

2018-2020



Student Handbook and Code of Conduct

DEPARTMENT OF STUDENT SERVICES

MARTIN UNIVERSITY | 2186 Sherman Drive, Indianapolis, IN 46218

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MESSAGE FROM THE PRESIDENT



Dear Students:

On behalf of our faculty, staff, and board of trustees, we welcome you to Martin University! You have already taken an important step towards your future by preparing to earn your degree. Congratulations on making a wise decision.

Our job is to walk this journey with you, helping you be successful along the way. We do not take our responsibility lightly. Martin University's™ faculty and staff are fully committed to supporting your success from your first day of class until the day you become a graduate of Martin University.

Many students have been successful at Martin University, and I do not doubt that you will be successful as well. We provide an excellent learning community that, if fully taken advantage of, will help you achieve your educational and career goals. Students who apply themselves academically and utilize our support services tend to have an enjoyable and rewarding experience at Martin University. I hope that you will also be among those students.

Please use this catalog as an important resource for your academic achievement and educational success at Martin University. If you have questions or concerns, please do not hesitate to ask me or any Martin University faculty or staff member. We are here to help you ensure your success as a member of the Martin University family.

Again, Welcome to Martin University and your pathway to achieving your educational goals. Thank you for choosing to join us. I am so happy you did.

Sincerely,

Dr. Sean. L. Huddleston, President
Martin University

ACCREDITATION

Martin University is accredited by the Higher Learning Commission of the North Central Association. The University's current status is "On Probation".

The Higher Learning Commission of the North Central Association can be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. Phone: (800) 621-7440 or (312) 263-0456. FAX: (312) 263-7462.

ORGANIZATIONAL MEMBERSHIPS

Consortium for Urban Education (CUE)
Higher Learning Commission/North Central Association of Colleges and Schools (HLC)
Independent Colleges of Indiana (ICI)
Independent Colleges of Indiana Foundation
Indiana Council of Blacks in Higher Education
National Association of College Admissions Counselors

VISION STATEMENT

Martin University's vision is to be a Haven of Hope, a Community of Support, and a Premier Leader among Institutions of Higher Education.

MISSION STATEMENT

Martin University's mission is to provide excellence in educating and developing traditional and non-traditional students in an inclusive, supportive and healthy collegiate environment.

VALUES STATEMENT

In order to establish and maintain a University Culture that will produce educated, responsible, and accountable student graduates, the University will incorporate the following values in all actions, programs and endeavors:

- Professionalism (In all personal interactions, products produced, and University activities)
- Communication (Clear, appropriate, thoughtful and intelligent)
- Support and Respect for All (People, Relationships, Citizenship, Families and Social Justice).

MARTIN UNIVERSITY HISTORY

Martin University was founded with the name of Martin Center College by the Reverend Boniface Hardin and Sister Jane Schilling, in 1977. The founding was in response to research indicating that minorities, adults, and low-income persons were not adequately served by institutions of higher learning. The barriers to higher education for these persons often were job requirements (including shifts and work times), family responsibilities, age, health, failure in another institution (for reasons other than lack of ability), transportation difficulties, or the myriad of other problems associated with the obligations of life. At the same time, the changing workplace was making demands that employees seek more education, and many jobs required a university degree.

Martin Center College was incorporated on April 20, 1979, in the state of Indiana as an institution of higher learning, and it enrolled its first seven students. In 1980, the College applied for and received candidacy status with the North Central Association of Colleges and Schools. In February of 1987, the NCA Commission on Institutions of Higher Education granted regional accreditation to the College. The original campus, encompassing four buildings on North College Avenue, is known as the College Avenue Campus, primarily housing Martin Center, Inc.

The main campus, the Avondale Campus, was opened in 1987; it is located two blocks west of Sherman Drive off 22nd Street within view of U.S. 1-70. It comprises the new Education Building, the Andrew J. Brown Building, classrooms, bookstore, and a study area for students. In 1990, the North Central Association of Colleges and Schools granted Martin University permission to offer master's degrees in Community Psychology and Urban Ministry Studies. The College became Martin University in 1990. The University derives its name from the memory of Dr. Martin Luther King, Jr., and Saint Martin de Porres, two Martins who cared about the needs of people—especially poor people—physically, spiritually, mentally, and intellectually.

MARTIN UNIVERSITY NOW

Martin University offers 13 baccalaureate programs and 2 graduate degrees. The undergraduate majors include: Accounting, Addiction Counseling, Bachelor of Applied Science with concentrations in Software Applications and Health Management, Biology, Business Administration, Criminal Justice, Early Childhood Education, Industrial Management, Liberal Arts, Psychology, Religious Studies with a concentration in Christian Ministry, Social Science and Sociology. The master's degree programs are Community Psychology and Urban Ministry Studies.

The University recognizes that students vary in their personal circumstances, work environments, career goals, prior learning experiences, and educational needs. These factors are taken into consideration so that equal educational opportunity may become a reality for all who wish to pursue a degree. Martin University does not restrict learning to the usual age span, time frame, or learning spaces of traditional higher education. The programs are student-centered, with each degree individually planned to meet the educational and career goals of the student. The specific degree, i.e., Bachelor of Arts, Bachelor of Science, Master of Arts, or Master of Science is determined by the student's overall plan. Martin University stands ready to serve community needs with educational and service programs.

MARTIN UNIVERSITY FACTS

School Colors: Gold and Brown

School Logo



School Mascot Bear



Alma Mater (School Song)

Our Martin U

You have been our inspiration
You've been there to see us through
You're the source of education
We have found at Martin U.
As we tread the path of learning
As we move to higher ground
You brought out the best within us
And you never let us down.
We can boldly face the future With all
the knowledge that you gave,
We can climb most any mountain
We can ride most any wave.
As we follow in the footsteps
Of the ones gone on before,
The time has come for us to place
Our lamp beside the door.
To light the way for others
As they journey on their way,
To make these hallowed halls
A place to learn, work, and play.
Now with heavens help to guide us,
With a love forever true,
To our teachers and instructors, May
God bless our Martin U.

DEPARTMENT OF STUDENT SERVICES

The mission of the Department of Student Services is to support the facilitation of a liberal arts education of the highest quality that emphasizes academic excellence, ethical and spiritual values, social responsibility and personal development. The Department of Student Services creates an environment that empowers student success, respect, and engagement that facilitate learning and growth within a culture of collaboration and innovation. All subordinate services provided by the Student Services Department maintain this mission and is designed to:

1. Meet the needs of the individual student;
2. Assist the student in the cultivation of cultural qualities;
3. Develop the leadership potential of students;
4. Assist students in service in the community;
5. Develop student initiative, self-expression, self-confidence and creative thinking.

It is through several campus entities, inclusive of the services provided by the Department of Student Services that experiences of intellectual engagement, ethical/spiritual values, social responsibility, and personal development are realized.

The services are listed below:

- Enrollment Services
- Registrar
- Retention
- Student Government Association
- Student Success Center

ENROLLMENT SERVICES

The purpose of Enrollment Services is to support the University’s mission. In doing so, the goal is to provide a seamless, holistic approach to recruiting and admitting new and returning students who are committed to earning a Martin University degree. Enrollment Services seeks to attract the brightest prospective students to be part of the University’s family of alums. The main goal is to support each student through the enrollment process to graduation.

Steps to complete the Undergraduate Enrollment Process

Admissions

1. Complete an application for admission
2. Provide two pieces of identification (one picture identification)
3. Pay a \$25 application fee
4. Complete the Accuplacer Assessment

Additionally, provide the following:

| | New First-Time Freshman | New Transfer with less than an Associates Degree | Ability to Benefit (ATB) Alternative |
|--|--|--|---|
| High School Graduation Verification | Official High School or GED/HSE Transcript | Official High School or GED/HSE Transcript | N/A |
| College or University Verification | N/A | Official Transcripts from each college/university attended | Official Transcripts from each college/university if attended |
| Assessment/Course Placement Information | Compass scores within 5 years | Compass or Accuplacer scores within 5 years | ATB Accuplacer scores |

Minimum scores for admission to Martin University

| ACT | SAT | Accuplacer | ATB Accuplacer |
|------------|----------------------|-------------------|--------------------------|
| Math 18 | Math 490 | Math 32-59 | Arithmetic 34 |
| English 18 | Critical Reading 480 | Writing 53-82 | Sentence Skills 60 |
| | | Reading 39-70 | Reading Comprehension 55 |

*Note that the Accuplacer Assessments are administered on the Martin University campus free of charge. Applicants may take the Accuplacer Assessment only one time in any 14-day period.

Steps to complete the Graduate Enrollment Process

Admissions

Individuals interested in pursuing graduate study at Martin University must have earned a Bachelor's Degree from an accredited program of study with a minimum GPA of 3.0 In certain circumstances, however, a lower GPA may be accepted provisionally.

