

STUDENT CODE OF CONDUCT



STUDENT CODE OF CONDUCT

The University encourages the free exchange of ideas and concepts among faculty, staff, and students in an atmosphere that allows for debate and disagreement on contemporary issues. The value of respect is expected and celebrated in all interactions.

In order to protect our community, the fundamental University values of Professionalism, Communication, Support and Respect for all is expected from all. The observation and support of National, State and local laws are expected at all times. This Code of Conduct and outlined



expectations applies to all students enrolled in Martin University courses. Students should understand the specifics to the conditions he or she has accepted by enrolling at Martin University.

The Title IX/Compliance Director is the person designated by the University President to be responsible for the administration of the Standards of Student Conduct.

The Standards of Student Conduct, University policies, and related conduct procedures are not contracts and do not confer contractual rights upon any individual. The University has the right to amend or modify the Standards of Student Conduct, University policies, and related conduct procedures from time to time, without prior notice. Additionally, the Standards of Student Conduct, University policies, and related conduct procedures are not intended to replicate or supersede state, federal, criminal, or civil laws or procedures. University policies differ from the criminal and civil justice system and a finding of responsibility for a violation of the Standards of Student Conduct or University policy shall not be construed as a finding that any criminal or civil statute has been violated.

Article I-III

An academic community is a place where the free exchange of ideas and concepts can take place among faculty, staff, and students in an atmosphere that allows for debate and disagreement on contemporary issues.

In order to protect our community, certain standards of behavior are expected of all members of the University community, including students. In general, Martin University expects students to: maintain standards of personal integrity that are in harmony with the educational goals of the institution; to observe national, state and local laws, as well as University regulations; and, respect the rights, privileges, and property of other people. This Code of conduct and outlined expectations applies to all students enrolled in Martin University courses. Students should understand the specifics to the conditions he or she has accepted by enrolling at Martin University.

Definitions

When used in this Code of Student Conduct (Code):

1. "Advisor" - A person of the University Community invited by a Respondent or Complainant to attend any meeting or hearing in the preliminary or formal phases of the University Disciplinary Process and provide assistance or support to the Respondent or Complainant. An attorney may serve as an advisor to the Respondent or Complainant in the disciplinary process, although the attorney's participation is limited to the role of advisor as described in this code.



2. Appellate Body - Any person or persons authorized by the Director for Student Services to consider an appeal from a hearing body's determination that the student has violated the Student Code of Conduct.
3. "Business Day" - Monday through Friday, excluding Saturday and Sunday and holidays while classes are in session.
4. "Charged Student" - Any student who has been formally charged with an alleged violation of the Student Code of Conduct.
5. "Complainant" means any person who reports or alleges that a student has violated this Code.
6. "Conduct Officer" - Any person(s) authorized under the Code to conduct investigations that stem from allegations of Code violations, determine responsibility and set sanctions, as appropriate.
7. "Disciplinary Hearing Officer" - Any person(s) authorized by the President to conduct hearings under the Code and impose sanctions when a violation has been committed. The Disciplinary Hearing Officers shall hear cases as a hearing panel of three (3) officers.
8. "Faculty Member" - Any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
9. "Hearing Body" - Any Martin University official or panel authorized to review and evaluate student conduct charges, and to impose sanctions upon students found to have violated the Student Code of Conduct.
10. "Hold on Student's Records" - The University may place a hold on the records or registration of any student who fails to respond to a judicial notice or to ensure resolution of the case prior to transfer or graduation. All pending judicial matters must be resolved prior to a student's graduation, transfer from, or continued education at Martin University.
11. "Organization" - Any group who has been formally recognized by Martin University as an organization. Student organizations will be held responsible for the behavior of their members, alumni and/or guests when their actions evolve from or are in any way related to their association with or activities of the organization. Student organizations may be given joint responsibility for such violations. Student organizations that condone or encourage behavior that violates University or state regulations may be given joint responsibility for such violations.
12. "Member of the Martin University Community" - Any person who is a student, an alumnus/faculty member, or employed by Martin University.
13. "Martin University Premises" - Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Martin University (including adjacent streets and sidewalks).
14. "Presider" - The member of a Disciplinary Hearing Officer Panel elected by the Panel members to serve as the facilitator at a disciplinary hearing.
15. "Policy" - The written rules and regulations of the University, including but not limited to, the Governing Regulations, the Administrative Regulations, the Code of Student Conduct, the Human Resources Policy & Procedure Manual.
16. "Respondent" - Any student accused of violating this Code.



17. Staff Member - Any person hired by Martin University in a professional position to conduct University activities.
18. "Student" - Any person who is admitted, registered, or enrolled in any University program or course, either full-time or part-time, pursuing undergraduate, graduate, or professional studies.
19. The term "may" is used in the permissive sense.
20. The term "shall" is used in the imperative sense.
21. "University" means the Martin University.
22. "University Appeals Board" is the body authorized by Governing Regulation, to consider an appeal in a student disciplinary proceeding.
23. "University Community" - Includes any person who is a student, faculty member, staff or University Official, or any other person employed by the University. A person's status in a particular situation is generally determined by the individual's status at the time the alleged incident occurred and the capacity in which the incident occurred. Depending on the nature of the circumstances, a person may be subject to disciplinary action under more than one University regulation or policy.
24. "University Official" - Any person (administrator, faculty or staff) who is employed by the University, performing assigned administrative or professional responsibilities.
25. "University Property" is defined as all property owned, operated, leased, or controlled by the University, public sidewalks and streets that are contiguous to or in the immediate vicinity of such property, and all such property leased to or operated by student and non- student organizations that are under the control and regulation of the University.

