

T H E E V A N S V I L L E E X P E R I E N C E



## Parent Handbook



UNIVERSITY  
OF  
EVANSVILLE

*Civic Mission... Sacred Trust*



Dear Parents and Families:

Welcome to the University of Evansville! I am delighted that your student and you have chosen to become a part of our UE community. I am always grateful for the occasion to welcome our new students and to encourage them to embrace the unique challenges and exciting opportunities awaiting them at UE. I also welcome you as members of our extended UE family.

At the University of Evansville, we are committed to providing life-transforming educational experiences that prepare our students to engage the world as informed, ethical, and productive citizens. From focused academic programming to a variety of career development services and ongoing facility improvements, the University continues to work diligently to ensure that UE remains competitive in its course work and provides a learning environment that is increasingly attractive to students and conducive to their academic, personal, and professional success.

There are many people who will care for and about your student during his or her time at UE. I know this is particularly important to understand if this is the first time you have seen a student off to college. The journey will be an extraordinary one for your son or daughter, and we are dedicated to guiding, supporting, and encouraging them throughout their time in school and beyond. We are also committed to offering you, the parents and families of our students, many opportunities to stay informed and be involved as supporters of your child and their experience at UE.

This handbook provides important facts about the University and should be kept and referred to often as a resource for information, policy, and contacts for the next four years. Any updates made to contact information and policies can be found online at [www.evansville.edu/parents](http://www.evansville.edu/parents). We welcome all questions or comments you may have about this handbook, your student's Evansville Experience, or your unique experience as a parent of a college student at UE. Again, welcome to the UE family!

Sincerely,

A handwritten signature in black ink, which appears to read "Stephen G. Jennings". The signature is written in a cursive style and is positioned above the printed name.

Stephen G. Jennings  
President



Dear Parent:

I am very excited about the upcoming year at the University of Evansville. Students with outstanding academic and extracurricular records continue to join our University family. As always, we are committed to providing your son or daughter with a quality education and an outstanding college experience at the University of Evansville.

We make every effort to provide students with opportunities that are challenging and rewarding academically, personally, and socially. During the collegiate years, we expect students to examine their values, beliefs, commitments, and goals. We try our best to provide an environment that allows them to learn about themselves and others. It is our goal to help students develop an appreciation for the world in which they live and to identify their role in creating a better society. We encourage students to recognize their potential as well as their ability to excel beyond the norm.

The Parent Handbook will be an important resource for you while your son or daughter is enrolled at the University. In it you will find information regarding support services, policies, procedures, and resources, as well as contact information for UE administrative, facility, faculty, and support staff. Any updated policies or information will be available online each academic year.

I have always viewed the University of Evansville as a family. We take particular interest in our students. When they succeed, we celebrate with them. When they face life's disappointments and challenges, we do our best to offer support and encouragement. Your role as a parent of a UE student is one of partnership. Together, we can create an experience for your son or daughter that will have a lifelong and worthwhile impact on his or her future.

Sincerely,

A handwritten signature in dark ink, which appears to read "Dana D. Clayton". The signature is fluid and cursive.

Dana D. Clayton

Vice President for Student Affairs and Dean of Students

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# Mission of the University of Evansville

## Mission Statement

The University of Evansville is dedicated to active learning and scholarship. We are committed to the liberal arts and sciences as a basis for intellectual and personal growth. The University endeavors to prepare women and men for lives of personal and professional service and leadership. The University is aware of the challenges of living in an international community and therefore adopts a global view in its programs and its vision.

The University of Evansville preserves its independent nature and values its ties to the United Methodist Church. It emphasizes undergraduate education and supports an array of liberal arts and sciences and professional programs. The University selects talented and motivated students and faculty. The student-faculty ratio promotes individual attention and optimal learning. The University values learning as a means of attaining freedom from ignorance and prejudice. Because education is a life-long process of critical inquiry, the University commits resources to continuing education programs in the greater community.

## Educational Objectives

### Students will:

- Acquire a broad foundation in the liberal arts and sciences through the General Education Program together with a depth of knowledge in one or more disciplines of their choice
- Exhibit personal growth through improved critical self-awareness and personal creativity
- Master communication, organizational, and critical thinking skills
- Understand the global nature of our world, learn about other cultures, and appreciate diversity and tolerance
- Have the opportunity to participate in international studies programs
- Understand the necessity of being actively involved in their communities through involvement in study, internships, and extracurricular activities
- Develop skills and competencies to be productive team members and leaders
- Understand the ethical significance of their personal and professional decisions
- Seek and use available resources, including technology, to answer questions and solve problems
- Be committed to lifelong learning

## Vision

To be among the most admired, respected, and supported comprehensive universities in the Midwest.

## Values

Excellence ■ Integration of Liberal and Professional Education ■ Student-Centeredness

## Civic Mission, Sacred Trust

The University's history began with the dream of one man – John C. Moore, a resident of Moores Hill, Indiana, a small town west of Cincinnati. Moore wanted a college for his community, and on February 10, 1854, when the original charter for Moores Hill Male and Female Collegiate Institute was drafted, his dream became a reality. The college was the fifth coeducational college in the United States. Classes began September 9, 1856.

The college's name was officially changed to Moores Hill College on September 20, 1887. In 1917 George Clifford, a prominent Evansville businessman who later became a University trustee, convinced the Indiana Conference of the Methodist Church that Moores Hill College should be moved to Evansville since it was the only city in Indiana without an accredited college within a 50-mile radius.

Residents of the city raised \$500,000 in one week in 1917 to move the college to Evansville. It reopened in 1919 as Evansville College, and in 1967 the college was renamed and incorporated by the Indiana General Assembly as the University of Evansville.

Today the University is a private, United Methodist Church-related, comprehensive university that is a member of the Associated New American Colleges. Its core purpose is to provide life-transforming educational experiences that prepare students to engage the world as informed, ethical, and productive citizens.

UE is ranked as a top Midwest university by *U.S. News & World Report* with more than 2,400 full-time undergraduates from 41 states and 48 countries. Over 80 undergraduate areas of study are offered in the College of Arts and Sciences, Schroeder Family School of Business Administration, College of Engineering and Computer Science, and College of Education and Health Sciences. The University also offers four master's degree programs – business administration, computer science and engineering, health services administration, public service administration – and one doctoral degree – physical therapy.

Because today's students will become citizens of a global society upon graduation, the University values and encourages opportunities for its students to learn about other countries and cultures. UE ranks fifth in the nation among master's-degree-granting institutions for the number of students who study abroad. UE also operates a British campus in Grantham, England – Harlaxton College.

# Parenting a College Student

There may be no more significant rite of passage to adulthood than entering college, and there is perhaps no other time that can produce as much anxiety for parents. This handbook is designed to give you information, resources, and even advice to assist you as you help your student make the most of his or her Evansville Experience.

Although most college students may not admit it, parents remain a significant influence in their lives. At the University of Evansville, parents are welcomed as part of the campus community and the UE extended family. You and your son or daughter have the opportunity to become involved with others here who share your hopes and dreams for your child and support his or her plans for success. UE professors, advisors, administrators, and staff members are committed to students' individual growth and are available to answer questions and provide resources and assistance. The Parents Association and Parents Council, in turn, are committed to helping parents and UE families stay involved and informed.

## What to Expect

Each student is different and each reacts differently to the college experience. There are, however, a few common experiences that parents should anticipate.

**Expect change.** At a time of personal growth and development, your son or daughter is being exposed to more people, more knowledge, more new ideas, and more challenges than ever before. Personal changes are a natural result and should not be cause for alarm, unless outlook, motivation, or attitude suffer.

**Expect independence.** Going away to college naturally increases independence. Students are given new levels of responsibility, often for the first time, including getting out of bed on time, attending class, meeting deadlines, and doing their own laundry. This independence does not mean that students should withdraw from their families. Actually, most students draw closer to their families after they adapt to their newfound independence.

**Expect a challenge.** Though not true for all, most students will experience a grade slump during one of the first three semesters. College presents more demanding course work, long-range projects, tougher academic competition, and more social opportunities than ever before. As study habits, self-motivation, and social calendars adjust, many students face lower grades than they, or you, may expect. Parents should be watchful but not anxious about these changes. If academics continue to suffer or your student struggles significantly to adjust, encourage them to use UE's many academic, advising, and counseling resources. Throughout the college years, most students' grades improve consistently.

**Expect indecision.** Some students know what major and career they want to pursue from the beginning, and they never change course. Be assured, these are the rare and lucky few! Nationally, the majority of all college students change majors at least once. A shift in academic direction is to be expected of students as new understanding is gained and new ideas and challenges are introduced.

**Expect to be needed.** In spite of newfound independence, most students still very much need to know that they have support from home. They will want to hear from you, even if they do not make regular contact themselves. Do not be afraid to ask questions and to be involved. (Remember: Students receive mid-term grade reports near the end of the seventh week of each semester.)

**Expect homesickness.** Most students who live on campus will experience homesickness early in the first semester. Some students adapt more quickly than others. Most will feel as though they are the only ones who are homesick, but of course they are not. If your student is homesick, we offer this advice:

- DO stay in touch with your student! Frequent e-mails and calls will help.
- DO encourage the student to get involved socially and academically. With over 160 student organizations and clubs on campus, it is easy to become a part of what is happening!
- DO **NOT** encourage an early visit back home. Such a visit has been shown to actually increase the feelings of homesickness once the student returns to campus.
- DO visit your student here on campus early in the semester. Family Weekend is held toward the end of September and is a great opportunity to visit.
- If your student's homesickness persists or seems serious or debilitating, inform an Office of Residence Life staff member.

**Encourage the use of UE support services.** An important facet of the holistic educational environment at UE is the variety of personal, academic, and professional support services available to students. Using these services can significantly improve students' performance and preparedness after graduation; however, all too often, students do not take advantage of the available help. Using these services should be encouraged as a normal and valuable part of the college experience.

**Read University materials.** You should read all materials provided for both parents and students that are sent from the University – just in case your son or daughter does not read them. In addition, parent resources, contact information, and news about upcoming campus events and activities, as well as annual updates to this handbook, can be found online at [www.evansville.edu/parents](http://www.evansville.edu/parents).

## Parent Resources

**Parents Association.** The Parents Association is the organization of all parents of current undergraduate UE students. Parents automatically become members of the Parents Association when their child enrolls at UE.