Steps to complete the Undergraduate Enrollment Process

Admissions

1. Complete an application for admission
2. Provide two pieces of identification (one picture identification)
3. Pay a \$55 application fee
4. Have all prior *official* college transcripts forwarded by mail from *all* prior
5. universities (whether degree conferring or not) directly to Martin University's Admissions Office.
6. Submit three *typed, signed, and dated* letters of recommendation from professional or academic persons who can comment on the applicant's ability to successfully complete graduate level work sent by mail directly from those individuals to the Office of Admissions.
7. Submit a 500-word *typed* personal essay. The personal essay should address why the applicant wishes to pursue a graduate degree, in the field of study; why the applicant wishes to pursue graduate study at Martin University; and a description of the applicant's personal and professional goals.

When the applicant's packet of application materials is complete, the Office of Admissions will forward the completed packet to the Department Chairperson. Some applicants may be contacted for a formal interview with members of the selection committee before a decision is made. Applicants should expect to receive this notification within two weeks of the completion of their application packet.

Residency Requirements

Undergraduate

The residency requirement for undergraduates is a minimum of 34 credit hours. In order to receive an undergraduate degree from Martin University, a student must complete at minimum of 34 credit hours of course study at Martin University.

Graduate

The Graduate School maintains residency requirements for the completion of graduate coursework. Graduate students must complete at least 24 credit hours of graduate coursework at Martin University in order to qualify for a graduate degree awarded by the University. Specific graduate program requirements may exceed this percentage.

Student Classification

Classification is determined by the number of completed credit hours as follows:

| | |
|-----------|--------------------|
| Freshman | 0 – 30 hours |
| Sophomore | 31 – 60 hours |
| Junior | 62 – 90 hours |
| Senior | 91 hours and above |

Course Load

The normal course load for full-time students is 12 credit hours per fall or spring semester, and 6 hours per summer semester. Part-time students enroll in 9 credit hours or less. However, part-time students must take 18 credit hours per year to qualify for State Financial Aid, which in most cases results in the need for students to take nine credit hours in the fall and spring semesters.

Veterans

Veterans or other military personnel will complete the undergraduate or graduate admissions process as in the above steps based on their undergraduate or graduate status. Additionally, the prospective student will meet with the Martin University Veteran's Representative in the Bursar's Office to ensure all requirements and documents are submitted to maximize eligibility benefits.

International Students

Steps to complete the International Student Admissions Process

1. Apply for admission-complete an Application for Admission
2. Provide the following:
 - a. Identification
 - i. Birth Certificate **and**
 - ii. Passport with copies of pages with name, date of birth, and

- country of citizenship
- b. Certified Affidavit of Sponsorship (I-134 form)
- c. Certified High School transcript evaluated through Educational Credential Evaluators at <https://www.ece.org/> or similar credit evaluation service
- d. Proof of housing in Indianapolis, Indiana while attending Martin University
- e. Ability to pay full tuition, per semester at the time of registration (e.g. bank statements, letters of sponsorship, etc.).

Please note: Official original documents must be submitted before arrival to Martin University. *Advanced payment of tuition and fees is required before attending the first day of classes.*

Registration Procedures

Course registration for new (first-time freshman) or transfer students

A new (first-time freshman) is any student who has not previously attended another college or university. A new transfer student is a student who has previously attended a college or university regardless if they have credits that may be transferred to Martin University.

In order to officially register for courses, a student must take the following steps:

1. Consult with New Student Advisor (Admissions), and complete a registration form with chosen courses.
2. Meet with a Financial Aid Counselor (for those students who indicate they are using financial aid to fund their education).
3. Meet with the Bursar for clearance (and/or pay tuition and fees).
4. Meet with the Registrar to finalize the registration process.

After students have successfully completed registration, students may retrieve their semester course schedule from their student portal.

Course Registration for Continuing Students

A continuing student is any student who wishes to register for courses and has attended courses at Martin University in any of the five prior semesters (including summer sessions).

1. Consult with the Office of Financial Aid to ensure that an up to date FAFSA is on file and to receive information about funds remaining (if the student indicate they will use federal financial aid).
2. Meet with their Faculty Mentor or by a member of the faculty designated by the department chair to complete a registration form.
3. Meet with his/her assigned counselor in the Office of Financial Aid (for

those students who indicate they are using financial aid to fund their education).

4. Meet with the Bursar for clearance (and/or pay tuition and fees).
5. Meet with the Registrar to complete the registration process.

Course Registration for Re-entry/Re-admit Students

A re-entry/re-admit student is any student who wishes to register for courses and has not attended courses at Martin University in any of the five prior semesters (including summer sessions)

1. A re-entering student must:
 - a. Update all application information by completing a new application for admission.
 - b. Provide two forms of identification as specified on the federal I-9 form
2. Consult with New Student Advisor (Admissions), and complete a registration form with chosen courses based on the student's transcript.
3. Meet with his/her assigned counselor in the Office of Financial Aid (for those students who indicate they are using financial aid to fund their education)
4. Meet with the Bursar for clearance (and/or pay tuition and fees).
5. Meet with the Registrar to finalize the registration process.

Registrar's Office

The mission of the Registrar's Office is to support the University's mission and Core by serving as the "office of academic records" for students, faculty, staff, alumni, and the general public. The Registrar's major objectives include:

- establishing and managing accurate and timely curricular and student academic records; providing efficient, knowledgeable, and accurate delivery of services related to those records
- implementing and enforcing institutional, professional, and legal standards and regulations related to academic records in a fair, honest, and consistent manner

To successfully achieve these objectives we encourage collaboration and cooperation between the Registrar's Office and those it serves-students, faculty, staff, alumni, and general public; while preserving the integrity of the University's academic records.

Transcripts

Official transcripts may be obtained from the Office of the Registrar. If the student has a balance with the University, an official transcript will not be released until that balance has been paid in full. A \$10.00 fee is assessed to obtain an official transcript. Alumni and current students will need to complete and submit a written transcript request accompanied by payment in order for the request to be processed.

Transcripts received from other institutions must be official and must be mailed directly to Martin University, hand delivered in a sealed envelope or emailed directly from the sending institution to the Registrar. Official transcripts can also be sent to Martin University via Parchment. Martin University does not accept transcripts that are faxed.

Transcripts should be mailed to:

Martin University
Registrar's Office
2186 North Sherman Dr
Indianapolis, IN 46218

** The Credit Transfer Policy Statement is listed below. See the 2016-2018 Course Catalog (pages 11-18) for the full Course and Credit Transfer policies and procedures.

Credit Transfer Policy Statement

Martin University will consider credits in transfer from all coursework taken through a regionally-accredited institution when it can be shown that each course considered has been satisfactorily completed (with a grade of C or better from institutions that award grades), and that the course meets Martin University's academic criteria for content, format, and intensity. Grades attained at another institution are not used in computation of a Martin University grade point average.

Class Attendance Policy and Procedure

Attendance and participation in class are integral parts of the educational process and are significant factors in academic achievement. Frequent absences negatively impact a student's ability to benefit from a class. Students are expected to attend all classes, be punctual, take exams during scheduled times and be responsible for all material presented in class.

Each instructor specifies the attendance and absence policy as part of the written syllabus distributed at the beginning of the course. A student that has been absent or foresees the need to be absent should consult with the instructor. Faculty is not required to make provisions for makeup work; consult the course syllabus for stipulations.

Instructors are required to record and report attendance for the duration of the semester.

Faculty will mark students as:

1. Present - Student is in attendance no later than thirty (30) minutes after the start of class.

2. Absent - Student is not in attendance; or, student arrived more than thirty (31) minutes after the start of class; or, student left more than thirty (30) minutes before the end of class.

Administrative Withdrawal (No Show/Never Attend)

Students who do not attend any classes by the end of the first two weeks of a given semester will be considered a "No Show" and not allowed to attend until the following semester. Note a student's financial aid eligibility may be affected by failing to attend a class during the first two weeks. If a student fails to attend all of his/her scheduled classes in the first two weeks that student will not be eligible for any financial aid.

Add Policy

Students enrolled in the 16 week fall and spring semesters may add a class through the first two weeks of the semester. The Office of the Bursar will adjust the students account to reflect the appropriate tuition charges. Students enrolled in summer courses may add a course through the first week of the semester. Students may not add an intensive after the intensive class has started.

Drop Policy

Students enrolled in the fall and spring semesters may drop a class without grade or tuition penalty during the first two weeks of the semester (i.e., class will be removed from the bill by the Bursar).

Official Withdrawal

A withdrawal is a formal procedure that removes the student from active participation as an enrolled student during a given semester. Students may withdraw from the University at any time. Courses from which students have been withdrawn will be recorded on the transcript with a mark of "W". To withdraw from the University, students must complete a withdrawal form obtained from their Faculty Mentor or Department Chair.

Retention

Mentor/Mentee Program

The goal of the Mentor/Mentee program is to partner students with faculty from the beginning of a student's academic journey. All students are assigned a Faculty Mentor whose goal is to promote student success by advising and mentoring students in academic and career choices, and assisting with registration and course selection.

If returning students have any questions about the degrees offered by Martin University or the degree requirements, refer to the Martin University Course Catalog and/or make an appointment to consult with their assigned Faculty Mentor.

Satisfactory Academic Progress (SAP) Committee

The SAP Committee provides oversight to the SAP Process. SAP appeals are submitted and reviewed by the committee based on Martin University's SAP Policies (Academic and Financial Aid). In addition to more Faculty Mentor involvement, students who are not in "good standing" (warning or probation), are monitored by Student Success and Retention staff. Appropriate interventions are put in place to assist the student towards achieving "good" academic standing.