ARTICLE I - University Rights of Students

1. An applicant for admission to the University shall not be discriminated against because of race, color, religion, sex, marital status, sexual orientation, national origin, age or beliefs. Moreover, no otherwise qualified person with a disability will be denied admission solely because of the person's disability.
2. An applicant for, or a recipient of, University financial aid, a University grant-in-aid, or a University scholarship, shall not be discriminated against because of race, color, religion, sex, marital status, sexual orientation, national origin, age or beliefs. Moreover, no otherwise qualified person with a disability will be denied financial aid solely because of the person's disability.
3. The University may delineate the purpose for which students may use certain facilities and shall make the facilities available on a fair and equitable basis. However, the University may restrict its facilities and services when their use would interfere with normal University operations.
4. The University will use its influence to secure equal access for all students to public facilities in the local community.
5. All students shall be free from discrimination on the basis of race, color, religion, sex, marital status, sexual orientation, national origin, age, beliefs or disability.



6. All students shall be free from sexual harassment by University faculty, staff, and students. Sexual harassment-a form of sex discrimination-includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of the student's status in a course, program or activity; or is used as a basis for academic or other decisions affecting such student; or when such conduct has the purpose or effect of substantially interfering with the student's academic performance, or creates an intimidating, hostile, or offensive academic environment.

Rights within University Hearing Processes

A student shall be guaranteed the following rights in all proceedings of a University hearing regarding student misconduct:

1. The student shall have the right to a fair and impartial hearing in all proceedings of any hearing agency.
2. The student shall not be compelled to give testimony and refusal to do so shall not be considered evidence of responsibility for an alleged violation.
3. The Respondent shall be informed in writing of the reasons for appearance before any hearing agency and given sufficient time to prepare for the appearance.
4. The Respondent shall be entitled to receive, upon written request, a copy of all rules and procedures governing the hearing agency at least 72 hours prior to appearance before the agency.
5. Both the Complainant and Respondent shall have the right to hear all evidence and question all witnesses and/or witness reports, and present witnesses and/or witness reports of the student's choice.
6. Both the Complainant and the Respondent may choose up to two advisor(s), to assist and support in all processes of the University Disciplinary Hearing Process.
7. The student may request that any member of a hearing agency be disqualified on the ground of personal bias.
8. The student shall have access to the record of every hearing agency hearing in which the student is the Respondent.
9. The Complainant has the right to choose whether to file a formal complaint. There may be circumstances, however, such as the status of the alleged assailant or the seriousness of the offense, in which the University, absent a formal complaint, must nonetheless investigate and take action to protect the Complainant or other members of the University community.
10. In addition to pursuing administrative penalties and remedies, the Complainant maintains the right to pursue criminal charges.
11. In cases involving allegations of violence or the threat of violence, the Complainant shall be informed of the outcome -- the University's final determination and any sanction(s) -- of any institutional disciplinary proceeding. In cases not involving allegations of violence or the threat of violence, the Complainant shall be informed only of the University's final determination of whether the Respondent is "responsible" or "not responsible".



Right to Privacy

A student's disciplinary record shall be kept separate and confidential unless the student consents in writing to have it revealed. However, the Director of Student Services may disclose the student's disciplinary record without the student's consent if legal compulsion or the safety of people or property is involved, or if the information is required by authorized University personnel for official use at the University. In these circumstances, only the information pertinent to the inquiry may be revealed. The Director may also act without the student's consent to have a statement of disciplinary suspension or disciplinary expulsion entered on the student's academic record for the duration of the disciplinary sanction, which would prohibit the student from registering. Written notice of this action shall be sent to the student.

Official records and information maintained by the Director of Student Services are treated in a confidential manner. A student has the right to view his/her own disciplinary records. Disciplinary records and the information contained therein will not be released except with the written authorization of the student.

If presented with a subpoena to produce information about specific students and/or campus organizations, the recipient shall immediately notify the University Legal Counsel and forward to that office a copy of the subpoena. The University Legal Counsel shall immediately notify the students use his/her best effort to do so, and forward to them a copy of the subpoena by certified mail, addressed to their last known address.

ARTICLE II – Student Academic and Campus Conduct

Academic Conduct/ Class Conduct

1. Martin University students observe the following courtesies while in class:
2. Students may not bring children to class. Children are not to be left unattended on campus. The restriction about children is enforced.
3. Foul or abusive language is not permitted at any time.
4. All cell phones, pagers, and beepers must be turned off when a class is in session except for those emergency personnel who are on call. Those individuals should set their phones or beepers to silent mode to avoid disrupting the class. It is further encouraged that these individuals speak to their instructor about their situation prior to starting class.
5. No food, snacks, or soft drinks are allowed to be consumed in the classroom. Only water is allowed in the classroom.
6. Students arriving to class 15-30 minutes late will be recorded as tardy.
7. Students arriving to class 30 minutes late or more will be recorded as absent.
8. Students who do not attend or students leaving class for more than 30 minutes prior to the end of class will be recorded as absent, and that student will be responsible for missed work.
9. Tardiness and absences will adversely affect students' grades.



Academic Integrity

Each Martin University student is expected to uphold the utmost in academic integrity. This adoption of practices includes values such as the avoidance of cheating, plagiarism, and overall academic dishonesty.

Academic Dishonesty Policy and Procedures

All allegations of academic dishonesty should be directed to the Office of Academic Affairs. It is the responsibility of the Office of Academic Affairs to receive all such allegations and then to investigate all pertinent records, or carry out any other actions that would cause the truth or falseness of any such allegations to be revealed.

Academic dishonesty is defined as:

1. Tampering with a transcript, records, etc.;
2. Using unauthorized materials before or during an exam;
3. Providing or receiving unauthorized assistance during an exam;
4. Cheating (using someone else's paper or assignments, etc.);
5. Committing plagiarism

Plagiarism

Plagiarism is defined as the unacknowledged use of another's words, ideas, research or propositions. The source may be not only printed material, but also material presented in lectures, interviews, broadcasts, and computer programs. Incorporating isolated formulas, phrases or sentences without proper acknowledgment is plagiarism, just as much as copying whole paragraphs or more. Even if the material is paraphrased and not quoted directly, the student is guilty of plagiarism if the source is not acknowledged in an appropriate way.

