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Part I. Academic Life

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The Academic Life section of the Student Handbook explains only information absent from or more complete than that in the Drake University General Bulletin. Consult the General Bulletin or deans' offices for official University policies concerning academic life.

A. Academic Dishonesty: Cheating and Plagiarism

Definitions

A student who cheats or plagiarizes commits an offense against the entire University community. Cheating, plagiarism or dishonesty in academic work is cause for dismissal from the University. Cheating is defined as an act or attempted act of giving or obtaining aid and/or information by illicit means in meeting any academic requirements, including examinations. Plagiarism is defined as misrepresenting other's ideas, phrases or discourse as one's own.

Penalties

The penalty for cheating or plagiarism will vary from incident to incident. Initiation of action that can lead to a penalty is primarily the prerogative of the faculty member involved. The possible penalties include a reprimand, grade penalty, dismissal from the course and a recommendation for dismissal from the University.

Appeals

A student may appeal a charge of cheating or plagiarism in accordance with the appeal procedure of the appropriate college.

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College of Arts and Sciences

Academic Dishonesty Policy Statement

Definitions

Academic dishonesty is an all-encompassing term involving any activity that seeks to gain credit for work one has not done or to deliberately damage or destroy the work of others. It includes plagiarism (the misrepresentation, either by intent or negligence, of another's ideas, phrases, discourse, or works as one's own); cheating (the act, or attempted act, of giving or obtaining aid and/or information by illicit means in meeting any academic requirement, including examinations); fabrication (intentional and unauthorized falsification or invention of any information or citation in an academic sense in any academic exercise); and facilitating academic dishonesty (intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty). Examples of such cases include, but are not limited to:

- a. copying from the Internet and representing it as one's own thoughts or work;
- b. copying from another student's paper, laboratory report, or other report, or computer files or listing and representing it as one's own thoughts or work;
- c. using, during a test or laboratory experiment, material and/or devices not authorized by the instructor in charge;
- d. without the instructor's permission, collaborating with another, knowingly assisting another or knowingly receiving the assistance of another in writing an examination or in satisfying any other course requirements;
- e. incorporating into written assignments materials written by others without giving them credit, or otherwise improperly using information written by others (including that which might be stored on computer disks or other technological devices), or submitting commercially prepared papers as one's own;
- f. submission of multiple copies of the same or similar papers without prior approval of the several instructors involved;
- g. claiming as one's own work that which was done by tutors or others with no mention of credit to or the assistance of those persons;
- h. deliberately damaging or destroying another's laboratory experiments, computer work or studio work;
- i. knowingly obtaining access to, using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release;
- j. substituting for another student, or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation;
- k. intentional and unauthorized falsification or invention of any information or citation in an academic exercise;
- l. forgery, alterations, or misuse of University documents;
- m. falsifying information submitted or failure to reveal relevant information in any University application form or offering any false information in any University disciplinary proceeding.

Each instructor reserves the right to further clarify and define his/her expectations of academic integrity orally or in written form, such as through the course syllabus.

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Penalties

The penalty for cheating or plagiarism will vary from incident to incident, depending upon the scope and magnitude of the offense and the circumstances in which it occurred; upon the prior record of the person being penalized; and upon evidence suggesting the existence or absence of a pattern of academic dishonesty in the academic performance of the person committing the offense. Possible penalties include a reprimand, grade penalty, dismissal from the course and a recommendation for dismissal from the University. Responsibility for dealing with cases of academic dishonesty begins with the faculty member who identifies an instance of academic dishonesty.

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Appeals

Not later than fourteen (14) days after an alleged Academic Integrity Policy violation comes to his/her attention, the instructor shall (1) provide the student with written notice describing the alleged violation and (2) make a good faith effort (normally, both an e-mail and a phone mail message during the academic year; and an e-mail and a regular U.S. letter during the summer or winter break) to meet with the student to discuss the alleged violation. After the meeting, or after it becomes clear that the student refuses to meet, the instructor shall exercise professional judgment in selecting his or her course of action. A student may appeal an instructor's decision regarding a violation of the Academic Integrity Policy by notifying the Dean or the Associate Dean within ten (10) working days of notification of the penalty(s) imposed by the instructor. The Dean's office will refer the issue to the Chair of the Academic Integrity and Appeals Committee to schedule a hearing. The Chair of the Academic Integrity and Appeals Committee will notify the student and the instructor in writing at least ten (10) working days prior to the hearing date. The notification shall include the alleged Academic Integrity Policy violation giving rise to the hearing, hearing procedures, the date, time, and location of the hearing, copies of documents that the Committee intends to use at the hearing and the name of the Chair. Specific details regarding the hearing process and rights therein will be provided to the student when he or she notifies the Dean or the Associate Dean of a potential appeal. The Academic Integrity and Appeals Committee will present a verdict. The student or the instructor may appeal the decision(s) of the Academic Integrity and Appeals Committee to the Dean. A written notice of appeal must be delivered to the office of the Dean within ten (10) working days from the receipt of the hearing report from the Committee. Written details pertaining to this final appeal process are available in the College office. The Dean's decision on appeal is final.

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A complete version of the Academic Integrity Policy is available in the Dean's office. The complete version – which the above summarizes – is the official one.

Appeals of Academic Evaluations

A student who wishes to challenge the grading practices of an instructor of the College may appeal for a change of grade. The student must initiate the appeals procedure with the instructor on or before the third Wednesday of the semester following the issuance of the grade in question (excluding summer terms). First, the student must meet with the instructor involved in an attempt to resolve the problem. If the matter remains unresolved, the student must request a meeting at which the Department Chair (or the Program Director), the instructor, and the student are present. The student must make this request to the Department Chair (or Program Director) by the fifth Wednesday of the semester following issuance of the grade in question (excluding summer terms). The student shall be given the opportunity to explain his/her position and present relevant documentation to the Department Chair (or Program Director). The Department Chair (or Program Director) shall prepare a written summary of the issues, his or her findings of fact, and a proposed resolution to be presented to the student and the instructor. If the proposed resolution of the Chair or Director is not satisfactory to the student, he or she may appeal in writing to the Dean or Associate Dean, who will refer the appeal to the Academic Integrity and Appeals Committee. All appeals must be delivered to the College office within ten (10) working days of presentation of the proposed resolution to the student and instructor. Absent a timely appeal by the student, the proposed resolution of the Chair or Director becomes final. Upon receipt of the appeal, the Committee shall invite the instructor to submit a written response to the appeal. The Committee will decide whether a hearing is or is not necessary. Written details pertaining to the hearing process are available in the College office.

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Zimpleman College of Business

A business professional's credibility depends on trust and the highest ethical standards. Academic integrity becomes the foundation on which a business career is built. Therefore, academic dishonesty (in any form) harms the reputation of the university, the college, and the Zimpleman College of Business faculty/student family.

Academic dishonesty is an encompassing term involving any activity that seeks to gain credit for work one has not done or to deliberately damage or destroy the work of others. Plagiarism is defined as misrepresenting another's ideas, phrases, discourse or works as one's own. Cheating is defined as the act, or attempted act, of giving or obtaining aid

and/or information by illicit means in meeting any academic requirements, including examinations.

If it is determined by an instructor that a student is guilty of academic dishonesty, it is the prerogative of the instructor to assign a penalty. In addition, all such actions must be reported in writing to the Associate Dean of Student Affairs within the Zimpleman College of Business, with a copy of the report supplied to the student. Further sanctions from the college are possible depending on the nature of the offense and the prior record of the individual(s) involved.

If a student wishes to appeal the instructor's determination of academic misconduct, the student must file a written notice of appeal, which shall include the basis of the appeal with the Associate Dean. This notice of appeal must be filed within four weeks of receipt of the report of the instructor's determination.

Copies of the entire policy and procedures statement can be obtained from the Associate Dean's office or on the [Zimpleman College of Business home page](#).

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College of Pharmacy and Health Sciences

An Honor Code defining responsibilities of students regarding academic and professional conduct is located on the [College of Pharmacy](#) website

As described in the Honor codes, students may appeal charges by notifying the associate dean for academic and student affairs.

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School of Journalism and Mass Communication

Cheating, plagiarism and all other forms of academic dishonesty will not be tolerated. They are grounds for suspension from the School of Journalism and Mass Communication and dismissal from the University. A student who cheats, plagiarizes or is dishonest in any way in his or her academic work commits a serious offense against the faculty and the students of the School and will be disciplined to the full extent allowed.

The faculty member who determines that a student has cheated or plagiarized is entitled to assign the penalty that he or she deems appropriate, including a grade of "F" for the course. The faculty will report all incidents of academic dishonesty and the attendant penalties to the dean, and the dean will determine whether additional disciplinary action shall be taken.

A student wishing to appeal an instructor's determination and/or penalty for academic dishonesty must write a letter to the dean explaining the grounds for appeal. The appeal must be filed within one month of being notified of the instructor's decision. The dean will conduct such investigation as might be necessary for the case and issue the final decision.

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School of Education

Academic Honesty

The School of Education expects intellectual integrity on the part of undergraduate and graduate students who participate in professional preparation and enhancement programs offered by the School. As future practitioners, students of the Drake University School of Education must maintain high ethical standards and academic honesty.

Academic Dishonesty

Academic dishonesty is an encompassing term that includes not only plagiarism and cheating but also involves any activity that seeks to gain credit for work one has not done or deliberately damages or destroys the work of others.

Appeal of Penalties

The following sequence should be used by students who wish to appeal penalties associated with alleged academic dishonesty:

Instructor. The student should express concern/complaint about the penalty to the instructor involved.

Department Chair. In the event that satisfactory resolution to the penalty situation is not achieved through the expression of the student's concern/complaint to the instructor who is involved, the student may submit the concern/complaint in writing to the department chair.

Department and/or Program Faculty. Should the penalty situation not be satisfactorily resolved by submitting the concern/complaint in writing to the department chair, the student may request an appeal hearing before the department and/or program faculty.

School of Education Grievance Committee. If a student's request for an appeal hearing before the department and/or program faculty does not resolve the situation, the student may file a complaint regarding the penalty with the School of Education Grievance Committee.

Dean of the School of Education. Students' complaints/concerns about dishonesty, which are not resolved by the School of Education Grievance Committee, should be taken to the dean of the School of Education.

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Law School

As future members of the legal profession, the students of the Drake Law School bear a special responsibility to maintain high ethical standards for the profession. Accordingly, it is expected that each student will scrupulously regard the rights of others and will observe high ethical standards of both personal and professional conduct.

The Drake Law School Code of Student Conduct is concerned with discipline in a professional society, with special emphasis on examinations, preparation of required coursework, preservation of property and relationships with fellow students, faculty and staff. All Drake law students are bound by the Conduct Code. Violations of the Conduct Code are brought before the Honor Board, a panel of elected student justices and law professors. The Conduct Code is not the exclusive basis or manner for discipline of students, and the Drake Law School reserves the right to dismiss any student at any time, should it be in the interest of the law school or the student to do so.

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B. Registration Procedures

The exact dates for registration can be found on the Web and campus email.

Students register from highest to lowest classification (graduate and law students, seniors, juniors, sophomores, first-year class). The classification is based on the students' current number of earned hours.

During the last part of each semester, every student planning to return to Drake will meet with his or her academic adviser to plan a schedule of courses for the next semester. Students must make appointments with their advisers. If a student does not know his or her adviser, he or she should contact the dean's office.

With the help of advisers, students should select classes which they determine will most contribute to their education at that time. Students should review registration materials with care.

All students who complete early registration will be billed prior to the beginning of the next term.

Students who are not planning to return for the next semester are asked at this time to inform their dean's office of their decision.

Undergraduate students may add courses up to 5 days after the semester begins and drop courses up to the midpoint of a semester.

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C. Withdrawal from the University

Students who want to withdraw from Drake University should begin the withdrawal process on the Web through MYDUSIS (secure area). A student who withdraws will be allowed a credit on tuition if withdrawing within a certain period of time. Information outlining the withdrawal and tuition charge schedule for specific academic periods can be found on the Web.

A student living in a University residence hall should notify the resident assistant or hall director of intentions to withdraw. A student may remain in the residence hall for only 24 hours after the withdrawal process is complete unless there are extenuating circumstances. A student living in a University residence hall who withdraws from the University is entitled to a prorated refund for room and board beginning Monday of the week following approved withdrawal.

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D. Class Attendance

Class attendance policies are determined by the student's college or school. Faculty of instruction may stipulate additional expectations in course syllabi. Contact the dean's office of the appropriate college or school for the specific class attendance policy.

Part II. Procedures and Guidelines

A. [Acquired Immune Deficiency Syndrome\(AIDS\)](#)

- [AIDS Guidelines](#)
- [HIV Testing](#)

B. [Dining Services](#)

- [Dining Services Procedures](#)
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C. [Parking and Motor Vehicles](#)

- [Registration of Motor Vehicles](#)
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G. [Residence Halls](#)

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A. Acquired Immune Deficiency Syndrome (AIDS)

On the basis of currently available medical evidence, casual contact with individuals with Acquired Immune Deficiency Syndrome (AIDS) and others who are seropositive for the Human Immune Deficiency Virus (HIV) does not pose a health risk to employees or students in the University community.

There is no evidence of transmission of the HIV infection by casual contact. The United States Public Health Service states that there is no risk created by living in the same place as an infected person, eating food handled by an infected person, casual kissing, touching, hugging, swimming in a pool with an infected person or, with proper precautions and guidelines, as follows:

1. Members of the University community who have AIDS, or a positive HIV antibody test — whether they are symptomatic or not — will be allowed unrestricted regular classroom attendance as long as they are physically able to attend classes..
2. There is no medical justification for restricting the access of individuals with AIDS, or positive HIV antibody test to student unions, libraries, theatres, restaurants, swimming pools, recreational facilities or other common areas.
3. Consideration of the existence of HIV infection, or seropositivity, is not part of the admission decision for those applying to attend Drake University.
4. University officials will not undertake mandatory programs of screening newly admitted or current students for HIV.
5. Unless necessary for protection of the student or others, or required by law, the University will not require that students respond to questions about the existence of AIDS, or a positive HIV antibody test.
6. The Drake University Student Health Center is familiar with appropriate sources of testing for antibody to HIV, and will refer students requesting such testing.
7. Currently available medical information does not support the existence of a risk to those sharing residence hall rooms with infected individuals. There may be, however, in some circumstances, reasonable concern for the health of those with HIV infection who might be exposed to certain contagious diseases (i.e., measles, chicken pox) in a close living situation. In such circumstances it may be recommended that HIV-infected students be assigned private rooms in the interest of protecting their own health.

8. Any person possessing information about individuals with AIDS or a positive HIV antibody test shall not disclose the identity of the persons or the results of a test in a manner which would permit identification except to the person, the person's parent or legal guardian if a minor or otherwise authorized by law or this policy. If disclosure is made as authorized by law, the disclosure shall be accompanied by a statement in writing which includes the following or substantially similar language:
"This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of the information without the specific written consent of the person to whom it pertains, or as otherwise provided by law. A general authorization for the release of medical or other information is not sufficient for this purpose."
9. University health policy will encourage regular medical follow-up for those who have AIDS, or a positive HIV antibody test. Special precautions to protect the health of immunologically comprised individuals should be considered during periods or prevalence of such contagious diseases as chicken pox and measles. Those who are known to be immunologically comprised should be excused from institutional requirements for certain immunizations, notably measles and rubella vaccines, as these immunizations may lead to serious consequences in those with poorly functioning immune systems.
10. In handling body fluids, Drake University Student Health Center personnel will follow universal precautions in accordance with Blank Children's Hospital policy.
11. Drake University has adopted safety guidelines for the handling of blood and body fluids of all students and employees in other settings as well.

Therefore, there is no reason to exclude individuals with AIDS or HIV seropositivity from residential housing, food services, classes, athletic facilities and programs or general campus activities. Further, the University will not screen students or employees for HIV infection. Medical and counseling records will continue to remain confidential. Rather, the focus of Drake University's concern will be:

1. To develop and maintain a University community well informed about HIV infection;
2. To promote behavior that minimizes the risk of HIV infection;
3. To minimize fear and prejudice toward individuals infected by AIDS; and
4. To foster sensitivity, concern and support for individuals infected by AIDS.

Should an HIV-positive person require special accommodations or protection from communicable diseases, then the Student Health Center staff, in consultation with the

attending physician and Student Disability Services, will assess the individual's circumstance and make recommendations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the laws of the state of Iowa.

This document is an adaptation of the "General Statement of Institutional Response to AIDS" prepared by the Task Force on the Acquired Immune Deficiency Syndrome of the American College Health Association, J. Am. Coll. Health (Nov. 1988, revised January 1989). Reference was also made to a paper entitled, "HIV and its Transmission," prepared by the U.S. Centers for Disease Control (July, 1999 and reviewed in July, 2006). The University reserves the right to amend these guidelines as deemed appropriate by medical, legal or other developments regarding AIDS.

Testing for the HIV virus is done by many clinicians and physicians on a fee basis. The Polk County Health Department offers free and confidential testing. For information, call 286-3798.

Office of the Dean of Students

March 31, 1993

Revised, July 1, 2006

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B. Dining Services

1. The purpose of the dining services at Drake University is to provide students and staff with options for well-balanced meals.
2. Students may use any of the dining areas according to the hours posted.
3. Students, staff and guests are responsible for helping the staff keep the area neat. Please clear your area and return your tray to the dish return before leaving the dining area.
4. Smoking is not permitted.
5. Most dining areas will have take-out or eat-in meal options.
6. Each student, staff and guest is encouraged to practice "food ecology." Select only those items that meet your needs and eat all that you take. Use disposable items only when needed.

7. Misuse of food, china, glassware and/or silver increases costs and may result in disciplinary action of any involved.
8. Students who damage and/or deface University property will be assessed monetary responsibility for their actions and may face disciplinary action.
9. Students are expected to act in a respectful manner toward others, including staff. Disruption of the dining experience of others will not be tolerated.
10. Additional Dining Services regulations include ID misuse, smoking, damage, food and beverage removal, seconds policy and any conduct that would constitute an offense subject to University disciplinary sanctions
11. Students who are sick should contact the RA or the front desk of the residence hall and get the Dining Services Sick Slip signed designating a person to bring a meal to the ill student.