The Parents Association strives to provide parents with the network of resources, information, opportunity, and friendship that will enable you to grow with your student and other parents throughout the UE college experience. With the ongoing involvement and interest of parents, we can ensure that we are continuously providing opportunities, assistance, and support for our students – prospective, current, and alumni.

Parents Association members receive information and news about events and opportunities for parents in a biannual newsletter, *Parents Connections*, a bimonthly electronic newsletter, and through the parent Web site at [www.evansville.edu/parents](http://www.evansville.edu/parents). Parents are welcome to attend events and assist with activities on campus. The Parents Association also provides a number of volunteer opportunities, both on campus and in your geographic area, for parents to engage the University community.

Please contact the Office of Alumni and Parent Relations for more information at 812-488-2586 or e-mail [ueparentrelations@evansville.edu](mailto:ueparentrelations@evansville.edu).

**Parents Council.** The Parents Council is an advisory board to the University made up of appointed current parent representatives. The Parents Council meets twice a year on campus and participates in ongoing activities and events with Parents Association volunteers and other members of the University faculty, staff, and administration. Four standing service committees exist to focus the efforts and involvement of current parents: Admission Support, Parents' Fund, Career Services, and Parents Association Communication and Event Support. The Parents Council also offers appropriate feedback and recommendations to the University's administration regarding issues of student and parent interest.

New members are invited to join the Parents Council at the beginning of the second semester of each year. Members serve as long as their child attends UE. A current list of Parents Council members, as well as their geographic location and contact information can be found online at [www.evansville.edu/parents](http://www.evansville.edu/parents).

Members of the Parents Council are a resource for all parents and will assist with questions and act as liaisons to appropriate University resources, volunteer opportunities, and administrative contacts. The Parents Council is coordinated through the Office of Alumni and Parent Relations.

**Family Weekend.** The fall Family Weekend offers an array of activities to visiting families each year, including program and activity information sessions, a Family Weekend concert sponsored by the Department of Music, and the annual Student Activities Board talent show. All parents and families are welcomed! More information about Family Weekend can be found on the Web at [www.evansville.edu/parents](http://www.evansville.edu/parents).

**Parents' Fund.** The Parents' Fund is a fund of monetary gifts contributed by parents that helps make possible all of the extra educational and academic opportunities that are central to your child's Evansville Experience. Tuition covers only a percentage of the real cost of educating each student. Because UE is not a state-supported school, we rely on monetary gifts and contributions to help bridge the gap and to help us offer programs, scholarships, and resources that may not be available without additional financial support.

All gifts to the Parents' Fund, no matter the size, are meaningful. The success of the Parents' Fund lies in numbers. Each person adds to the total participation, and your support, with that of others, has a significant impact on the offerings, resources, and opportunities provided to our students now and in the future. Many companies will match your gift to UE's Parents' Fund. This is a great way to make your gift go further.

You may make your contribution to the Parents' Fund online at **[www.evansville.edu](http://www.evansville.edu)**.

# University of Evansville Directory

For e-mail, add @evansville.edu to the address listed.

			<b>e-mail</b>
President	Stephen G. Jennings	488-2151	president
Vice President for Academic Affairs	Susan J. Kupisch	488-2277	sk87
Vice President for Fiscal Affairs and Administration	Jeffery M. Wolf	488-2183	jw268
Vice President for Institutional Advancement	John C. Barner	488-2361	jb295
Vice President for Student Affairs and Dean of Students	Dana D. Clayton	488-2500	dc26
Vice President for Enrollment Services	Thomas E. Bear	488-2624	tb53
Director of Athletics	John W. Stanley	488-2237	js405
Director of University Relations	Lucy Himstedt	488-2625	lh133
University Chaplain	S. Brian Erickson	488-2235	be27

## **Academic Administration**

Associate Vice President for Academic Affairs	Jennifer L. Graban	488-2479	jg54
Assistant Vice President and Chief Technology Officer	David J. Fowler	488-2200	df1
University Registrar	Keith M. Kutzler	488-2603	kk5
Director of Academic Advisement and Associate Registrar	Deborah A. Kassenbrock	488-2605	dk26
Director of Continuing Education	Carla S. Doty	488-2981	cd39
University Librarian and Associate Professor	William F. Louden	488-2376	bl9
Director of Study Abroad and Harlaxton Coordinator	Earl D. Kirk	488-1040	ek43

## Academic Deans

College of Education and Health Sciences	Lynn R. Penland	488-2360	lp22
College of Engineering and Computer Science	Philip M. Gerhart	488-2651	pg3
College of Arts and Sciences	Susan J. Calovini	488-2589	sc133
Schroeder Family School of Business Administration	Robert A. Clark	488-2851	rc60

## Academic Services

Office of Admission	Donald L. Vos	488-2624	dv9
Office of Financial Aid	JoAnn E. Laugel	488-2150	jl25
Director of Food Service	Stephen O. Chavira	488-2951	sc64

## Department Chairs

Accounting and Business Administration	Chris L. McKeag	488-2856	cm2
Archaeology and Art History	Patrick M. Thomas	488-2226	pt4
Art	William F. Brown	488-2783	bb32
Biology	Michael J. Cullen	488-2024	mc42
Chemistry	W. Bryan Lynch	488-2961	bl22
Communication	Mark L. Shifflet	488-2069	ms83
Education	Charles R. Watson	488-2004	cw73
Electrical Engineering and Computer Science	Dick K. Blandford	488-2291	blandford
English	Arthur A. Brown	488-2976	ab48
Exercise and Sport Science	Gregory S. Wilson	488-2847	gw3
Foreign Languages	Roger J. Pieroni	488-1002	rp49
History	Daniel J. Gahan	488-2979	dg23
Law, Politics, and Society	Deborah A. Howard	488-2389	dh4
Mathematics	David J. Dwyer	488-2632	dd4
Mechanical and Civil Engineering	Brian J. Swenty	488-2652	bs3
Music	William E. Bootz	488-2754	wb2
Nursing and Health Sciences	Amy M. Hall	488-2414	ah169

Philosophy and Religion	Dianne L. Oliver	488-1045	do9
Physical Therapy	Mary P. Kessler	488-2579	mk43
Physics	Jeffrey J. Braun	488-2672	jb53
Psychology	John R. Lakey	488-2351	jl3
Theatre	John David Lutz	488-2744	jl24

**Alumni and Parent Relations**

Director of Alumni and Parent Relations	Sylvia Y. DeVault	488-2586	sy5
Assistant Director of Alumni and Parent Relations	H. Angela Williams	488-2900	aw162

**Student Affairs Administration**

Vice President for Student Affairs and Dean of Students	Dana D. Clayton	488-2500	dc26
Assistant Vice President for Student Affairs and Director of Residence Life	Michael A. Tessier	488-2956	mt28
Assistant Dean of Students and Director of Student Engagement	Rachel S. Carpenter	488-2371	rc35
Assistant Director of Student Engagement	Britney Gentry	488-2371	bg67
Director of Career Services	C. Gene Wells	488-2663	gw5
Assistant Director of Career Outreach	Clinton L. Whitson	488-2663	cw95
Assistant Director of Career Services		488-2663	
Director of Student Fitness Center	Jeff A. Chestnut	488-2357	jc56
Assistant Director of Student Fitness Center and Intramurals	Shane M. Setnor	488-2794	ss233
Coordinator of International Student Engagement	Kirstin A. K. Kahaloa	488-2280	kk78
Director of Counseling and Health Education	Sylvia T. Buck	488-2663	sb79
Counselor	Karen M. Stenstrom	488-2663	ks96
Coordinator of Health Education	Jessica L. Zellers	488-2663	jz35
Crayton E. and Ellen Mann Health Center	Rebecca A. Ziliak	488-2033	bz5

Disability Services Coordinator	Ronda Stone	488-2663	rs173
Director of Safety and Security	Harold P. Matthews	488-2051	hm3

**Residence Life Staff**

Assistant Vice President for Student Affairs and Director of Residence Life	Michael A. Tessier	488-2956	mt28
Assistant Director of Residence Life	Brian R. Conner	488-1107	bc32

**Residential Coordinators (RC) and Head Residents (HR)**

Main Office		488-2956	
Hale Residence Hall	Brian A. Borden (RC)	488-2214	bb67
Hughes Residence Hall	Anna M. Jessen (RC)	488-1115	jj82
Moore Residence Hall	Christopher J. Martin (RC)	488-1017	cm74
Morton/Brentano Residence Halls	Heather I. Elam (RC)	488-2107	he5
Powell Residence Hall	William R. Warwick (HR)	488-2157	ww29
Schroeder Residence Hall	Logan A. Corbett (HR)	488-2338	lc71
Villages	Brian R. Conner (HR)	488-1107	bc32

For an updated list of residential coordinators and head residents, go to [residencelife.evansville.edu](http://residencelife.evansville.edu) on the Web.

## Academic Information

The academic information included in this handbook is provided only as a quick reference guide for parents. Complete academic information is available in the University catalog. Students are responsible for familiarizing themselves with the catalog portions that pertain to their courses of study and for seeking regular assistance from their academic advisors.

Current academic calendars can be found in the biannual newsletter, *Parents Connections*, and online at [www.evansville.edu](http://www.evansville.edu).

### Academic Advising

The University of Evansville emphasizes the development of individual initiative, responsibility, and self-discipline by students in the planning of their own educational programs. The academic advising system is designed to assist students in the evolution of educational plans and career goals. Faculty advisors, with the support of the Center for Academic Advisement, Office of the Registrar, and the Office of Student Affairs, work closely with students to help them develop intelligent, responsible self-management. The freshman advising program provides guidance from the moment a student enters the University.

Advisors who are familiar with the student's academic preparation and areas of interest and who have insight into the nature and importance of a university education are a part of this important process. When a prospective freshman declares an area of interest or a major, an advisor is assigned on the basis of academic specialty. Freshmen with wide-ranging interests who are undecided about a major field of study are paired with advisors especially interested in working with undeclared students.

Faculty advisor assistance in academic and career planning continues for students throughout their academic career and includes regular meetings to discuss academic programs, course scheduling, and the academic program's relationships to career or educational goals. When students select or change a major, they choose a new advisor in their discipline of choice in consultation with the academic department chair or dean.