Therefore, students should be careful to acknowledge all assistance in preparing an assignment. Presenting as one's own the ideas or words of another, without acknowledging the source of the information can occur in assigned papers, open book exams, or take home exams; and, students should adhere to the guidelines regarding plagiarism in all instances.

If a student seeks help for typing or proofreading, this help also should be acknowledged in the assignment. If acknowledged, help of this kind would not be considered collusion. In English courses, however, students must do their own proofreading (typing by another is permitted if acknowledged).

Multiple Submissions



Multiple submissions are the use of work previously submitted at this or any other institution to fulfill academic requirements in another class. Example, using a paper from ENG 110 to fulfill a requirement in HIS 161 is academic fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission, some professors may allow students to complete one assignment for two classes. In this case prior permission from both instructors is absolutely necessary.

False Citation

False citation is falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

False Data

False data is the fabrication or alteration of data to deliberately mislead. For example, changing data to get better experiment results is academic fraud.

Penalties for Academic Dishonesty

If a faculty member suspects a student of cheating or plagiarism, the instructor will confront the student and request that the student clarify the source material. The faculty member may put in writing the results of the confrontation, and the incident report will be placed in the student's file. If a faculty member can prove that a student has plagiarized or cheated, the instructor may apply the following:

1. Papers or exams receive a failing grade; and/or
2. Course receives a low or failing grade.

The Department Chair will be informed of any action that is taken, and an incident report will be placed in the student's file.

For a first offense: In addition to the grade assigned as a sanction by the instructor, the student will be given a disciplinary warning by the College and will be required to Contact the Manager of Student Success to enroll in an academic integrity counseling.

For a second offense: The student is placed on disciplinary probation and could face suspension, depending on the severity of the misconduct.

1. If placed on disciplinary probation but not suspended, the student remains on probation for a period of two years or until graduation, whichever is less if probation has occurred. A notation will not appear on the student's permanent record/transcript.
2. If suspended, the student will not be allowed to register at Martin University and the offense will be on the student record during the time of suspension, with the notation reading, "Not permitted to Register." The University system will denote: "Academic Misconduct". The designation of Academic Misconduct is NOT denoted on the



Transcript Suspensions generally last for two regular academic semesters. At the end of the suspension, the student may return to Martin University and the notation is removed from the student record.

For a third offense, the student faces either suspension or expulsion, depending on the severity of the misconduct. Once expulsion occurs, the offense will be recorded on the student's permanent record/transcript as follows: "Not permitted to Register." The University system will denote: "Academic Misconduct". The designation of Academic Misconduct is NOT denoted on the Transcript. If expelled, the student may not return to Martin University.

Revocation of Degrees

The University reserves the right to revoke an awarded degree for the discovery of previously unknown fraud in receipt of the degree, or for the discovery of previously unknown serious disciplinary violations committed by a student prior to the student's graduation.

Student Appeals

If a student believes that the finding of academic misconduct is in error or the penalty unjust, the student should first arrange a meeting with the instructor and then the chair of the department discuss the matter.

If the student is dissatisfied with the result of these meetings, the student may submit an appeal to the Vice President for Academic Affairs and Student Services. The student must provide supporting documentation to make an appeal.

The decision of the Vice President for Academic Affairs and Student Services is final, and the student appeal process will be exhausted.

Campus Conduct

Student Identification

1. Students are required to have a student I.D. The I.D. must be swiped upon entering or exiting the building(s) at the security desk. I.D. cards must be visible upon your person at all times.
2. Students are provided with an I.D. card that is used for various purposes for the duration of their program:
 - a. For using the facilities.
 - b. For use of the Learning Resource Center.



- a. For presentation to some retailers, theaters, and restaurants that offer special discounts to those who hold a student ID card.

Students should not loan their ID card to anyone for any reason, as the student will be responsible for its use. Report lost cards to Campus Security to obtain a replacement. The cost for a replacement card is \$5.00. Students who withdraw from school are required to turn in ID cards at the time of completing the withdrawal paperwork.

1. Students who drive to school are required to have a parking pass.

Student Dress Code

Martin University requires that students present a neat and professional appearance. Revealing attire, such as; sheer garments, bare midriffs, or pants that sag or show undergarments, are unacceptable. Men are to remove their hats while in the building. Our emphasis is on proper dress at the appropriate time and place. As an institution of higher learning, our goal is to establish each student as a competent, professional, and well educated citizen.

Portable Communication Devices

Headphones are not to be worn in labs or classrooms unless required by the instructor or for ADA accommodation. The use of portable communication devices (examples of such devices are iPads, cellular telephones, recording devices, other communication devices etc.) while in the classroom is strictly forbidden.

Prohibited Conduct

Punishable disciplinary general offenses:

General Offenses include, but are not limited to, the following:

Interference, coercion or disruption that impedes, impairs or disrupts University missions, processes or functions or interferes with the rights of others. The following, while not intended to be exclusive, illustrate the offenses encompassed herein:

1. Occupation of any University building or property, or part thereof, without authorization by the University; blocking the entrance or exit of any University building or corridor or room therein.
2. Damaging any University building or property or the property of others on University premises.
3. Any possession or display of any firearms or weapons of any kind, or attempt, or threat to use firearms, explosives or other weapons on University property.