Guidelines for Enforcing Dining Services Policies and Procedures

1. Initial violations are usually handled between Dining Services' management and the student or guest involved.
2. A second violation will normally involve increased penalties, typically in coordination with Student Life, such as suspension of dining privileges for three days.
3. A third violation will result in additional disciplinary action, such as removal of dining privileges for the remainder of the year.
4. Nothing precludes disciplinary action being imposed or recommended on the first violation.

Meal cards

Drake University picture IDs act as meal cards. Meal cards and meals are to be used only by the student whose picture is on the card. Students can use only ONE board meal at a time when dining at the various locations on campus. If a student is found using someone else's meal card, the card will be confiscated and returned to the Dining Services Business Office. Lost or stolen meal cards should be reported to Dining Services Business Office within 24 hours after the loss or theft takes place so that the account may be frozen.

Meal plans

Drake University offers a variety of meal plans for students on and off campus. Students may add additional dollars to their meal plans, at any time, during the year in the amount of \$50 or more.

Menus

Students can choose from several nutritious selections at every meal. Vegetarian menu alternatives are offered. Modified menu plans may be developed with a physician's prescription.

For current information on menus, meal plans, nutrition and dining locations, see our webpage at <http://www.drakeudining.com/>.

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C. Parking and Motor Vehicles

Students who use motor vehicles at Drake are expected to abide by motor vehicle registration and parking regulations and are responsible for all penalties associated with violations. Complete information on parking regulations and penalties may be obtained from the Student Accounts and Campus Security offices and under the heading "[Buildings and Grounds](#)".

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D. Policy on Probation and Intercollegiate Athletics and Major Leadership Activities

A student must have a cumulative grade point average of 2.00 or better in order to represent the University in intercollegiate or major leadership activities. Consequently, a student on academic probation may not represent the University in such activities. This includes but is not limited to intercollegiate athletics and mock trial competition, non-credit fine arts performances, elected student government positions, residence life positions, and student ambassador or peer mentor positions. Once a student is removed from academic probation, he or she may again represent the University in intercollegiate athletics and major leadership activities. Student organizations within the University are encouraged to adopt a similar policy for persons in or aspiring to leadership positions in such organizations.

Any student who is on probation or is having academic difficulties that might lead to probation is encouraged to contact the associate or assistant dean of his or her college and/or the Vice Provost for Student Affairs and Academic Excellence, who will assist the student in obtaining additional academic support services.

Effective January 1, 1996

Faculty Senate, April 19, 1995

Approved by President, April 19, 1995

E. Campus Security Act

The Campus Security Act of 1990, as amended in 1998, requires an annual security report of crime statistics on campus and University held properties as well as contiguous streets. The Campus Security Act also requires information on security and access to campus facilities, Drake Campus Security's relationship with the Des Moines Police, and other policies such as educational programs designed for students and staff, on security, sexual assault, and alcohol and substance abuse. The current campus security report is updated in September of each year.

[Crime statistics, policy statements, and other information relating to the Campus Security Act.](#)

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F. Policy on Reasonable Accommodation for Qualified Students with Disabilities

Drake University prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the University community. All faculty, staff and administrators will actively support qualified students with disabilities in all the University's educational programs, services, and activities. The University's Policy on Reasonable Accommodation for qualified students with disabilities is found at </academics/policies/facmanual7.php#s518>.

Drake Student Disability Services exists to help students with disabilities succeed in their pursuit for higher education. All students seeking reasonable accommodations from the University must coordinate their requests through Disability Services located in Old Main. For more information on Drake Student Disability Services and the requirements for obtaining reasonable accommodations, see </acadassist/disability/index.php>.

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G. University Nondiscrimination Statement

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination. Drake University therefore prohibits discrimination based upon race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation or veteran status.

Approved by the Drake University Board of Trustees on October 9, 2004

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H. Residence Halls

Students living in the residence halls become part of the community within each hall. Living within the residence hall community includes the expectation that each student takes responsibility for her or his behavior and respects the standards and policies outlined by Drake University. Another important responsibility of life in a community is the respect and consideration each member must have for the rights of others, including their need for rest and study time.

Refer to the [Office of Residence Life](#) home page or contact the Director of Residence Life for further information concerning the residence hall policies that pertain to all students who live in or visit the residence halls.

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I. Right to Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures that students will have access to their education records maintained by the University FERPA also prevents the University from releasing to the public certain information about students to persons outside the University. However, FERPA allows the University to release to the public "directory information" about students. More information about FERPA can be found at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Directory Information

Drake University will release to the public the following "directory information" about each individual student without prior consent unless otherwise timely notified by the student:

1. Student's name, local address, telephone number and email address
2. Parent's name, address and telephone number
3. Date and place of student's birth
4. College of enrollment
5. Curriculum (major field of study)
6. Year in School
7. Participation in recognized organizations, activities and sports
8. Weight and height of members of athletic teams
9. Degrees and awards received
10. The most recent previous educational institution attended by the student.
11. Job title(s) and Date(s) of employment held while enrolled as a student.

Any student not wanting some or all of the above-referenced "directory information" released to the public must timely specify which data may not be released. Standard forms are available from the Office of Student Records and Academic Information. Completed standard forms must be received in the Office of Student Records and Academic Information by September 1 if directory information is to be withheld from the Drake University Student Directory (D Book). A notice is effective for a calendar year and must be resubmitted on the standard form each year to remain effective.

Revised July 1, 2006

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J. Student Records Family Educational Rights and Privacy Act (FERPA) Policy Statement

The Provost's Office and its various subdivisions maintain student education records as an integral part of providing student services. All student education records and the information contained therein are subject to the provisions of the federal privacy act known as the Family Educational Rights and Privacy Act of 1974 (FERPA) and, subject to

exceptions stated in FERPA, are not available for inspection by others without a written release from the student unless the person making the request is a University faculty or staff member with legitimate educational interests. Such personnel might include a faculty adviser, professor, dean or a counselor. Parents may or may not be excluded from seeing their student's education records or receiving information from the records without a release signed by their student, depending on the applicable provisions of FERPA.

Generally, students may inspect their own education records at any time the record keeping office is open. Prior notice is required to inspect your own file as inspections are done under the supervision of the office staff. Students may copy the contents of their own education records, although if the file is extensive there may be a reasonable copying charge. Students may not see their parents' Financial Aid Form or other financial records. Where records involve two or more students, the student may view only that part of the record that pertains to him/her. Students do not have a right to access records of instructional, supervisory or administrative personnel if those records are kept in the sole possession of the maker and are not accessible or revealed to any other person except substitute personnel. In addition, students do not have the right to access or review the records of Campus Security if the records were created for the purpose of law enforcement. In all cases where access to records is denied, the student and supervisor of the record shall attempt to informally resolve the matter. If the situation is not resolved in this manner, then the Provost, or his/her designee, shall make a final and binding decision regarding access after reviewing the arguments for access and denial of access.

If students find objectionable material in their file, they should call it to the attention of the supervisor of that record and if the supervisor agrees, the material can be deleted or amended. If the supervisor of the record does not agree to the student's suggested deletion or amendment after the student has had a chance to present all evidence in his/her favor, then the student may add additional or explanatory material to the file, which will be kept as part of the educational record.

All student files and records are subject to lawful subpoenas and court orders.

University files pertaining to students are normally purged after five years, although each department and College follows its own procedures.

Special note from the Provost on University Policy concerning release of student education records to parents and guardians:

Generally, it is Drake University's policy to request a signed consent from the student before the University will release the student's education records (including grades) to parents. The University treats students as adults, and encourages parents to become

partners with their students. The University believes that this approach reinforces the importance of autonomy and accountability in student development.

There is no law forbidding students from voluntarily sharing all their information with parents after the student receives it from the University, and no consent form is required for such voluntary sharing between student and parent.

Under the following special circumstances, the University may release student education records to parents or others without student consent:

1. In an emergency, federal law (FERPA) allows the University to contact parents and other appropriate persons and disclose the information necessary to protect the health or safety of the student or other persons;
2. FERPA allows the University to disclose to parents or legal guardians information about their students' violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if (a) the student is under the age of 21; and (b) Drake determines that the student has committed a disciplinary violation with respect to such use or possession of alcohol or controlled substances;
3. The University may disclose to parents or guardians a student's education records or information therein to the extent necessary to process the student's financial aid request and for such related purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine the conditions for the aid; and/or
 - d. enforce the terms and conditions of the aid; and
4. Finally, consistent with FERPA, if the student decides not to grant permission, then parents will have access to their student's records if they can provide evidence that meets the "dependent for tax purposes" requirement. (A dependent is an appropriate relative or member of the taxpayer's household who receives over half of his or her support for the calendar year from the taxpayer. Scholarships are not taken into consideration. 26 U.S.C. § 152.)

The University's policy regarding disclosure of student information to parents is explained to parents and students at summer orientation. Students may authorize

their parents' access to their record via the "Authorize Family Access" link in the student portal.

Questions regarding FERPA, University policy or parental access to student education records can be addressed to the Office of the Registrar, 271-2025 or to the Associate Provost for Academic Excellence and Student Success at 271-3761.

More information about FERPA can be found at

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Adopted by the Faculty Senate, May 9, 2002

Supplemented by Provost to reflect University Policy concerning release of student education records to parents and guardians, November, 2007

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K. Sales and Solicitation of Funds

Except as noted below with regard to athletic facilities, the Dean of Students Office, in consultation with Campus Security, shall regulate fundraising and sales campaigns on campus that are directed to students:

1. Sales people shall not solicit or conduct business with students on campus unless invited by the individual student with whom the sales person is doing business.
2. Commercial advertising material may be excluded from the University.
3. Sales and fundraising campaigns are prohibited in Cowles Library.
4. Sales or fundraising activities shall be conducted in such manner as not to interfere with academic activities.
5. Student rooms cannot be used for commercial purposes.
6. Door-to-door solicitations in residence halls for commercial purposes are prohibited.

Fundraising, Solicitation and Distribution of Literature in Athletic and Recreation Facilities

1. The athletic department shall regulate sales campaigns directed to patrons of Drake athletic activities.
2. The officially designated concessionaire shall have control of sales of food and beverages directed toward patrons of athletic activities in the stadium, Fieldhouse,

Drake Stadium, Drake Knapp Center, and on University property surrounding such events. Sales of food and beverages are prohibited in the Bell Center.

3. The athletic department shall have control of sales of all wearing apparel, novelty items and game/meet programs directed toward patrons of intercollegiate athletic activities in the Stadium, Fieldhouse, Bell Center, Drake Knapp Center and on University property surrounding such events.
4. Fundraising shall be prohibited except as it pertains to soliciting funds for Drake University.
5. In no event shall fundraising or solicitation occur in athletic and recreation facilities for personal gain.
6. The use of the name "Drake University," "Bulldogs" or "Drake Relays" in connection with sales of any item or any fundraising endeavor without the express permission of the Director of Marketing and Communication is prohibited.

Student Life Committee, April 7, 1972

University Senate, September 20, 1972

Revised July 1, 2006

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L. Speakers and Programs (From Off-Campus)

Education in the collegiate sense requires freedom of access to ideas and freedom to discuss ideas. It is the policy of Drake University to encourage students to hear and discuss diverse points of view presented by speakers and programs sponsored by recognized student organizations. This freedom of access to ideas shall be the guiding principle for determining meeting arrangements by student organizations that involve off campus speakers or programs and are open to the public.

Procedure

1. The Dean of Students shall be responsible for the administration of this policy.
2. Recognized student organizations shall follow established University procedure on the reservation of rooms, posting of notices and other rules, which may be required to avoid interference with the regular programs of the University.
3. If at any time, any person or group of the University community believes there is sufficient evidence that the stated policy is being thwarted, perverted or otherwise

used to subvert full freedom of expression, a complaint may be made to the Dean of Students.

M. Rights and Freedoms of Students

On January 17, 1968, the Joint Statement on Rights and Freedoms of Students was adopted by the Association of American Colleges. The joint statement was previously endorsed by the United States National Student Association, the Association of American University Professors and the National Association of Student Personnel Administrators and the National Association of Women Deans and Counselors.

Copies of the statement with interpretive notes to reflect changes in the law and higher education that occurred after 1968 and the removal of gender-specific references are available from the Student Life Center and at <http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm>. The policies and procedures of the University apply to the extent the Joint Statement is inconsistent with or in conflict with University policies or procedures.

Revised July 1, 2006

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Part III. Student Life

Much of a Student's time is spent outside the classroom, and co-curricular activities and related services are instrumental in a students' total development at Drake University. The following section, therefore, describes Drake's residence life, Fraternity and Sorority Life, student organizations, student government, recreational and athletic programs, and other important services offered to students.

Fraternity and Sorority Life

Drake University and its fraternity and sorority system have a reciprocal relationship: the University has given fraternities and sororities University recognition and the privilege of using its campus provided they make positive and useful contributions to the University's total educational experience. The following section on fraternity and sororities, therefore, illuminates that relationship by describing fraternities, sororities and the bodies that govern them; the University's expectations of the Greek system; a chapter's procedures for gaining

and maintaining recognition; and current policies and resolutions concerning matters that affect not only the Greek system but also the University of which it is a part.

Contact the Director of Fraternity and Sorority Life or visit the [Fraternity and Sorority Life webpage](#) for further information concerning Greek organizations and governing bodies.

Fraternities

A fraternity is a group of men working together to learn, to share experiences and to develop human relations, tolerance and consideration. Fraternities emphasize scholarship, contribute to various University and community service projects and provide a variety of social functions. Through these activities members can develop lasting friendships. The following national fraternities operate chapters at Drake University:

- Alpha Phi Alpha, mailbox in SLC office
- Phi Delta Theta, 1245 34th St.
- Phi Gamma Delta, 1236 34th St.
- Phi Beta Sigma , Mailbox in the SLC
- Pi Kappa Alpha, 1218 34th St.
- Sigma Alpha Epsilon, 1235 34th St.
- Sigma Chi, 3212 Forest Ave.
- Sigma Phi Epsilon, 1243 34th St.
- Tau Kappa Epsilon, 1316 34th St.
- Theta Chi, 1320 34th St.

Sororities

A sorority is a group of women who extend family living opportunities to selected members. Local chapters of the national organizations promote scholarship, personal development, leadership and lifelong friendships. Sororities support others through scholarships and services for people with disabilities, the elderly, etc. Students can become acquainted with the various sorority groups at open houses and other parties during recruitment. The following national sororities operate chapters at Drake University:

- Alpha Kappa Alpha, mailbox in SLC office
- Alpha Phi, 1240 34th St.
- Delta Gamma, 1227 34th St.
- Delta Sigma Theta, mailbox in SLC office
- Kappa Alpha Theta, 1335 34th St.
- Kappa Kappa Gamma, 1305 34th St.

Governing Bodies

National Pan-Hellenic Council (NPHC)

NPHC, the coordinating agency for Drake's historic black fraternities and sororities, is advised by the director of Fraternity and Sorority Life at Drake University. Active groups on Drake's campus are, Alpha Kappa Alpha, and Phi Beta Sigma.

Greek Programming Council (GPC)

GPC is a committee made up of representatives from fraternities and sororities. The committee helps develop service and social activities for the Greek system, communicate with Drake and the city of Des Moines and maintain relations among Greek houses. GPC sends representatives to Drake Neighborhood Association meetings, sponsor blood drives and other service-related projects and plans such events as Greek Week and Sweetheart Sing. Proceeds from fundraising events are given for Drake projects and to Des Moines or national charities.

Interfraternity Council (IFC)

The Interfraternity Council is the coordinating and governing body for Drake's fraternity system. Membership of IFC consists of one representative (chapter president) from each of the eight national fraternities under its jurisdiction, which constitutes the General Assembly, seven positions elected by a vote of the General Assembly, and five positions appointed by the president of the Interfraternity Council.

Panhellenic Council

The Panhellenic Council is the coordinating agency for Drake sororities. Members are elected or appointed from the chapters to promote cooperation among sororities. Both the Panhellenic Council and the Interfraternity Council organize and coordinate formal membership selection — a mutual selection process known as recruitment — which occurs during the first few weeks of the fall semester and continues informally throughout the year.

University Standards

Drake University maintains that the national social fraternity (the term "fraternity" is used throughout this document to refer to men's and women's groups) system is a significant aspect of its extracurricular and residential life.

The University provides the setting within which the fraternity recruits its members, conducts its programs and implements its objectives and it should be remembered that Drake is primarily an educational setting. However, the fraternity exists as an adjunct to the

University and its program, not as its central feature, and the continued presence of the fraternity on the campus depends upon the extent to which it makes a positive and useful contribution to the University's total program.

In recognizing and granting fraternities the privilege of its campus, Drake University expects each chapter to uphold the following standards:

1. That each fraternity so conduct itself that its activities do not embarrass the University but, instead, reflect credit upon the moral and ethical standards of the individual, the chapter, the fraternity system and Drake University.
2. That each fraternity establishes self-regulating procedures so that misconduct by individual members may be initially dealt with at the fraternity level where appropriate.
3. That each fraternity follows financial practices and policies which will ensure a consistent and stable fiscal situation.
4. That each fraternity recognize the fundamental nature of the academic program on the University campus and establish policies and practices that will contribute favorable educational, intellectual and cultural experiences, both for the chapter as a whole and for each individual member.
5. That each fraternity establishes and maintain close relationships with its local community alumni so that alumni assistance and guidance become a regular and accepted feature of chapter operation.
6. That each fraternity seeks to maintain active communication and cooperation with the Office of Fraternity and Sorority Life.
7. That each fraternity becomes an active and participating member of the Drake University Interfraternity Council or Panhellenic Council to reduce unproductive interfraternity rivalry and to increase cooperation and mutual understanding.
8. That each residential fraternity maintains housing and dining facilities that equal or exceed reasonable standards of health, safety and student welfare.
9. That each fraternity seeks to involve itself and individual members in activities and projects that benefit the campus and the local community at large.
10. That each fraternity establishes continuing leadership training and indoctrination programs so that new members and future chapter leaders will inherit and maintain the best traditions and objectives of fraternity life.