Satisfactory Academic Progress

Martin University students are expected to maintain satisfactory academic progress (SAP) during their matriculation at the University. SAP is evaluated in two ways, cumulative grade point average (GPA) and cumulative academic progress. In order to maintain SAP, all students must satisfy both the minimum cumulative GPA and minimum cumulative academic progress requirements established by the University. A detailed discussion of the specific cumulative GPA and cumulative academic progress requirements is presented below.

Cumulative GPA

All students enrolled at Martin University are expected to maintain an adequate cumulative GPA during all semesters enrolled at the University. The minimum adequate cumulative GPA requirement is dependent on classification status (i.e., students enrolled in undergraduate courses vs. students enrolled in graduate courses) and the cumulative number of credits hours the student has attempted.

Minimal Cumulative GPA Requirements for Undergraduate Students

Undergraduate students who have attempted between one (1) and 59 credit hours must maintain a minimum cumulative GPA of 1.5 during each semester. Undergraduate students who have attempted 60 or more credit hours must maintain a cumulative GPA of 2.0 during each semester. This policy applies to both degree seeking and non-degree seeking students enrolled in undergraduate courses at the university. All undergraduate courses taken at Martin University in which letters grades of A, B, C, D, and F are awarded count towards the cumulative GPA in determining SAP, even courses that were retaken (designated as an "R" on the transcript). Remedial courses (i.e. courses with numbers less than 100) do not count towards the cumulative GPA. Courses with a Pass (P) or Non-Pass (NP) final mark do not count towards the cumulative GPA. Courses in which the student Withdrew (W) or received an Incomplete (I) do not count towards the cumulative GPA. Grades associated with courses completed at another institution of higher learning and transferred to Martin University do not count towards the cumulative GPA.

Minimal Cumulative GPA Requirements for Graduate Students

Graduate students must maintain a cumulative GPA of 3.0 during each semester. This policy applies to both degree seeking and non-degree seeking students enrolled in

graduate-level courses at the university. All graduate-level courses taken at Martin University in which letters grades of A, B, C, D, and F are awarded count towards the cumulative GPA in determining SAP, even courses that were retaken (designated as an "R" on the transcript). Graduate courses with a Pass (P) or Non-Pass (NP) do not count towards the cumulative GPA. Graduate courses in which the student Withdrew (W) or received an Incomplete (I) do not count towards the cumulative GPA. Grades associated with courses taken at another institution and transferred to Martin University do not count towards the cumulative GPA.

Cumulative Academic Progress

All Martin University students are expected to successfully complete the courses in which they are enrolled. Cumulative academic progress is a measure of the extent to which a student is successfully completing his/her coursework. It is calculated by dividing the cumulative earned credit hours into the cumulative attempted credits hours. The resulting value is expressed as a percent ranging from zero (0) to 100. Higher percentages reflect a greater amount of success in completing courses and hence, greater cumulative academic progress.

Minimal Cumulative Academic Progress Requirements for Undergraduate Students

Undergraduate Students are expected to successfully complete at least two-thirds (67% rounded) of the cumulative attempted credit hours in which they are enrolled. A successfully completed credit hour is defined, as a credit hour associated with a course in which the final awarded grade/mark was an A, B, C, D, or P. An unsuccessfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade/mark was an F, NP, I or W. Please note that while final marks of Non-Pass (NP), Withdrawn (W), and Incompletes (I) do not count towards the cumulative GPA, they do counts towards cumulative academic progress. In addition, course worked transferred to Martin University (identified as "T" on the transcript) that counts towards a student's degree also counts towards cumulative credit hours attempted and cumulative credit hours completed. Coursework that is transferred in to Martin University that does not count towards a student's degree does not count towards the cumulative credit hours attempted and cumulative credit hours completed. In general, Martin University only transfers credit that counts towards a degree. It is recognized however, that students sometimes change majors, and previous transferred credit may no longer count towards that major/degree. Because of these instances, any student who has credit transferred to Martin University must have this transfer credit re-evaluated if he/she changes his/her major. Moreover, credit earned from prior learning assessment (PLA and identified as "G" on the transcript) also counts towards the cumulative credit hours attempted and cumulative credit hours completed if the credit applies to the student's degree. If the PLA credit does not count towards the student's degree, then the PLA credit does not count towards the cumulative credit hours attempted and cumulative credit hours completed. A student with PLA credit who switches majors must have the PLA credit re-evaluated to determine if the credit continues to counts towards his/her new major/degree. In cases

where courses are retaken, the original course continues to count towards the cumulative hours earned and cumulative hours attempted.

Minimal Cumulative Academic Progress Requirements for Graduate Students

Graduate Students are expected to successfully complete at least two-thirds (67% rounded) of the cumulative attempted credit hours in which they are enrolled. A successfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade was an A, B, or P. An unsuccessfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade was a C, D, F, NP, I or W. Please note that while final marks of Non-Pass (NP), Withdrawn (W), and Incompletes (I) do not count towards the cumulative GPA, they do count towards cumulative academic progress. In addition, graduate-level course work transferred to Martin University (identified as "T" on the transcript) that counts towards a student's degree also counts towards cumulative credit hours attempted and cumulative credit hours completed. Graduate students are expected to meet both academic and GPA SAP requirements. Graduate-level coursework transferred in to Martin University that does not count towards a student's degree does not count towards the cumulative credit hours attempted or cumulative credit hours completed. In general, Martin University only transfers credit that counts towards a degree. It is recognized however, that students sometimes change majors, and previous transferred credit may no longer count towards that major/degree. Because of these instances, any student who has credit transferred to Martin University must have this transfer credit re-evaluated if he/she changes his/her graduate program. Graduate students are also required to maintain a GPA of 3.0 for each course.

The SAP requirements for undergraduates and graduate students discussed above are summarized below:

SAP Requirements for Undergraduates:

Total Attempted Credits/ Minimum Cumulative GPA/ Cumulative Academic Progress

| | | |
|--------|-----|-----|
| 1 – 59 | 1.5 | 67% |
| 60+ | 2.0 | 67% |

SAP Requirements for Graduate Students:

Total Attempted Credits /Minimum Cumulative GPA/ Cumulative Academic Progress

| | | |
|-----|-----|-----|
| All | 3.0 | 67% |
|-----|-----|-----|

Time Period for Evaluating SAP – Each Spring and Fall Semester for undergraduate

students. *Graduate students are evaluated for 3.0 GPA, per course, for Fall, Spring and Summer semesters.

SAP is evaluated at the end of each academic semester, fall and spring (*not the summer session) for each student by the faculty mentor. In evaluating SAP, both cumulative GPA and cumulative academic progress as defined above are examined. A student is considered to be achieving satisfactory progress when he/she meets the minimum cumulative GPA and minimum cumulative academic progress requirements. A student is considered making unsatisfactory academic progress if either the minimum cumulative GPA requirement and/or the minimum cumulative academic progress requirement are not met at the end of each academic semester in which he/she is enrolled.

Consequences for Failing to Maintain SAP

Martin University has a three-step process to be followed when a student does not meet the SAP requirements. This three-step process includes a warning status, probation status, and suspension/dismissal status. Each of these conditions is presented below.

SAP Warning Status As a first step, any student who does not achieve satisfactory academic progress (per the minimum cumulative GPA and minimum cumulative academic progress requirements presented above) in a given semester will be placed on SAP Warning status. SAP Warning status may be assigned by the faculty mentor without appeal or other action by the student. The mentor will notify the SAP Committee when a student is placed on Warning status. While on SAP Warning status, the student has one academic semester in which he/she is enrolled to achieve satisfactory academic progress. If the student meets the SAP requirements at the end of the following semester, the SAP Warning is rescinded. In these cases, the mentor will notify the student and the SAP Committee in writing. No further action is required.

SAP Probation Status

Students who fail to meet the requirements of SAP by the end of any given semester for which they were in SAP warning status, will be placed on probation. As part of the probation, the student will be required to follow an academic plan developed by the student and his/her mentor designed to move the student into making satisfactory academic progress. During the Probation semester, the academic plan must be signed by the student and mentor and received by the SAP Committee by the end of the Drop/Add period. The original is to be placed in the student's file by the mentor. Copies of the document will be given to the student and forwarded to the SAP Committee. The student will be on SAP Probation for one academic semester in which he/she is enrolled. At the end of the semester in which the student is on SAP probation, the student must meet the requirements of SAP to avoid dismissal from the University. If the student achieves SAP requirements, at the end of the semester, the SAP Committee will rescind the SAP probation. His/her mentor will notify the student.

SAP Academic Dismissal/Suspension

The University will dismiss/suspend a student if the student's completion rate and/or cumulative GPA do not return to a satisfactory level after the SAP Warning status and SAP Probation status have been applied. The SAP Committee will give a student a written notice of academic dismissal/suspension if all of the following conditions are met:

1. The student has been given a SAP Warning.
2. SAP Warning status was not rescinded.
3. The student has been placed on SAP Probation.
4. SAP Probation has not been rescinded.