4. Prevention of the convening, continuation or orderly conduct of any University class or activity of any lawful meeting or assembly upon University property.
5. Blocking normal pedestrian or vehicular traffic on University property.
6. Failure to vacate the premises when ordered to do so by a University official.
7. Use, possession, or distribution of any illegal substance, narcotic or dangerous drugs.
8. Disorderly, abusive, drunken, violent or excessively noisy behavior or expression.
9. The threat or commission of any physical violence against self or other persons.
10. The commission of acts or the implementation of programs or activities that constitute a violation of local, state or federal law.
11. Failure to comply with directions of University officials acting in the performance of their duties.
12. Falsifying, altering or forging any official University records or documents, employing official University documents or records for purposes of misrepresentation, or causing any official University documents or records to be falsified by means of any misrepresentation.
13. Hazing by any action taken or situation created, intentionally or recklessly, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such abusive activities and situations may include, but are not limited to the following:
 1. Activities that causes embarrassment, harassment or ridicule.
 2. Risks emotional and/or physical harm.
 3. Degrading or humiliating activities.
 4. Regardless of the person's willingness to participate
14. Any other activities which are not consistent with the regulations and policies of Martin University.
15. Knowingly passing a worthless check or money order to the University or to a member of the University community acting in an official capacity; recurring financial obligation and nonpayment of debts to the University. Theft of property or services; knowingly possessing stolen property.
16. Possessing a deadly weapon.
17. Defacing, disfiguring, damaging or destroying public or private property.
18. Giving false testimony or other evidence at any official hearing of the University or giving false information to any faculty or staff members acting in the performance of their duties.
19. Bribing any University employee or student officials.
20. Harassing anyone present on University property.
21. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; or participating in any gambling activity that involves intercollegiate athletics or amateur athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.



22. Sexual assault, stalking, and relationship violence, including threats thereof, see University Policy On Sexual Assault, Stalking, and Relationship Violence defined within this code of conduct (Title IX).
23. Retaliation, either directly or indirectly through others, against any individual involved in a disciplinary complaint or proceeding.
24. Attempts to commit acts prohibited by this Code or assisting in the commission of such acts may be punished to the same extent as completed violations.

Guidelines on Sexual Harassment

Martin University reaffirms its commitment to providing student, faculty, staff, and visitors an environment free of sexual and other unlawful harassment. It is imperative that administrative personnel, faculty, staff, students, and visitors at Martin comply with both the spirit and the intent of all federal, state, and local laws, government regulations, executive orders and court orders, which relate to sexual and other unlawful harassment.

Harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends, or associates and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with classroom activities, instructor's performance, or the student's academic performance.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purpose of this policy, sexual harassment is defined as in the Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights of the United States Department of Education (OCR) as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of employment by the University or an individual's participation in a program.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. Such conduct by an employee, by a student, or by a third party is sufficiently severe,
 - a. persistent, or pervasive to:
Limit an individual's ability to participate in or benefit from an educational program or activity.
 - b. Create a hostile or abusive environment; or,



- a. Have the purpose or effect or unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive work or academic environment at the university.

Retaliation Prohibited

Retaliation by University employees, volunteers, vendors, contractors, or students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this Policy, he/she will be subject to disciplinary action. Any individual who has been subject to retaliation in violation of this Policy should immediately report such conduct to the Director of Human Resources.

Confidentiality

The University will protect the confidentiality of harassment complaints and the parties involved to the extent possible except to the extent of the University's ability to conduct an effective investigation is jeopardized. All parties involved in the sexual harassment investigation or resolution shall use good faith efforts to keep confidential all information relating to a complaint. Failure to maintain confidentiality may result in disciplinary actions.

The University is committed to protecting the rights of all persons involved in the complaint; therefore, it is a violation of the Policy for an individual to file an untruthful or bad faith claim of sexual harassment. If an individual has filed such a complaint, he/she will be subject to disciplinary action.

Procedure for Filing a Complaint

Any person who believes he /she have been a victim or target of sexual harassment, retaliation or other conduct which violates this Policy should promptly file a complaint with the Title IX/Compliance Director or the Vice President of Human Resources. Any member of the University community who receives a report of sexual harassment or becomes aware of conduct in violation of this Policy shall immediately notify the Title IX/Compliance Director (317) 917-3302 or the Human Resources Manager (317) 917-3672.

Resolution Procedures

Under informal resolution procedures, the complaint may be oral or in writing. Administrators, faculty, and staff shall submit the complaint to the Director of Human Resources.

Under the formal resolution procedures, the complaint must be in writing, shall spell out in detail the alleged sexual or other unlawful harassment, and shall list the names of all persons known to



have knowledge of the alleged harassment. Administrators, faculty and staff shall submit the complaint to the Director of Human Resource.

Upon completion of either formal or informal investigation, the investigator shall submit a detailed written report to the President of the University. The report shall include the investigator's findings as to whether or not there is a Reasonable basis to believe the sexual or other unlawful harassment allegation, as well as a recommendation for action. The President will determine the appropriate action to be taken and shall inform the person who filed the complaint of the decision and the action that has been or will be taken.

Role

The Title IX/Compliance Director is responsible for overseeing all of the University's Title IX compliance efforts. Matters of sex discrimination (including sexual harassment, sexual assault, sexual violence, stalking, rape, other sexual misconduct, or retaliation) must be handled in accordance with this Handbook, which is drafted in compliance with Title IX. With respect to violations of the Student Code of Conduct, the Title IX/Compliance Director will work to oversee the conduct process from complaint to resolution of any allegation that, if proven true, would constitute sex discrimination. This includes investigating of the complaints, producing a report, providing the report and collected materials to the Hearing Panel, and monitoring Interim Measures and sanctions.

Fact-Finding Investigation

The Title IX/Compliance Director (or deputy) will promptly investigate all complaints of sex discrimination (including sexual harassment, sexual assault, sexual violence, stalking, rape, and other sexual misconduct or retaliation). Under Title IX, this investigation must be adequate, reliable and impartial. While the time it takes to conduct an investigation depends on the particular facts and circumstances, most investigations will begin within 10 business days of a complaint being made and will be completed within 15 business days of the date the investigation is started. These timelines may expand or contract depending on many factors including, but not limited to, the complexity of the matter, the availability of witnesses or evidence, or the time in the school year when the investigation takes place. In general, the Title IX/Compliance Director's fact-finding investigation will include talking to the parties involved, other witnesses, members of law enforcement (if applicable), other individuals and collecting any materials or information that may be related to the allegations.

Title IX/Compliance Director Report

After concluding the fact-finding investigation, the Title IX/Compliance Director or deputy shall prepare a written report, summarizing the facts, materials or other information collected and any observations made during the investigation. The report is intended to be factual in nature and not draw conclusions or give opinions about as to whether a violation occurred. The report and any



other collected materials are provided by the Title IX/Compliance Director to the Hearing Officer or Panel.