The principal agency through which the fraternity maintains liaison and communication with the University is the Office of Fraternity and Sorority Life, in consultation with the Dean of Students. Continual consultation and communication with that office on fraternity problems and concerns is a necessary and significant means of obtaining the guidance and counsel which will ensure that fraternity programs and goals will be in harmony with those of the University.

Dean of Students Office, November 26, 1962

Revised July 1, 2006

Recognition

The Office of Fraternity and Sorority Life, in consultation with the Dean of Students, grants recognition to the University's social fraternities and sororities. The privileges of recognition and the broad range of authority and self-governance provided fraternal organizations include those privileges granted to other student groups and organizations. Recognized fraternal organizations are expected, as a condition of maintaining that privilege, to meet their responsibilities as members of the academic community at Drake, which includes observing all federal, state and municipal laws.

New Fraternities: Expansion and Colonization

Expansion Procedures

In order to establish a colony or to charter/re-charter a chapter on the campus of Drake University, a fraternity must be invited to establish a group on the campus. This invitation is to be issued by the University administration upon the recommendation of the Office of Fraternity and Sorority Life. In no instance shall the Office of Fraternity and Sorority Life recognize or encourage a local fraternity that does not have the endorsement of a national fraternity.

Colonization Procedures

Prior to the extension of an invitation to colonize, national fraternities under consideration must present their goals and program plans. This presentation (points to be included are outlined below) is to be made to representatives of the governing council to which the group will eventually belong, the presidents of the existing campus chapters and their advisors and representatives of the Office of Fraternity and Sorority Life.

Following all presentations, the aforementioned groups will consider the presentation of each petitioning fraternity and make a recommendation "in favor of" or "opposed to" recognition of the petitioning group. They also will recommend (in case of more than one presentation) the order in which invitations to colonize should be extended. A three-fourths

(3/4) vote of the existing chapters will be required before consideration for expansion will be recommended by the University administration through the Office of Fraternity and Sorority Life.

Criteria

The criteria to be used in determining which national fraternities will be invited to campus to make expansion presentations are:

1. The fraternity shall be a member of the National Panhellenic Conference or the National Interfraternity Conference.
2. The fraternity shall file a letter of intent with the Office of Fraternity and Sorority Life during the current academic year.
3. The fraternity shall acknowledge that its constitution and bylaws would permit the pledging of individuals regardless of race, religion or national origin.
4. The fraternity shall be acceptable to the University administration and to the Greek governing councils of Drake University.
5. The fraternity shall have an established national policy on maintaining high University standards and strong scholarship.
6. The fraternity shall submit evidence of a sound present and future financial position.
7. The fraternity shall submit evidence of the number of alumni in the local community, which can be expected to help with the fraternity.
8. In the event that a large number of fraternities should file letters of intent an expansion committee composed of a representative from the Office of Student Life, the presidents of the three governing councils, representatives from the Greek community and an additional administrator from either the faculty or the student life division will evaluate the interested fraternities on the basis of the above criteria. The expansion committee will present to the appropriate council a recommended preferential list of fraternities to be invited to this campus. Consideration will be given to national fraternities that have formerly had chapters on the Drake campus. This consideration does not necessarily guarantee that the group will be invited to re-colonize.

Procedures to Establish New Chapters

Procedures to be used in the establishment of new chapters of national fraternities on the Drake University campus are:

1. Upon the University's recommendation, the appropriate council must recognize the need for expansion by agreeing with a three-fourths vote to begin expansion procedures.
2. The appropriate council must recommend "in favor of" recognition before a fraternity is invited to colonize. Each chapter will have one vote to begin expansion procedures.
3. Any fraternity invited to colonize must complete the colonization procedures by the deadline date stipulated in the contractual agreement made with the University. A specific deadline will be negotiated by the fraternity and the University upon extension of the invitation to colonize. This deadline may be extended by mutual agreement. A fraternity which does not meet the terms of the stipulated agreement will lose its opportunity to colonize. An invitation to colonize will then be extended to the next acceptable fraternity in preferential order. If no such fraternity exists, procedures for colonization will be reopened.
4. The members of the new fraternities will hold associate membership in the Panhellenic or the Interfraternity councils for a period of one year. Associate members may participate in council discussions, meetings and activities, but will not have the power to vote or to hold an office on any of the councils. Full membership will be granted after one year upon the approval of the council and Office of Fraternity and Sorority Life. Membership in the council must be maintained in order to continue recognition. The colony shall be responsible for meeting all of the requirements that fully recognized chapters are expected to meet.

Recognition of a New Chapter

Subject to all other applicable requirements, upon the agreement of the national fraternity and the Office of Fraternity and Sorority Life, a colony may be formally installed and granted a charter. Before this agreement can occur, a colony must:

1. Present a statement of financial solvency to the Office of Fraternity and Sorority Life.
2. Present evidence of satisfactory scholastic standards.
3. Owe no outstanding reports (e.g., membership, scholarship) to the Office of Fraternity and Sorority Life.
4. Have a chapter adviser.

5. Have had consistent attendance at the meetings of the appropriate (Panhellenic or Interfraternity) council. This attendance must be maintained following the granting of recognition.

Support and Assistance for Recognized Chapters

In providing recognition, the University also provides support and assistance in a broad range of programs that impact directly on the operations of recognized fraternities and sororities.

1. The University provides the Interfraternity and Panhellenic councils (as well as individual chapters) with scholarship reports each semester, housing membership and cost data and access to University facilities whenever appropriate.
2. The University provides assistance in developing improved recruitment activities.
3. The University provides undergraduate chapters with leadership and chapter operations resources.
4. The University assists chapter officers in the completion of reports required by the national fraternity.
5. The University maintains statistical and historical information about individual chapters and the Greek system.
6. The University provides an adviser to the Greek community. The University recognizes the importance of providing this support and assistance to its Greek organizations. The loss of recognition entails the loss of all benefits, services and privileges.

Reasons for Sanctions or Withdrawal of University Recognition

The University may sanction or withdraw its recognition of a colony or chapter when there is confirmed evidence that the chapter is not meeting the standards set forth by either the national fraternity or the University.

1. **Non-compliance with national fraternity standards:** The University recognizes and endorses the fraternity standards set forth by the individual chapter's national office. If a chapter fails to meet the standards set forth by its national organization, the University may take the initiative to notify the involved national headquarters of the chapter's lack of compliance. If, after such notification, the national office fails or refuses to take action to aid the chapter, the University may impose corrective measures or sanctions. This may include withdrawal of University recognition.

2. Non-compliance with University, IFC or chapter standards: Failure to meet University, IFC or chapter standards may also lead to corrective measures, sanctions and/or withdrawal of University recognition.

Procedure for Sanctions or Withdrawal of University Recognition

When a chapter is suspected of being in non-compliance with either national or University standards, the following shall occur:

1. Official written notice from the Dean of Students will be sent to the president of the chapter. A copy will be sent to the chapter adviser and the national fraternity. The notice will cite area(s) of alleged chapter non-compliance.
2. A meeting will take place between the chapter president, the Dean of Students, the Director of Fraternity and Sorority Life and the chapter adviser to determine which, if any, of the standards are not being met. A summary of the meeting will be sent to the chapter adviser and the national fraternity.
3. If the Dean of Students determines that there are standards that are not being met, notice will be sent to the chapter, the chapter adviser and the national fraternity with regard to the sanction(s) to be imposed.
 - a. Warning: This status recognizes and addresses the fact that standards were not met by the chapter, with the expectation that the chapter will implement policies to correct the problem(s). If further violations occur prior to the end of the warning period, the chapter could face more severe penalties.
 - b. Probation: This status is intended to be punitive and is for chapters that do not meet standards or for chapters exhibiting behavioral problems. The Dean of Students may impose restrictions on the activities of the chapter and conditions, the timely meeting of which will result in return to normal status. Failure to timely meet the conditions may result in more severe penalties, including removal.
 - c. Sanctions: The Dean of Students may impose additional/different sanction(s) depending on the circumstances. Examples include exclusion from IFC activities, restrictions on social activities or restrictions on recruiting.
 - d. Removal: Removed status is a severe punitive action in which the Dean of Students informs the chapter that it is no longer welcome on the Drake campus. A chapter that has been classified as "removed" will lose its recognition as a Drake University organization and all of the rights and

privileges accorded to recognized groups. In the below cases, a chapter may be removed without previously having probation status:

- i. Confirmed evidence of hazing activities.
 - ii. A chapter whose members damage property.
 - iii. Severe behavioral excesses.
 - iv. Violation of law.
 - v. Poor record of academic achievement for four consecutive semesters.
4. Appeal: A chapter may appeal to the Provost, the Dean of Students' imposition of removal status. The Provost must receive the appeal, in writing, within 10 business days after the chapter's receipt of notice of the Dean's decision to put the chapter on removal status. The Provost's decision is final.
5. Voluntary removal: A chapter that voluntarily renders itself inactive shall be considered removed, but the records will show that this was voluntary and not a University action. A voluntarily removed chapter, or a chapter that has been removed by its national organization for reasons other than improper behavior, may be eligible for recolonization two calendar years after its voluntary removal. It must, however, adhere to all of the procedures governing expansion/colonization. While consideration will be given to national fraternities that have formerly had chapters on the Drake campus this consideration does not necessarily guarantee that the group will be invited to recolonize.

Restrictions for a Chapter on Removal Status

A fraternity or sorority chapter that is on removal status:

1. Must immediately cease to use the national Greek letters in connection with the name "Drake University" or "Drake."
2. May be forced to vacate its chapter house.
3. Is ineligible to compete in all-Greek events.
4. Is ineligible to re-colonize for at least four calendar years.
5. May not sponsor parties or social events.
6. May not participate or compete in intramural competition.

7. May find additional action being taken against its individual members by the University or the local authorities.

Revised July 1, 2006

Interfraternity Council Judiciary Constitution.

Article I - Purpose of IFC Judiciary Board

The purpose of the IFC Judiciary Board is to hear cases of alleged misconduct brought before the Board, decide guilt or innocence, impose proper sanctions and promote an increased sense of responsibility among the students of the Drake University fraternities.

Article II - Basic Principles and Rights of the Accused

1. Each accused (whether a chapter or an individual) shall be accorded the rights granted by this Constitution.
2. The accused is presumed innocent until determined guilty.
3. The individual chapter shall be recognized and respected.
4. Each case is to be regarded as unique, and sanctions should reflect this unique character, while still maintaining a degree of consistency with previous cases of the same type.
5. The accused shall be informed of the alleged misconduct and/or the University/fraternity rules and regulations allegedly violated.
6. If the accused pleads guilty, the accused's conduct should be explained to assist the Judiciary Board in formulating an appropriate sanction.
7. The accused is presumed knowledgeable of University/fraternity rules and regulations, and is therefore held fully responsible for its/his actions and the consequences to others.
8. While the primary purpose of sanctions should not be to make an example of offenders, the sanctions should help the accused and the student body to better understand the standards of behavior expected by the University and Interfraternity Council.
9. An accused's guilt is determined by a preponderance of the evidence.
10. If the accused asks for the assistance of an adviser, it/he/she is entitled to a maximum of two (2) advisers from the Drake community.

11. The accused has the right to remain silent. This shall not be interpreted as a sign of guilt, but the accused may still be disciplined for refusal to cooperate with an investigation, a separate offense.
12. The accused shall have the right to waive any of the rights granted by this Constitution.

Article III - Jurisdiction

1. Those parties subject to the jurisdiction of the Judiciary Board are:
 - a. All member fraternity chapters of the Interfraternity Council.
 - b. All undergraduate members, pledges or guests of a member fraternity chapter.
2. The jurisdiction of the Judiciary Board shall extend:
 - a. To cases arising under the constitution or bylaws of the Interfraternity Council and any rules or regulations passed by that body.
 - b. To cases involving "non-academic misconduct" as defined in the Code of Student Conduct. Notwithstanding any other provision of this Constitution, the Director of Fraternity and Sorority Life, in consultation with the Dean of Students/designee, may, at his/her discretion, require that any case involving "non-academic misconduct," as defined by the Code of Student Conduct, be adjudicated pursuant to the procedures set forth in the Code of Student Conduct or that the matter be handled pursuant to the University procedures for Chapter sanctions or withdrawal of University recognition, at which time the Judiciary Board's jurisdiction over the case will cease until further notice from the Director of Fraternity and Sorority Life.
3. The Judiciary Board's jurisdiction need not necessarily include jurisdiction over the complainant.

Article IV - Judiciary Board Procedure

1. Complaints
 - a. within 30 days of obtaining knowledge of the alleged violation.
 - b. Complaints should include the following information in writing:
 - i. Full name, address and telephone number of the person making the complaint.
 - ii. Complete detail of facts, times, places and persons involved in the incident, including witnesses.

2. Action on Complaints: The IFC judicial officer, in consultation with the Director of Fraternity and Sorority Life, shall review each complaint and make one of the following recommendations:
 - a. Complaint dismissed.
 - b. Complaint handled pursuant to the Code of Student Conduct.
 - c. Complaint referred to the Judiciary Board for a hearing.
 - d. Complaint handled pursuant to the procedures for chapter sanctions or withdrawal of University recognition.
 - e. Complaint mediated by the IFC and/or its adviser. Note: The Director of Fraternity and Sorority Life, in consultation with the Dean of Students/designee, has ultimate authority to decide how each complaint is handled.
3. Judiciary Board Hearings: Hearings are informal, and the procedures existing in the civil and criminal courts do not apply. The following procedures do apply:
 - a. An accused shall receive written notification seven (7) days prior to the date of the hearing before the Judiciary Board. The notification will describe the alleged misconduct and/or the University/fraternity rules and regulations allegedly violated. The notification will advise the accused of the date, time and place of the hearing. Along with the notification, the accused will be directed to or provided with a copy of this Constitution.
 - b. The accused is required to appear on the stated date unless it/he/she can show good cause not to appear and provide a written statement of reasons therefore to the Office of Fraternity and Sorority Life at least 24 hours prior to the hearing. If the Judiciary Board Chairman finds good cause, he shall postpone the hearing. If the accused ignores the notification, or if good cause is not found for postponement, the hearing may be held as scheduled in the absence of the accused, and the appropriate sanctions will be imposed.
 - c. The inability to obtain the presence of one or more requested witnesses shall not affect the validity of the hearing, but it may be cause for postponement, in the discretion of the Judiciary Board Chairman.
 - d. The Judiciary Board Chairman shall chair the hearing and shall control all proceedings and points of order.
 - e. Before a hearing can commence, a majority of the member chapters must be represented by their vice presidents.

- f. If the accused feels that the composition of the Judiciary Board should be altered, it/he/she has the right to request such prior to commencement of the hearing. The unchallenged members of the Judiciary Board present will decide by majority vote whether the reasons stated warrant a change in composition. In making their decision, the unchallenged members shall consider whether the challenged member has an interest in the outcome or has knowledge or feelings, which would prevent him from making a decision based only on the evidence presented at the hearing. Disqualified members shall be replaced with a person from the same chapter designated by the chair.
 - g. The accused or the University may make a tape or other record of the hearing for purposes of an appeal.
 - h. Hearings are closed to the public unless the Director of Fraternity and Sorority Life and the accused both agree otherwise.
 - i. All witnesses shall be excluded from the hearing room except when testifying.
 - j. The charges are to be read to the accused, and it/he/she shall be asked to enter a plea of guilty or not guilty. If the accused pleads guilty, the plea shall be accepted and the hearing shall continue as set forth below for the purpose of determining the appropriate sanction(s) only.
 - k. The accused shall present the evidence it/he/she believes tends to show the accused's innocence and/or evidence intended to mitigate the potential sanction.
 - l. The Judiciary Board shall deliberate in private and issue its written decision no later than 10 days after conclusion of the hearing. The written decision shall state whether the accused was found guilty by a majority of the Board members and if so, the sanction(s) to be imposed, again pursuant to majority vote.
 - m. The IFC Judicial Officer shall present the evidence against the accused.
4. Sanctions: The Judiciary Board shall have broad powers to impose any sanction of a constructive nature which it deems suitable to promote positive behavior and proper respect for the seriousness of the offense, except for removal of University recognition, suspension or dismissal. The Board may, however, recommend that a guilty chapter's University recognition be repealed or that on an individual be suspended or dismissed from the University. Additional examples of sanctions include the following:
- a. IFC probation, which shall consist of IFC censure plus a warning that any future infraction will be dealt with more severely.

- b. Activities Probation
 - i. Guilty parties or groups may not participate in any Greek sponsored event, including intramurals.
 - ii. Guilty parties may not hold any position, run for any office or apply for a position in any Greek event as specified by the Judiciary Board.
- c. Fines on guilty chapters or members.

Article V - Appeal

All Judiciary Board decisions are appealable to the Dean of Students. To commence an appeal, a written memorandum, stating the reasons why the Judiciary Board wrongly decided the case and suggesting how the Board's decision and/or sanctions should be modified, must be delivered to the Dean of Students within fourteen (14) calendar days from the mailing date of the written Judiciary Board decision sent to the accused. Barring discovery of material new facts, an appeal is limited to a review of the written memorandum and any tape recording from the hearing. The Dean of Students/designee will decide the appeal. In his/her discretion, the Dean of Students/designee may affirm or reverse the previous decision as to guilt or innocence and may modify the sanctions previously imposed. The severity of sanctions cannot be increased on appeal. The Dean of Students/designee will provide to the accused, the Director of Fraternity and Sorority Life and the Dean of Students office a brief written explanation of the decision on appeal, which shall be a final decision in all cases.

Article VI - Composition and Duties of Judiciary Board

1. The Judiciary Board shall consist of the Vice Presidents of each member chapter of the Interfraternity Council. The Judiciary Board shall hear and decide the cases brought before it by the IFC Judicial Officer or the Director of Fraternity and Sorority Life.
2. The duties of the IFC Vice President, as Judiciary Board Chairman, are:
 - a. Insure that Board members are properly trained to carry out their duties.
 - b. Chair meetings and hearings and maintain order.
 - c. Send copies of the Judiciary Board decision to the accused, the Director of Fraternity and Sorority Life and the Dean of Students office.
3. Any member of the Judiciary Board may be removed upon the two-thirds vote of the IFC Judiciary Board. The member chapter that is affected by the removal is then

responsible for electing a new representative within fourteen (14) days of the removal.