Students receiving a dismissal from the university from the SAP Committee may appeal the dismissal. The appeal process will consist of a written statement from the student to the SAP Committee along with relevant supporting documents, indicating the challenges the student is having in achieving SAP and the actions to be taken by the student to achieve SAP. It is the discretion of the SAP Committee to accept or deny the appeal. The SAP Committee's appeal determination will be provided in writing to the student, the student's mentor, and the Vice President of Academic Affairs. Students who do not initiate an appeal process will be dismissed from the University and must follow the reinstatement procedures for dismissed students discussed below to be re-admitted into the University.

Students receiving a dismissal from the SAP Committee after filing an appeal from the committee may submit a final appeal directly to the Vice President for Academic Affairs. The VP of Academic Affairs will review the issues involved, and may request an interview with the student. After gathering information and evaluating the SAP Committee decision and the student information the Vice President for Academic Affairs will render a final decision. No additional evidence may be presented at this time. The Vice President for Academic Affairs will use the information presented in the appeal to the SAP Committee to render a decision. There are no further appeals after this. If the Academic Vice President allows the student to continue, he/she will meet with the mentor to develop a plan to work with the student. The mentor must then monitor the student's progress and inform the Vice President for Academic Affairs of the student progress. Failure to follow the developed plan will result in immediate dismissal. Successful completion of the plan will result in a recommendation from the Vice President to the SAP Committee to remove the student from probation.

Reinstatement Following Dismissal

Students are not eligible for reinstatement for at least three semesters after a SAP dismissal. To be reinstated after SAP dismissal, a student must present evidence to the SAP Committee that he or she is ready and able to make satisfactory progress. The SAP Committee is responsible for acting on requests for reinstatement after academic dismissal. Reinstatement is a formal process in which the student petitions the University in writing for reinstatement. As part of this petition, the student must provide evidence that he/she can achieve academic success and maintain satisfactory academic progress. If a student is reinstated, the student would be required to follow terms and conditions outlined by the SAP Committee that promote future academic success and SAP. The

student must agree to these conditions in writing before being reinstated to the University.

If the SAP committee denies reinstatement, the student may appeal the decision to the Vice President of Academic Affairs and Student Services, who will use only the material presented to the SAP Committee to review the case. After examining the evidence, the Vice President for Academic Affairs and Student Services will render a decision on reinstatement. This decision is final. A student denied reinstatement by the SAP Committee and Vice President of Academic Affairs and Student Services may petition for reinstatement to the University the following semester, using the same process contained in this subsection.

This policy does not determine financial aid eligibility.

Student Government Association

Martin University recognizes that one of the primary means of student involvement is through structured student organizational activities and events. The Martin University Student Government Association (SGA) is the university sanctioned governing body for and by students. SGA is an organization of students committed to improving and enhancing student life at Martin University. SGA was established to represent and act on the concerns that impact students. The group acts as the voice of students while fostering open lines of communication and collaboration between students, faculty and administration.

The election of the SGA Executive Board (SGA President, Vice President, Secretary and Treasurer) takes place during the spring semester for the following academic year. For more information visit the SGA web page at www.martin.edu.

SGA meetings are open to the student body and all Martin University students are encouraged to participate.

Other Student Organizations

The Department of Student Services and the Student Government Association welcome the development and implementation of a variety of student organizations. Please see the Director of Student Services for information regarding starting a new student organization.

Student Success Center (SSC)

Established to help students move one step closer to becoming successful, well-prepared graduates, the mission of the Student Success Center (SSC) is to provide a comprehensive array of programs and services that will promote increased retention and graduation rates at Martin University, while also promoting academic excellence.

We are committed to cultivating students' desires to learn, ability to think clearly, express themselves effectively, maintain a sense of community and to embrace diversity. Faculty, tutors, and peer tutors provide an array of assistance to help Martin University students acquire the knowledge, confidence, and skills they need to help to perform better in writing, reading, research, and mathematics to complete the rigors of their degree requirements.

Early-Alert System

The purpose of the early alert system is to identify students who are performing below "C" level in their classes early in the semester. Faculty and instructors refer at-risk students to the SSC to identify and correct problems that are preventing them from succeeding in their classes.

Computer use in the Student Success Center

In order to assure student success, Martin University has computers in the Student Success Center to support students in need of guidance and assistance in the completion of assignments generated through course work. To ensure that students have the best opportunity to access a computer terminal to complete their assignments, all unreserved, unoccupied computers may be accessed during normal hours of operation, which are Monday through Friday from 9:00am until 7:00pm; and Saturdays from 9:00am until 1:00pm. Students may print from these computers as a means to provide a hard copy of assignments for professors. The computers in the Success Center are capable of being used to complete course content for all courses.

Ombudsman

The Ombudsman is available for students who encounter personal issues while enrolled in school. The Ombudsman has an office in the department of Student Services and is available to meet with students. The Ombudsman mediates between two parties and serves as an intermediary in assisting the student with locating assistance with an outside agency or within the University. The Ombudsman's duties are listening to and educating constituents of rights, providing consultation in a confidential manner and recommending strategies to resolve issues. For students with complaints, the Ombudsman may refer students to the Title IX Director/Compliance Officer or to the Director of Student Services for grievances. The Ombudsman may be required to participate in the investigation and resolution of the complaint, (See the Student Code of Conduct for additional information). Students with issues other than personal concerns should complete the Student Grievance Form. The Student Grievance forms are located at the back of this handbook, in the Student Services office and with mentors.

Mentor/Mentee Program

The goal of the Mentor/Mentee program is to partner with faculty from the beginning of a student's academic journey to assist the student in meeting the demands and challenges necessary to succeed in their academic endeavors and to attain their goals.

All students are assigned a faculty mentor whose goal is to promote student success by counseling students in academic and career choices, and assisting with registration and course selection. By way of guidance the academic advisor will help to expand the student's ability to accomplish his or her educational, career goals and objectives.

If returning students have any questions about the degrees offered by Martin University or the degree requirement, they should check the Martin University catalog and/or make an appointment to consult with their assigned faculty mentor.

Department of Financial Aid

Martin University participates in the Federal Title IV program. As such qualifying students are eligible to receive a variety of forms of financial aid to assist in their education. The Free Application for Federal Student Aid (FAFSA) application should be completed during the admissions application process for all applicants wishing to use financial aid. Details about the University's financial aid program, policies, and procedures can be found in the Student Handbook and through the Office of Financial Aid.

The purpose of the Department of Financial Aid at Martin University is to ensure that all students have an opportunity to obtain a college education. Our goal of removing financial barriers and providing access to higher education is accomplished by providing financial literacy for our students. The office develops policies and procedures that are sensitive to student needs through the highest levels of customer service, and complying with all federal, state, and University policies and regulations. The Martin University Financial Aid Department operates in a manner that supports the mission of the institution and assists students to meet the expenses of attending college.

Martin University Financial Aid Department reserves the right to review, revise, or suspend financial aid due to available funding, office error, and changes in application, enrollment, and receipt of additional resources, verification corrections, or failure to make reasonable academic progress. Although care is taken to ensure the accuracy and timeliness of information contained in the award letter, the contents are subject to change due to changing federal and state legislation as well as unintended human error.

Federal regulations require the Financial Aid Office to reduce the student's financial aid package when an over-award exists. Students are responsible for paying any monies refunded if an over-award occurs after they have received their refund.

Non-Degree Seeking Students

Students wishing to take courses at Martin University, but who do not wish to enroll as degree-seeking candidates, may do so for one semester only. Non-degree seeking

students must meet the minimum score requirements equivalent to ATB minimum placement test requirements (waivers are available for those who qualify). The Office of Admissions will discuss this option. Non-degree seeking students are not eligible for federal financial aid. Non-degree seeking students who successfully (with a grade of C or better) are eligible to complete the admissions process to be admitted as a degree seeking student and may be eligible for federal financial aid.

Student Responsibility

Students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA), before they plan to attend, or at least within four weeks from the first day of classes. If extenuating circumstances exist, consult a financial aid counselor immediately.

Default History and Additional Loan Request Policy

Martin University reserves the right to deny loan eligibility in the following situations:

1. Students who have a prior default history.
2. Students who request loan funds that exceed their original financial aid award.
3. Students that do not intend to repay the loan when applying. The financial aid officer must have prior knowledge of the student's intentions.

The Financial Aid Director will review these cases on an individual basis.

Financial Aid Disbursement Policy

Students who withdraw from all classes prior to the 60% point of the semester, and who receive Title IV federal financial aid, may owe a refund of some or all of the federal financial aid received.

Financial aid is "earned" on a proportional basis for each day of the term that the student has completed. For example, if a student completed 30% of the term, then he or she has earned 30% of the federal financial aid awarded for the term. If the Bursar's Office has applied the financial aid to the student's account and has paid institutional charges only, the university must reimburse 70% of the aid to the financial aid programs. Please note: The student is eligible for State scholarships after the fourth week of classes, however, if the student withdraws prior to the fourth week of class, the financial aid department must cancel the state grant. By federal regulation, funds are returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Parent Loan for Undergraduate Students (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

Although the University must return financial aid to the federal programs as prescribed

by federal regulations, the Martin University Tuition Refund Policy does not refund tuition at the same percentages. Students will be required to pay Martin University for any balances owed after the tuition refund and the calculation of Financial Aid is complete.