Compliance with Law Enforcement

To the extent consistent with Title IX and the best interests of all concerned, Martin University will comply with law enforcement requests for cooperation. Such cooperation may require the University to temporarily delay the start of or suspend an ongoing fact-finding investigation while the law enforcement agency is in the process of gathering evidence (not the ultimate outcome of the criminal investigation or the filing of any criminal charges).

ARTICLE III –Student Disciplinary Actions

Students are expected to adhere to all Martin University policies, rules, regulations, and standards, and by laws of including those of the city of Indianapolis, Marion County, State of Indiana, and the Federal Government. Under the authority of the Board of Trustees, the President has delegated the responsibility and authority for establishing and enforcing regulations governing student life to The Director of Student Services.

The regulations contained in this section are designed to allow the University to protect itself and its members against the misconduct of those who, by their actions, infringe on the rights of others and/or interfere with the orderly operations of Martin University.

Martin University Student Disciplinary System

Martin University is committed to the advancement of knowledge and learning and to the development of ethically responsible persons. Students are expected to maintain appropriate standards of behavior and to respect the rights and privileges of others. Martin University invites students to participate in the formulation of behavioral policies and to share in the responsibility for judicial decisions. The outlined code of conduct and responsibilities have been established to protect the University's educational purpose, to foster a sense of responsibility to the community, to provide for the orderly conduct of its activities, to protect the members of the university from disrespect, and to safeguard the interest of the university community. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws, and university regulations. In keeping with Martin University's core values, sanctions imposed on students found to be in violation of the Student Code of Conduct are designed to promote the Martin University's mission, maintain community standards, and promote civility and positive growth.

Authority for Student Discipline

The Student Disciplinary process of Martin University, which is non-academic in nature, shall consist of the President of the University, the Director of Student Services, the University Disciplinary Committee and the University Disciplinary Appeals Committee. Academic related



misconduct and discipline is addressed and adjudicated in accordance with the Department of Academic Affairs. In cases when students' misconduct is inextricably mixed with academic issues, the process outlined in this policy will be followed. This does not preclude academic sanctions separate from this process.

The Authority of the Director of Student Services

The President, in the capacity as Chief Executive Officer of the University, has delegated the responsibility and authority for establishing, monitoring, and enforcing regulations governing student life to the Director of Student Services. However, the President retains the right to be solely responsible for imposing the sanction of expulsion.

The Director for Student Services may order any student to cease and desist from any activity judged to be disruptive to the University. If the student fails to cease and desist from such activity, the Director for Student Services may immediately suspend the student pending a student conduct hearing. The Director shall have the authority to act de novo to determine the issues of both responsibility and sanction(s). The decision of the Director for Student Affairs is final.

The Director for Student Services (or a designee) may modify non-substantive procedures in the effort to adjudicate violations when necessary.

Reporting and Disciplinary

Student charges, including charges against student organizations, are made from various entities of the campus and sent to the Director of Student Services. The charge shall be made within a reasonable time frame after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Disciplinary action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior. The Director of Student Services will investigate and review the charges to determine if they have merit. And If there is sufficient evidence to formally charge the student(s).

Notice of a violation of Martin University's Student Code of Conduct and Responsibility, a written notice of the charge(s) shall be forwarded by electronic mail and United States Postal Service mail to the student within three business days. A notice sent through the Postal Service shall be addressed to the student's address on file with the University. Please note that the University reserves the right to immediately suspend a student pending a preliminary meeting with the Director of Student Services, especially if the student's conduct poses a threat to the Martin University Community.



Within five (5) business days of the student receiving formal written notice of the charges, the Director of Student Services will meet with the student to review the charge. Failure to keep or schedule a pre-hearing conference will result in a finding of guilt and imposition of appropriate sanction as determined by the Director of Student Services.

If the student does not admit culpability, the Director of Student Services shall within five (5) business days of meeting with the student refer the matter to the Martin University Disciplinary Committee for conduct hearing.

A student who opts to waive the right to a hearing or wants to voluntarily acknowledge culpability shall notify the Director of Student Services in writing, no later than twenty-four (24) hours prior to the date set for the hearing. In this case, the Director of Student Services will impose an appropriate sanction. Please note that if the student either admits culpability or waives the right to a hearing, there will be no right of appeal.

Disciplinary Committee Hearing Procedures

Within seven (7) business days of receiving the referral from the Director of Student Services, the Disciplinary Committee will set a hearing date. The student shall receive written notification (electronically and via United States mail) of the specific charges and the date, time, and location of the hearing. The student may request an extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two business days except in unusual circumstances where the student can demonstrate the necessity for a longer delay. All requests for extension of time shall be made in writing at least twenty-four 24 hours prior to the scheduled hearing, except in cases of documented serious illness or emergency.

Disciplinary Committee Officers and Members of the University Appeals Board

The President of the University shall annually appoint no fewer than six (6) individuals from the faculty and staff who shall serve as Disciplinary Committee Hearing Officers and no fewer than (6) individuals from faculty and staff to serve on the University Appeals Board. Disciplinary Hearing Officers, working as members of a three-person panel, shall have sole authority to determine the issue of responsibility in those cases referred. Similarly, disciplinary hearing officers shall have sole authority to impose sanctions upon students found responsible for violations through the University Disciplinary Hearing process. The majority vote of the panel members assigned to a case (at least 2 of the 3 panel members) shall determine the outcome of a case. The Disciplinary Hearing Officers assigned to a case shall designate one of their panel members to serve as the panel president. The president shall function as the facilitator in the disciplinary hearing proceedings.

Disciplinary Hearing Officers and members of the University Appeals Board, shall complete annual training in the areas of a) the University hearing processes and procedures; b)



investigative techniques; and c) sexual misconduct and relationship violence. The training shall be coordinated by the Director of Student Affairs or authorized designee.