4. The Judiciary Board shall make its own policy with regard to frequency of meetings.

Article VII - Amendments

1. Amendments to this Constitution may be proposed by any voting member of the Interfraternity Council, the President of the Interfraternity Council, the Director of Fraternity and Sorority Life or any member of the Judiciary Board.
2. A proposed amendment must be passed by a two-thirds majority vote of the Interfraternity Council.

Spring 1994

Revised July 1, 2006

Greek Policies and Resolutions

IFC and Panhellenic Council Sexual Harassment, Sexual Assault and Rape Policy

The Interfraternity Council and the Panhellenic Council at Drake University shall not in any way tolerate the existence of:

1. **sexual harassment** — Sexual harassment is unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning, and/or
2. **sexual abuse** — Any sex act between persons is sexual abuse by either of the participants when the act is done by force or against the will of the other; if the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other; or if the other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters; or if the other participant is a child, and/or
3. **rape** — The perpetration of any sexual act committed against a person's will without his/her consent, through the use of manipulation, or force or unknowing ingestion of commonly identified "date rape" drugs. Consent is never implied; it can only be

acquired verbally when the person is capable of exercising rational judgment. Rational judgment is never present when the person has or is experiencing any incapacity which precludes giving consent or lacks mental capacity to know right and wrong of conduct in sexual matters.

To allow the existence of any such harassment or abuse to the knowledge of any fraternity or sorority would be contrary to the very principles upon which the system was founded and the following policy shall be fully implemented and enforced by the IFC and the Panhellenic Council at Drake University.

To aid in the prevention of rape and assault, each chapter recognized by IFC or Panhellenic, whether colony or full status, is required to participate in any all-Greek gender education or date rape program planned by the IFC and Panhellenic Council Risk Management Committee and emPOWER. Two-thirds of chapter members and pledges are to be in attendance.

Attendance will be taken at all programs by the Risk Management Committee, emPOWER and/or IFC and Panhellenic Executive Council.

If this requirement is not fulfilled, there will be a \$5 fine for every member under the required two-thirds participation by chapter members and pledges. All money from this fine will be used for rape prevention and gender education programs.

IFC and Panhellenic strongly encourage chapter members and pledges to participate in the Drake Rape Awareness Week events.

In the event that a sexual harassment, sexual abuse or rape complaint has been brought against a chapter, chapter member(s) or pledge(s), the following action will be taken against that person and his/her chapter:

He/She will be subject to the jurisdiction of Drake's judicial proceedings to the fullest extent.

In the event that Drake's judicial body or any state or federal court of law convicts a chapter member or pledge of sexual harassment, sexual abuse or rape the following action will be taken against the person and his/her chapter.

The chapter will:

- a. require all members to attend a chapter sponsored education program on related sexual conduct prior to the end of the semester.
- b. IFC or Panhellenic will request the chapter to immediately expel the member or

new member.

While the policy provides for sanctions in the event of an incident by a chapter member or pledge, it does not encompass the non-affiliated person. Chapters are reminded of the liability they assume for all guests and non-members at the chapter house.

Panhellenic Nondiscrimination Statement

Drake University fraternities admit for membership students without regard to race, color, religion, sexual orientation or nation/ethnic origin. The Interfraternity Council of Drake University shall not in any way tolerate the existence of discrimination and/or discriminatory practices and will not hesitate to pursue sanctions within its power for lack of compliance with this nondiscrimination statement.

IFC, November 1995

Interfraternity Council Scholarship Policy

It is the objective of all fraternities at Drake University to aid members in the realization of their academic potential. A scholarship program for associate members in the Drake Greek system will be effective only if there is a unified action, common consent program.

The goal of the Drake University Greek system, in order to ensure the above objective, is to have the all-fraternity GPA consistently greater than the University all-men's GPA. All member chapters of the Interfraternity Council (IFC) shall adhere to the following regulations and policies regarding scholarship.

1. An IFC scholarship chair within each chapter is appointed or elected. The duties of this officer includes:
 - a. the annual review and, if necessary, the audit of the IFC scholarship policy;
 - b. review of individual chapter scholarship policies,
 - c. serving as a liaison between their individual chapter and IFC;
 - d. providing scholarship activities (i.e., study skills seminar, speakers, updated tutoring resources); and
 - e. representing the Greek system at special scholarship events.
2. Each chapter is required to submit a formal scholarship policy with the IFC.

3. Each chapter is to provide a minimum of three hours of totally undisturbed study time every Sunday through Thursday evenings ending no later than 11:30 p.m.
4. Incentives for scholastic achievement include:
 - a. The IFC scholarship trophy is prominently displayed in the Olmsted Center for two weeks after the chapter has been recognized.
 - b. All houses above the University all-men's GPA will receive a congratulatory notice in the Times-Delphic before rush begins.
 - c. Individual scholarship awards will be granted at the discretion of each house.
 - d. The pledge class with the highest GPA will have their letters placed on the IFC pledge scholarship plaque in recognition of this accomplishment. The most current recipient will be allowed to display it at their chapter during rush.
 - e. The academic status and GPA of each chapter will be distributed to the rushees, with clarification by the rush counselors (i.e., Alpha Alpha Alpha (2.65) —Academic Warning). The fraternity with the most improved GPA will also be recognized in this way.
5. The IFC Scholarship Board will consist of the vice president and the scholarship chair of each chapter as well as the IFC scholarship chair and vice president. The board shall have two meetings a semester. The first being an explanation of what academic resources are available and a discussion on plans for the semester. The second meeting will serve primarily as a forum for concerns and new ideas. Updates on any new academic resources will also be discussed.

Academic standing shall be determined on a semester basis by the Director of Fraternity and Sorority Life. All names appearing on the fraternity roster will be figured into the cumulative grade point average of the fraternity. This grade point average will be used to determine the academic standing of each fraternity within this policy. It is the responsibility of the fraternity president to ensure the fraternity roster is correct. Violations and sanctions of the IFC scholarship policy will be founded on a straight three-tiered scale based on the average of the preceding academic year's all men's average. A cushion of .05 below the all men's GPA will be established and any chapter falling within this cushion will not be subject to first tier sanctions.

First Tier — University All Men's GPA to .20 Points Below

Semester Sanctions:

1. 12 social functions where alcohol is present

2. Submit scholarship improvement program to IFC within 3 weeks from beginning of the semester
3. Submit scholarship improvement summary to IFC at the conclusion of the semester outlining effectiveness of scholarship improvement program

Violation of Social Function Sanctions:

1st Violation: \$250 fine

2nd Violation: \$500 fine

3rd Violation: Review of chapter status by IFC and the Director of Fraternity and Sorority Life

Second Tier — .201 to .35 Below University All Men's GPA

Semester Sanctions:

1. 8 social functions where alcohol is present
2. Submit scholarship improvement program to IFC within 3 weeks from beginning of the semester
3. Submit scholarship improvement summary to IFC at the conclusion of the semester outlining effectiveness of scholarship improvement program

Violation of Social Function Sanctions:

1st Violation: \$250 fine

2nd Violation: \$500 fine

3rd Violation: Review of chapter status by IFC and the Director of Fraternity and Sorority Life

Third Tier — .351 or More Below University All Men's GPA

Semester Sanctions:

1. 3 social functions where alcohol is present. During the spring semester, one party over Relays weekend is exempt.
2. Notification to national headquarters of academic standing
3. Intramural participation without Voltmer points

4. Submit scholarship improvement program to IFC within 3 weeks from beginning of the semester
5. Submit scholarship improvement summary to IFC at the conclusion of the semester outlining effectiveness of scholarship improvement program

Violation of Social Function Sanctions:

1st Violation: \$250 fine

2nd Violation: \$500 fine

3rd Violation: Review of chapter status by IFC and the Office of Fraternity and Sorority Life

IFC Executive Council reserves the right to impose alternate standards and sanctions where it is deemed necessary with the approval of the IFC General Assembly.

An appeal process is available for any chapter that remains within the same tier and has made significant effort to improve its GPA. This chapter may make an appeal before the IFC General Assembly, within two weeks of the beginning of the semester, outlining its members' efforts made for improvement. Based on the efforts made for improvement, the IFC General Assembly will determine if the chapter's standing in the scholarship policy will change.

IFC, May 3, 1994

Revised July 1, 2006

Panhellenic Scholarship Policy

The Panhellenic system of Drake University is striving to achieve and maintain an all-sorority average above the all-University women's average. In order to achieve this, we commit ourselves to encouraging scholastic improvement and excellence among our chapters.

All member chapters of the Panhellenic Council shall abide by the following regulations and policies regarding scholarship.

- Each chapter shall have an area set aside that is conducive to studying for a minimum of eight hours a day.
- Each chapter shall elect a member to be in charge of scholarship programming that would include, but is not limited to, a study program, incentives for improvement and recognition for achievement.

- Outstanding scholarship and academic improvement among chapters shall be recognized at the Greek awards ceremony once a year.

The Panhellenic Scholarship award shall be given each year to the chapter with the highest GPA.

Every chapter that obtains a GPA above the all-University women's average shall be recognized, along with the chapter with the most improved GPA.

Since it is the aim of the Panhellenic system to promote scholarship, any chapter whose GPA falls below the all-University women's GPA will be given an academic warning.

Warning Period: At the end of the semester any chapter that fails to achieve the all-University women's average, but falls no more than one tenth of a point below the average, is placed on academic warning. The chapter will be issued a letter notifying them of their status. Within one month the chapter must submit a statement to the Panhellenic Scholarship Chair describing one program or policy that its members will implement.

- i. During the following semester, the chapter scholarship chair must organize a program to promote scholarship. The focus of the program should be to improve and promote scholarship and can be for the entire chapter or for a small group of members that need extra help. The program can include, but is not limited to, speakers, workshops, study events, professor/ student activities and incentive programs.
- ii. Within two weeks of completion of the program, an evaluation must be filled out and filed with the Panhellenic Scholarship Chair.

Probation: At the end of the semester, any chapter that fails to achieve the all-University women's average by more than one tenth of a point will be placed on Probation for the following semester. A chapter on probation is required to implement two scholarship programs for the semester, one of which must be a Study Tables program. Evaluations must be filed with the Panhellenic Scholarship Chair as stated above.

At the beginning of each semester, upon receiving a list of each chapter's GPA, the Panhellenic Scholarship Chair shall notify each chapter that is placed on warning or probation for that semester and shall ensure that the probation is followed. The Panhellenic Scholarship Chair will meet with the scholarship chair of each house on probation and will assist in the development of an effective scholarship program. Any violations of this policy shall be brought to the Panhellenic Council and a suitable punishment determined.

Panhellenic Council, April 2004

Panhellenic Position on Auxiliary Groups Resolution.

The Panhellenic Council of Drake University affirms the previous national Panhellenic resolutions which looked with disfavor upon auxiliary groups. The council agrees to eliminate participation in auxiliaries to men's fraternities and prohibits the formation and recognition of new auxiliaries.

Panhellenic Council, April 2004

IFC Position on Auxiliary Groups Resolution.

The Interfraternity Council of Drake University shall prohibit any further membership additions to any women's auxiliary group associated with any member chapter. All applicable women's auxiliaries shall be allowed to continue without added members until such time when their membership has been depleted. This resolution does not include parents clubs, alumni associations or any other generally accepted auxiliary groups associated with fraternities.

IFC, April 12, 1991

Recreation and Athletics

The following section describes the recreational and athletic opportunities available for Drake University students. A brief description of Drake's recreational facilities is followed by an explanation of the programs Drake offers: intramural sports, sport clubs, lifetime sports instruction, wellness programming and intercollegiate athletics.

Recreational Facilities

Students, faculty and staff have a wide variety of recreation opportunities. Recreational Services has a variety of facilities to accommodate the recreation needs of students. The Bell Center is home to a swimming pool, multipurpose room, fitness room, equipment room, locker rooms and a gym with three basketball courts that can be set up for volleyball or badminton. The Underground Fitness is a student-only facility in the basement of Olmsted with a full range of cardio machines, free weights, and circuit training. The Roger Knapp Tennis Center has six indoor and six outdoor courts and is open for recreation at various times. The Knapp Center includes four basketball/six volleyball courts, four racquetball courts, and a track. This facility is open for recreation outside of athletic events.

To enter all the facilities, students, faculty, and staff must show their Drake ID. They may also check out sports equipment (e.g., basketballs, racquetballs and racquets, volleyballs,

jump ropes) from the Bell Center equipment room with their Drake ID. The student is responsible for loss or damage to equipment. Also if a student has guests and wants to use any of the recreational facilities, a guest pass may be obtained for up to three guests per student at the Bell Center office for a fee.

Refer to the Drake Recreational Services website at www.drake.edu/recservices for the latest information on Drake's facilities and rules for their use and updated hours.

Intramural Sports

Intramurals provide students, faculty, and staff members with an opportunity to participate in competitive team and individual sports at various skill levels. A comprehensive schedule of activities allows members to compete against others of similar skill in men's, women's and coed play. Winning teams or individuals of each league receive an Intramural Champion shirt. For a complete listing of the sports currently offered and the rules applicable to each, refer to the Drake Recreational Services website at www.drake.edu/recservices/intramurals.

How to enter:

Entry blanks for team sports and individual/dual sports are available in the lobby of the Bell Center and online. Entries are accepted in the Bell Center Office during business hours (Monday through Friday, 8 a.m.– 4:30 p.m.), or at the manager's meeting for that particular sport. A legal roster must be turned in at sign-up with the minimum number of players to field a team for the sport in question. Additional events may be scheduled. Please see individual activity flyers for more information.

Fraternity/sorority eligibility

Actives and pledges are permitted to participate for their fraternity/sorority providing the general eligibility requirements are met.

Independent eligibility

Any individual or organization may enter the independent division providing the general eligibility requirements are met.

COREC eligibility

Any individual or organization may enter the COREC division providing the general eligibility requirements are met.

Additions to the roster

Members may be added to a team's roster, providing the player is otherwise eligible. Additions to the roster may take place in the Intramural Office during business hours (Monday through Friday, 8 a.m.– 4:30 p.m.). The roster book is also available at the

field/floor during the regular season in each sport. Players may be added up until the last regular season game. An individual must participate in at least one regular season game to qualify for playoffs.

Postponements

1. The Intramural office reserves the right to postpone, cancel, or reschedule games due to weather, facility availability, etc.
2. If absolutely necessary, the Intramural Office will agree to postponement of a game. The postponement must be agreed upon by both teams. Postponements must be cleared through the Intramural Office at least 24 hours in advance of the time originally scheduled. Failure to do so may result in a forfeit. Generally, the only time a game will be rescheduled is for academic reasons where it affects at least half of the required number of players to start a contest. The affected players must be on the roster and must have played in at least 75% of the team's previous contests.
3. The Intramural Office reserves the right to stipulate when a game must be replayed.
4. League games which have been postponed must be played before the regular season is completed. Teams are responsible for checking the Bell Center Intramural Bulletin Board for rescheduled contests.
5. Teams postponing a game without securing the consent of the Intramural Office may be assessed a forfeit.

Eligibility

The intramural sports program is open to all Drake University students, staff, and faculty according to the guidelines listed below. The basic purpose of the eligibility rules is to provide an equitable program for all participants. The rules have been drawn as a guide to enjoyable participation. Therefore, the "spirit of the rules" is extremely important. If each participant is willing to abide by the rules, the net result will be a better intramural program for all.

1. All students must be currently enrolled at Drake University. Faculty and staff must be employed with at least half-time status to be eligible.
2. All participants must have a valid Drake University ID at each contest in order to participate.
3. Varsity athletes cannot participate in the same sport or related sport in the intramural program during the same year of competition. Varsity letter winners must sit out the next academic year following their year of award.

4. Professional athletes cannot participate in the same sport or related sport in the intramural program.
5. Only two sport club members, male or female on the same intramural team, are allowed on the field/court at the same time in a particular sport that relates to the club. (Exception: volleyball triples — only one sport club member per team.)
6. A player competing under an assumed name will be barred from intramural competition for the academic year.
7. Any team using an ineligible player shall forfeit all games in which the ineligible player participated.
8. Players may transfer from one team to another once during a sport season with written permission from both team managers involved. Players may not transfer teams once either their current or future team has played their third regular season game.
9. Any player playing for more than one team in the same sport will render that player ineligible for both teams and may put both teams in jeopardy of forfeit. In a sport where there is a COREC league, players may play on one COREC team and one other team.
10. The Drake Intramural Sportsmanship Rating System will be used in all team sports. Any participant ejected from a game may be ineligible for his/her team's next regular season game and must make an appointment with the Intramural Director before he/she or his/her team is eligible for further competition.

Forfeits

1. Teams not ready to play by game time may lose by default. The official shall declare the game forfeited to the team ready to play. "Ready to play" means that a team must be at the playing area with the minimum required number of players that comprise a team in the activity.
2. Teams that forfeit two scheduled games will automatically be dropped from further play unless the Intramural Office is contacted during the next business day and arrangements are made to remain in competition.

Protests

1. Protests, other than those concerning eligibility, must be made on the field of play immediately following the incident in question. It is necessary for the team captain

to inform the official that the game is being played under protest, and for what reason.

2. Eligibility protests must be made by 4:30 p.m. of the next business day after the game was scheduled to be played.
Any team protesting eligibility will have their roster checked, also.
3. A formal written protest on a Drake Intramural Protest Form must be made and received by the Intramural Office by 4:30 p.m. of the next business day after the game was scheduled to be played. The Intramural Office has forms to facilitate this procedure.
4. Failure to comply with points 1, 2 and 3 invalidates the protest.
5. A team must attend the managers' meeting and must submit a roster on the entry due date. If these two requirements are not met, the team will not be able to make an official protest.
6. Hearings will only be held on matters of rule interpretation and eligibility. An official's judgment cannot be protested.
7. Games in which a protest concerning rule interpretation is upheld will be replayed from the point in the game where the protest was made (including replaying the protested play or correcting an official's action). If it is not possible to obtain the necessary information to replay the remainder of the game from that point, the game will be replayed from the beginning of the preceding division in the game.