### Academic Load

The normal load for a full-time undergraduate is 12 to 16 hours per semester. A student who carries less than 12 hours is considered a part-time student. If a student, in consultation with his or her academic advisor, elects to carry more than 16 hours, grade point average should be a guide in determining the maximum number of hours to be attempted. The recommended load limits are:

up to 1.99 GPA	16 hours maximum
2.0 to 2.99 GPA	18 hours maximum
3.0 to 4.00 GPA	20 hours maximum

Students in good standing wishing to take an overload of 21 hours or more and students on academic probation wishing to exceed 16 hours must petition the Admissions and Standards Committee for approval and have the support of their academic advisors in doing so.

### **Adds, Drops, and Withdrawal**

Once enrolled, a student may change the class schedule (i.e., drop or add one or more but not all courses) only by filing an official drop/add form in the Office of the Registrar. The approval of the academic advisor is required in all cases. The instructor's signature is also required if dropping classes.

A course may be dropped without a designated grade through the last day to register or add a course. (See the academic calendar for exact dates.) From that date through the eleventh week, a grade of W (withdrew from course) is assigned. After the eleventh week, a course may not be dropped. Discontinuance of attendance does not automatically constitute a withdrawal. Students failing to file a proper drop/add form by the appropriate deadline must complete classes for which they are registered or receive a grade of F.

The faculty and administration regret any situation in which a student must withdraw without completing a term. A student who finds it necessary to withdraw from all classes must apply for formal withdrawal through the Office of the Dean of Students. This process requires the completion of a University withdrawal form, an exit interview and, for students under the age of 18, parental permission. Final approval is subject to clearance from the Office of Student Accounts. If this procedure is not followed, grades of F will be assigned.

After the official "last date to withdraw," published in each semester's course schedule, approval for withdrawal from the University without grade penalty will be given only for medical or psychological problems. Proper verification is required in such cases.

Failure to complete a term does not cancel a student's obligation to pay tuition and all other charges in full. Details of refund and adjustment procedures are available in the Student Handbook and the Undergraduate Catalog.

### **Attendance Policy**

The University expects regular class attendance by all students and places the responsibility on the student. Students are considered sufficiently mature to appreciate the necessity of regular attendance. An instructor or academic unit may require attendance in courses or types of courses. Instructors are expected to maintain an absence policy in keeping with the nature of their courses and may consider attendance in evaluating a student's performance.

When absence occurs due to emergency or medical reasons, students are expected to notify their instructors of the absence prior to class or to seek the assistance of the Office of the Dean of Students in notifying instructors. The dean of students has the authority to review and grant, if appropriate, requests for excused absences for documented medical, psychological, or personal reasons.

Excessive absence is often a symptom of other problems. Students who are often absent may be called in by an advisor or a member of the student life staff to discuss attendance. Early alerts are sent by the student's professors to alert the student and his or her advisor of the concern.

## **Choosing or Changing a Major**

Many students at the beginning of their college careers know, or think they know, what their majors will be. Many others enter the University as undeclared majors. In either case, careful advising by the faculty advisor is necessary. Nationally, more than half of all college students change their majors at least once. Although fewer changes are made by UE students, changes of major are not unusual as their level of education and experience grows. Though a student may change majors at any time (and many do), a change may require taking additional courses especially if the change is made later in the student's program.

When changing a major, a student should meet with the advisor and possibly with the Office of Career Services and Cooperative Education. Formal changes are made in the Center for Academic Advisement and are official at that time.

## **Curriculum**

Career success demands that university graduates be able to speak intelligently, motivate others, and be flexible in the face of change. Academic programs at the University of Evansville, traditionally grounded in the liberal arts and sciences, teach students to identify problems, to understand divergent points of view, to communicate and persuade, to analyze issues, and to acquire new knowledge with confidence. Recent reports indicate that most college graduates will change careers an average of four times during their lives. Skills learned early will last a lifetime and bring success in whatever direction their career path may take.

Studies at UE typically go beyond reading and discussion to include research, internships, study abroad, and hands-on work in the lab or studio. Practical experience allows students to put classroom theory to work while they gain a competitive edge over other career seekers.

Chemistry, business, and engineering students have access to an optional cooperative education program which offers paid positions in firms across the country. In the arts and sciences, internships can be arranged in a broad range of specializations through the Office of Career Services and Cooperative Education. Demanding practical experience also distinguishes programs in education, nursing, and physical therapy.

Many UE students find their liberal arts and sciences education is an excellent preparation for graduate studies. UE graduates experience high placement rates into postbaccalaureate programs, including medical and law schools, and they are enrolled in some of the finest graduate and professional schools in the nation.

The academic information included in this handbook is provided as a quick reference guide for parents only. Complete academic information is available in the University catalog. Students are responsible for familiarizing themselves with the catalog portions that pertain to their courses of study and for seeking regular assistance from their academic advisors.

### Grades

At the conclusion of each semester, students receive letter grades indicating the adjudged quality of the work done in each course. Grade points are assigned for each semester hour of credit as follows:

<b>A</b>	Excellent	4.0	<b>D+</b>		1.3
<b>A-</b>		3.7	<b>D</b>	Poor	1.0
<b>B+</b>		3.3	<b>F</b>	Failure	0.0
<b>B</b>	Good	3.0	<b>I</b>	Incomplete	
<b>B-</b>		2.7	<b>P</b>	Pass	
<b>C+</b>		2.3	<b>W</b>	Withdrew from course	
<b>C</b>	Average	2.0			
<b>C-</b>		1.7			

All grades of A, B, C, and D are passing grades. Grades of I and W are not included in computing grade point averages. Grade point average (GPA) is the quotient resulting from dividing the total points earned by the number of hours attempted. With access to grades available online, the University does not mail a grade report. Faculty enter grades online, so the moment a grade is entered, your son or daughter can view it online using any computer anywhere in the world.

Although students, especially freshmen, are often disappointed to receive lower grades than they had received in high school, this is a common occurrence. Freshman grades tend to be slightly lower than upperclassmen's grades and lower than high school grades. Very high or unrealistic expectations of the student's grades, especially in the first year, can be harmful. Support and understanding from parents about the new challenges and rigors of college can be one of the most important factors in determining a student's success. Although mid-term grades are not sent to the parents' homes, parents are encouraged to discuss these grades, which are usually issued during the seventh week of each semester, with their student.

# Campus Community and Involvement

## **Athletics** **812-488-ACES**

Intramural sports for the general student body and competitive athletics at the NCAA Division I level are key components of the total education program. They promote physical fitness, mental stimulation, and social interaction. Students are encouraged to participate in sports instruction, activities, and varsity, club, and intramural sporting events. As a Division I member in the National Collegiate Athletics Association and the Missouri Valley Conference, the University sponsors teams for women in basketball, cross country, golf, soccer, softball, swimming and diving, tennis, and volleyball; and for men in baseball, basketball, cross country, golf, soccer, and swimming and diving.

Students receive free admission to all home varsity athletic events through payment of the activity fee. Students may purchase additional tickets for parents and guests. Seating is general admission for all sports except men's and women's basketball. Students may purchase one additional reserved seat basketball ticket upon presentation of a valid student ID with a current activity sticker.

## **Student Engagement** **812-488-2371**

The University of Evansville places a strong emphasis on student involvement. Students are encouraged to become involved with campus activities and organizations, as these opportunities provide practical learning experiences that complement the academic classroom experience. Research consistently shows that active, involved students are more satisfied with their college experience and are likely to perform better academically.

Students have access to a variety of activities at the University, including more than 170 student organizations. These organizations include social fraternities and sororities, service organizations, honor societies, religious groups, and a large number of special interest clubs, such as the Aces Dance Team, the International Club, Habitat for Humanity, and many others. In addition to the programs and events sponsored by University and student organizations, a variety of annual programs are presented campus-wide by the Center for Student Engagement. Traditions such as Musical Madness, homecoming, and a bike race are favorites of students, the faculty, and the community.

Information regarding student organizations, involvement or events is available from the Center for Student Engagement at 812-488-2371.

## Commuting Students

**Parents of commuting students should encourage their students to be involved on campus at every opportunity. This involvement is an integral part of the Evansville Experience.**

At many colleges, commuting students do little on campus but attend class. At UE, commuting students play an important role in campus activities and in many student organizations. Selected commuting students serve as representatives in Student Congress. Special parking is available for commuters. Meal plans designed for commuters are available in three on-campus dining facilities.

Many commuting students elect to live on campus for at least one semester or one year to experience the community living of the residence halls. Additional financial aid may be available to some commuting students who want to select this option. Regardless of whether students live on or off campus, all are encouraged to spend time studying and socializing on campus.

## Greek Life

**812-488-2371**

**[greeklife.evansville.edu](http://greeklife.evansville.edu)**

Fraternities and sororities have made tremendous contributions to the University of Evansville since 1950 by complementing the academic and cocurricular facets of the University's community life. The Greek system offers a vital source of leadership development and academic and social support for members while they pursue their educational goals. Today 26 percent of undergraduates are affiliated with the Greek system. Formal recruitment is conducted in the fall and is open to all students. Fraternities also hold a formal recruitment process during the spring semester. Joining a fraternity or sorority is a lifelong commitment that does not end with college graduation. Members join a family of "sisters" or "brothers" who provide a permanent support network. The University of Evansville's social Greek system consists of these international, national, and local fraternities and sororities:

### **Men's Fraternities**

Lambda Chi Alpha  
Phi Gamma Delta (Fiji)  
Phi Kappa Tau  
Sigma Alpha Epsilon  
Sigma Phi Epsilon  
Tau Kappa Epsilon

### **Women's Fraternities**

Alpha Omicron Pi  
Chi Omega  
Delta Omega Zeta (local sorority)  
Phi Mu  
Zeta Tau Alpha

Historically African American fraternities and sororities (represented through city-wide chapters, graduate chapters or national affiliations) with active chapters in the Evansville area include:

**Men's Fraternities**

Kappa Alpha Psi Inc.

**Women's Sororities**

Alpha Kappa Alpha Sorority Inc.

Delta Sigma Theta Sorority Inc.

**Religious Life**  
**812-488-2240**

As a church-related institution, the University of Evansville offers a vibrant religious life program, with many active religious groups, including the Baptist Collegiate Ministry, Fellowship of Christian Athletes, Habitat for Humanity, Hillel, InterAction, Kappa Chi, Latter Day Saints Student Association, Muslim Student Association, Neu Chapel Deacons, Neu Chapel Handbells, Newman Club, Student Christian Fellowship, Wesley Student Group, and Young Life. The chaplain works with groups and individuals from a wide range of faith traditions to enable spiritual and moral growth during the college years. The chaplain is available for formal and informal counseling in Neu Chapel.