If part of the balance owed to Martin University is the repayment of a federal grant, Martin has 30 days to notify the student of the balance owed. The student has 45 days to either repay the funds or make satisfactory payment arrangements with the Bursar or the university will report the repayment status to the U.S. Department of Education. The student will also lose financial aid eligibility until the overpayment is satisfied.

PLEASE NOTE: Students are encouraged to meet with a Financial Aid Counselor prior to the withdrawal process so they will be aware of the financial impact of withdrawing from college.

Campus Based Aid

Campus based programs are the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study (FWS) program. The financial aid department administers these programs at each participating school. How much aid received from each of these programs depends on financial need, the amount of other aid received, and on the availability of funds at the university. Unlike the Federal Pell Grant Program, which provides funds to every eligible student, the campus based programs provide a certain amount of funds for each participating school to administer each year. When the money for a program is gone, no more awards can be made from that program for that year.

Federal Supplemental Educational Opportunity Grants (SEOG)

Federal Supplemental Educational Opportunity Grants (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be the first to get FSEOGs.

Federal College Work Study Programs (FWS)

Federal Work Study (FWS) provides part time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the recipient's course of study.

Federal Direct Loans

The U.S. Department of Education administers the Federal Direct Loans. The Direct Loan program consists of the Stafford Loans (for students) and PLUS Loans (for parents).

Direct Loans are either subsidized or unsubsidized. Students can receive a subsidized loan and an unsubsidized loan for the same enrollment period.

Subsidized Loan – This loan is need based, and the federal government subsidizes the interest while students are attending school.

Unsubsidized Loan – This loan is not need based. Students will be charged interest from the time of disbursement until it is paid in full.

Federal Parents Loans for Undergraduate Students

The federally sponsored Parent PLUS loan is a low interest student loan for parents of undergraduate, dependent students. With a Parent PLUS loan, families can fund the entire cost of a dependent's education (less other financial aid).

Alternative Educational Loans

Alternative loans are available from private lenders, such as banks, savings and loan associations, or credit unions. Typically, these loans cost the student and family more in the end, but they may have fewer eligibility restrictions. For more information, contact commercial financial institutions or the Financial Aid Department at the University.

Freedom of Choice Grants (FOC)

The Freedom of Choice Grant is a need-based, tuition restricted program for students attending an Indiana private institution and seeking their first undergraduate degree. The state awards this grant in addition to the Higher Education Award. Students (and parents of dependent students) who are U.S. citizens and Indiana residents must file the FAFSA yearly, by the March 10th deadline. Applicant must be a fulltime student. Award is available to U.S. citizens only.

Policy for Financial Aid Fraud

Students and parents who willfully submit fraudulent information will be investigated to the fullest extent possible. All cases of fraud and abuse are reported to the proper authorities.

Procedures Regarding Fraud

If, in the Financial Aid Administrator's judgment, there has been intentional misrepresentation, false statements, or alteration of documents, which have resulted or could result in the awarding of disbursement of funds for which the student is not eligible, the Financial Aid Administrator must refer this case to the Director of Financial Aid for possible disciplinary action. After investigating the situation and the Director believes there is a fraudulent situation, then the Director will report this information to the Office of the President and to the Office of the Inspector General of the U. S. Department of Education.

The Financial Aid Director will notify the student in writing of the findings and may cancel or deny any future financial aid to the student.

U.S. Department of Education Office of Inspector General Hotline 1 800 MISUSED (1 800 647-8733) complain online: www.ed.gov/misused.

Financial Aid Web Sites:

<http://www.fafsa.ed.gov>

<http://www.salliemae.com>

Drug Conviction and Financial Aid Eligibility

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offence involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal Work Study and Perkins Loans.

Bursar's Office

Student accounts are maintained in the Bursar's Office. All payments, federal and state grant awards, scholarships, and loans are received and credited to student accounts by the Bursar. Refunds are issued, book vouchers are calculated, payment plans are prepared, and billing is processed in this office. All payments for admission and photo ID fees are accepted in the Bursar's Office. Also, after students complete a registration form with their Faculty Mentor or New Student Advisor, they must visit the Bursar to accept financial responsibility and be cleared to officially be registered for courses.

Payments

Responsibility for payment rests entirely with the student. A student may or may not receive enough financial aid to cover their entire balance. Therefore, the responsibility for any unpaid tuition, fees, or bookstore charges rests entirely with the student. Forms of payment accepted in the Bursar's Office are cash, personal/cashier checks, money orders, Visa and Master cards (credit and debit). Any checks returned due to insufficient funds will result in a returned check fee of \$30.00. Also, the student's account will be marked "No Personal Checks," and all future payments must be paid in cash, money order, or credit/debit card.

Collection Procedures for Past Due Accounts

If collection efforts become necessary, a 30% collection fee will be added to any balance that is sent to a collection agency. Grades, transcripts, recommendations, or other academic services will not be provided if there is an unpaid balance on a student's account.

Late Registration Fees

A late registration fee will be charged to any returning student who fails to complete registration within the specified registration period. The late registration Late Registration Fee is \$100 (First day of semester or later; paid at the time of registration).

UNDERGRADUATE TUITION & FEE SCHEDULE

The following are current undergraduate tuition and fees and schedule.

*Tuition and fees are subject to change. If this occurs, a new tuition and fee schedule is distributed to students by the Bursar's Office, an email is sent to the student portal, and is published on the website.

UNDERGRADUATE TUITION & FEE SCHEDULE FALL 2016, SPRING 2017, SUMMER 2017

TUITION

| | | | |
|----------------|--------------|----------------|---------------|
| 1 credit hr. | = \$ 509.00 | 11 credit hrs. | = \$5,599.00 |
| 2 credit hrs. | = \$1,018.00 | 12 credit hrs. | = \$6,108.00 |
| 3 credit hrs. | = \$1,527.00 | 13 credit hrs. | = \$6,617.00 |
| 4 credit hrs. | = \$2,036.00 | 14 credit hrs. | = \$7,126.00 |
| 5 credit hrs. | = \$2,545.00 | 15 credit hrs. | = \$7,635.00 |
| 6 credit hrs. | = \$3,054.00 | 16 credit hrs. | = \$8,144.00 |
| 7 credit hrs. | = \$3,563.00 | 17 credit hrs. | = \$8,653.00 |
| 8 credit hrs. | = \$4,072.00 | 18 credit hrs. | = \$9,162.00 |
| 9 credit hrs. | = \$4,581.00 | 19 credit hrs. | = \$9,671.00 |
| 10 credit hrs. | = \$5,090.00 | 20 credit hrs. | = \$10,180.00 |
| | | 21 credit hrs. | = \$10,689.00 |

FEES

****Various classes have fees, please see the official course schedule for complete details.****

| | |
|---|-----------------|
| Admission/Photo Fee (Undergraduate/Non-refundable/Onetime fee) | \$ 25.00 |
| Student Activity Fee (Mandatory Fee/All students/All semesters) | \$ 30.00 |
| Technology Fee (Mandatory Fee/All students/All semesters) | \$ 30.00 |
| Safety and Public Services Fee (Mandatory Fee/All students/All semesters) | \$100.00 |
| Identification Fee (Annually or to replace lost/damaged/cash only) | \$ 5.00 |
| Enrollment Verification Fee (Cash only) | \$ 2.00 |
| Transcript Fee (Cash or Money Order only - pick-up or mailed) | \$ 10.00 |

| | |
|--|----------|
| Late Registration Fee (First day of semester or later; paid at the time of registration) | \$100.00 |
| Graduation Fee | \$100.00 |
| Return Check Fee | \$ 35.00 |
| To replace refund check | \$ 35.00 |
| Laptop Computer – priced at current market value of the selected device | |
| ECE Program Fee | \$189.45 |
| ACC 260 NBA Bookkeeper Certification | \$100.00 |
| SSE 200 Professional Development Seminar | \$ 37.00 |
| HIS 240 Human Prehistory & Antiquity | \$112.00 |

COURSE FEES MAY BE ADDED; ALL TUITION & FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE AND THERE ARE NO REFUNDS ON ENTRANCE FEES.

(Revised 4.4.16)

REFUND POLICIES

Withdrawal from the University

A student may withdraw from Martin University at any time. Since this is a formal act, students must have an exit interview with Student Services and complete a withdrawal form at that time. A student should be aware of the distinction between withdrawal from a course and withdrawal from the University. To officially withdraw from the University, students must contact the Registrar.

Fall and Spring Semesters

Students may receive a 100% refund of tuition and course specific fees, if the course is dropped before the end of second full week of the semester, with no more than two attendances in the class.

No refund of tuition and fees are offered after the end of the fourth full week of the semester.

Summer Term

Students may receive a 100% refund of tuition and course specific fees, if the course is dropped before the end of the first full week of the summer term with no more than two attendances in the class.

No refund of tuition and fees are offered after the end of the first full week of semester.