Recreational Services, November 2006

Sport Clubs

Sports clubs are competitive teams, formed and run by students, which practice and compete throughout the school year. These teams compete against clubs from other institutions. The clubs may receive some funding from the University but also must be prepared to raise funds to support their operation. See the Recreational Services website at www.drake.edu/recservices/sportclubs or contact Recreational Services for more information.

Wellness Program

The goal of Drake Wellness is to assist in establishing lifestyle patterns that will enhance the client's well-being throughout his/her life. The Wellness Program is designed to provide opportunities that emphasize the six dimensions of wellness: emotional, intellectual, physical, social, occupational and spiritual.

The Wellness Program offers individual programs, special events, and leisure programs/activities throughout the year. With a personal commitment from you, the services provided will assist you in achieving your fitness goals and improving the quality of your life.

Individual consultation is available in the following areas: fitness testing, exercise prescription, nutrition advising, and stress and time management.

For more information, see the Recreational Services website at www.drake.edu/recservices.

Intercollegiate Athletics

As an NCAA Division I institution, Drake is a member of the Missouri Valley Conference and the Pioneer Football League, and serves as an associate member of the Metro Atlantic Athletic Conference. The intercollegiate athletics program includes men's competition in basketball, football, track, cross country, golf, tennis and soccer. Drake women compete in golf, basketball, track, cross country, soccer, softball, volleyball, tennis and crew. Full-time Drake students need only show their ID at the door to gain admission to home athletic events, except events requiring advance ticket pick-up.

For more information, see the Drake Athletics website at <http://www.godrakebulldogs.com>

Missouri Valley Conference

The men's and women's athletic teams (except for football, which competes in the Pioneer Football League and Rowing, which competes in the MAAC) include Bradley University, Drake University, University of Evansville, Illinois State University, Indiana State University, University of Northern Iowa, Southern Illinois University, Missouri State University, Wichita State University, and Loyola University Chicago

Student Organizations

The following section not only describes purely procedural matters affecting student organizations such as registration and funding, but it also explains the responsibilities and privileges of organizations and provides a listing of all registered student groups. See the [Student Organizations web pages](#) and/or contact the Assistant Dean of Students for further information.

Contact the Student Life Center in Olmsted Center or visit the [webpage](#) for a current listing of student organizations.

Registration

Any group of students, except those registered by the Office of Residence or the Office of Fraternity and Sorority Life, may apply for registration as a Drake University student organization by submitting the Drake University student organization registration form to the Assistant Dean of Students in the Student Life Center in Olmsted Center.

Status of registration of any student organization shall be one of the following:

1. **Temporary registration:** Temporary registration consists of the approval of a student group by the Assistant Dean of Students for a period not to exceed one semester. During this time, the group must submit a constitution and bylaws to progress toward full registration. Extensions may be granted at the discretion of the Assistant Dean of Students. This provision allows new student groups to organize with limited use of University facilities, as determined by the Assistant Dean of Students.
2. **Full registration:** Full registration consists of the approval of a student group by the Student Senate. The process of gaining full registration is governed by the Student Senate Rules and Regulations. Contact the Assistant Dean of Students for further information including details on minimum membership and faculty advisers.
3. **Organizational Review:** The Student Life Committee of the Student Senate shall review 50% of all campus organizations every year. Through this Organizational Review, all campus organizations must submit all registration information, including but not limited to the campus organization renewal form, constitution, by-laws, mission statement, and faculty advisor's signature every other year, depending on the cycle of the review. Organizations who fail to comply with said process shall be placed on the "Inactive Campus Organizations" list. All organizations on said list shall lose all student organizational privileges listed under the Privileges heading, as well as eligibility for any funding (both one time and yearly) through the Student Fees Allocation Committee. After two years of inactivity, said organizations will be completely removed from all listings. Should any organization be removed from the "Active Organizations" list find the interest to re-establish itself on Drake's campus, said organizations may reapply through the Student Life Committee through the process delineated under the Registration heading.

Responsibilities

Among the responsibilities an organization accepts upon registration are:

1. Annual registration with the Assistant Dean of Students and notification to that office of any change in officers, advisers, address or name of organization.

Registration process includes a verification that the organization President maintains a 2.0 gpa.

2. The abstention from any discriminatory practices in membership selection and organizational programming.
3. The submission of financial records to the University's auditor for annual audit.
4. Adherence to the principles and guidelines set forth in the Amended and Restated Articles of Incorporation of Drake University and the Preamble to the Bylaws of Drake University and compliance with the Bylaws and the Rules and Regulations of the Student Senate and Faculty Senate. If these responsibilities are not fulfilled, registration, privileges and funding may be suspended at the discretion of the Student Senate.

Privileges

Among the privileges of registered student organizations are:

1. Use of the University's name and logos: The terms of Drake's licensing agreement with The Collegiate Licensing Company state that the use of University registered trademarks and logos (i.e., "Drake University," "Drake Relays," the Drake Seal and Drake Bulldog) must be monitored and approved by the University. In addition to its approval, Drake may require student organizations to pay a small licensing fee. Any student, student organization or student group that plans to manufacture, distribute or sell items using University registered trademarks or logos must contact the Office of Marketing and Communications for prior approval. Contact the Assistant Dean of Students for additional information.
2. University facilities: The reservation of distribution tables and other University facilities for organizational functions are available. Classrooms are reserved through the Student Records Analyst. Rooms in Olmsted Center and Levitt Hall of Honor in Old Main are reserved by calling extension 3987. Rooms in the Harmon Fine Arts Center and Sheslow Auditorium in Old Main are reserved through the Fine Arts Facilities Manager.
3. Mail: The use of a mailbox and mail service at the Student Life Center in Olmsted Center.
4. The use of University agencies for organizational assistance.
5. The use of equipment in the Student Life Center.
6. Organization web page linked to the Drake University site.

Student Fees Allocation Handbook

The Drake University Student Senate Student Fees Allocation Committee (SFAC) shall conduct hearings to examine financial proposals of students and student organizations on Drake University's campus. The budget will consist of the Student Activity Fee which is included in tuition, and will be split into three different funding areas:

- Board of Student Communications \$37.75 per student
- The Student Development Fund minimum of \$14.60 per student
- Annual Budgeted Organization remainder of the budget

Finance Priorities

The following shall be the Student Senate priorities of funding programs and organizations in both annual funding requests and one-time funding requests.

1. Student funds shall add to the educational experience of Drake University and encourage learning outside of the classroom.
2. Student funds shall enhance the quality of student life at Drake University.
3. Student funds shall allow Drake students to attend conferences that will facilitate enhancement for their organization and add to the opportunities available at Drake University.
4. Student funds shall support and enhance development of diversity and understanding at Drake University.
5. Student funds shall allow Drake students to participate in and host activities that reflect highly upon the quality of education received at Drake University.

Funding Requests

Two kinds of funding requests will be heard:

1. Annual Funding Requests: Organizations that are recognized by Student Senate and approved for yearly funding shall submit budgets at the beginning of the spring semester for the following academic year. SFAC is charged with examining budgets and apportioning funds to organizations as SFAC sees fit. At its discretion SFAC may choose to budget to a deficit, not exceeding 50% of the current Student Senate reserve, or surplus that is consistent with previous year's spending. This is in effort for student fees to be spent in the year they are paid.

2. One-Time Funding Requests: Any student, group of students, or organization at Drake University may submit proposals for one-time funding requests. These requests must be for events that will enhance the quality of student life or the education available at Drake.

Annual Funding Requests

Eligible Organizations

Organizations that have been granted full registration by Student Senate may submit an application to receive funding for the following academics year. The process of obtaining the ability to receive yearly funding is handled through the Student Life Committee. At the conclusion of the fall semester, the Student Life Committee will accept applications, hold hearings if necessary and bring their recommendation to Student Senate for approval. The Student Fees Allocation Committee Chair will obtain a list of organizations that have been approved to receive yearly funding from the Student Life Committee Chair.

According to the Student Handbook, organizations in the following categories will be ineligible for yearly funding from student fees:

1. Intercollegiate or intramural sports teams already receiving Drake University funding; special guidelines are given for sports clubs
2. Academic department organizations whose primary purpose is shown to be supplemental to an existing course or set of courses offered at Drake
3. Any organization that engages in the following activities:
 - The promotion of any national, state, county, or city political party or candidate
 - The participation in off-campus political activities, such as local, state, or national political campaigns, candidate rallies, or ballot initiatives
 - The contribution of financial or material support to, or acceptance of financial or material support from any political party or campaign or endorsement of a political party or candidacy; excluding activities that further the principles of citizenship, politics, and patriotism in a non partisan manner
1. Greek organizations such as social, professional, or honorary fraternities and sororities or related Greek organizations
2. Residence halls

Process for Submitting Budgets

1. At the beginning of the spring term, after obtaining a list of eligible organizations from the Student Life Committee, SFAC will contact organizations and provide them with information about upcoming dates pertinent to the budgeting process.
2. SFAC will examine the detailed proposed budgets that were submitted by the deadline and hold budget hearings. It is required that each organization be represented by its president and at least one other well informed member of the organization, preferably the treasurer.
3. SFAC will award funding to the various organizations at whatever level it sees fit, in the best overall interest of student life at Drake University.
4. All budgetary decisions are subject to these guidelines, except in situations where precedent has been well established, or it is in the best interest to the student body.

Budget Appeal

Any organization wishing to appeal its budget allocation or the freezing of its funds (see below) may do so via written petition to SFAC. SFAC will in turn conduct an appeals hearing to determine whether or not the original decisions stands. If an organization disagrees with the outcome of the SFAC appeal, they can further appeal to Student Senate via written request. Appeals must be supported by documentation and explanation of the items in questions. Student Senate is vested with authority in all student fee matters, including the power to overrule the directives of SFAC if necessary.

Passing the Budget

At the time Student Senate considers the annual budget motion, it shall have the power only to approve or reject the budget motion. No amendments may be made to the budget motion. If rejected, the budget will return to SFAC for further discussion. Once amendments have been made by SFAC, the budget motion will return to Student Senate for approval.

Creating a Budget

1. The following items may NOT be included in yearly budgets:
 - Conferences: SFAC will not consider transportation costs and registration fees for conferences unless the conference has been attending for the past two years and can be shown to have a significant impact on Drake's campus, or can be shown that it is necessary for the function of the organization.

- Dues: Any money paid to an outside organization for individual or group membership will not be considered by SFAC.
- Publications
- Clothing
- Summer Programming: Reimbursements will not normally be granted for summer activities, but may be considered on a case-by-case basis.
- Alcohol and Tobacco: SFAC neither endorses nor permits the use of student fees to support the purchase of alcoholic beverages or tobacco products.
- Student Elections: Student fees cannot be used in a student office election campaign

2.

1. Charity Events: Student fees may be used to cover the expenses of a charity event, but may not be directly donated.

2. Salaries: Any salaries or changes in salaries paid to students in compensation for work with organizations registered for funding must be set specifically for each position by the SFAC in consultation with the organization or board and the Office of Student Financial Planning. Salaries must remain a separate budget item.

3. Food: When considering food for annual budgeting SFAC will budget under the following:

- Meal Rate (in which only members of the Drake student body will be attending): \$10.00
- Meal Rate (in which members outside of Drake will be attending): \$4.00
- Snack Rate (for light appetizers at speakers or food for group meetings): \$2.75

4. Speakers: When considering speaker costs for annual budgeting SFAC will budget based on the following (when submitting budgets all four costs, if applicable, must be broken out):

a. Hotel: Number of nights needs, up to the number of days on campus plus one at the Drake Holiday Inn discount rate.

b. Food: Up to \$12 dollars per plate

c. Gift: No more than \$25

d. Speaking Fee: Contracted speaking fee

6. Conferences: When funding conferences in annual budgets SFAC will follow the applicable guidelines laid out in one-time funding procedures and standards

7. Sports Clubs: Any student organization whose purpose is shown to travel and compete therefore representing Drake University shall be given special guidelines by SFAC listed below:

- Sports Clubs will be able to allocate travel expenses necessary for their competition with other colleges or universities
- Sports Clubs will be able to allocate registration expenses necessary for entering into competition with other colleges or universities

8. When not stated above SFAC will follow all applicable guidelines laid out in one-time funding procedures.

10. SFAC will give extra consideration to organizations who fundraise part of their yearly expenses.

Use of Allocated Funds

1. Organizations are not allowed to transfer money from one account to another without the approval of the SFAC Chair or the Student Body Auditor.
2. Accountability for student fees shall be vested with the Dean of Students Office. Responsibility for funds rests with the various organizations and it is expected that funds will be spent judiciously on items directly pertaining to the charge of the organization. Organizations are not allowed to reallocate money from budgeted items without the approval of the SFAC Chair or the Student Body Auditor. SFAC, by two-thirds vote, may at any time freeze funds previously allocated to an organization upon evidence of violation of this responsibility.

3. All organizations accepting annual funds agree to justify all expenditures, present copies of receipts for purchases made using annual funds money, and another supplemental documentation if so directed by the SFAC Chair or the Student Body Auditor. Organizations will abide by the guidelines set forth in this document. Further, they accept the directives of the Student Senate in these matters.
4. In the case of an organization disbanding, all items purchased with student fees shall remain the property of Student Senate and be held in the Student Life Center.

Overdrawn Budgets

Organizations are responsible for only spending money that has been budgeted to them. Organizations will not be reimbursed for funds spent after their budgeted amount has been used. Organizations that overdraw their budgets will risk having their funds frozen or reduced for the next academic year.

Probationary Funding

If an organization in the past academic year is found to have violated any of the guidelines set forth by this document or Student Senate, they will be placed on probation for the next academic year and will only be eligible to receive 50% of the previous year's budgeted amount for their organizations. Violations consist of but are not limited to: overdrawn budgets, unauthorized use or allocation of funds, or non-compliance of student senate directives and values. Organizations that have had funding problems in past years may be asked to review budgets monthly with the SFAC Chair and Student Body Auditor to ensure that student funds are being used responsibly.

Unspent Money

Any student organization funds that remain unspent at the end of the year will be added to the Student Senate reserve which will be capped at \$60,000 dollars.

One Time Funding Requests

The Student Development Fund is administered by the Dean of Students Office through Student Senate and is spent on worthy projects of a "one-time" nature that meet one of the finance priorities. Any student (undergraduate, graduate or professional), group of students or student organization is eligible to submit a proposal for allocation of monies from the Student Development Fund.

Considerations:

1. **Dues Paying Organizations:** Money will not be allocated to cover costs of an organization whose members pay dues to an outside organization for individual or group membership. Exceptions will be given to organizations who fundraise all dues cost paid to an outside organization. Consideration will be given to dues paying organizations who collaborate with non-dues paying organizations. Evidence of this collaboration must be presented to SFAC.
2. **Sports Clubs:** Consideration will be given to sports clubs for performance in state or regional tournaments, based on standing within the league, that fall outside of their annual budget.
3. **Collaboration:** Organizations that have collaborated with other organizations in the production of a program or conference may be given special consideration by SFAC.
4. Organizations that have received yearly funding in the past but are not currently budgeted will be given special consideration by SFAC, as they are organizations who were strong in past years and have the potential to grow.

Process for Requesting Funds

Students wishing to obtain funds from the Student Development Fund must submit a request to Student Senate a minimum of 10 university business days before expenses are to be incurred. Requests must include:

1. Name and description of the event for which it is requesting funds
2. The date of the event
3. All costs that the event will entail
4. Any revenue the event will generate
5. Reasonable justification that the event meets one of the finance priorities above
6. Roster that lists all members benefitting from the event
7. Publicity or some form of identification proving that the event is occurring
8. For non-student organizations, a justification explaining how the event will benefit the Drake student body

Visit the Student Senate website or contact the Student Life Center for a one-time funding instruction or for further information. SFAC will hear any request for student fees and make a recommendation to Student Senate.

Process for Receiving Funds

Once Student Senate has approved a funding request, students will be notified in writing of the allocation. The written notification should be signed and returned to the Student Life Center, showing the students' acknowledgement and agreement to the terms set by SFAC. Students should speak with the Student Life Administrative Assistant for any additional assistance

Publicity

If a group has received any amount of one-time funding from Student Senate, it must recognize that Student Senate has funded the event by including in all publicity, signs, posters, and advertisements the “Funded by Student Senate” or “Funded in part by Student Senate” graphic, which can be found [HERE](#). Students attending a conference with one-time funding must recognize the funding provided by Student Senate in any programs or presentations about the conference.

One Time Funding Appeals

If an organization is unhappy with the allocation that SFAC agrees upon, they can appeal to SFAC for a second hearing. If a group is still unsatisfied with the result, they have the opportunity to bring their request to Senate through an individual senator without the approval of SFAC.

Creating A Budget

SFAC Standards

The following standards will be used by SFAC to evaluate funding requests:

1. Clothing: SFAC will not allocate money to pay for T-shirts or clothing of any kind.
2. Travel: SFAC will allocate for reimbursement for gasoline costs at the following rates:
 - Cars: \$0.25 per mile
 - Minivans: \$0.35 per mile
 - Vans: \$0.45 per mile
1. Bus Rental: If it is determined that bus rental is needed for economical traveling or to reduce risk, quotes must be provided at the time of the request.

2. Hotels: SFAC will consider reimbursement for hotels based on the university policy for housing at the following rate:

- The number of male students divided by four rounded up,
- The number of female students divided by four rounded up,
- The sum of the two numbers above multiplied by the number of nights' stay
- This number multiplied by the GSA rate for the destination county in the event month

1. Plane Tickets: SFAC will consider reimbursement for plane tickets at the following rate:

- Ticket prices will be reviewed using a 4-week advancement schedule following the Friday after the initial funding request
- Ticket prices will be allocated for travel on the same days as stated in the funding request, excluding holidays or other high traffic travel times
- Ticket prices will be found using an online comprehensive flight comparison system such as kayak.com

1. SFAC will not provide funds for events in which enrollment in a university course is required for attendance or in which the participants will receive class credit. Tuition is paid by students to obtain credit and compensate faculty. The purpose of student fees is not to provide tuition compensation for students, or to compensate university employees.

SFAC Procedures

SFAC considers the following procedures in the consideration of funding requests. Procedures are not strict guidelines, but generally in the past what SFAC has allocated for similar events.