Ecumenical worship services are held weekly at Neu Chapel. Leadership for these services is drawn from across the campus, with music provided by the University organist and choirs. The schedule is as follows:

Wednesday, 9:30 p.m.	Roman Catholic Mass
Sunday, 10:30 a.m.	University Worship
Sunday, 1:00 p.m.	Roman Catholic Mass

Founders Day, Martin Luther King Jr. Day, Christmas Candlelight Vespers, and other significant events are also held in Neu Chapel. Local, regional, and international mission and service opportunities are coordinated for UE students. Students are encouraged to participate in a variety of campus ministry events.

**Residence Life**  
**812-488-2956**

Living in a residence hall is an important part of the University of Evansville experience. Approximately 70 percent of our student population lives on campus. Even local Evansville students choose to live on campus to “see what it is like” or to take advantage of the proximity to classes and activities and to be part of the residential experience. (See Residential Policy in this publication regarding freshman on-campus requirements.)

Our goal is to provide activities and services designed to supplement classroom programs. Our residence halls are staffed by a talented group of administrators and student leaders. The residential coordinator is a live-in professional who provides support and direction to students within his or her assigned residence hall. The head resident is a senior level student staff member who has similar responsibilities in two of our smaller residence halls. These individuals supervise a staff of resident assistants, a group of student leaders employed by the University to help students get the most from their residential experience. Be sure that your son or daughter gets to know these important and helpful people.

The University has seven residence halls: Hale Residence Hall for men, Morton and Brentano Residence Halls for women, and four coed halls – Moore, Hughes, Powell, and Schroeder Residence Halls. Assignments are made based on the date of receipt of the contract. Roommate assignments are made based on a number of criteria, including common interests. Whenever possible, stated room requests or mutual requests for roommates are honored; however, the Office of Residence Life maintains the right to make and adjust room and hall assignments. Students who currently reside in University-owned housing can reapply for housing for the following year. Housing reapplication usually occurs in March and April for the following year. Returning students are asked to complete a housing contract to reserve a space. A detailed outline of the sign-up process is available on the Web at [residencelife.evansville.edu](http://residencelife.evansville.edu).

In addition to traditional residence halls, the University owns a number of apartments, houses, and duplexes. These furnished units, known collectively as the Villages, are within walking distance of the campus. The Villages are available to upperclassmen who have achieved junior or senior status. About 450 students reside in these popular living options. Students living in the Villages may elect to purchase meal plans but are not required to do so.

**Food service plan.** All students residing in residence halls must participate in the campus dining program. UE provides meals according to the plan selected during the period of occupancy. No meals are provided during the Fall, Thanksgiving, Winter, Spring, and Easter Breaks. Meal plans can be changed at semester breaks. Additional flex dollars may be purchased at any point during the semester through the dining services office. See our Web site, [residencelife.evansville.edu](http://residencelife.evansville.edu), and supplemental materials for details on available plans and options.

### **Student Government Association 812-488-2047**

The Student Government Association (SGA) believes that the college experience involves becoming a well-balanced person and dedicated community member. There are many opportunities for your son or daughter to become involved. The SGA is dedicated to ensuring that those experiences continue to increase and benefit the entire student body.

The SGA strives to promote and facilitate student development and institutional excellence through leadership opportunities, real-world experience and community or University service. To meet this goal, the SGA funds an intramural program and the Student Fitness Center; a Student Activities Board, which provides a wide variety of entertainment including concerts, lectures, and comedians; and the Leadership Academy.

The three main branches of the SGA are the executive branch, including the SGA president and executive vice president; a legislative branch, which includes Student Congress and the Resident Students Association; and a judicial branch, including a student judiciary and an ombudsman. The ombudsman is a confidential resource for all students and acts as a liaison between students, faculty members, and the staff. Assuming the role of a mediator as well as a neutral spokesperson, the ombudsman is the individual contact if a student is uncertain of the proper channels to work through when dealing with a problem.

Parents as well as students are encouraged to contact the Student Government Association at any time. The SGA president may be contacted at [sga@evansville.edu](mailto:sga@evansville.edu).



# Campus Resources and Services

## Career Services and Cooperative Education 812-488-2663

The mission of the Office of Career Services and Cooperative Education is to facilitate educational opportunities that engage students in self-discovery, development, and professional transformation. We promote the big picture – each student’s academics, involvement, experience, and goals. We foster an active partnership amongst students, faculty members, alumni, and the community, and our assistance is available where students live. They can visit us in the residence halls through our mobile office.

Starting in their freshman year, students are directed to the services and support provided by the Office of Career Services and Cooperative Education. UE’s career professionals set students on the path toward a successful career by directing them to the stepping stones of the Evansville Experience.

**Career advising and exploration.** With an innovative assessment program, Do What You Are, freshmen and all other students can discover and then focus their potential. Career services staff members work directly with students and collaborate with academic advisors in the integration of their career and academic plans are integrated.

**On-campus recruiting, career days, and job fairs.** Career professionals work with students on projecting a positive image, writing a résumé and cover letter, and conducting mock interviews to prepare for career recruitment. Students will be ready to explore the living and learning laboratory of internships, co-op jobs, and study abroad adventures.

**Experiential education.** The opportunity to explore possible career directions is a valuable part of any educational experience. That is what experiential education, or experience-based learning, is all about. Opportunities such as internships, cooperative education, undergraduate research, practicums, clinicals, student teaching, and service learning constitute the laboratory component of college. “Theory to practice and back again” is a tried and true method to test classroom knowledge and skills and exposes students to the realities of professional employment in a safe and exploratory manner. In particular, the career services staff assists students with all the details of locating internship or co-op positions and directly supporting them in taking the first steps of their professional journey.

**UE JobLink** is the Office of Career Services and Cooperative Education’s online student and employer registration system. JobLink connects students with employment, internship, and co-op listings – more than 20,000 listings, six databases, and growing. The staff actively utilizes the UE JobLink database to call upon alumni and employers for current listings.

**Mentoring programs and professional panels.** The career services staff maintains a network of community and corporate resources, including alumni, parents, and friends, to make it possible for students to work with professionals, benefit from their experience, and learn from their expertise.

**Graduate school connection.** One of every two UE alumni attends graduate school, some at such prestigious schools as Harvard University, Columbia University, and the University of Pennsylvania's Wharton School. The career services staff has the expertise to assist in developing a graduate school search plan that will improve the application process and lead to a more informed decision.

**Career resources.** Directories, books about specific majors, graduate school guides, free career magazines, and job bulletins are all housed in the career services resource room. Our expanded Web site is full of valuable information and is a 24-hours-per-day resource. No appointment is necessary!

**Job search strategies.** Beginning a full- or part-time job search can be overwhelming, especially when students are not sure where to begin. Developing personal career goals, résumés, cover letters, and interviewing skills are just a few of the ways that the career services staff can help students negotiate the ambiguous process and develop a personalized and effective job search strategy with their success in mind.

The career services office does not guarantee results, employment, or specific job placement. No one can. However, through an active partnership, the staff helps students understand and communicate how and why their Evansville Experience is the key to their future success. Students own the process. For more information, visit [careerservices.evansville.edu](http://careerservices.evansville.edu) or call 812-488-2663.

## Computer Labs 812-488-2958

Several computer labs are available around campus to meet students' general computer needs. Many of the computer labs are directly under the supervision of the Office of Technology Services. Two labs in Hyde Hall house Windows operating system PCs. There are two Macintosh computer labs on campus, one in the Krannert Hall of Fine Arts and the other in Graves Hall. Both Mac labs operate with the current Mac operating system and contain specialized software not found in the Windows computer labs. Two labs located in the Bower-Suhrheinrich Library contain Windows operating PCs and have a specialized audio file system for foreign language and intensive English courses. All labs are used for classroom instruction. A schedule of class times is posted outside of each lab. When classes are not in session, the computer labs are open to all students regardless of their majors. The Office of Technology Services also maintains mini-computer labs found in each of the campus residence halls.

Laser printers are available in all computer labs maintained by the Office of Technology Services. Each registered student is given 200 pages each semester for printing needs. Once the 200-page allotment is exceeded, there is a charge of \$.05 per page.

If a student does not exceed the 200-page allotment and has a balance left over at the end of the fall or spring semester, the balance is carried over to summer sessions. All accounts are reset to the 200-page allotment at the beginning of each fall semester.

Extensive software resources are available in the Office of Technology Services-maintained computer labs. Many up-to-date applications are found for word processing, spreadsheets, databases, graphics, and statistical analysis packages. The Office of Technology Services has standardized all its computer labs with the most recent version of the Microsoft Office suite of applications.

All lab computers maintained by the Office of Technology Services are connected to the campus network which is itself connected to the worldwide Internet. A personal access account is given to each student at the beginning of his or her freshman year. The account allows students to exchange electronic mail and to share bulletin-board communications with professors and other students as well as anyone on the Internet. For policies and other information regarding Office of Technology Services computer labs, Internet accounts and other departmental information, please visit the Web site [ots.evansville.edu](http://ots.evansville.edu).

## **Counseling and Health Education**

### **812-488-2663 Counseling Services**

### **812-488-1082 Health Education**

The college years are an exciting time of growth and maturation. Students are developing and refining their interpersonal skills, gaining autonomy and independence, and learning to manage a variety of emotions and competencies. During this time, students may benefit from the confidential services available from the Office of Counseling and Health Education.

It is recognized that interpersonal, psychological, and developmental issues can interfere with learning and, ultimately, with personal success. The University of Evansville provides nationally certified and licensed professional counselors to respond to the unique needs of university students so they can achieve maximum benefit from their UE experience. The counselors are available to provide personal counseling, academic counseling, and special needs counseling. The counselors make referrals as needed to other University personnel and community services to provide appropriate resources and support services.

The health education and wellness programs are offered to assist students in making healthy lifestyle choices during their college careers and as a foundation for lifelong lifestyle choices. These programs provide students with education, prevention, and intervention programs related to substance abuse and other lifestyle issues.

The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and counselors are on call for emergencies.

## Harlaxton College and Other Study Abroad Programs 812-488-1085 800-UK-MANOR

The University of Evansville is dedicated to preparing its students to meet the challenges of international education. This commitment is evident through our campus at Harlaxton College in England as well as study abroad programs offered in conjunction with outside providers throughout the world. Through participation in overseas study, students learn to think critically, adapt to changes, and communicate effectively within an international framework. They are prepared to function as citizens of a global society.