Disciplinary System Hearing Proceeds As Follows:

Prior to and during the hearing, the student(s) may be afforded reasonable access to review the Case File. The "Case File" includes documents pertaining to the specific disciplinary matter and is considered an educational record pursuant to FERPA. The personal notes of Martin University's administrative, faculty and staff members and privileged information of other students are not included in the Case File and thus are not accessible. The Disciplinary Committee convenes and presides over the hearing only if the appropriate quorum is present. The convener is charged with maintaining orderly discussions throughout the hearing and limiting testimony, giving equal time to both the complainant and the referred student or student organization representatives. Every individual attending or participating in a disciplinary hearing must refrain from disruptive conduct; and obey any directive or instruction from the convener.

The referred student(s) shall have the right to be accompanied by an advisor (attorneys, however, are not permitted) whose role shall be limited to support and consultation; the advisor may not speak on behalf of the student, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from the hearing at the discretion of the convener. Violations of this expectation may include, but are not limited to the following behavior

during a hearing: whispering, side conversations, note passing, outward expressions of interruption (verbal and nonverbal). The hearing shall be closed to the public. -

At the onset of the hearing, the convener confirms that the referred student(s) understands the student's rights and then reads into the record the University's opening statement and all statements of alleged violation(s).

The charged student makes an opening statement, including admission or denial of charges.

Witnesses and/or evidence are presented. Witnesses are represented one at a time.

A witness can only be present at a hearing during the witnesses' own testimony. Written testimony from witnesses unable to be at a hearing may be acceptable, but the validity of the testimony will be ruled by the convener.

Members of the Disciplinary Committee may cross-examine any witnesses and/or the person being charged. After all witnesses, evidence, and testimony have been presented the convener will ask each side if there is additional information that has not been heard pertaining to the case.

Closing statements, no longer than five minutes, may be made by the charged student and complainant.



All are dismissed, except for the Disciplinary Committee members. The Disciplinary Committee members determine if the student(s) is/are to be found in violation. A simple majority vote by the committee members will determine the outcome of the case.

The charges against the student must be established by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence has been demonstrated in order to decide in favor of one side over the other, to determine whether a fact is true, and/or to establish that an event occurred. The decision that a preponderance of evidence exists must be based on the more convincing evidence and its probable truth or accuracy, not on the amount of evidence available. Within five (5) days, written confirmation of the Disciplinary Committee's decision will be sent to the Director of Student Services. The Director of Student Services will inform the student of the board's findings. If the student(s) is found in violation, the Director of Student Services will issue the appropriate sanction(s).

If the student(s) is/are found in violation, all appropriate hearing materials will be placed in the student(s) disciplinary file in the Director of Student Services' Office.

If a student fails to attend a scheduled disciplinary hearing, the Disciplinary Committee may elect to proceed with the hearing without the accused and render a decision based on the evidence and information available at the scheduled hearing. Any sanction imposed subsequently by the Director of Student Services is effective immediately. The student has a right to appeal pursuant to paragraph below.

Disciplinary hearings may be recorded only by Martin University for disciplinary and appeals purposes only. All recordings are filed and remain on file as the sole property of the University for future review. If an appeal is granted, the Appeals Committee will hear only new evidence, which was not heard during the student's initial hearing. These recordings are the property of Martin University and will not be disseminated.

Appeal

All decisions issued by the Director of Student Services or the Hearing Board may be appealed on the following grounds:

1. There is new evidence or facts that were previously unknown to the student(s) substantial enough to justify an appeal.
2. The penalty imposed was not in keeping with the nature or gravity of the misconduct.

The appeal request, as well as any accompanying information justifying the appeal, must be submitted in writing to The Student Services Department no later than three (3) days from the imposition of the sanction and state the specific reason for the appeal.



If the appeal does not adequately meet the appeal criteria to be given consideration for review or is not filed on time, the Appellant Board will deny the appeal and provide the student with written notification, including a reinstatement of the sanction imposed and information regarding the student's status. If the appeal does meet the criteria above and is timely filed, Appellant Board will review the appeal and make the appropriate decision.

Grant the Appeal

If granted, after review, the Appellant Board will make a decision. If the decision of the University Disciplinary Committee is overturned in whole or in part, the case will be referred back to the Director of Student Services for further adjudications.

Please note that if the Appellant Board grants the right to appeal, the sanctions imposed shall be sustained and carried out while the appeal is pending. In cases of sanctions resulting in immediate Suspension or Indefinite suspension, the student must physically leave Martin University and University owned or controlled property immediately. The student may return to University-owned or controlled property only for the express purpose of attending the appeal hearing (if applicable) or for completing total separation requirements. If the student desires to separate from the University, an appointment must be made and approved by the Director of Student Services and Campus Safety. Failure to abide by these requirements may result in arrest for criminal trespassing.

If the University Disciplinary Appeals Committee grants the right to an appeal, the Committee will, within five (5) business days of the receipt of the referral, review and evaluate the original adjudication, as well as the information that the Appellant has presented. Based on the nature of the appeal, the Committee has the discretion whether or not to call the student(s) and/or witnesses to appear before the Committee.

If the student(s) and/or the witnesses will be called, they will be notified at least two (2) days in advance of the appeal hearing date. The Appeal Committee hearings shall be recorded. All notes, minutes, etc. are filed and remain on file as the sole property of Martin University for future review. These recordings are the property of Martin University and will not be disseminated.

It is also important to note that in respect to hearing proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No particular model of procedural process is required; however, the Appeal Committee will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable. The committee will issue its written decision. In matters which involves possible expulsion or indefinite suspension, the Appellant Committee will issue a recommendation to the President and all involved parties within 10 (ten) days after receiving notice of the appeal. The President will review recommendations from the Committee in conjunction with the Director for Student Services and



make a final decision within ten (10) days after receipt of the recommendation. The student will be notified in writing of the President's decision.