1. Food: SFAC will not allocate funds to pay food costs, excluding any food that is built into a conference or travel package.
2. Conferences: Higher consideration will be given to programming conferences as they are designed to benefit all of Drake and may be allocated more than professional conferences that are designed to aid in the professional development of the participants.
3. Prior Advertisement: SFAC reserves the right to not allocate funding if an organization places SFAC or Student Senate in a situation where a program has already been advertised without receiving the necessary funds.
4. It should be recognized that while precedent, history, and guidelines are important to SFAC there are always unique situations where SFAC must use its discretion.

Student Government

The Drake University Student Senate can be a large part of your Drake experience. Student Senate has worked for over 20 years to bring exciting programs, new developments and consistent communication to all aspects of the University. Members of Senate serve on committees and meet with campus administrators, discuss policies with professors and produce tangible results. You can be a part of the tradition!

Check the [Student Senate's website](#) for additional details.

Campus Security

Drake Campus Security is one of the largest private campus security forces in the state of Iowa, consisting of 20 full-time officers who patrol the campus around the clock and calendar. A computerized communications/dispatch post is staffed 24 hours a day to coordinate security activities.

Our security force conducts routine patrols to enhance the safety of our campus by deterring crime before it happens. Security officers work closely with the Des Moines Police Department in preventing crime in our surrounding neighborhood and, when necessary, making arrests and investigating crimes.

Check the [Drake Security website](#) for additional details.

American Republic Student Health Center

The American Republic Student Health Center is conveniently located west of the Drake Campus at the corner of 32nd and Carpenter. We provide health information, resources, and treatment for injuries and illnesses. We refer to area health care providers as

necessary. The health center is available for full time students. Students may call 271-3731 to set up an appointment to be seen. We are staffed with nurse practitioners, registered nurses, and an office coordinator.

Check the [Health Center's webpage](#) for additional details.

Counseling Center

The University Counseling Center offers to all currently enrolled Drake students a variety of counseling services. Depending on the student's need, individual, couple, family, or group counseling may be provided. The UCC is available for workshops, training, psychological testing, and for referral information. In addition, UCC also offers consultation services to students, staff, and faculty who might have questions about student mental health issues or topics.

Check the [Counseling Center's webpage](#) for additional details.

Information Technology Services

The mission of the Information Technology Services (ITS) is to provide the Drake community with the information technology leadership, services and support needed to achieve the University's goals.

ITS's vision is that of an IT environment which empowers faculty, students and staff to use technology creatively and effectively to achieve their goals. This environment will have a standards-based architecture with secure, reliable infrastructure and services, and easy access to information. ITS will be focused on anticipating and meeting the needs of the community in an efficient and effective manner, and will have the resources appropriate to its mission.

The values of ITS staff include: customer focus and service, empowerment, open communication, and a commitment to quality in all that it does. [Visit our website](#) for additional details.

International Center

More than 250 international students from over 60 countries study at Drake University. The International Center provides pre-arrival information, arrival and orientation services, and special programs. Volunteers in the Des Moines community also offer a host family program. In addition, roughly 20% of Drake graduates study abroad during their undergraduate enrollment at the university. Opportunities exist in over 60 countries based on academic needs, language preparation and personal interests.

Check the International Center's webpage for additional details.

Professional and Career Development Services

Professional & Career Development Services offer comprehensive services to undergraduate and graduate students and alumni of Drake University. Our professional staff assists students and alumni in defining professional goals, obtaining career-related experiences, and creating and implementing job search strategies or plans for graduate/professional school.

Check the Professional and Career Development Services' webpage for additional details.

Student Accounts

As a division of Business and Finance, the Office of Student Accounts handles several services besides billing and collection of tuition payments. These additional services include information on tuition and fees, payment options, parking registration, transcript requests and pickup of student payroll checks. Check the [Student Accounts](#) webpage for additional details.

Student Financial Planning

The Office of Student Financial Planning provides counseling and services designed to help students and their families meet the costs of financing an education at Drake University. Check the [Student Financial Planning webpage](#) for additional details.

Section IV. Code of Student Conduct

- [Code of Student Conduct](#)
- [Download the Role of Advisor/Support Person in Student Conduct Investigations \(PDF\)](#)

Part V. Appendices

- [Appendix A - Alcohol and Controlled Substance Use](#)
- [Appendix B - Community, Diversity, Freedom of Expression, and Harassment](#)
- [Appendix C - Acceptable Computer Use Policy for Students](#)
- [Appendix D - Disorderly Conduct; Campus Posting Policy](#)
- [Appendix E - Gambling](#)

- [Appendix F - Hazing](#)
- [Appendix G - Damage or Destruction to Drake Property by the use of Fire or Explosives](#)
- [Appendix H - intentionally omitted](#)
- [Appendix I - intentionally omitted](#)
- [Appendix J - Smoking on Campus](#)
- [Appendix K - intentionally omitted](#)
- [Appendix L - Student Identification Cards](#)
- [Appendix M - Bias-Motivated Incidents](#)

Appendix A: Alcohol and Controlled Substance Use

University Alcohol Concern

I. Statement of Policy

Consumption of alcohol is a matter of University concern because the University is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community. Alcohol consumption can damage most body organs and the brain (particularly areas of the brain responsible for higher brain functions such as problem solving, decision making, memory, and learning). Alcohol consumption and binge drinking are also linked to high-risk behaviors that have been linked to sexual assault and other criminal behavior. (For more information, see www.collegedrinkingprevention.gov.)

While, the University believes that it cannot deny persons of legal age the right to drink alcohol, it will endeavor to prevent the abuse of drinking privileges by encouraging individuals to behave in an appropriate and responsible manner when drinking alcohol.

Drake traditionally places great value on student autonomy, independence, and responsibility. Consistent with this value, Drake embraces the concept of student ownership in and responsibility for establishing and reinforcing community alcohol standards. Specifically, Drake expects students who use alcohol to:

- make healthy choices that avoid high-risk behaviors and negative effects on academics, health, or relationships
- refrain from abuse to self, others, or property

- maintain control of his or her self and circumstances
- comply with all applicable laws
- be informed, supportive peers who look out for one another's welfare

In furtherance of these expectations, Drake will make an effort to educate its students on alcohol-related issues, including, peer groups as part of this effort. Students will receive information on:

- alcohol standards and policies
- signs of alcohol problems
- how to explore and understand their own drinking choices
- available campus and off-campus resources
- levels of alcohol impairment
- effects of tolerance on alcohol consumption
- effects of other drugs on alcohol consumption
- how to calculate blood-alcohol levels
- emergency responses and procedures
- issues that drive substance abuse

II. Definitions

The following definitions apply throughout this policy.

1. **Alcoholic Beverage.** "Alcoholic beverage" means any beverage containing more than one-half of one percent of alcohol by volume, including alcoholic liquor, wine, and beer.
2. **Legal Age.** In Iowa, the legal age is 21.
3. **Public Place.** A "public place" is any area or building on campus to which the public is permitted access. It does not include private residences.
4. **Intoxicated.** A person is intoxicated when one or more of the following are true:
 - a. the person's reason or mental ability has been affected;
 - b. the person's judgment is impaired;

- c. the person's emotions are visibly excited;
- d. the person has, to any extent, lost control of bodily actions or motions.

III. Medical Amnesty Regarding University Discipline

Drake University's primary concern is the health and safety of its students. Drake is aware that students are sometimes reluctant to seek medical attention in alcohol-and drug-related emergencies, out of fear that they may face sanctions related to possessing or consuming alcohol and drugs. Because these emergencies are potentially life-threatening, Drake wants to do what it can to reduce barriers that prevent students from seeking assistance.

Accordingly, students who seek emergency medical attention for themselves or someone else related to the consumption of alcohol or drugs will be referred for substance abuse evaluation and/or treatment, instead of receiving the University-imposed sanctions referenced below, for the alcohol-or drug-related policy violation.

Medical Amnesty only applies when a student initiates the call for emergency medical attention and only when the emergency medical attention is needed to address alcohol or drug emergencies. It does not apply when the individual suffering from the alcohol or drug emergency is discovered by a University official (e.g., security, RA, etc.).

Medical Amnesty does not apply to violations of the Code of Student Conduct that are egregious, in the judgment of the Dean of Students, including, but not limited to, sexual assault, weapons possession, possession of drugs that induce incapacitation (e.g. Rohypnol or other "date rape drugs"), and all drug offenses beyond mere possession. Drake strongly encourages victims who have been sexually assaulted after consuming alcohol or drugs and witnesses to such assaults to come forward without fear of disciplinary action by the University. Drake strongly encourages students to seek emergency treatment when alcohol poisoning or a drug overdose is suspected.

Signs of Alcohol Poisoning

- Inability to rouse the person with loud shouting or vigorous shaking
- Inability by a person who has passed out to stay awake for more than 2-3 minutes
- Slow or irregular breathing, or lapses in breathing
- Weak pulse, very rapid pulse, or very slow pulse,
- Cold, clammy, or bluish skin

- Vomiting while passed out, not waking up after vomiting, or incoherent while vomiting
- Seizures

Signs of Drug Abuse

- Change in behavior, confusion, slurred speech
- Onset seizure activity
- Altered breathing pattern
- Decreased memory, reflexes, and coordination
- Agitation, can't sit still, panic, paranoia

Call 911 if you have any suspicion of an alcohol or drug overdose. The person's life may be in danger. It is better to be safe than sorry.

IV. Prohibited Conduct

The following conduct is prohibited by Iowa law and Drake University's Student Code of Conduct. Each act is punishable under as non-academic misconduct under the Code of Conduct, subjects the offender to criminal sanctions under federal, state, or local laws, and subjects the offender to the University fines described in section IV, below. Pursuant to the Drug-Free Schools and Campuses Regulations, some possible criminal sanctions for each offense are set forth below each offense.

Underage Consumption or Possession of Alcohol

Drake University prohibits the consumption or possession of alcoholic beverage by persons under the legal age, except to the extent that a person under legal age may handle alcoholic beverages during the regular course of the person's employment.

Criminal Sanctions

First offense	Simple misdemeanor, \$200 fine
	Simple misdemeanor, \$500 fine, plus
Second offense	<ul style="list-style-type: none"> • Completion of a substance abuse evaluation, or • Suspension of driver's license for up to 1 year

Third or subsequent offense Simple misdemeanor, \$500 fine, plus suspension of driver's license for up to 1 year

Supplying Underage Persons with Alcoholic Beverages

Drake University prohibits selling, giving, or otherwise supplying alcoholic beverages to persons under the legal age.

Criminal Sanctions

Supplies alcohol Serious misdemeanor, minimum \$500 fine

Supplies alcohol, results in serious injury to any person Aggravated misdemeanor, fine of \$625-\$6,250, plus imprisonment of up to 2 years

Supplies alcohol, results in death of any person Class D Felony, fine of \$750-\$7500, plus imprisonment of up to 5 years

Public Consumption/Intoxication

Drake University prohibits the consumption of alcohol in public places except to the extent the place has the requisite license or permit (e.g., certain areas of the Olmstead Center), and permission from the Office of Student Life or the President of the University, to dispense alcoholic beverages. Drake University also prohibits being intoxicated, or pretending to be intoxicated, in public places.

Criminal Sanctions

Public consumption / intoxication Simple misdemeanor, fine of \$65-\$625, plus up to 30 days in jail.

Providing Alcoholic Beverages to an Intoxicated Person

Drake University prohibits selling, dispensing, or giving alcoholic beverages to an intoxicated person, or one simulating intoxication.

Criminal Sanctions

Providing alcohol to intoxicated person Simple misdemeanor, fine of \$65-\$625, plus up to 30 days in jail

Other Violations of Federal, State, or Local Laws Relating to Alcohol

Any act or course of conduct that is a violation of a federal law, the Iowa Code, or the Des Moines Municipal Code also constitutes a violation of this policy. In addition to any criminal or civil penalties, a Drake student is also subject to discipline under the Student Code of Conduct. A Drake student is subject to discipline under the Student Code of Conduct whether or not criminal charges or civil actions are brought against the student, and whatever the outcome of such criminal or civil proceedings may be.

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V. University Sanctions for Alcohol Violations

Students who violate University's Alcohol Policy face various sanctions based on the number of violations the student has previously committed and other factors relevant to the violation. One sanction violators may receive is a fine payable to the University, in the amounts set forth below. All funds collected as a result of fines will be used for campus-wide alcohol educational programming.

Students who fail to pay a fine within 30 days after receiving notice of the sanction will have a hold placed on their student account. As a consequence of the hold, the student will be unable to register for class, receive transcripts, or receive diplomas until the bill is paid.

University Sanctions

- | | |
|------------------|---|
| | <ul style="list-style-type: none">• Formal reprimand• \$100.00 fine |
| First Violation | <ul style="list-style-type: none">• Additional sanctions may be imposed in the discretion of the Residence Hall Coordinator, the Assistant Director of Residence Life, and/or the Dean of Students. |
| | <ul style="list-style-type: none">• Warning/probation• \$150.00 fine |
| Second Violation | <ul style="list-style-type: none">• Additional sanctions (e.g., probation, community service, alcohol assessment/counseling) may be imposed in the discretion of the Assistant Director |

of Residence Life and/or the Dean of Students

Third and Subsequent Violation(s)

- Probation
- \$200.00 fine
- Additional sanctions (e.g., removal from residence halls, alcohol assessment/counseling, disciplinary action under the Student Code of Conduct, which could result in suspension or expulsion from the University) may be imposed in the discretion of the Director of Residence Life and/or the Dean of Students

VI. This Policy Not Exclusive

The foregoing prohibited conduct is meant to establish minimum standards of conduct applicable to Drake students. Nothing in this policy prevents student organizations or other groups from establishing stricter standards for their members. This policy establishes a floor, not a ceiling.

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Drugs

I. Statement of Policy

Drake University has an interest in maintaining an environment suitable to students' personal and professional growth, potential development as persons, and welfare. Drug abuse can lead to cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, lung disease, and other physical problems, as well as long-lasting changes in the brain, which may lead to paranoia, depression, aggression, and hallucinations. (For more information, see [www.nida.nih.gov/.](http://www.nida.nih.gov/))

Pursuant to the Drug-Free Schools and Communities Act, the Higher Education Act Amendments of 1998, and the Higher Education Opportunity Act of 2008, the University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Drake's property or as part of any Drake activity. Prohibited conduct regarding alcohol is explained above, and prohibited conduct regarding drugs is explained below. Engaging in alcohol-or drug-related prohibited conduct is non-academic misconduct, punishable under Student Conduct, in addition to any sanctions set forth in this Appendix. Any questions about this policy should be directed to the Dean of Students' Office at 271-2835.

II. Definitions

1. **Controlled Substance.** "Controlled substance" means a drug, substance, or immediate precursor in Iowa Code chapter 124 schedules I through V (see www.legis.iowa.gov/docs/code/2015/124.pdf), and/or the Federal Controlled Substances Act, 21 U.S.C. § 812 (see <https://uscode.house.gov/view.xhtml?path=/prelim@title21/chapter13&edition=prelim>). "Controlled substance" includes, but is not limited to: heroin, cocaine, marijuana, opiates and opioids (e.g., hydrocodone, Vicodin®, OxyContin®), amphetamines, LSD, MDMA (ecstasy), and steroids. "Controlled substance" under this policy includes simulated controlled substances, which means a substance that is not a controlled substance but that is expressly or impliedly represented to be a controlled substance.
2. **Distribute.** "Distribute" means to deliver a controlled substance, other than by administering or dispensing by an authorized healthcare or pharmacy professional.
3. **Manufacture.** To "manufacture" a controlled substance includes the production, preparation, propagation, compounding, conversion, or processing of a controlled substance, as well as any packaging or repackaging of the substance or labeling or relabeling of its container.

III. Prohibited Conduct

Possession of a Controlled Substance

Drake University prohibits the knowing or intentional possession of a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's professional practice, or except as otherwise authorized by law.

Criminal Sanctions

IOWA

First offense—
marijuana Serious misdemeanor, punishable by imprisonment in county jail for up to 6 months, a fine of up to \$1,000, or both

First offense—
amphetamines/
methamphetamines Serious misdemeanor, punishable by imprisonment for up to 1 year, and/or a fine of \$315-\$1,875

First offense—other
controlled
substance Serious misdemeanor, punishable by imprisonment for up to 1 year, and/or a fine of \$315-\$1,875

Second offense—
marijuana Serious misdemeanor, punishable by imprisonment for up to 1 year, and/or a fine of \$315-\$1,875

Second offense—
other controlled
substance Aggravated misdemeanor, punishable by imprisonment for up to 2 years, and/or a fine of \$625-\$6,250

Third or subsequent
offense—marijuana Aggravated misdemeanor, punishable by imprisonment for up to 2 years, and/or a fine of \$625-\$6,250

Third or subsequent
offense—other
controlled
substance Class D felony, punishable by imprisonment for up to 5 years, and/or a fine of \$750-\$7,500

FEDERAL

First offense

- Up to 1 year imprisonment, and/or
- Fine up to \$1,000, plus
- Fined the reasonable costs of the investigation and prosecution of the offense

Second offense	<ul style="list-style-type: none"> • Imprisonment for 15 days to 2 years, and • Minimum fine of \$2,500, plus • Fined the fined the reasonable costs of the investigation and prosecution of the offense
Third or subsequent offense	<ul style="list-style-type: none"> • Imprisonment for 90 days to 3 years, and • Minimum fine of \$5,000, plus • Fined the fined the reasonable costs of the investigation and prosecution of the offense
Possession of flunitrazepam (i.e., Rohypnol®, "roofies")	<ul style="list-style-type: none"> • Up to 3 years imprisonment, and/or • Fine as set forth above, plus • Fined the fined the reasonable costs of the investigation and prosecution of the offense
First offense—crack cocaine—more than 5 grams	<ul style="list-style-type: none"> • Imprisonment for 5-20 years, and • Minimum fine of \$1,000, plus • Fined the fined the reasonable costs of the investigation and prosecution of the offense
Second offense—crack cocaine—more than 3 grams	<ul style="list-style-type: none"> • Imprisonment for 5-20 years, and • Minimum fine of \$1,000, plus

- Fined the fined the reasonable costs of the investigation and prosecution of the offense
 - Imprisonment for 5-20 years, and
 - Minimum fine of \$1,000, plus
 - Fined the fined the reasonable costs of the investigation and prosecution of the offense
- Third or subsequent offense—crack cocaine—more than 1 gram
- Civil penalty**
- Possession of certain controlled substances may also result in a civil penalty to the U.S. Government of up to \$10,000

In addition to criminal sanctions, a student convicted of a state or federal offense involving possession of a controlled substance based on conduct that occurred during a period of enrollment during which the student was receiving federal financial aid will be ineligible for federal financial aid, as follows:

Federal Financial Aid Ineligibility Period	
First offense	1 year
Second offense	2 years
Third or subsequent offense	Indefinite

Distribution, Manufacture, or Possession with Intent to Distribute or Manufacture

Drake University prohibits:

- the manufacture of a controlled substance,
- the distribution of a controlled substance,
- the possession of a controlled substance with the intent to distribute it,

- the possession of a controlled substance with the intent to manufacture another controlled substance, and
- entering into a common scheme or design with, or conspiring with, one or more other persons to do any of the foregoing acts.