Fall and Spring Semester Refund Policy

| | |
|--------------------------------|---------------------------------|
| 1st week of classes | 100% refund of tuition and fees |
| 2nd week of classes | 100% refund of tuition and fees |
| 3rd week of classes | 50% refund of tuition and fees |
| 4th week of classes | 25% refund of tuition and fees |
| 5th week of classes and later. | No refund of tuition and fees |

Books and Supplies Refund Policies

The University does not refund the cost of textbooks. Students seeking to return textbooks and receive a refund must process the return with eCampus Textbook Service. Supplies purchased from the University's bookstore may be refunded at the bookstore manager's discretion, based on the condition of the supplies.

TECHNOLOGY

Student E-mail Accounts

MU student e-mail accounts are created and activated upon enrollment at the University. To ensure students receive communications from campus faculty and administrators in a timely manner, students should check their student e-mail account regularly or set it up to forward to another account that they check more frequently

Student Portal

Students can stay connected with faculty, staff, other students and organizations; access student email accounts, obtain their semester schedules, manage their course documents, financial affairs, through the MU's Student Portal. To access the Student Portal go to the University's website, www.martin.edu, click on "My Martin" link, click on "Student Portal." Upon matriculation, students are encouraged to explore the student portal as early as possible in order to access course assignments, and books, connect them to resources, and assimilate to campus life. For further assistance with the Student Portal contact the Information Technology Department Help Desk at (317) 543-3615 or helpdesk@martin.edu.

Computer Labs

Computer labs are normally open to all students on a first-come, first-use basis. However, at times during the school year, some or all the computers in the labs may be reserved and scheduled for a specific lab use and will not be available during those times. Notices will be posted if this situation occurs. Only MU students with a valid I.D., full or part time may use the computer labs.

Computer Lab Rules:

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty, and staff may not install software of any kind onto any campus computer.
4. Students, faculty, and staff may not remove any computer device from an existing computer system and/or install any computer-related

- device to any campus computer.
5. Attempting to copy software from any of the campus computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from the University.
 6. No student will be allowed in labs past posted closing times.
 7. Printers and scanners will be turned off 10 minutes prior to lab closing.
 8. No modifications to the DOS, Windows environments are allowed.
 9. Students, faculty and staff work must be stored on personal disks (CD-ROM, portable hard drive or the Cloud).
 10. The University is not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft occurs, report the incident to the Director of Student Services. An incident report will be completed in the case of theft.
 11. Respect the privacy of others by refraining from seeking information on, obtaining copies of, or modifying files, media or passwords belonging to other students.
 12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of software without the permission of the copyright holder. Do not install illegally obtained software or any other unauthorized software on computers or networks.
 13. Use the computer and communications resources in a manner consistent with the ethical principles set forth by the University and with accepted community standards.

Library

For most classes, Martin University students are required to do research independently, in a library or on-line. Martin University provides access to the Library Service and INSPIRE: <http://www.in.gov/library/inspire/> for student use.

The official library for Martin University student use is the University Library at Indiana Purdue University Indianapolis (IUPUI). Martin University is a member of the Indiana Cooperative Library Services Authority (INCOLSA), and students are encouraged to utilize the IUPUI University Library facilities.

The Marion County Public Library system is also a resource. The Martindale-Brightwood (25th St. and Sherman Dr.) and East 38th St. (E. 38th St. and Irvington Ave.) branches are in close proximity to Martin University.

Campus Facilities

Martin University provides clean and well-maintained campus buildings, facilities and grounds. Students are expected to share in this responsibility by properly disposing of waste in receptacles provided in classrooms, restrooms, hallways, student lounges, and

parking lots. Students should report spills and other unsafe or unclean finding to any University employee.

Main Administration Building

The main Administration building is the home of faculty and staff offices, the President's Suite, the Academic Affairs Suite, Fiscal Affairs, Bursar and Financial Aid Offices, the NASA SEMAA Lab, the Gathertorium. Additionally, the Administration Building houses Faculty offices; the Department of Student Services including New Student Recruitment; the Registrar, the C.A.R.E.E.R.S. Program, the Assessment Center and the Student Success Center; the Global Lab; 7 classrooms, a Faculty Lounge and a Student Lounge.

Student Lounge

The Student Lounge, located on the first floor of the Educational Building, provides a coin-operated vending food area. It includes a cold and hot sandwich machine, a variety of hot and cold beverages, and a microwave. Students are expected to keep the lounge clean at all times.

Andrew J. Brown Building (AJB)

The AJB building houses the Drop-in Center, the Student Center, a Fitness Center and the Warren Township High School Equivalency (HSE)/College Readiness Program. Additionally, there are several classrooms including a designated computer classroom and a science lab.

Student Center

The Student Center is located on the lower level of the Andrew J. Brown building. It has coin operated drink and snack machines. For your convenience there is a microwave.

The Student Center is a place for students to gather and relax between classes; it has: pool tables, foosball, flat screen TV, computers, checkers, chess, magazines, and cards for student use.

The Drop-In Center

The Drop-in Center is located on the lower level of the Andrew J. Brown building. The Drop-in Center is a service provided to registered students and their children. Children ages 2-8 are eligible to attend the Drop-in Center for up to four hours a day while the student is attending class on the campus of Martin University. To get more information regarding the Drop-in Center contact Dr. Mattie Solomon.

The Fitness Center

The Fitness Center is located on the lower level of the Andrew J. Brown building. Faculty, staff and administrators have full use of a variety of fitness equipment. Use of the equipment is at your own risk. A release of liability statement must be signed and

submitted to the Director of Student Services prior to the use of the Martin University Fitness Center. No children under the age of 18 are allowed in the fitness room.

Bulletin Boards

Bulletin boards are provided for student use in the Student Lounge and Student Center. Students are not to display any bulletins that contain offensive material. Please do not use scotch tape on the boards. No notices should be placed on any walls, doors, windows, etc. Since Martin University students are all commuters, they should read the Academic Bulletin Boards regularly. No notices may be displayed without prior authorization from the Director of Student Services or designee. For more information or permission to use a bulletin board contact the Director of Student Services.

STUDENT RIGHT TO KNOW

Federal regulations state that all prospective and current students have a right to know specific information about the college they are considering or currently attending.

The following lists the topics and where one can obtain the appropriate information at Martin University:

| | |
|------------------------------|--|
| Accreditation: | Academic Course Catalog, Student Handbook, University website |
| Emergency Preparedness Plan: | Campus Safety, University website |
| Financial Aid: | Student Handbook, Office of Financial Aid, University website |
| General College Information: | Academic Catalog, Enrollment Services, Registrar, University website |
| Campus Security Report: | Campus Safety |
| Nondiscrimination Code: | Academic Course Catalog, Student Handbook, University website |

***Additional questions may be directed to the Title IX/Compliance Director: Dr. Taffanee Keys (tkeys@martin.edu).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy Statement

In compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"),

Martin University protects the rights of students with relation to the accuracy and privacy of their education records. In accordance with FERPA, Martin University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student, or otherwise allowed or required by law. In addition, procedures have been established by which a student may request to examine his or her education records, may challenge any portion of the record, and may request the opportunity to have any inaccurate, misleading, or otherwise inappropriate data deleted or corrected, or may have inserted into the record a written explanation regarding the content of the record.

1. In the undergraduate and graduate schools of Martin University, these rights belong to the student. However, the parents of a student who is financially dependent upon the parents (as defined in Section 152 of the Internal Revenue Code of 1954) may not have access to the student's records without Martin University having written consent from the student.
2. Martin University adheres to a policy of compliance with the Family Education Rights and Privacy Act (FERPA). This act affords students certain rights with respect to their education records. These rights include:
3. The right to inspect and review his/her own education records in the presence of the University official within at least 45 days after the University receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to review. If the specific record is not maintained in the Registrar's Office, the request will be forwarded to the correct official.
(Students may not review parents' financial records, police records, sole possession records, or those which would reveal another student's records.) The University will not provide copies of official transcripts from other schools.
4. The right to request the amendment of his/her education records which is believed to be inaccurate or misleading. The student should write the University official responsible for the record, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Martin University does not publish a directory. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person serving on

the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Additional exceptions include, but are not limited to, government authorities involved in an audit of the educational programs, in connection with Financial Aid records, accrediting organizations, to comply with a judicial order or subpoena, for health or safety emergency.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Martin University to comply with requirements of FERPA.

For more information on FERPA contact:

The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

SOCIAL AND LEGAL RESPONSIBILITY

Compliance Statement

Martin University does not exclude any student on the basis of race, ethnic origin, color, gender, marital status, religion, age, or disability. This code includes the administration, its policies, financial aid programs, scholarships, employment and any other University administered programs in a non-discriminatory manner.

Title VI of the Civil Rights Act of 1964

This law provides that, "No person in the United States shall, on the ground of race, color, sex, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...." Martin University does not discriminate, exclude from participation in, or deny benefits of its educational programs, admission policies, activities, or employment policies and opportunities on the basis of race, color, sex, religion, or national origin. Students complaining of any type of discrimination or harassment outlined above are encouraged to bring them to the attention of the University via one of the following resources:

U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main Washington, D.C. 20530

Title IX of the Education Amendments Act of 1972 (Harassment, Sexual Discrimination)

This law provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance....". This includes protection from sexual harassment. Martin University does

not discriminate, exclude from participation in, or deny benefits of its educational programs, admission policies, activities, or employment policies and opportunities on the basis of gender. Martin University's Title IX/Compliance Director monitors compliance with this law and coordinates Martin University's response to complaints of discrimination based on gender, including facilitating any interim protective measures that may be warranted.