**Harlaxton College**, housed in a nineteenth-century manor house, is situated majestically in the English East Midlands, just an hour north of London. UE's British campus beckons second- to fourth-year students to sample England, not as tourists but as residents. Academic programs are rigorous yet personal as the British and American educational systems combine to produce a unique scholastic environment in which experiential learning plays a large part. Classes are often complemented by field trips to enhance the classroom setting. All parts of the United Kingdom, as well as excursions to Paris, Rome, Florence, and Ireland, are common destinations for adventurous Harlaxton students. Harlaxton College operates a semester-length program each fall and spring and a five-week summer session. Other short-term summer classes also use Harlaxton as a base for study. Costs of the semester-length Harlaxton program are comparable to charges on the Evansville campus, and UE financial aid applies. Tuition for the summer program is identical to Evansville summer courses.

In addition to the opportunities afforded through Harlaxton College, the University of Evansville also offers **faculty-led summer courses abroad**. Locations change annually, and interested students are advised to consult with the Office of Study Abroad each year in October as plans for the following summer develop.

A limited number of students are approved annually for semester-length study abroad through outside providers in locations throughout the world. If the student is approved, UE financial aid may be used in exchange for payment of a study abroad fee (\$2,000 in 2008-09). Such students must apply for approval through the Office of Study Abroad in the winter for any study abroad plans in the following academic year. Current policy limits a student's eligibility for institutional aid in support of a semester-long outside program to one semester. Students may also elect to study abroad without their UE aid and are not subject to the study abroad fee. Summer programs abroad through outside providers are not subject to the study abroad fee, since institutional aid is not available for summer programs.

The University reserves the right to adjust the process and procedures for approval of study abroad candidates and external programs, so students are urged to consult early with the Office of Study Abroad in formulating their study abroad plans.

The Office of Study Abroad also assists students in applications for various national scholarship programs in support of study abroad, including the Fulbright, Gilman, and Freeman-Asia, among others.

## Health Services 812-488-2033

Access to a health center is available to all full-time students at Crayton E. and Ellen Mann Health Center, located in Sampson Hall next to McCurdy Alumni Memorial Union. The health center is staffed by three licensed registered nurses and one board-certified family practice physician. A nurse can be seen on a walk-in basis. The doctor is available by appointment, after an evaluation by a nurse.

Hours for the fall and spring semesters are Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 9:00 a.m. to noon. The health center is closed on Sundays. Summer hours are limited, and the center is usually closed during semester breaks and holidays. Students can receive treatment at the center without charge for most illness and minor accidents. In cases of emergency or those that require a specialist, students are referred to other facilities off campus. Since off-campus medical services are not free, all students are required to have health insurance. A health insurance plan is available to students through UE. Students should be aware of health care providers covered by their insurance in the Evansville area.

The University encourages students to be aware of their prescription plan coverage and to know which providers in the community will accept their insurance should they need to have a prescription filled. A list of local pharmacies (including a pharmacy that will deliver to the UE campus) can be obtained from the health center. The University is within five to 10 minutes driving distance from two large hospital emergency rooms, as well as a convenient care center and a minor emergency center. The Office of Safety and Security can provide transportation for emergency room treatment only.

Students who are chronically ill or receive regular treatment for a medical condition are advised to identify a physician in the local community for continual and immediate treatment. The health center will provide a list of names of local physicians upon request. Other services offered at the health center include a variety of health-related materials, health counseling, and support groups for students with diabetes, asthma, and epilepsy. The health center encourages preventive medicine and a healthy lifestyle by offering a series of health education programs on campus throughout the school year, including an annual health fair.

Records of medical treatment are confidential unless released by the student. Parents are invited to call the health center to discuss any concerns or questions regarding their student's health needs.

**Immunizations.** The University requires all full-time students to have a health card on file in the health center. Mandatory documentation includes two MMR (mumps, measles, and rubella) dates, a TB skin test with results within the last six months and a tetanus shot within the last 10 years. The meningitis immunization is not required; however, it is strongly recommended. Meningitis information is provided to incoming freshmen during the summer orientation program. Information regarding religious or medical exemptions to immunizations is available from the health center.

**Health insurance.** The University requires all full-time students to carry health insurance. Student health insurance may be purchased through the University *or* the student may rely on his or her own or his or her family's personal insurance policy. Students who do not wish to purchase insurance through the University *must* sign waiver cards providing the company names and policy numbers of their personal insurance. Information (including waiver cards) regarding student health insurance through the University is mailed to all full-time upperclassmen in the summer. Waiver cards are provided to all incoming freshmen during summer orientation and are also available from the health center.

**Injections.** Allergy injections are not given in the health center. Students are responsible for identifying a local physician to administer the injections. The health center can provide students with the names and numbers of local physicians for this service. Students who must give themselves insulin or other medically related injections in their room may receive a "sharps" container from the health center to dispose of used needles. When the container is full, they should return it to the health center for a new one.

## International Student Engagement and Services 812-488-2279

The Office of International Student Engagement and Services is the central office on campus for matters concerning international students. It offers a variety of resources related to the international dimensions of education to both international and American students. The office assists international students in their adjustment to the University and the Evansville community and also provides support services throughout their college careers. These services and resources ensure that each student's academic and personal experiences at the University are successful.

**Assistance to international students.** The Office of International Student Engagement and Services provides information and services in the following areas: comprehensive orientation, immigration policies and procedures, academic concerns, personal problems, financial emergencies, professional concerns, orientation and adjustment, re-entry issues, culture shock, and matching programs with American students and families for friendship and learning.

Programs for the entire campus community are designed to enhance each student's academic experience and to help all students learn more about each other and the world in which we live. Ongoing programs include the following:

- **International House**, commonly called I-House, is an informal weekly event at which students learn firsthand about different countries and cultures. Program coordinators are responsible for planning and implementing programs with an international focus throughout the academic year.

- **I-Pals** matches American and international students interested in friendship and learning about another culture. Through one-on-one interaction, this program is an effective bridge between cultures that promotes cross-cultural communication and understanding.
- **Friendship Partners Program** matches students with families or individuals in the Evansville community. Although this is not a home-stay program, it fosters international friendship and understanding, while introducing international students and scholars to the hospitality, diversity, and spontaneity of American life.
- **International events** such as the International Bazaar, International Banquet and Variety Show, and others are planned and sponsored by the International Club and other cultural organizations. These events and activities promote and share multiculturalism on campus.
- The **International Speakers Bureau** provides students with opportunities to share their cultures with the local community.

### Library Services 812-488-2482

The University of Evansville Libraries provides an expanding array of information resources and services which underwrite the curricular and research programs of the University. Resources range from traditional library collections and individualized reference assistance to access of full text databases. Electronic databases as well as the online catalog, known as ACE, are readily accessible from networked PCs across the campus and also from off-campus locations, including Harlaxton College.

The libraries' diverse collections of information resources include nearly 300,000 bound volumes of books and periodicals, access to approximately 13,000 scholarly journals, 470,000 microform units and an expanding array of electronic databases. These collections are supplemented by an active interlibrary loan service through which the resources of other libraries are made available to students and faculty members.

The University of Evansville Libraries maintains extensive hours including 96 weekly hours during academic semesters. Professional librarians are ready to assist students with research assignments during most open hours. Specialized services and resources include the Music Listening Library and the University Archives as well as the Multimedia Center, which is located in Graves Hall. Visit the libraries' Web page for current information at [libraries.evansville.edu](http://libraries.evansville.edu).

## **Diversity and Multicultural Affairs** **812-488-2413**

The University of Evansville is committed to being an inclusive campus community that values and respects all its members and achieves educational excellence through diversity in ways that encourage all to develop an earnest concern for others and for the welfare of our world. To this end, the Office of Diversity Initiatives strives to create an environment that embraces and celebrates diversity, fosters a broader sense of community, and helps students understand the connection between what they learn about other cultures and their own lives. The office serves as a resource for students to identify cultural groups and organizations that support and celebrate the experiences of students representing diverse heritages.

## **Security Services** **812-488-2051**

The University of Evansville Office of Safety and Security coordinates campus safety and security. Ten full-time security officers conduct regular foot and vehicle patrols of the entire campus 24 hours a day throughout the entire year. The officers are supported by an administrative assistant and four full-time radio-telephone operators who staff the office. **During the fall and spring semesters, this force is supplemented by a part-time security officer who is responsible for providing protective services for the student lounge in the McCurdy Alumni Memorial Union from midnight to 4:00 a.m., Sunday through Friday mornings.**

In addition, student workers perform parking lot patrol and parking enforcement. The Ace Patrol, a select group of upperclassmen, also performs escort duty and additional security patrols around residence halls and academic facilities.

Emergency telephones that connect directly to the Office of Safety and Security have been placed in several locations on campus. **The number 6911 has been designated as the emergency number for all on-campus emergency calls 24 hours a day. Calls made to the 6911 extension or on the emergency telephone receive priority response.** In addition, an efficient city police department responds quickly if assistance is needed. For more information, contact Harold Matthews, director of safety and security, at hm3@evansville.edu, or visit the Web site of the University of Evansville Office of Safety and Security at [safetyandsecurity.evansville.edu](http://safetyandsecurity.evansville.edu).

## **Student Fitness Center** **812-488-2397**

The Student Fitness Center has racquetball courts, an indoor and an outdoor track, aerobic areas, basketball and volleyball courts, lighted tennis courts, a swimming pool, and weight training rooms. Some of the programs offered through the fitness center are personal fitness assessment, individualized training, aerobics classes, a fitness and health fair, an annual bike race, Women on Weights, Wander Indiana, a rape aggression defense class, and intramurals.

The intramural program allows students of all abilities to get involved in a variety of activities, over 30 in all. Opportunities for involvement include administration and supervision, officiating and competition for individuals and teams at different ability levels and interest levels.

<b>Student Fitness Center Hours:</b>	Monday - Friday	6:30 a.m. to 10:00 p.m.
	Saturday	11:30 a.m. to 5:30 p.m.
	Sunday	11:30 a.m. to 9:00 p.m.
<b>Swimming Pool Hours:</b>	Monday - Friday	7:15 to 8:30 a.m.
		Noon to 1:00 p.m.
	Saturday and Sunday	6:30 to 9:30 p.m.
		2:00 to 5:00 p.m.