Criminal Penalties

Iowa

All of the foregoing acts are felonies under Iowa law, and depending on the type and amount of controlled substance involved, can result in imprisonment for up to 50 years and a fine of up to \$1,000,000, and in the case of methamphetamine, life imprisonment. (For more detailed information, see Iowa Code chapters 124 and 902, at www.legis.iowa.gov/docs/code/2015/124.pdf).

Federal

The foregoing acts, depending on the type and amount of the controlled substance and other circumstances, can result in imprisonment for a term up to life imprisonment, a fine of up to \$16,000,000, and forfeiture of property used in or derived from the crime. There are mandatory minimum sentences for persons convicted of distributing or manufacturing controlled substances on a college campus, except for offenses involving 5 grams or less of marijuana. (For more detailed information, see United States Code title 21, chapter 13, subchapter I, part D, at uscode.house.gov/view.xhtml?path=/prelim@title21/chapter13&edition=prelim).

In addition to criminal sanctions, a student convicted of a state or federal offense involving the sale of a controlled substance based on conduct that occurred during a period of enrollment during which the student was receiving federal financial aid will be ineligible for federal financial aid, as follows:

Federal Financial Aid Ineligibility Period

First offense	2 years
Second offense	Indefinite

Possession, Manufacture, or Delivery of Drug Paraphernalia

Drake University prohibits the possession, manufacture, or delivery of drug paraphernalia. "Drug paraphernalia" means all equipment, products, or materials of any kind used or attempted to be used in combination with an illegal controlled substance, to

- Manufacture a controlled substance;
- Inject, ingest, inhale, or otherwise introduce into the human body a controlled substance;
- Test the strength, effectiveness, or purity of a controlled substance; or
- Enhance the effect of a controlled substance.

Criminal Penalties

Iowa

Simple misdemeanor, punishable by imprisonment for up to 30 days and a fine of \$65-\$625

Federal

The sale, import or export, or use of the mail to transport drug paraphernalia is punishable under federal law by imprisonment for up to 3 years and a fine of between \$5,000 and \$250,000.

V. University Sanctions for Drug Violations

Students who violate University's Drug Policy face various sanctions based on the number of violations the student has previously committed and other factors relevant to the violation. One sanction violators may receive is a fine payable to the University, in the amounts set forth below. All funds collected as a result of fines will be used for campus-wide drug educational programming.

Students who fail to pay a fine within 30 days after receiving notice of the sanction will have a hold placed on their student account. As a consequence of the hold, the student will be unable to register for class, receive transcripts, or receive diplomas until the bill is paid.

University Sanctions

Possession

First Violation • \$200.00 fine

- Probation
 - Additional sanctions may be imposed in the discretion of the Residence Hall Coordinator, the Assistant Director of Residence Life, and/or the Dean of Students.
-
- Extended probation
 - Removal from the residence hall/housing contract cancellation
 - Drug and alcohol assessment
- Second Violation
- \$200.00 fine
 - Additional sanctions may be imposed in the discretion of the Residence Hall Coordinator, the Director of Residence Life, and/or the Dean of Students.
-
- Third and Subsequent Violation(s)
- Referral to Dean of Students for disciplinary action under the Code of Student Conduct, which could result in suspension or expulsion from the University

Possession with Intent to Distribute

- \$400.00 fine
- Removal from residence halls
- Referral to Dean of Students for disciplinary action under the Code of Student Conduct, which could result in suspension or expulsion from the University

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Drug and Alcohol Abuse Prevention and Treatment

As stated above, Drake University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its programs or activities. Students and employees who engage in prohibited or illegal conduct face sanctions, including suspension, expulsion, termination of employment and referral for prosecution.

There are many health risks associated with the use of illicit drugs and alcohol abuse, which vary with the nature of the substance and pattern of abuse. Risks may include, but are not limited to:

- depression and/or mood swings
- dependency
- organ damage
- mental problems, hallucinations, confusion
- accidents
- violent reactions.

Materials outlining health risks in detail and with specificity concerning particular drugs are available in the University Health Center at 3116 Carpenter Avenue (271-3731).

Drake encourages students who think they may have a problem to utilize one or more of the many resources available to get help:

- Broadlawns Drake University Student Counseling Center
2970 University Avenue
Des Moines, Iowa 50311
(515)-216-5100
- Alcoholics Anonymous®
www.aa.org (Local meeting information)

- Narcotics Anonymous
www.na.org
Des Moines Help Line: (515) 244-2277
- National Drug and Treatment Referral Routing Service
1-800-662-HELP (4357)
- Substance Abuse Treatment Facility Locator
<http://findtreatment.samhsa.gov>

Intervention and Treatment

Drake University believes that alcohol abuse and other forms of drug addiction are serious illnesses usually preceded by a history of substance abuse with inappropriate and destructive behavior patterns. In view of this, as well as the illegality of most psychoactive (mood altering) substances, the University is committed to assist any member of the student community whose behavior shows signs of alcohol/drug abuse or addiction. The purpose of this policy is:

1. To provide a means by which the University may identify and refer students who suffer from alcohol or other drug abuse or addiction to treatment alternatives, and
2. To provide a healthy, safe environment for all students and maintain a strong academic environment.

A student may be suspected of alcohol or other drug abuse when alcohol or other drug use is a contributing factor in one or more of following:

- disruption and/or nuisance behavior;
- excessive intoxication;
- civil or criminal offenses;
- destruction of property;
- non-attendance of class;
- deterioration of academic performance; or
- sexual assault or harassment.

This is, however, by no means an exclusive list.

A student may be required to attend an alcohol education class to explore the various issues related to alcohol use and abuse. Where alcohol or other drug abuse or addiction is

suspected, any interested party having firsthand knowledge of the situation or event in question may refer the student to the Dean of Students Office, where an informal assessment on the merits of the referral will be made. If the assessment suggests further action, the University will attempt to encourage voluntary cooperation by the student with the intervention and assessment processes recommended by the University. Should treatment alternatives be proposed by professional/evaluation staff, the University will attempt to encourage voluntary cooperation by the student.

Students who are uncooperative, or who so request, will be granted an informal hearing to review the assessment recommended by the Dean of Students Office. That Office, after the informal hearing, may require that the student undergo a professional assessment/evaluation for alcohol or other drug problems, which the University provides through the Employee and Family Resource Center or Iowa Methodist Hospital.

The hearing, should it be required, will focus on the specific behavioral and/or "use" problems that have been observed and reported. The student will be given an opportunity to respond to these reports, after which the Dean of Students or his or her designee will make a final decision as to whether a formal assessment/evaluation for substance abuse by the professional staff is required.

The student's failure to attend the informal hearing, or to follow through with the formal assessment/evaluation (if so required) or any subsequent treatment recommendations made by the professional staff, will result in the student being withdrawn from classes at Drake University.

Re-entry into University classes will be permitted only upon successful completion of substance abuse treatment and establishment of an ongoing recovery program such as Alcoholics Anonymous or Narcotics Anonymous.

Appendix B: Community, Diversity, and Freedom of Expression

Drake University's purpose is to transmit knowledge, pursue truth, and encourage the intellectual and moral development of its students through the activities central to academic life: teaching, research, rigorous analysis, debate, study, and service. In pursuit of these goals, Drake encourages and protects diverse perspectives and the free flow of ideas and discussion among its members. Such diversity and differences of opinion generate debate that produce knowledge and a greater understanding of what it means to be fully human.

Drake values the fact that it is a community consisting of men and women of different races, nationalities, religions, physical abilities, sexual orientation, ages, political

perspectives, and other diverse characteristics. While acknowledging our differences, we affirm the dignity and freedom of every individual. We abhor acts of oppression, be they denial of freedom of expression; discrimination in its various forms of sexism or racism, or intolerance of religion, age, sexual orientation, or political beliefs; or harassment of any member of the University community.

Drake's students, faculty, and staff share the responsibility of respecting each other and new and opposing ideas. We affirmatively seek to cherish and celebrate difference. We intend that our purpose and commitment to community pervade our campus—our classrooms, libraries, offices, social and academic organizations, studios, recreational facilities, living units—buoyed by freedom, responsibility, and respect for all people. It is education in the most humane and liberating sense to which Drake is dedicated.

Drake University upholds freedom of thought and freedom of expression as central to its educational mission. Drake therefore carefully refrains from restricting the exchange of ideas or regulating the content of speech. We realize that freedom of thought and freedom of expression produce conflict and challenge. We encourage civil debate and discussion of divergent perspectives and opinions in a manner that affirms our community. We seek to create a community in which shared purpose transcends difference and respect for human dignity transcends conflict.

The encouragement of civility does not, however, mean that Drake seeks to avoid public debate or suppress open and candid discussion of troubling and controversial issues. Nor do we seek to discourage or chill the expression of unpopular opinions or challenging perspectives. To preserve the University's central role as a public forum of ideas, Drake upholds the right to express unpopular and provocative viewpoints, including expression that may be dramatic, emotive, or imperfectly articulated.

We affirm the principle that thoughts and opinions should be subject to the crucible of debate and be judged only in the free marketplace of ideas. Ideas will not be suppressed because they are presently viewed as unpopular or inappropriate by current authorities, nor will expression of those ideas be infringed because it may be perceived as harmful to a particular group or organization. Although the frank and open discussion of social, cultural, artistic, religious, moral, scientific, and political issues may be disturbing and even hurtful for some individuals, the principle of free exchange and inquiry takes precedence, as it is so fundamental to the educational enterprise.

While cherishing and defending freedom of speech to the full extent protected by the First Amendment of the United States Constitution, Drake University declares its abhorrence of statements that demean, denigrate, humiliate, or express hatred toward members of the

University community. Words do indeed have consequences. Words may be hurtful. Speech should be a thoughtful process. Speaking irresponsibly can negatively affect morale, motivation, and community. Responsibility calls us to be sensitive to the harmful effects of hostile speech and to refrain from speaking in demeaning and discriminatory ways.

Any individual who uses bigoted or vicious speech and thereby betrays the ideal of mutual respect and goodwill toward all members of the University community may expect strong and public censure by the administration, faculty, and students. Even if expression that is hostile in nature does not rise to the level of harassment that is subject to disciplinary sanction, no person is ever exempt from being reprovved by the administration or from being chastised by fellow students, faculty, or staff. To rebuke a speaker for the error of his or her ideas or for the odious nature of his or her expression is part of the robust and vigorous public debate that is the central purpose of the university. Indeed, every member of the Drake University community has a responsibility to promote civility and mutual respect for every other individual and to thoughtfully challenge those who undermine our community.

Moreover, while the University defends freedom of expression, it will not tolerate acts of harassment. When an individual engages in harmful conduct or threatens a member of or a visitor to the University community, Drake University will take such disciplinary action and respond with such sanctions as are deemed appropriate.

Appendix C: Acceptable Computer Use Policy for Students

Note: These policies are subject to change. The user is responsible for reviewing the latest policies on the website of [Drake Information Technology Services](#). Any new policy takes effect the day it is posted.

Purpose

It is the intent of Drake University to provide a quality technological environment for the University community in which certain standards are observed. Use of University technology resources is a privilege and not a right. Therefore, use of such resources is contingent upon compliance with University policies and standards and all governing federal, state, and local laws and regulations. All Drake University students are responsible for reading, understanding, and complying with these policies.

To see the list of technology resources and services available to students, go to www.drake.edu/its.

Requirements for Use of University Technology Resources

Students must:

1. Comply with the University's policies on:

- Acceptable Use of Drake's Information Technology Resources
- Internet Rules and Prohibited Activities
- File-Sharing Policy
- Student Email Policy
- Web Site Policies and Procedures
- Any other policies that may be added on the DTS website

2. Understand and agree that use of Drake University technology resources indicates acceptance of these policies.

3. Understand that the use of a personally owned computer that is on the Drake network obligates the owner to comply with these policies.

4. Obtain necessary accounts and passwords and be responsible for maintaining the security of all accounts and passwords.

5. Understand University computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority.

Acceptable Use of Drake's Technology Resources

The purpose of Drake University's Information Technology resources is to support education, research, and communication. The following activities are acceptable uses of Drake's information technology environment:

1. Instructional use in Drake University classes and class assignments;

2. Student research;

3. Official work of recognized student and campus organizations, and agencies of the University;

4. Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff;

5. Personal use by authorized users that does not interrupt or diminish access to resources for other users and does not violate any applicable law, regulation, or University policy.

It is a violation of the Drake University Acceptable Use Policy to:

1. Violate computer software license agreements, whether licensed to the University or to the individual.
2. Violate Copyright Law in any manner, including, but not limited to, downloading copyrighted audio, video, graphics, or text materials from the Internet without proof of proper licensing arrangements, or engaging in illegal peer-to-peer (P2P) file-sharing.
3. Use another person's account or PIN or give your password, PIN, or identification to another person for the purpose of gaining access to a University-owned computer, network, or database resource. This includes, but is not limited to, unauthorized use of an account, use of an account for a purpose for which it was not intended, or use of another person's email address. Changing another person's password may be considered harassment. Users are responsible for safeguarding their identifications and passwords. Each user is responsible for all transactions made under the authorization of his or her ID and password.
4. Access a file on a University-owned computer or network without the permission of the owner, to copy, rename, modify, or examine it, or to change file protection or visibility. Lack of protection on a file does not imply right of access.
5. Interrupt or inhibit the access of others to Drake University technology resources by actions such as distributing computer viruses, worms, or bulk email. This includes any other procedures that interfere in any way with the information technology resources available to a user, including any act prohibited by Iowa Code chapters 715 or 716B. Current virus-scanning software is required for all student computers.
6. Operate a University-owned computer in a manner that is otherwise wasteful of any computing or network resource.
7. Gain access to Drake University technology resources when one is no longer an eligible user.
8. Display text or graphic files that reasonably may be considered offensive or that are illegal under obscenity statutes, such as federal law (47 U.S.C. § 231) or Iowa law (Iowa Code chapter 728). As potential consumers of these materials, users are expected to exercise proper judgment and sensitivity as to how and where these materials are displayed. Users should not be subjected to sexually explicit material, hate literature, or other offensive displays.
9. Employ a computer to annoy or harass other users; for example, to send obscene, abusive, or threatening mail, or email.
10. Use a computer to commit academic misconduct, as defined in the Code of Conduct.

11. Misuse information accessed while performing work as a Drake University employee. Information stored on administrative computers is confidential. Use or distribution of such information other than as authorized or assigned is prohibited by University policy and state and federal laws.

Appendix D: Disorderly Conduct

Drake reaffirms the right of all persons to freely express opinions on matters of general concern, to assemble peaceably to discuss and present such opinions and to appeal for redress for real or imaginary wrongs. University regulation of the exercise of such rights is recognized to the extent that such regulation is needed to protect the rights of others or to preserve public order and to prevent direct interference with the normal function of the University. The following shall subject any person to consideration for disciplinary action:

1. Conduct which is designed to interfere or which directly interferes with entrances to buildings or the normal flow of pedestrian or vehicular traffic.
2. Conduct which is designed to interfere directly, which has the natural tendency to interfere or which does interfere directly with classroom activities or other regularly scheduled activities of the University, the regular use of the educational facilities of the University, the privacy of the residence halls or the functioning of the physical plant.
3. Conduct which shall result or shall be likely to result in injury to any person, whether a member of the assembly or not; to the property of any persons, whether a member of the assembly or not; or to the property of Drake University.
4. Any student or group of students participating in a counterdemonstration shall in a like manner be subject to the provisions of the above consideration for disciplinary action.

Nothing in this policy shall limit the responsibility and right of authorized University officers to take temporary disciplinary action pending final judicial action in order to maintain order and to protect persons and property. Pending action on the charges, the status of a student would not normally be altered or his or her right to be present on the campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well being or for reasons relating to the safety and well-being of student, faculty or University property.

University Senate, May 21, 1969

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Distribution of Literature

1. Literature may be distributed on campus by Drake students, faculty and staff. However, entrances to buildings shall not be blocked and people must be free to enter and leave the building without interference.
2. Posting of notices or other materials should be on bulletin boards or in other places as designated by the Office of Student Life.
3. Distribution of literature in University residence halls is permitted with the approval of the Office of Residence Life and the governing body of the residence halls.

Student Life Committee, April 7, 1972

University Senate, September 20, 1972

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All Campus Posting Policy

Last updated Spring 2006

Student Senate Public Affairs Committee and the Student Life Center

Universal Statement

Individuals and campus organizations have and assume full responsibility and liability for the signs which they post, and should realize that legal actions against persons for members of groups who participate in offensive action (defacement of posting etc.), intentional harm of emotional distress, or such other causes recognized and allowed by law may be possible.

All signs must comply with the Drake University policy concerning community, diversity, freedom of expression and harassment.

Individual cases deemed inappropriate, maybe handled by the department and/or college and maybe further directed to the Student Life Office and/or the Dean of Students.

Student Handbook Posting Policy Highlights

Postings that do not follow the Student Handbook guidelines will be removed, as deemed by each college/building.

Posting Requirement

Include the individual or organization and/or contact person with contact information on signs as well as the date and time of the event.

Materials For Affixing Postings

All posting (indoors and outdoors) must be adhered with painters tape.

Packing and duct tape are prohibited (removes the paint).