Clery Act

Federal law, known as the Clery Act, mandates reporting and disclosure procedures for higher education institutions. The Clery Act requires every institution to provide the campus community with information necessary to make informed decisions about their health and safety. The Clery Act specifically mandates every institution to do the following: (1) have emergency notification and evacuation procedures; (2) issue timely campus alerts for crimes that represent an ongoing threat to the safety of students or employees; (3) keep a crime and fire log; (4) collect crime reports from campus security authorities; (5) request crime statistics from local law enforcement; (6) submit crime and fire statistics to U.S. Department of Education; (7) publish an annual security report and fire safety report.

For more information on the Clery visit:

<http://clerycenter.org/sites/default/files/Jeanne%20Clery%20Act%20Full%20Text.pdf>.

Section 504 of the Rehabilitation Act

This law provides that, "No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...." Martin University does not discriminate against qualified individuals with disabilities in its educational programs, admissions policies, activities, or employment opportunities and policies.

Americans with Disabilities Act of 1990, as Amended

This law recognizes and protects the civil rights of people with disabilities. Disability discrimination includes not making a reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Martin University does not discriminate against qualified individuals with disabilities in the context of employment and public accommodations, if any.

Disabilities Statement

Martin University will make accommodations for students with disabilities within the University's resources. All educational campus classrooms and restroom facilities are accessible by wheelchair. Students with pre-existing disabilities should discuss their concerns with the Student Success Center Manager.

**<http://www.eeoc.gov/contact/index.cfm> Equal Employment opportunities
Commission Indianapolis District Office**

Location: 101 West Ohio St, Suite 1900
Indianapolis, IN 46204
Phone: 1-800-669-4000
Fax: 317-226-7953
TTY: 1-800-669-6820
Director: Webster Smith Regional
Attorney Laurie A. Young
Office Hours The Indianapolis District Office is open Monday – Friday 8:00 a.m. – 3:00 p.m.

CAMPUS SAFETY

Martin University's Office of Campus Safety maintains four major obligations:

1. Protection of life and property;
2. Prevention of drugs, alcohol, smoking, weapons, and sex offenses;
3. Maintaining a successful traffic and parking system
4. Providing friendly service to members of the university campus, and preserving an environment conducive to both educational and personal growth.

Campus Safety's goal is to fulfill these responsibilities in a courteous, polite, and professional manner. Likewise, the students are to respond to campus safety officers in a courteous, polite, and professional manner. Students are to obey all rules, regulations, and requests from campus safety officers and law enforcement officials. Commissioned law enforcement officials have powers to arrest all law-breakers.

Martin University Campus Safety Policy is committed to creating a safe campus environment for its students, employees, and visitors. The University complies fully with the published mandates of the Higher Education Opportunity (HEOA) of 2008 (Public Law 110-315) that reauthorized and expanded the Higher Education Act (HEA) of 1965 as it relates to campus safety, documentation of criminal activity, and dissemination of criminal activity information.

Each year Martin University prepares and publishes this annual report containing information about campus safety policies and campus crime. This report is posted on the University's website and is downloadable and printable. Hardcopies of the report are also available through the Office of Student Services for current students or potential students who request the information. Copies of the report are also available through the Office of Human Resources for current employees or applicants for employment who request the information.

Campus Safety and Alerting System

Martin University uses a smart messaging system to enhance its communication to all students, faculty, and staff. This system allows the University to communicate to students and personnel in the case of a campus emergency, campus closing, or other important University information through a text messaging system. Participation in this smart messaging system is voluntary and provided at no cost. However, your permission is needed for the University to send these types of text messages to your mobile phone. If you are interested in participating in this smart messaging system, please contact campus safety personnel to provide your name and current mobile telephone number. Martin University will continue to communicate through the University's email system for all important school related information.

The following are campus safety policies implemented by the University.

Maintaining a Crime Log

Martin University maintains a written, easily understood daily crime log. This log is maintained by the Director of Facilities. This log lists any crime, by the date it was reported to the Campus Safety personnel, that occurs on-campus, on a non-campus building or property owned by the University, or on public property within the Campus Safety Department's patrol jurisdiction. The log contains the nature, date, time, and general location of each crime and the disposition of the complaint, if known.

Campus Safety personnel will make an entry or an addition to an entry to the log within two business days (Monday– Friday, except days when the school is closed) of the report of the information to the Campus Safety personnel unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

Martin University Campus Safety personnel may withhold one or more of the required pieces of information if there is clear and convincing evidence that the release of the information would:

- jeopardize an ongoing criminal investigation or the safety of an individual,
- cause a suspect to flee or evade detection, or
- result in the destruction of evidence.

However, Martin University will disclose any information withheld for any of these reasons once the adverse effect is no longer likely to occur.

Martin University will make the crime log for the most recent 60-day period open to public inspection during normal business hours. Persons interested in inspecting the log should contact the Director of Facilities (317- 917- 3323). Martin University will make any portion of the log older than 60 days available within two business days of a request for public inspection.

Timely Warning of Criminal Activity

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Facilities, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Facilities may also post a notice at strategic locations on campus (e.g., student lounge, faculty lounge).

Anyone with information warranting a timely warning should report the circumstances to Campus Safety personnel by phone (317-917-3311 or 317-917-3398), the Director of Facilities (317-3323), or in person at the dispatch center located on the first floor of the Administrative (Main) Building immediately inside the west entrance doors.

Preparation of Disclosure of Crime Statistics

The University annually prepares a crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Director of Facilities and local law enforcement agencies surrounding the University’s campus. Campus crime, arrest and referral statistics include those reported to the Campus Safety Department and local law enforcement agencies. University crime rates statistics for the most recent reported calendar year of 2013 are provided at the end of this document.

Each year, an e-mail notification is made to all enrolled students and current employees that provide the website to access this report. Copies of the report may also be obtained through Student Services, Human Resources, or downloaded from the University’s website. All prospective employees may obtain a hardcopy of the report from the Office of Human Resources, by calling (317) 917-3259 or the Martin University website.

How to Report Criminal Offenses

To report criminal or suspicious activity, contact Campus Safety personnel by phone (317-917-3311 or 317- 917- 3398), the Director of Facilities (317-3323), or report in person at the dispatch center located on the first floor of the Administrative (Main) Building immediately inside the west entrance doors. In the case of an emergency, Dialing 911 may also be appropriate.

Voluntary Confidential Reporting

All instances of observed criminal or suspicious activity may be reported on a confidential basis. Moreover, any victim of a crime that does not want to pursue action within the University system or the criminal justice system may still want to consider making a confidential report. With permission, the Director of Facilities can file a report on the details of the incident without revealing the reporting individual’s identity. The purpose of a confidential report is to comply with the reporter’s wish to keep the matter

confidential, while taking steps to ensure the future safety of his/her-self and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner may be counted and disclosed in the annual crimes statistics for the institution.

Security and Access

During business hours, Martin University will be open to students, employees, and guests. All students and employees entering the Main Building must electronically sign-in using the University issued badge. Students or employees who do not have their badge on their person upon entering the building will be asked to manually sign-in. Guests must sign-in as part of the building admittance process. During non-business hours access to all University facilities is by admittance via the Department of Campus Safety personnel.

Campus Law Enforcement Authority

Martin University Campus Safety personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at Martin University. Martin University Campus Safety personnel do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

Encouragement of Accurate and Prompt Crime Reporting

Martin University students, faculty, staff, guests, and visitors are encouraged to report all crimes, suspicious behavior, and public safety related incidents to the Martin University Campus Safety Department in a timely manner. To report a crime, suspicious behavior, or an emergency occurring on the University campus, call Campus Safety personnel by phone (317-917-3311 or 317-917-3398), the Director of Facilities (317-3323), or report in person at the dispatch center located on the first floor of the Administrative (Main) Building immediately inside the west entrance doors.

Security Awareness Programs for Students and Employees

During student orientation sessions, students are informed of services offered by the Martin University Campus Safety Department. Presentations outline ways to maintain personal safety. Students are informed about crime oncampus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. Periodically during the academic year, the Martin University Campus Safety Department, in cooperation with other University organizations and departments, present crime prevention awareness sessions. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention Programs for Students and Employees

Crime Prevention Programs are provided by the Martin University Campus Safety Department throughout the year.

Alcoholic Beverages

Possessing, purchasing, manufacturing, selling, or making available alcoholic beverages on University-owned or controlled property or at University-sponsored or supervised activities is in violation of University policies and may be a violation of State or Federal law. Being in an intoxicated state while on University-owned or controlled property or at University-sponsored or supervised activities is also prohibited. Martin University will notify legal agencies in situations where State or Federal law has been broken. Detailed policies regarding alcohol use, awareness/education, treatment, and possible actions against violators are contained in the Student Handbook (applicable to students) and the Martin University Personnel Handbook (for employees).