## Student Publications 812-488-2846

**LinC.** *Life in College*, known on campus as the *LinC*, is the University's yearbook. Produced by and for the students of the University of Evansville, it is distributed annually in the fall to those full-time students who paid the student activity fee for the previous academic year.

**Crescent.** The *Crescent* is the University's official weekly student newspaper. It is student-run and funded through advertising sales and a subscription fee paid by SGA for students from the student activity fee.

Although the publications have an advisor, the yearbook and newspaper are not controlled by the University. The yearbook can be reached at [linc@evansville.edu](mailto:linc@evansville.edu). You can access the *Crescent* online at [uecrescent.org](http://uecrescent.org). The newspaper can be reached at [crescent@evansville.edu](mailto:crescent@evansville.edu).

## Writing Center 812-488-2391

The Writing Center staff works directly with individual students to shape and refine responses to writing assignments. Trained student consultants provide individual assistance. Emphasis is placed on helping students with the organization, content, and effectiveness of their writing, not simply correcting and editing. Typically, a student brings in preliminary drafts, together with a description of the assignment and of the professor's expectations for satisfactory completion of it. A consultant and a student confer regarding the effectiveness of these drafts and collaborate to determine how best to complete the assignment.

The Writing Center is equipped with Windows-compatible personal computers, one HP laserjet printer, and Microsoft Word. Located in the EXCEL Student Academic Success Center, connected to the University of Evansville Libraries, the Writing Center is open every weekday.



# Policies and Disclosures

## Accommodating Students with Disabilities

The University of Evansville is committed to providing an accessible and supportive environment for students with disabilities and to treating all individuals in a fair and equitable manner. It is the policy and practice of the University to comply with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Under these laws, no otherwise qualified individual with a disability will be denied access to or participation in courses, programs, services, or activities at the University of Evansville.

## Rights and Responsibilities of Students with Disabilities

Federal Laws Impacting Disability Services in Postsecondary Level Education

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA) 1990

## Rights of Students with Disabilities

- Students have a right to equal access to courses, programs, services, and activities.
- Students have a right to reasonable accommodations.
- Students have a right to file a grievance or complaint.

## Responsibilities of Students with Disabilities

- Students must self-identify themselves to the Office of Counseling and Health Education if they are requesting accommodations.
- Students must submit documentation of a disability.
- Diagnostic records are kept confidential, but the student must allow the disability service provider to provide the instructor with a verification letter before expecting accommodations.
- Students are expected to meet the academic performance standards of the class after an accommodation is provided.
- Students are expected to follow established institutional procedures.
- Students must request accommodations each semester in a timely manner by meeting with his or her counselor or disability service provider.
- Students should discuss the accommodation request with instructors of each class for which the student will use the accommodation.

- Students need to notify their counselor or disability service provider if there are difficulties with the accommodations.

### Rights of the University

- The University will identify and establish core competencies and technical standards.
- The disability service provider will request and receive current documentation of disabilities for each student requesting accommodations.
- The disability service provider will determine reasonable accommodations.
- The University can deny a request for accommodations when the accommodation would change the fundamental nature of the program or impose an undue burden.

### Responsibilities of the University

- The University must publish notice of available services for students with disabilities.
- The University must ensure that courses, programs, services, and activities when viewed in their entirety are accessible to qualified students with disabilities.
- The University must provide appropriate reasonable accommodations.
- The disability service coordinator will maintain disability records and ensure that all information will be used in accordance with applicable confidentiality.
- The University must provide a grievance procedure.

**Procedures to establish eligibility.** Students who wish to request accommodations must establish eligibility by providing appropriate written documentation of the disability to the Office of Counseling and Health Education, Room 135, McCurdy Alumni Memorial Union. As the designated disability service providers for the University of Evansville, the counseling staff of the Office of Counseling and Health Education coordinates the provision of appropriate and reasonable academic accommodations and support services for any qualified student with a properly documented disability. Each student should schedule an appointment to meet with a counselor or disability service provider (call 812-488-2663) for an individual consultation. During the consultation, the counselor and student discuss the current impact of the disability in the academic setting. After reviewing the student's medical and diagnostic records and meeting with the student and faculty member(s) as appropriate, the counselor makes recommendations for services or reasonable academic accommodations for the student. The medical records and disability documentation will be maintained in the Office of Counseling and Health Education and used in accordance with applicable confidentiality.

**Procedures for communicating with faculty.** If the student chooses to receive recommended services that require assistance from an instructor or other staff member, a release form signed by the student will allow the counselor to inform the necessary staff members about the student's disability. The counselor will be responsible for notifying each professor in writing about the student's approved accommodations as well as offering assistance to implement the accommodations if necessary.

It is the student's responsibility to request the accommodations from individual professors as needed. The student should make an appointment with each professor to discuss the accommodations that are needed for that particular class, and to verify that the professor has received the accommodation letter. The student should give the professor two weeks advance notice of accommodation needs to allow adequate time for the professor to make arrangements.

Professors often report that they receive an accommodation letter from the Office of Counseling and Health Education, but that the student does not follow up by requesting the accommodations. This sometimes happens because a student feels that he or she will not require an accommodation in a particular course due to the manner in which the material is presented. It is the student's responsibility to request the accommodations he or she wants to use.

**Procedural difficulties with accommodation requests.** The professor is only required to make available the accommodations that are delineated within the accommodation letter issued by the Office of Counseling and Health Education. If students or faculty have difficulty with specific accommodation needs, the counselor should be contacted for assistance. If, as the semester progresses, the student feels additional accommodations are warranted, the student should consult with the counselor to discuss other support services or options.

**Disability Advisory Committee.** The Disability Advisory Committee reviews atypical requests regarding disability accommodations and makes recommendations regarding requests which involve accommodations related to changes in curriculum or program. This committee is composed of representatives from faculty, counseling and disability services, academic affairs, academic advising, and the registrar's office. The committee acts in an advisory capacity and submits written recommendations on each request to the vice president for academic affairs, who makes final decisions on the requests.

**Grievance process.** If a student is dissatisfied with the accommodations recommended by the counselor or disability service coordinator, the student will complete a grievance and appeal petition (available from the counseling center office), and the request will be reviewed by the Disability Advisory Committee. The written petition must be submitted within 180 days of initial complaint. The Disability Advisory Committee makes a recommendation to the vice president for academic affairs, who then makes the final decision on the request.

**Subsequent semesters.** Students who wish academic accommodations must contact the Office of Counseling and Health Education at the beginning of each semester to review progress, review the student's schedule and needs for the semester, and secure appropriate releases for notification of professors. The student is responsible for scheduling the appointment.

**Further information.** For further information contact Sylvia Buck, director of counseling and health education, at 812-488-2663. Information regarding documentation guidelines and grievance procedures are available upon request.

### Alcohol and Drug Policy and Disclosures

**Alcohol.** University policy does not permit the possession, consumption, use, or sale of alcoholic beverages in any form at any student campus activity or in any campus living units occupied by students, including approved University housing. While the University cannot control off-campus situations, the University does not sanction student organization-sponsored events held off campus which include alcoholic beverages. At no time may student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization-sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age.

University-sponsored events which are held off campus and involve the distribution and consumption of alcohol must employ a third party social event vendor. The third party social event vendor must provide customary limits of general liability for bodily injury or property damage, liquor liability, workers compensation coverage, and employer's liability. Proof of such insurance shall be provided by a certificate of insurance to the director of administrative services. Additional information regarding the certificate of insurance requirements is available from the director of administrative services.

The laws of the state of Indiana regarding the purchase and possession of alcoholic beverages are upheld on campus. These laws may be enforced by University staff or local or state authorities.

**Drugs.** Unauthorized manufacture, distribution, or possession of controlled substances including marijuana, cocaine, and LSD are prohibited by both state and federal law and are punishable by severe penalties. The University does not condone or tolerate such conduct. Students determined to violate the University's policy or state or federal laws may be referred by University authorities for criminal prosecution.

Any student found in violation of University policy regarding drugs or alcohol is subject to the entire range of sanctions specified in the Student Handbook, including, but not limited to, suspension or expulsion, probation, and referral to a prescribed counseling or rehabilitation program at the student's expense. Complete information on the University's disciplinary process and sanctions may be found in the Student Handbook.

**Drug and alcohol violation disclosures.** According to the Higher Education Amendments of 1998, nothing in the General Education Provisions Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if (a) the student is under the age of 21, and (b) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

### Attendance Policy

The University expects regular class attendance by all students and places the responsibility on the student. Students are considered sufficiently mature to appreciate the necessity of regular attendance. An instructor or academic unit may require attendance in courses or types of courses. Instructors are expected to maintain an absence policy in keeping with the nature of their courses and may consider attendance in evaluating a student's performance. Excessive absence is often a symptom of other problems. Students who are often absent may be called in by an advisor or a member of the student life staff to discuss attendance. Early alerts are sent by the student's professors to make the student and his or her advisor aware of the concern.

### Automobiles

Although automobiles are not banned for freshmen, the University strongly discourages freshmen from having cars on campus. Except for those students who commute and those who must work off campus, cars are not necessary.

UE requires that any vehicle used as transportation to and from campus be registered with the Office of Safety and Security, whether or not the vehicle will be driven onto campus. There is no charge for this registration. If the student wishes to use campus parking facilities, a parking permit must be purchased for a fee.

### Financial Aid Eligibility

A student must be admitted to UE to receive a financial aid award. Students and parents must reapply for need-based financial assistance every year by completing a FAFSA and listing UE as a recipient of the analysis. The application period is between January 1 and March 10 for the following academic year. The Returning Student UE Aid Application must also be completed annually. Incoming freshmen will be notified in March or April about action taken on their applications. Returning students will receive their award notification in late June. After the initial year, students must be in good standing academically to continue to receive assistance of any kind, have the specific GPA and hours required to renew an academic scholarship and must continue to demonstrate financial need in order to renew need-based grants, loans, and work on campus.

### Health Insurance and Immunizations

The University requires all full-time students to carry health insurance. Student health insurance may be purchased through the University, or the student may rely on his or her own or his or her family's personal insurance policy. Students who do not wish to purchase insurance through the University must sign waiver cards providing the company names and policy numbers of their personal insurance. Information (including waiver cards) regarding student health insurance through the University is mailed to all full-time upperclassmen in the summer. Waiver cards are provided to all incoming freshmen during summer orientation and are also available from the health center.