Posting Information

Student Senate elections posting guidelines are separate, and governed by the Student Life Center Offices and Elections Committee. Elections are regulated by a separate set of regulations.

Information for buildings/areas not listed in the policy above can be obtained from the building/department. The Universal Statement, student handbook policies and affixed materials still apply.

Questions relating to posting on campus should be directed to the Student Life Center Offices, Olmsted Center.

Campus Buildings

Aliber Hall

- The College of Business and Public Administration recognizes diversity of opinion throughout the Drake Campus. We encourage students and university groups to utilize the appropriate resources of Aliber Hall to communicate and share their opinion. This is an important function of University life and expression of free speech. The CBPA also recognizes the importance of maintaining a professional appearance to Aliber Hall. Many professionals enter this building, both on campus and from the business community. Therefore,
 - signs, posters, brochures or any printed material on, near or in Aliber Hall may only be placed on the four bulletin boards (located on each floor) or on the tables located in the second floor reception area.
 - Printed materials may NOT be placed on walls, windows, columns, patio surfaces, steps or any other area within the Aliber Hall complex.
- This policy maintains a professional image for the College of Business and Public Administration and assures that students, faculty, and visitors can readily locate printed material.

Athletics

Bell Center/ Drake Stadium/ Fieldhouse/ Knapp Center/ Wellness Center/ Tennis Center

- The Assistant Director of Recreational Services or associate director of athletics and manager of all sports facilities must first approve all materials. Following approval, flyers and/or posters must be stamped and posted by a student monitor (with staples not tape- causes damage to the boards). Any flyer and/or poster that are not stamped will be removed.
- Material is not censored, but a poster will be rejected if it violates any policy in the Drake Student Handbook, or if would/could potentially cause a health risk as determined by the Wellness Center (examples: ads for diet pills).

Bell Center

See [Athletics](#)

Carnegie

- Door postings- clear with front desk first
- Flyers/handouts in waiting area- clear with front desk first
- Clean/remove posting 48 hours after of date expiration

Cartwright Hall

See [Law School](#)

Cline Hall Of Pharmacy And Sciences/Harvey Ingham Hall/ Fitch Hall

- Posters may be taped (painters tape) to the painted walls.
- Pillars maybe used (inside and outside)

Cowles Library

- The library has two large magnetic boards in the main floor printing area for event announcements, classified ads, and organization/service announcements. Boards do not require approval to use, and magnets are provided.
- Postings are not permitted in any other location within the library unless officially approved by the Dean of Cowles Library.
- Items are NOT permit to be posted on the walls, doors, and floors. Exceptions include library staff office door postings, and library approved signs

- If an organization would like to submit a display for the freestanding displays on the 1st floor or for the posters/wall hangings in the main door lobby, they may follow the "Cowles Library Exhibits Policy."
- Cowles Library has a separate "Exhibits Policy," and available upon request.

Cultural Centers- 28th Street (BCC, LCC, CAYA/RU)

- Postings are at the discretion of each individual house and/or designated individual(s).

Drake Stadium

See [Athletics](#)

Fieldhouse

See [Athletics](#)

Fine Arts Center (FAC)/ Harmon Fine Arts Center

- Postings by an academic area or by a recognized student group or organization do not need approval. If they are not in accordance with Drake policy, they will be removed. Signs should be no larger than 11" x 17".
- All signs must be hung on approved bulletin boards as some of the bulletin boards in the building are for the express use of a specific group or organization. These boards are marked "General." Nothing may be affixed to walls, doors or floors within the building. Nothing may be affixed to the outside walls of the building.

Fraternities and Sororities

- Postings are up to each individual house and/or designated individual(s).

Grounds

See [Outdoors Posting](#)

Howard Hall

- Postings are allowed on the wall of the two stairwells. Must use blue painter's tape.

Hubbell

- Outside publicity/advertisements must be cleared through Sodexo offices prior to posting (includes table tents and window painting).
- Focus on Drake oriented publicity
- Outdoors posters need to be removed a minimum of a week after the event date(s).

- *all publicity material is "at your own risk"

International Center

- Bulletin boards are for office use. All postings must be approved by an International Center staff person.

Knapp Center

See [*Athletics*](#)

Law School

- All non-law affiliated postings need to be check with the Assistant Dean regarding where posting can occur. Posting notices can be left in #128.
- Posting are prohibited on glass, brick, floors, or drywall. This applies to the outside and inside of the building. Posting on the walkways leading to Cartwright and Opperman, and the outside walls are prohibited.
- The main bulletin board on the first floor of Cartwright Hall is a posting zone. Half of the board is designated for administrative postings.
- Student mailboxes are folders are located on the Eastside of the main hallway between Cartwright and Opperman
- The two post easels (foot of the stairs to the second floor of Cartwright Hall) are for law school related events and notices only.

Medbury Hall

- All posting must be on the bulletin boards with thumb tacks (NOT stapled, taped, etc.) There are four large bulletin boards, two on each floor.
- Anything taped to the windows, walls, or bricks will be taken down.

Meredith Hall

- Clear all postings with the building office in Meredith 118.
- Sections of bulletin boards throughout the building are designed for postings.
- No materials may be posted on wood or painted surfaces, indoor or out.
- All posted material must be removed within 48 hours of an event.

Old Main/Sheslow Auditorium

- Promotion of campus events/organizations

- Bulletin boards throughout the building are designed for postings.

Olin Hall

- Postings need to be approved by the Biology Offices (downstairs) or the Psychology Offices (upstairs). Postings are reviewed on a case-by case. Specific bulletin boards are designated for themed postings only.

Olmsted Center/Pomerantz Student Union

Updated January 2005

- Students, organizations, department offices and individuals must bring their posters to the Student Life Center office to be stamped and dated for display in Olmsted Center.
- Approval criteria:
 - All signs must comply with the Drake University policy concerning Community, Diversity, Harassment, and Freedom of Expression.
 - Signs advertising alcohol will not be posted.
 - All signs must include a contact person name and phone number
- Posting guidelines:
 - Signs must be posted using the magnets provided in the appropriate designated area: Campus Activities, Campus Organizations, Help Wanted, For Sale, For Rent, Des Moines Businesses, or Des Moines Events.
 - NO SCOTCH TAPE ON WALLS, blue tape only.
 - The Student Life Center has two metal freestanding displays that can be reserved for one week's time.
- Outdoor banners and signs:
 - All banners may be displayed on the sidewalks for a maximum of five days. It is the responsibility of the Club/Organization that posted them to remove the posters.
 - Only blue painter's tape or masking tape may be used to secure outdoor signs. NO DUCT TAPE.

Outdoors Posting- On Campus Grounds

- Posting are not allowed on light posts (due to paint damage).
- Chalking is allowed.
- Yard Signs are not allowed unless they directly support university services. Locations must be pre-approved by facilities in order to not harm underground utility services.
- *The "Materials for Affixing Posters," section provides specifics for adhering postings.*
- *Specific buildings may list specifics for outdoor posting*

Residence Halls

Distribution and Posting Literature in Residence Halls:

- Campus Organizations, Offices, and Individuals
 - All signs posted by any University organization, department, office or individual must abide by the following criteria or be subject to immediate removal.
 1. All signs must comply with the Drake University policy concerning Community, Diversity, Freedom of Expression and Harassment.
 2. The individual or organization and/or contact person must appear on all signs as well as the date and time of the event and/or the date on which the sign is to be taken down and may not exceed one month from posting.
 3. Signs advertising the use of alcohol are not to be posted in the residence halls.
 4. Each hall staff will be responsible for designating the areas in the hall in which organizations and individuals may or may not post publicity. Building exteriors and glass surfaces, including mirrors and exterior doors, will be restricted in every hall. Each hall shall keep a list of designated posting areas at the front desk.
 5. Exceptions about the number and locations of signs will be made by the hall staff.
 6. Duct tape should not be used to post signs in the residence halls. Painter's tape and masking tape are the preferred adhesive tools.

Packing and duct tape are prohibited (removes the paint from the walls).

- Non-Drake Affiliated Organizations
 - Each residence hall's staff will designate a specific area(s) for posting of information from groups not associated with or recognized by the University. All postings from such organizations should be given to the Office of Residence Life in Olmsted to be distributed to the residence hall staff for posting. All rules for campus organizations and offices shall apply to non-Drake affiliated organizations.
- Guidelines for Removal of Signs
 1. All signs must be taken down either after the advertised event has occurred or on the specified removal date (up to one month after posting).
 2. Residence hall staff shall be responsible for removing old/expired signs from their buildings at least once each week.
 3. Resident Assistants' involvement in the removal of postings shall be left to the discretion of the Office of Residence Life.

School Of Education

- Generally 8 1/2" by 11" (typing paper size)
- Placed on two bulletin boards located near each main entrance into SOE
- Keep up approximately two weeks or until after event

Spikes

- Announcement Boards
 - Athletics managed
 - Sodexo managed
- Postings allowed on brick. Use blue tape
- Clear table tents and window painting with Sodexo offices in timely manner
- All Publicity needs to be down/removed fully by a minimum of a week after event.

Studio Arts Hall

See [*Fine Arts Center \(FAC\)*](#)

Tennis Center

See [Athletics](#)

WEB SITE (WWW.DRAKE.EDU)

Drake's Office of Information and Technology department has a "Web Site Policy and Procedures" document that is available upon request.

"Student Handbook Posting Policy Highlights," section refers to web use.

Wellness Center

See [Athletics](#)

Appendix E: Gambling

Raffles and games of chance are not legal in the State of Iowa except when the proper permit is issued by the state. Student groups must contact the City of Des Moines to obtain proper permit. Contact the Assistant Dean of Students for more information. The types of games that may be conducted by permit are raffles, carnival-type games and casino-type games except slot machines. No more than \$1 may be charged to play a game or buy a raffle ticket and no prize or merchandise with a value greater than \$50 may be awarded. Student groups and organizations using the permit are required by state law to pay the five percent Iowa sales tax on all monies collected.

Appendix F: Hazing

IFC, Panhellenic and National Pan-Hellenic Council Hazing Policies.

The following explicit statements from the Interfraternity Council, the Panhellenic Council, the National Panhellenic Council, and the Code of Iowa reflect Drake's commitment to a university community free from any form of hazing. Contact the Office of Residence and Fraternity and Sorority Life for more information.

Interfraternity Council and Panhellenic Council Statement on Hazing

Drake University recognizes that a considerable amount of local and national attention has been devoted to the issue of hazing in collegiate fraternities. In light of such publicity, the natural recourse of an organization that strives to emulate the virtue of integrity and honesty within its chapter ranks is the movement to thoroughly evaluate the extent, if any, to which mental and/or physical hazing exists at Drake. The noticeable danger of hazing in and of itself is paramount in the inherent nature of the problem; its existence can emerge at any given time and place with the actions of the many down to the actions of one individual. As a result, the issue of hazing becomes a problem in which a continuous watch

for such occurrences must be implemented, and with good conscience, the integrity of the Greek System must be employed to lead such a guard. It is within such a commitment that the following action is hereby employed with full sincerity.

Hazing Policy

The practice of hazing shall hereby be prohibited.

Definition

Hazing is defined as any action taken or situation created, to new members or initiated members with or without their consent, whether on or off fraternity premises, to intentionally produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts and scavenger hunts; road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; line ups designed for the moral degradation of the associate member; any public demonstration of pledging, forced or by consent, occurring outside the confines of the house; forced or requested "line walking" to, from, or on campus; and any other activities which are determined by the Office of Fraternity and Sorority Life to be inconsistent with fraternal law, ritual, or policy or the regulations and policies of Drake University.

Enforcement

Any of the above infractions reported to University officials shall be subject to investigation by The Office of Fraternity and Sorority Life. Hazing also constitutes non-academic misconduct, punishable under the Code of Conduct.

The National Pan-Hellenic Council Policy on Hazing.

Hazing is defined as forcing students to do hard and unnecessary work, or to initiate or discipline fellow students by forcing them to do ridiculous, humiliating or painful things. Hazing includes, but is not limited to: paddling in any form; promoting excessive fatigue—physical and/or psychological; forcing students to wear any such articles that are not presentable in public; kidnapping; forcing students to consume excessive amounts of alcohol; making students participate in any such public stunts, actions and/or displays which are embarrassing and/or humiliating; making students participate in embarrassing games or scavenger hunts; assigning activities that interfere with scholastic activities or studies; causing any form of duress whatsoever that leads to an undesired moral and/or

ethical decision; and planning any activities that are not consistent with fraternal law, ritual and/or policies of the National Pan-Hellenic Council. The National Pan-Hellenic Council recognizes hazing as a serious offense and has approved the following policy to oversee the intake processes of the member organizations which are active members of and are advised by the National Pan-Hellenic Council of Drake University via the national headquarters of each member organization. The National Pan-Hellenic Council vehemently prohibits mental or physical harassment or any other form of hazing with respect to each organization's national pledging policy.

The National Pan-Hellenic Council is interested in the intellectual, social, cultural and fraternal development and enrichment of its individual members. The National Pan-Hellenic Council promotes and defends intake practices that conform to this policy and to the educational experience and understanding of the responsibilities and privileges of sorority and fraternity membership.

National Pan-Hellenic Council, Fall 1997

Code of Iowa

Section 708.10 —Hazing

1. a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
b. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.
2. A person who commits an act of hazing is guilty of a simple misdemeanor.
3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

A simple misdemeanor is punishable by imprisonment for up to 30 days and/or a fine of \$65 to \$6,250. A serious misdemeanor is punishable by imprisonment for up to 1 year and/or a fine of \$315-\$1,875.

Appendix G: Damage or Destruction to Drake Property by Use of Fire of Explosives

Pursuant to the Safe Explosives Act, 18 U.S.C. § 844(f), persons who maliciously damage or destroy, or attempt to damage or destroy, by means of fire or explosive, any building, vehicle, or other property owned by a College or University receiving federal financial assistance (such as Drake University) may be imprisoned for not less than five years and not more than 20 years, plus receive a fine, or both. If personal injury occurs, then the sentence rises to seven to 40 years, plus a fine, or both. If the conduct causes the death of another, then the perpetrator can be subject to the death penalty, or imprisoned for not less than 20 years to life, fined or both.

See [Policy on Firearms, Other Lethal Weapons, Fireworks and Dangerous Objects](#)

Appendix H:

intentionally omitted

(please reference [Title IX](#))

Appendix I:

intentionally omitted

(please reference [Title IX](#))

Appendix J: Smoking on Campus

Under the Iowa Smokefree Air Act, smoking is prohibited on all campus grounds, including inside vehicles parked on campus, and inside University vehicles. The law prohibits Drake from designating a particular area—indoor or outdoor—a smoking area.

All faculty, staff, students, and visitors are expected to comply with the smoking policy. Any person who smokes on Drake University's campus is subject to a civil penalty of \$50 per violation.

Smoking by a student on Drake's campus constitutes non-academic misconduct punishable by the procedures and sanctions set forth in section III of the Code of Conduct. Smoking in residence halls is subject to the procedures and sanctions set forth in the Residence Hall Code of Conduct.

Drake too is subject to civil penalties if it allows smoking on its campus. Therefore, if anyone refuses to stop smoking or leave the campus when asked to do so by a University official, the Des Moines Police Department may be called.

For those who do leave campus to smoke, it is important to be respectful of residents and businesses in the Drake neighborhood. Smokers should be aware that disposing of cigarette butts or other waste on city streets or sidewalks constitutes littering in violation of the Des Moines Municipal Code.

Appendix K:

intentionally omitted

(please reference [Title IX](#))

Appendix L: Student Identification (Drake Card/Mobile Drake ID Card)

Every student, when first enrolled at Drake University, is issued identification ([Drake Card/Mobile Drake ID Card](#)) bearing his or her photograph – a Drake ID can take the form of a mobile phone credential, a smart watch credential, or a physical card. All of these forms of identification are accepted at all Drake locations, but none should be shared. This is permanent identification effective as long as the student is enrolled at Drake. The identification should be carried at all times. It serves as student access to many campus services, including library checkout privileges, computer labs, and recreation facilities. It is also an admission pass for Drake University athletic events and theater productions and as a means of identification.

The University's policy is to encourage students of all backgrounds to utilize its programs and facilities. This diversity enriches the academic experience of all. The University is committed to ensuring that each of its students is afforded equal consideration and opportunity. Accordingly, it is the policy of the University to be open to students without regard to race, creed, color, national origin, age, sex, disability, sexual orientation, or gender identity. University policy does not authorize or tolerate checking identification solely on the basis of any of the above criteria. Requests for identification will be made as situations warrant to provide for the security of students and other constituents of the University.

The following regulations apply to the use of student identification:

1. The identification must be carried at all times and presented at the request of a University official.
2. The identification is not transferable and may not be used by any person other than the one to whom it was issued.

3. A mobile credential can be added to ONE phone and ONE watch at a time. Again, having multiple forms of identification does NOT allow for identification to be shared.
4. A fee of \$50.00 is charged for replacing a lost or mutilated card. Students should report to the [Student Services Center](#) to secure a replacement card, and payment will be accepted via debit or credit card. Mobile identification does not cost anything, and will be encouraged when a physical ID card is lost.
5. Forging or altering student identification is cause for disciplinary action.

Appendix M: Bias-Motivated Incidents

The statement on Bias-Motivated Incidents and Drake University's response to such incidents is intended to reflect an abiding concern for the well-being of faculty, students, staff, and guests of the University community in which we work, learn, and live. The statement seeks to create an environment that recognizes, values, and respects a variety of differences among people; to encourage appreciation and tolerance for such differences; and to discourage those who would act out violently against people or otherwise show disrespect, harass, or discriminate because of those differences.

A person commits a Bias-Motivated Incident if that person commits a violation of the Student Code of Conduct, against an individual or group of individuals because of the individual's or group of individuals' actual or perceived race, color, religion, national origin, sexual orientation, disability, age, gender, or gender identity. These categories of differences have been drawn from local, state, and federal laws and regulations because they share a history of systematic, often government-sanctioned, prejudice and discrimination.

Those found guilty, pursuant to the Code of Student Conduct, of committing a Bias-Motivated Incident will be disciplined up to and including expulsion. In addition, if the circumstances warrant, the Dean of Students or University President may recommend the filing of a criminal complaint.

Revised July 1, 2006