After an appeal has been concluded, the proceedings, documents, and any other items pertaining to the matter shall be forwarded to the Director of Student Services who shall be responsible for maintaining their security and confidentiality. The Director of Student Services, upon written request by the student, may expunge disciplinary records at the time of or after the student's graduation. In deciding whether to grant the request, the Director of Student Services will consider such factors as the current demeanor of the student, the student's conduct subsequent to the violation, and the nature of the violation, including the severity of damage, injury or harm resulting from it.

Disciplinary Sanctions

Sanctions are also intended to maintain the safety of the Martin University environment and the integrity of the overall University community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another.

The following penalties may be prescribed for students found guilty of the offenses listed below. Upon return to Martin University after any violation, the student may be required to meet with a Counselor and the Director of Student Services. All sanctions may increase due to the severity of the case which will be decided upon by the President of the University or the Director of Student Services.

All disciplinary sanctions imposed upon students are cumulative in nature and will be recorded in the student's disciplinary record. Sanctions that may be imposed in accordance with this Code include:

1. **Disciplinary Warning:** notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. A student may be given a warning for infractions deemed by the hearing officer to be minor in nature.
2. **Disciplinary Reprimand:** a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, without loss of good standing with the University. A violation of the terms of disciplinary reprimand, or subsequent misconduct after discipline, is grounds for further disciplinary action, including disciplinary probation, social suspension, disciplinary suspension, or disciplinary expulsion.
3. **Disciplinary Probation:** exclusion from participation in specific privileges or extracurricular institutional activities for a specified period of time. Additional sanctions or restrictions may also be imposed. A student on disciplinary probation is not in good standing with the University. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary action, including social suspension, disciplinary suspension, or disciplinary expulsion.



4. **Social Suspension:** exclusion from University premises, as well as exclusion from participation in all privileges and extracurricular institutional activities, except for attendance in classes in which officially enrolled and defined privileges that are necessary and required for a specified period of time. Additional sanctions or restrictions may also be imposed. A violation of the terms of social suspension, or subsequent misconduct, is grounds for further disciplinary action, including disciplinary suspension or disciplinary expulsion.
5. **Disciplinary Suspension:** exclusion from University premises, as well as participation in all privileges or extracurricular institutional activities, for a stated period of time at the end of which the student may apply for readmission to the University. While under disciplinary suspension, the student is not entitled to attend classes, use University facilities, participate in University activities, or be employed by the University. Special conditions may be stipulated for a student to be reinstated at the conclusion of the period of suspension. A violation of the terms of disciplinary suspension, or subsequent misconduct, is grounds for disciplinary expulsion.
6. **Disciplinary Expulsion:** permanent termination of student status, and exclusion from University premises, privileges and activities.

Other Sanctions: other sanctions or conditions may be imposed instead of or in addition to those listed above. Examples include, but are not limited to, restriction of access to specific areas of campus, monetary penalty, monetary reimbursement, public or community service, research projects, compulsory attendance at education programs, compulsory psychiatric/psychological evaluation and counseling, such as alcohol and drug counseling.

Immediate Suspension of a Student

In certain circumstances involving a student's actions that may affect the safety, health, or general welfare of the student or the university community, the Director for Student Services may impose an immediate suspension prior to a hearing. An immediate suspension means that a student cannot be on Martin University property, cannot attend classes, and cannot use university facilities unless otherwise stipulated. An immediate suspension requires that the student be notified in writing by the University.

For cases in which a student is immediately suspended, but subsequently found not responsible for all violations, the university will take the following steps: (1) correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and (2) refund to the student a pro rata portion of any fees, charges for tuition, or other university specific fees and charges, as appropriate due to the temporary change in enrollment status.

Expulsion



With the exception of Title IX Benchmark Sanctions, the sanction of expulsion must be issued by the President. Some of the reasons that a student may be expelled from the University are listed below. Please note that the University reserves the right to not be limited by the reasons listed below.

1. Discharging or pointing a firearm at another person on College owned or controlled property or at College-sponsored or supervised activities.
2. Possession or use of weapons, unauthorized possession or use of any type of firearm, ammunition, explosive, other weapons, or fireworks. Possessing or carrying firearms (including, but not limited to pistols, rifles, shotguns, or ammunitions), having dangerous knives, explosives, fireworks, or other dangerous weapons) or instruments while on Martin University or controlled property or at University sponsored or supervised activities, except by authorized law officers and other persons specifically authorized by Martin University.
3. Aggravated Assault with intent to murder, to rape, or to rob, or assault with a deadly weapon; or with any object, device, or instrument which, when used offensively against a person, is likely to, or actually does, result in serious bodily injury.
4. Battery which intentionally causes substantial physical harm or visible bodily harm to another. (Visible bodily harm is that which is capable of being perceived by a person other than the victim and may include but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts. This includes a University employee or a student).
5. Arson or attempted arson, intentionally burning or attempting to burn University owned or controlled property.

Violators of any one offense or a combination of offenses for the third time, unless otherwise stated below under specific Disciplinary Sanctions which, when used offensively against a person, is likely to, or actually does result in serious bodily injury.

Indefinite Suspension

1. Forging, altering, destroying, or misusing University documents, records, identification cards, or papers with intent to fraud.
2. Furnishing false, misleading, or incomplete information to the University or to a University official, or on official records or documents or altering such documents. This includes: Credential misrepresentation (and similar forms of dishonesty in University regulatory affairs), which involves, but is not limited to, the use of untrue written statements regarding matters of fact in order to gain admission to Martin University. It also includes misstatements of facts, distribution of false printed materials, and conduct manifestly intended to deceive or mislead.
3. Falsification of Information: intentionally furnishing false or misleading information, altering documents, forging signatures, or impersonating a College official.
4. Fraud - furnishing false or misleading information or identification to a College official, failing to provide accurate information to a University official, any unauthorized