Illegal Substances

Possession or use of illegal or non-medically prescribed controlled substances violates State and Federal law and is expressly prohibited on Martin University-owned or controlled property or at University-sponsored or supervised activities. The manufacturing, selling, bartering, exchanging or giving away of illegal or non-medically prescribed controlled substances to any individual or group of individuals is also illegal and prohibited on Martin University owned or controlled property or at University-sponsored or supervised activities. Martin University will notify legal agencies in situations where State or Federal law has been broken. Detailed policies regarding illegal or controlled substances use, awareness/education, treatment, and possible actions against violators are contained in the Student Handbook (applicable to students) and the Martin University Personnel Handbook (for employees).

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

The Martin University Director of Facilities, upon written request, will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary actions taken by the University against the person who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the Martin University Director of Facilities will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Preventing and Responding to Sex Offenses

The University educates students about sexual assaults through student orientation and literature provided upon request from the Campus Safety Department.

Victims of a sexual assault at Martin University are first encouraged to get to a place of safety and then obtain necessary medical treatment. The Martin University Campus Safety Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An

assault should be reported directly to a Campus Safety Officer. Filing a report with a Campus Safety Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

When a sexual assault victim contacts the Martin University Campus Safety Department, the Indianapolis Police Department will be notified as well. The victim of a sexual assault may choose for an investigation to be pursued through the criminal justice system. A representative from the Indianapolis Police Department will guide the victim through the available options and support the victim in his or her decision. The Indianapolis Police Department will also provide appropriate counseling and support service referrals.

University disciplinary proceedings against persons accused of engaging in sex offenses are detailed in the Student Handbook.

Sex Offender Registration

The State of Indiana requires all persons convicted of a sexual offense to register with the State. As part of this registration process, sexual offenders must identify a work address and/or the address where they attend school. A database of registered sex offenders is accessible on the Internet at <http://www.icrimewatch.net/indiana.php>. The names of registered sex offenders who may be employed or enrolled at Martin University can be found using this database, searching registered offenders in the area of 2171 Avondale Place, Indianapolis, IN 46218 (Martin University's address), and selecting the "Work/Volunteer Addresses" and "School Addresses" Offender Address Type boxes.

Emergency Notification

If there is an immediate threat to the health or safety of students or employees occurring on campus, Martin University will follow its emergency notification procedures. These procedures are outlined in detail in the University's Emergency Preparedness Plan. The complete Martin University Emergency Preparedness Plan is located on the University's website at <http://az480170.vo.msecnd.net/29058da5-9375-4249-a41b-9e38f5430632/docs/716fba2b-72b9-41a9-97f1-33697c572139/emergency-preparedness-plan-10-7-13-revision.pdf>. In the event that Martin University identifies an emergency condition and implements its emergency notification procedures, the institution is not required to issue a timely warning based on the same circumstances. However, Martin University will provide adequate follow-up information to the community as needed.

Personal Property

Martin University is not liable or responsible for personal property of students. Check with campus safety for lost and found articles.

Smoking

Martin University is committed to providing a healthy, smoke free environment for students, staff, faculty and visitors while on the campus by reducing health risks associated with tobacco smoke and minimizing discomfort and inconvenience to nonsmokers. Therefore, smoking in campus buildings is not permitted. This includes hallways, stairwells, lounges, restrooms, offices, workrooms and all campus grounds with the exception of the designated smoking areas.

Drug and Alcohol Policy

Martin University, through its policies and programs, is dedicated to providing an atmosphere that encourages a positive, drug and alcohol free environment and respect for laws and rules prohibiting the use of alcohol and illegal drugs. Therefore, no alcohol, controlled substances without a valid prescription or illegal substances are allowed on the University premises or in your person at any time. Students believed to be under the influence of drugs, narcotics, or alcohol or display a strong odor of alcohol or marijuana will be required to leave the premises. A Campus Safety Officer will be notified to arrange safe transit.

Weapons

Weapons of any kind are not permitted on campus.

Parking Regulations

It is the policy of Martin University that parking is permitted only in approved lots. The Campus Safety Staff provides parking permits to all employees and students. These permits are free and help identify vehicles in an emergency. Failure to register vehicles may result in loss of services, as well as being towed. The Indianapolis Metropolitan Police Department (IMPD) as well as Campus Safety Officers have the authority to ticket and/or tow any vehicle that violates the Martin University parking regulations.

When parking in the lots provided by the University, please observe all lane and space markings. If vehicles are improperly parked (backed in, over the lines, observed driving in the wrong direction) students may be creating an unsafe situation that could result in receiving a ticket. Parking on Station Street is strictly prohibited, as this is a fire lane.

Parking on Avondale Place is limited to the East Side of the street and has a 15-minute time limit. This is for the purpose of picking up or dropping off a student or employee only. An adult must remain with the vehicle at all times. Parking on 22nd Street is "Residential". This is enforced by the Indianapolis Metropolitan Police Department.

Violators will be subjected to the following progressive sanctions:

1. First offense: warning ticket;
2. Second offense: state issued ticket;

3. Third offense: ticketed and towed.

EMERGENCY PREPAREDNESS

An Emergency Preparedness Plan is available on Martin University's website on the Students Right to Know page. This document is also available for review in the Office of Campus Safety. All students are asked to review the Emergency Preparedness Plan and to follow the Plan as directed. For all emergencies, call the Office of Campus Safety at 317-917-3311.

Martin University Automated Alert System

Martin University will provide updates on the University's website at www.martin.edu. In the event that classes are cancelled and the University is closed, Automated Alert Program will be activated to send text messages to those who are registered in the emergency notification system. In compliance with the Clery Act, Martin University created the Alert Automated System program to increase safety and awareness within the University community. Alert Automated System allows the University to alert students, faculty, and staff of threats, emergency situations, and weather-related closings via text messaging, email, and voice messaging.

Notification

In order to receive alerts from the Automated Alert Program, students must provide the University with the phone number and email address through which they wish to be contacted. Students, faculty and staff enrolled in the Automated Alert Program will be promptly notified upon the confirmation of a significant emergency or dangerous on-campus situation involving an immediate threat to the health or safety of students, faculty, or staff as determined in the University's sole discretion, unless issuing a notification will compromise efforts to contain or manage the emergency. Students enrolled in the Automated Alert Program understand that substance and timing of alerts will be at the University's sole discretion. In the event the University decides to send an alert. The program will send each enrolled student an email and/or text message. The method(s) of contact will depend on the contact information provided by the student at the time of enrollment.

Martin University will not charge students a fee for enrolling in the Automated Alert Program, but students will be responsible for any fees charged by their phone/cellular service providers for the associated calls, text messages, or voice mails.

Inclement Weather Policy

Listed below are the basic categories of University response to serious inclement weather and/or emergency conditions. Automated Alert Program is the communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. Announcements on local TV and radio stations may also indicate which of the following category applies.

Classes are Cancelled/University Closed

Classes will not be held and/or University offices will be closed. Martin University employees are not expected to report to work unless specifically contacted by their supervisor to report for emergency operations. It is expected that the use of this category will be rare.

Classes are Cancelled/University Offices on Delayed Start

On such days, classes before the defined time are cancelled and University offices will remain closed until a specific time. Employees are not required to report to work prior to the announced start time and will not be required to make up the missed time. Emergency essential personnel should still report as scheduled.

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 a 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; 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 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 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 idea 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 is 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 period whichever is less of the 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.
 - c. 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 iPods, cellular telephones, Blackberrys, 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, explosive or other weapons upon 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 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:
 - a. Activities that causes embarrassment, harassment or ridicule;
 - b. Risks emotional and/or physical harm;
 - c. Degrading or humiliating activities;
 - d. 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 over-obligation and nonpayment of debts to the University.
16. Theft of property or services; knowingly possessing stolen property.
17. Possessing a deadly weapon.
18. Defacing, disfiguring, damaging or destroying public or private property.
19. 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.
20. Bribing any University employee or student officials.

21. Harassing anyone present on University property.
22. 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.
23. 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).
24. Retaliation, either directly or indirectly through others, against any individual involved in a disciplinary complaint or proceeding.
25. 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, persistent or pervasive to:

- a. Limit an individual's ability to participate in or benefit from an educational program or activity;
- b. Create a hostile or abusive environment; or,
- c. Have the purpose or effect of 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 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 conducting an investigation 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 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, not 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 an 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 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 specified 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 regulated 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 reproducing, 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 use of a false telephone number or unauthorized use of another person's telephone number or credit card.

THE ABOVE NUMERATED 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 by laws 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 are 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 offered 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) 917-3388 |
| University Relations and Communications | (317) 822-3489 |
| Office of Academic Affairs | (317) 543-4890 |
| Department of Student Services | (317) 543-4822 |
| Registrar | (317) 917-3327 |
| Student Success Center | (317) 917-3421 |
| Retention | (317) 917-3249 |
| | |
| Bursar | (317) 543-3250 |
| Department of Financial Aid | (317)-543-4796 |
| Campus Safety | (317) 917-3311 |
| Information Technology Help Desk | (317) 543-3615 |