All full-time students are required to have a health card on file in the health center. Mandatory documentation includes two MMR (mumps, measles, and rubella) dates, a TB skin test with results within the last six months and a tetanus shot within the last 10 years. The meningitis immunization is not required; however, it is strongly recommended. Meningitis information is provided to incoming freshmen during the summer orientation program.

### Honor Code

For issues of academic integrity, students at the University of Evansville operate under an Honor Code designed and approved by both students and faculty. The code reads as follows:

**I understand that any work which I submit for course credit will imply that I have adhered to this Academic Honor Code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.**

Each student is asked to sign a Pledge of Honor prior to enrolling. The Honor Code, enforced by faculty and fellow students alike, is designed to maintain an academic environment of integrity in which cheating in any form is not acceptable. Students may find complete information regarding the Academic Honor Code process in the Student Handbook posted on UE's AceLink Web site.

### Payment Policy

As a general rule, payment is made in full or under a two-payment plan. The two-payment plan carries a one percent finance charge calculated on the outstanding balance. The fall semester tuition is due on or around August 20 and the spring tuition is due on or around December 20. With the two payment option you may choose to make a minimum payment of one-half of the balance due for fall in August with the remaining balance along with the one percent finance charge due in September. For the spring semester the first payment would be in December with the remaining balance plus the one percent finance charge due in January. Monthly statements are mailed to our students' home addresses unless otherwise requested. Class registration may be cancelled if the account balance is not paid in full by the final payment due date.

The University offers an interest-free monthly payment plan which permits you to spread the annual costs over 12, 10, or nine months. A brochure explaining this payment plan will be included with your financial aid award letter.

Students who take advantage of Stafford Loans may choose the electronic funds transfer option. That option allows for Stafford Loan proceeds to be applied directly to the bill. However, in those cases when a Stafford Loan check has been sent to the University, the student must go to the Office of Student Accounts (Room 105, Olmsted Administration Hall) to report the number of enrolled hours and endorse the check for deposit to his or her account.

NOTE: Federal regulations require a waiting period of 30 days after the start of fall classes before Stafford Loan proceeds may be credited to freshman accounts.

**Responsibility of charges.** Students are responsible for all institutional charges. If any payment is not paid when due, the entire balance, including accrued interest, shall, at the option of the University of Evansville, become due and payable on demand. In the event of any default, the student will be obligated to pay all collection costs and/or attorney fees incurred by the University of Evansville in the collection of these charges.

All questions relating to student billing should be referred to the Office of Student Accounts by calling 812-488-2565. Should you require a personal conference, do not hesitate to contact Becky Hamilton, student accounts supervisor, at 812-488-2163.

## Registration Policy

New freshmen may complete registration by July 31 by paying the appropriate deposits.

Currently enrolled students who do not have a past due balance for the current semester of \$500 or more may register beginning in March for the fall semester without having to make payment. Students returning for the spring semester may register in November under the same conditions.

All students registering after the above dates, but before August 31 for fall or December 31 for spring, must pay any past due amounts plus a minimum of one-half of the current semester's balance at the time of registration.

Registration may be cancelled if past due balances are not cleared by July 15 (fall semester) or December 15 (spring semester).

In late October or early November, current students register for the following spring semester. In late March or early April they register for the following fall semester. New freshmen register for the fall semester during one of the Summer Orientation and Academic Registration (SOAR) programs.

## Residential Policy

A full description of residence hall policies and regulations is included in the Student Handbook and on the residence life Web site. The housing and food service contract is made between the student and the University of Evansville. To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residence halls. For this reason, **all housing contracts are binding for the duration of the academic year.** By signing the contractual agreement, the student agrees to all provisions of the contract and agrees to pay the full amount of housing and dining charges billed in connection with this agreement.

Occupancy begins on published dates (see the residence life Web site) and ends 24 hours following the last final of a student's final exam schedule for the spring semester. During Winter Break, the residence halls officially close at noon of the day following the last day of final exams and reopen at noon on the Saturday before the first day of spring semester classes. While students may leave their possessions in their rooms during this period, all students living in the residence halls are required to vacate their rooms during Winter Break.

**Freshman Housing.** The University of Evansville guarantees residence hall rooms for all freshmen. University policy requires all single freshmen recently graduated from high school and not residing with their parents, legal guardians, or immediate family to live in University residence halls. Students may choose to seek other housing upon achieving sophomore status (30 semester hours). First semester freshmen are not eligible for single rooms. Qualifying freshmen may have an opportunity for fraternity housing. Refer to the Student Handbook for details.

## Satisfactory Academic Progress Policy

Effective for Fall 2006 and after, the Higher Education Act of 1965, as amended, requires students to maintain satisfactory progress toward their degree in order to receive financial aid. At the University of Evansville, these standards are established for students who are receiving or applying for financial aid from federal, state, or institutional sources in the form of grants, scholarships, work, or loan programs.

The satisfactory academic progress standards for financial aid applies to all students who want to establish or continue aid eligibility. These standards apply to a student's entire degree program including terms in which financial aid was not applied for or disbursed.

**Quantitative standards.** For undergraduate full-time students, students must earn two-thirds, or 67 percent, of all attempted credit hours with a passing grade. Each May, a student's total successfully completed hours will be divided by the hours attempted to determine whether the 67 percent requirement has been met.

Completed credits include grades of A, B, C, or D (including plus or minus) and credits taken pass/fail in which a P was earned. Grades of F, W, and I and classes taken for audit do not result in completed credits. Credits earned by examination will be considered completed credits. Transfer credits that count toward the UE degree will be considered completed credits.

Attempted credits include hours earned in classes with letter grades, transfer credits that count toward the UE degree, and credits earned by examination. Grades of I or W will count as hours attempted, but not completed. If Is are later completed, they will be reflected when progress is again checked, or sooner, if the student requests it. Repeated courses for which a passing grade was previously earned will count as attempted credits each time the course is taken.

**Maximum timeframe for eligibility.** Full-time students in four-year degree programs may receive state and UE financial aid for a maximum of eight semesters or until the first bachelor's degree is earned, whichever comes first. Federal Pell Grant and Federal Stafford and PLUS loans may be used for additional semesters beyond eight, but not to exceed 150 percent of the time frame needed under normal circumstances to complete the degree. Students in the five-year health services administration program or the 12-semester Doctor of Physical Therapy program will continue to receive UE assistance for the duration of their program, as long as all other eligibility requirements are maintained. Full-time students working toward an associate's degree must complete all course requirements within a maximum of three years.

**Qualitative standards.** *For undergraduate full-time students*, the minimum cumulative grade point average (GPA) requirement is 1.6 or higher at the end of two semesters and 2.0 or higher after four semesters and for all subsequent semesters.

*For undergraduate part-time students*, the expectation for students enrolling for less than 12 hours a semester requires that 67 percent of credit hours attempted must be earned. At the point that 24 hours have been earned, a 1.6 cumulative GPA is required. Once a student has earned 48 hours, a 2.0 cumulative GPA is required.

*For graduate students*, a minimum cumulative GPA of 2.0 is required. Graduate students must complete at least 67 percent of all credit hours attempted each academic year. They may attempt up to 150 percent of the hours required for their graduate degree.

**Aid denial and ineligibility.** Students who fail to meet the above standards will be ineligible for financial aid. The summer can be used at the student's expense to correct deficiencies. It is important to remember that grade deficiencies can only be corrected at UE, but credits to correct a deficiency in hours can be taken elsewhere and transferred to UE through arrangement with the Center for Academic Advisement.

**Official notification of ineligibility.** Each May students are notified if they are ineligible for further financial aid until deficiencies are rectified. Students are responsible for maintaining satisfactory academic progress for aid renewal whether or not they receive the official notification letter. UE cannot be responsible for address changes that are not reported to us or for other problems with mail delivery.

**Appeals to regain eligibility.** Students who fail to meet these standards and have lost eligibility for financial aid may appeal. Appeals that are based upon serious illness or accident on the part of the student; death, accident, or serious illness in the student's immediate family; or other serious, extenuating circumstances are reasonable. Appeals should be submitted to the Office of Financial Aid in writing and must be accompanied by appropriate supporting documents. The reasonableness of the student's ability for improvement to meet the appropriate standards for the degree will be taken into consideration. The student is limited to two appeals. Appeals will be approved or denied in writing. If approved, one semester of aid will be granted, with academic expectations attached. Aid will be continued if the student meets those stated expectations.

### Smoking

Since 1993, the University of Evansville has been a smoke-free campus. Smoking is not permitted inside any University building, including all classroom buildings, housing units, recreational facilities, and dining facilities.

### Student Records Policy

The University of Evansville complies with the Family Education Rights and Privacy Act of 1974 (FERPA) as amended (Public Law 93-380). The act is designed to protect the privacy of students by giving them rights concerning their education records. Education records include records directly related to a student and maintained by the University. Among other provisions, the act gives students (1) the right to inspect their records, (2) the right to challenge incorrect information in those records, and (3) the right to keep their records private. Students attending the University will be notified of their FERPA rights annually in the Student Handbook.

FERPA further provides that certain information about the student, designated as "directory information," may be released by the University unless the student has informed the University in writing that such information may not be released. **The following is considered directory information:** name, home address, local address, telephone listings, University-assigned e-mail address, dates of attendance, most recent or previous school attended, major field of study, full- or part-time status, recreational sports participation, degrees earned, awards received, photograph, grade level, date and place of birth. The weight and height of members of athletic teams are also included.

**Request to not disclose information.** A student who desires that his or her directory information not be released must inform the Office of the Registrar in writing within one week of the beginning of each semester every academic year. **When a student elects not to release information, their directory information *will not* appear in the campus telephone directory, which is printed at the beginning of the fall semester.**

Federal law permits educational institutions to disclose academic and financial information to the parents of financially dependent children.



# Financial Aid and Payment Information

## Financial Aid 812-488-2364

The University of Evansville is eager to see that students have the opportunity to obtain an education which will enable them to maximize their abilities and to be of the greatest service to society. It strives to adhere to a consistent and equitable approach in the awarding of student financial aid. Many students rely on financial aid to help with college costs, and more than 90 percent of the University's full-time students receive some type of financial assistance.

The University demonstrates its commitment to making high quality education affordable by offering several types of merit-based scholarships and awards as well as need-based assistance in the form of grants, loans, and on-campus employment. Students often have some combination of the four types of aid. Students are free to accept or reject any part of the financial aid offered. First-time applicants to UE are considered for scholarships and merit-based awards when they apply for admission. These awards are made possible through the generous gifts of donors. Therefore, sometime after the freshman year, part or all of a student's scholarship may be renamed in honor of the donor who sponsors it.