- reproduction, copying, possession, submission, misuse, or attempted misuse of College documents; forging, falsifying, tampering, altering, or attempting to alter University documents, misrepresentation of a College official.
5. Collusion - which includes cooperation of students, or students and staff personnel in securing confidential information/material, bribery by students or staff personnel to change University files information.
 6. Bribery - offering money, service, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, so as to receive University property, grades, and/or services for one's self or another, or so as to gain an advantage or special treatment for one's self or for another.
 7. Aiding and Abetting - knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or protection could be used to violate, escape, or abate prosecution of College, Local, State, or Federal laws, sanctions or penalties.
 8. Breaking and Entering - with intent to take the University's or University personnel's property.
 9. Unauthorized access to academic or computer systems - Misuse of computer equipment which includes the unauthorized or inappropriate use of computer hardware, software, account numbers or passwords. Theft of, or unauthorized access to files, copying, altering or damaging records, storing game programs, or other inappropriate uses of computer equipment. This includes, but is not limited to any student who knowingly causes a virus to be injected into the computer system, transmits illegal material over the internet (such as pornography, confidential documents, etc.), tampers with confidential student or university records, or causes another computer system to crash. Viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or Computer records, computer programs, or systems, or interfering with the use or availability of academic, administrative, or computer records or computer systems.
 10. Illegal use of telephone lines - by the use of a false telephone number or unauthorized use of another person's telephone number or credit card.

THE ABOVE ENUMERATED OFFENSES AND OUTLINED SANCTIONS SHALL NOT BE CONSTRUED AS EXCLUDING ANY OTHER BLATANT OFFENSES OF MISCONDUCT, BOTH ON AND OFF-CAMPUS, WHICH INFRINGE ON THE RIGHTS OF OTHERS, OR INTERFERES WITH THE ORDERLY OPERATION OF MARTIN UNIVERSITY.

Violation of Local, State, or Federal law on or off University owned or controlled property when such violation of the law has an adverse effect upon the public image of Martin University or upon individual members of the University family may constitute misconduct and result in the imposition of one or more of the prescribed penalties. Martin University does not assume the regulatory and police function of public government. Students are expected to abide by all University rules, regulations and standards, and bylaws of the agencies cited above. A student offender of a City, County, State, or Federal law which also is a violation of University



regulations may be tried by the outside judicial agency for the offense and may be disciplined by the University, City, State, County, or Federal law enforcement officials and representatives of those entities may come on campus if authorized or requested to do so by the Campus Safety Office or authorized University officials. Any law enforcement official may present warrants for arrest and make arrests on campus.

Records

The Office of the Director for Student Services is the official custodian of all records involving non-academic misconduct. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven (7) years after a decision is reached on a charge. Cases that result in suspensions or expulsions will be kept permanently. Statistical data and database information may be kept permanently at the University. Students have the right to view their files. Students found "not responsible" or cases in which charges were dropped are considered not to have a judicial record.

Student Grievance Policy

Students who have a grievance against administrators, staff and/or other students should complete a Grievance Form and submit it to the Director of Student Services. The director will schedule a meeting with the student and attempt to resolve the issue. If the student believes that the issue was not resolved, the director will schedule a meeting with the student, their mentor, and the Ombudsman. If the student believes that the issue is still unresolved, they may appeal to the Vice President for Academic Affairs and Student Services (VP). The VP will schedule a meeting that includes the Title IX Compliance Director. The student must provide all documentation (written) from all previous grievance meetings including a copy of the original Student Grievance form at the time the appeal meeting is requested. The decision of VP and Title IX Compliance Director is final. All grievances must be filed within ten (10) business days of the offense.

Note: Grievances against the Office of Financial Aid must be directed to Financial Aid.

Grade Change Policy

Grade change issues are to be addressed according to the following protocol:

1. A student grievance regarding a grade must be made and signed by the student within 30 days of the issue of the grade. Grade change forms are available in the Office of Academic Affairs. A grievance made after 30 days will not be considered.
2. If the grievance is not resolved between the student and the faculty member, the student may appeal next to the chair of the department that offers the course. If the grievance is not resolved amongst the student, the faculty member and the Department Chair, the student may appeal to the Vice President for Academic Affairs and Student Services. The



decision of the Vice President is final. No grade dispute may be appealed to the President of the University.

3. Grievances involving other student code of conduct issues, students, student organizations, events, facilities are to be referred to the Department of Student Services.
4. Students are requested not to contact the President's office regarding any grievance procedures. If a grievance is deemed serious enough to require the President's attention, the Vice President for Academic Affairs and Student Services will inform the President.

Student Grievance Form

This form is for students who have a grievance against administrators, staff and/or other students. The form should be completed and returned to the Director of Student Services. The director will meet with the student and attempt to resolve the issue. If the student believes that the issue was not resolved, the director will schedule a meeting with the student, their mentor, and the Ombudsman. If the student believes that the issue is still unresolved, they may appeal to the Vice President for Academic Affairs and Student Services (VP). The VP will schedule a meeting that includes the Title IX Compliance Director. The student must provide all documentation (written) from all previous grievance meetings including a copy of the original Student Grievance form at the time the appeal meeting is requested. The decision of VP and Title IX Compliance Director is final.

If your issue is a personal matter speak with the University Ombudsman in the Student Services Department.

Recipient of Form: _____ Date: _____

Student's Name: _____ Date _____

Student's ID: _____ Phone Number: _____

Complaint/Grievance: (Use additional paper, if needed. Include the instructor's and mentor's names. Be sure to attach documentation to support the grievance):

Resolution (within 10 business days of receipt): _____



Student Services Director: _____

Date: _____

VP for Academic Affairs: _____

Date: _____

UNIVERSITY TELEPHONE NUMBERS

University Switchboard	(317) 543-3235
Office of the President	(317) 917-3376
University Relations and Communications	(317) 917-3259
Office of Academic Affairs	(317) 543-4890
Department of Student Services	(317) 543-4822
Registrar	(317) 917-3327
Student Success Center	(317) 917-3864
Office of Retention	(317) 917-3626
Career Development Office	(317) 917-3626
Bursar	(317) 543-3250
Department of Financial Aid	(317)-543-4796
Campus Safety	(317) 917-3311
Information Technology Help Desk	(317) 543-3615

