Affairs, 212 Sutton Hall, 1011 South Drive, Indiana, PA 15705 (x72220).

All students can play a significant part in creating a community free from harassment and intolerance by examining their own behavior and by confronting the damaging behaviors of others.

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A QUESTION & ANSWER GUIDE TO PARENT/GUARDIAN NOTIFICATION OF DISCIPLINARY ACTION

1. UNDER WHAT CIRCUMSTANCES WILL A STUDENT'S PARENTS OR GUARDIANS BE NOTIFIED OF HIS/HER DISCIPLINARY SANCTION(S)?

Anytime a student is placed on a sanction of "Disciplinary Probation" or above or is found "in violation" of any alcohol or drug policy, that student's parents/guardians will receive a copy of the sanction letter. Sanctions above "Disciplinary Probation" include (but are not limited to): "Stayed

Removal from University-owned Housing," "Removal from University-owned Housing," "Ban from Visitation in University-owned Housing," "Loss of Eligibility for University-owned Housing," "Room Relocation," " Ban from Contact with a Victim," "Stayed Suspension," "Suspension," "Stayed Expulsion," and "Expulsion."

2. ARE THERE ANY EXCEPTIONS TO THIS NOTIFICATION PRACTICE?

Yes. Parents/Guardians will not be notified of a student's disciplinary sanction(s) when any one of the following circumstances apply:

- The student is over the age of 21
- The student is financially independent
- It has been determined that parent/guardian notification would cause significant harm to the student

3. WHO DETERMINES IF AN EXCEPTION TO PARENT/GUARDIAN NOTIFICATION IS MERITED?

The student is responsible for proving that s/he is over the age of 21 and/or financially independent by presenting documentation to the Residence/Graduate Director (IRCs) or the Judicial Hearing Officer (administrative hearings or judicial board hearings) *at the time of the disciplinary meeting*. Students must present a driver's license as proof of age and/or an "Institutional Student Information Report" obtained from the Financial Aid Office (217 Clark Hall) as proof of financial independence.

In cases of potential significant harm to the student, the decision not to notify parents/guardians will be recommended to the Associate Director of Residence Life (residential students) or the Director of the Office of Student Conduct (off campus students) by the adjudicator (Graduate/Residence Director or Judicial Hearing Officer). The Associate Director of Residence Life and the Director of the Office of Student Conduct has the authority to deny or approve this recommendation.

4. WHEN, HOW, AND BY WHOM IS A STUDENT'S PARENT/GUARDIAN NOTIFIED OF DISCIPLINARY ACTION?

The adjudicator (Graduate/Residence Director, Judicial Hearing Officer, or Judicial Board Chairperson) mails a copy of the sanction letter that the student received to his/her parent/guardian. The letter is mailed *after* the IRC or judicial hearing occurs, but *before* the appeal period is over.

5. ISN'T IT ILLEGAL TO NOTIFY PARENTS/GUARDIANS OF DISCIPLINARY ACTION?

No. Parent/Guardian notification is legal as long as the involved student is under the age of 21 and financially dependent upon his/her parents at the time that the notification occurs.

6. WHY HAS PARENT/GUARDIAN NOTIFICATION BEEN STANDARDIZED?

The University has standardized notification for several reasons:

- To encourage students to discuss disciplinary issues with their family
- To inform parents/guardians of their underage, dependent student's inappropriate and/or illegal behavior
- To discourage students from acting in an inappropriate and/or illegal manner
- To support the academic mission of the University
- To ensure that parent/guardian notification occurs consistently and equitably

7. WHO SHOULD I TALK TO IF I HAVE ANY QUESTIONS ABOUT THE PARENT/GUARDIAN NOTIFICATION PRACTICE?

Talk with your Graduate/Residence Director, or the Associate Director of Residence Life, or the Director of the Office of Student Conduct.

You are encouraged to discuss all disciplinary matters with your family before the University sends notification to your parents/guardians!

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