Although the University is eager to help students, it believes that the principal responsibility for financing an education lies with the student and his or her family. They are expected to contribute as much as is reasonably possible toward education costs. The University's financial aid program exists primarily to help students who, without such aid, would be unable to attend UE.

**Need analysis and deadlines.** The University adheres to the principles of financial aid administration established by the National Association of Student Financial Aid Administrators. To help judge student need and distribute financial aid fairly, the University asks that students and parents complete the Free Application for Federal Student Aid (FAFSA) annually. Submitting this form to the federal processor so that it is received by March 10 is mandatory to apply for assistance from the state of Indiana and is highly recommended for all students. Applications received after this date will be processed on the basis of funds availability. To be eligible for the majority of assistance administered by the Office of Financial Aid, students must be enrolled full time (minimum 12 credit hours).

A student must be admitted to UE to receive a financial aid award. Students and parents must reapply for need-based financial assistance every year by completing a FAFSA and listing UE as a recipient of the analysis. The application period is between January 1 and March 10 for the following academic year. The Returning Student UE Aid Application must also be completed annually. Incoming freshmen will be notified in March or April about action taken on their applications. Returning students will receive their award notification in late June.

After the initial year, students must be in good standing academically to continue to receive assistance of any kind, have the specific GPA and hours required to renew an academic scholarship and must continue to demonstrate financial need in order to renew need-based grants, loans, and work on campus.

For further information about the satisfactory academic progress policy, see the policies and procedures section of this handbook.

**Duration.** Financial aid from the University or state resources for full-time students is normally available for eight semesters only or when requirements for the first bachelor's degree have been met, whichever comes first. However, students may apply for the continuation of University need-based aid for a fifth year (a separate application is required) if extenuating circumstances have precluded the student from obtaining a degree in four years. Federal Pell Grant and Stafford Loans may be available for a fifth year, based on need as demonstrated on the FAFSA. Students enrolled in the Doctor of Physical Therapy program may be eligible for merit-based institutional aid for 12 or 14 semesters, depending on the curriculum plan worked out with their advisors.

**Maximum timeframe for eligibility.** Full-time students in four-year degree programs receive state and UE financial aid for a maximum of eight semesters or until the first bachelor's degree is earned, whichever comes first. Federal Pell Grant and Federal Stafford and PLUS loans may be used for additional semesters beyond eight, but not to exceed 150 percent of the time frame needed under normal circumstances to complete the degree. Students in the five-year health services administration program or the 12- or 14-semester Doctor of Physical Therapy program will continue to receive UE assistance for the duration of their program as long as all other eligibility requirements are maintained. Full-time students working toward an associate's degree must complete all course requirements within a maximum of three years.

**Moving off campus.** Full renewal of University of Evansville gift assistance for students who live on campus is dependent on continued living in UE housing. In subsequent years, students who choose to move off campus (unless they live with parents and commute from home) will have their UE scholarships and grants reduced by \$3,400 per year. Fraternity houses or other UE alternative housing are considered UE housing.

**Summer aid.** Work on campus and Federal Stafford Loans and PLUS loans are the only forms of financial assistance available for students who wish to take summer classes. Students must take a minimum of six credit hours to be eligible for a summer loan. The Stafford Loan amount borrowed in the summer reduces the next year's loan eligibility by that amount. Work on campus is not contingent upon enrollment during the summer, but only students who have not graduated and who will be returning to campus the following year will be eligible to apply.

**For more information.** Details and specific information about all financial aid, including aid from the University of Evansville as well as the federal and state governments, are in UE's annually published Financial Aid Planning Guide and Early Estimator Form, and Financial Aid Award Guide. However, students are encouraged to call or visit the Office of Financial Aid at 812-488-2364 when questions arise.

## **Institutional Refund Policy**

Please note that the summer refund policy is published annually in the summer session bulletin. The policy conforms to the federal return of Title IV funds (Section 668.22) regulations of the 1998 changes to the Higher Education Amendments. Title IV funds refer to the following federal financial aid programs: subsidized and unsubsidized Stafford Loans, Federal Perkins Loans, federal PLUS loans, Federal Pell Grants, Federal SEOG, Academic Competitiveness Grants, National SMART Grants, and Teach Grants. Federal work-study funds are excluded from the refund calculation.

**Refund policy.** This policy refers to all traditional and nontraditional, undergraduate University students. Students enrolled in one of the University's adult programs, such as the Bachelor of Liberal Studies or the Master of Science in public service administration, should refer to the appropriate refund policy found at the end of this section.

If a student finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the dean of students' office where an official date of withdrawal is determined for refund purposes. This policy refers only to students who withdraw from all classes. The section titled "Dropping below Full Time" exists for students who drop below full time, but do not withdraw from all classes.

A student's withdrawal date is considered to be the earlier of (a) the date the student began the University's withdrawal process; that is, completed the withdrawal form in the dean of students' office; (b) the student's last date of attendance at a documented academically-related activity; or (c) the midpoint of the semester for a student who leaves the University without notifying anyone ("walks away") during the semester. However, UE can determine a withdrawal date related to extenuating circumstances for a student who: (a) left without notification because of extenuating circumstances, or (b) withdrew because of extenuating circumstances but another party gave notification on the student's behalf. Extenuating circumstances include illness, accident,

grievous personal loss, or other such circumstances beyond the student's control. The dean of students makes the determination in such matters.

The University of Evansville refund policy treats all students the same, regardless of the type of financial aid being received or the absence of such. The policy that determines the return of Title IV funds is defined by federal regulation and calculates earned federal financial aid on a per diem basis up to the 60 percent point in the semester. Federal financial aid that is considered "unearned" is returned to the appropriate source. The amount of earned federal aid is calculated by dividing the number of calendar days completed by the total number of calendar days in the semester. A calendar is developed each year and maintained in the Office of Financial Aid that outlines the percentage of federal aid earned during the first 60 percent of the term. There are no refunds (or return of Title IV funds) after the 60 percent point; Title IV aid is considered to be 100 percent earned after that point.

The University institutional policy for the refund of institutional charges, which are tuition, fees (activity, technology, health and wellness), housing, and meal plan charges will be determined as follows:

- UE classes begin on Wednesday of each semester. Students who withdraw on Wednesday will receive a 100 percent refund.
- Students who withdraw or leave during the first week of class (Thursday through Wednesday) will receive an 80 percent refund.
- Students who withdraw within the second week of class (next Thursday through Wednesday) will receive a 60 percent refund.
- Students who withdraw within the third week of class (next Thursday through Wednesday) will receive a 40 percent refund.
- Students who withdraw within the fourth week of class (next Thursday through Wednesday) will receive a 20 percent refund.
- After four weeks, there are no refunds for the above listed institutional charges.

All financial aid, other than federal aid as described above, will be refunded according to the tuition, fees, housing, and meal refund schedule as indicated above. In other words, all UE financial aid and private financial aid will be refunded according to the 100 percent, 80 percent, 60 percent, 40 percent, or 20 percent determination during the first four weeks. After four weeks, there are no refunds for such aid.

The State Student Assistance Commission of Indiana (SSACI) policy for refunds dictates that to be eligible for these awards, a student must be enrolled at the end of the first four weeks of a semester. Hence, if a student completely withdraws from the University before the end of the first four-week period, the student is not eligible for the state award and the University must return 100 percent of the semester's award to SSACI. After the first four weeks, the student's SSACI aid would be 100 percent earned, and like the UE aid and private aid mentioned above, there would be no refund if the student leaves. SSACI aid consists of Higher Education Awards, Freedom

of Choice Grants, Twenty-first Century Scholar Awards, Hoosier Scholarships, and part-time state grants.

**Institutional and non-institutional charges.** When implementing the UE refund policy the following are considered institutional charges: tuition, activity fee, registration fee, health and wellness fees, technology fee, and on-campus room and board charges. All other fees and costs (special fees, books, insurance fees, off-campus living expenses, transportation expenses, and the like) are considered non-institutional costs. Sample return of funds calculations are available in the Office of Financial Aid. UE retains a \$100 administrative fee when calculating a refund for all students.

**Room charges.** Cancellation requests must be made in writing to the Office of Residence Life. Refunds for room and board charges will be determined through the fourth week of the semester as outlined above.

- **New students.** Entering students who cancel their housing forfeit their housing and damage deposit.
- **Currently enrolled students.** Contracts may be cancelled without penalty by May 1 for the fall semester and by November 1 for the spring semester for the reasons listed in the housing contract. Students should contact the Office of Residence Life for cancellation requests made after this deadline, as penalties can result.

**Returning federal financial aid to accounts.** All students who have federal aid will have unearned aid returned according to the 1998 return of Title IV funds policy (Section 668.22 of the HEA) in the following descending order up to the full amount disbursed:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV Aid Programs (LEAP, if known)
- Other Federal, State, Private, or Institutional Aid Student

After federal aid has been returned to the appropriate accounts according to the federal statute, the University returns state, private, and University aid according to the institutional policy (100 percent, 80 percent, 60 percent, 40 percent, 20 percent, and 0 percent after four weeks). Any refunds of charges will be applied to the student's account, and all adjustments for aid, loans, fines, and nonrefundable fees or deposits will be made before eligibility for a cash refund is determined. If there is a student account balance resulting from the adjustments, the student is responsible for payment.

**Walk-away students.** Students who simply “walk away” during a semester without officially withdrawing and who earn all Fs or incompletes will be assessed a \$500 administrative fee for subsequent processing of their refund calculation, once that has been determined. Such students will also be responsible for any amounts owed the University from the adjustment made under the refund policy.

**Adult programs refund policy.** If a student in either the Bachelor of Liberal Studies or public service administration program finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the office of the director of continuing education where an official date of withdrawal is determined for refund purposes.

A student’s withdrawal date is determined using the same process as the federal refund policy (see above). The director of continuing education may determine a different date due to extenuating circumstances if such conditions exist and can be documented.

The University’s adult refund policy treats each five-week course in the semester as a separate period. Students register and are billed for the semester at the beginning of the term, but refunds will be calculated based upon the five-week course(s) completed or the time in the five-week course when the withdrawal occurs. Full refunds for the semester will be given if the student cancels the enrollment before attending any class in the term. Refunds that occur during the semester will be calculated as follows for each five-week course:

During week one	75% refund*
During week two	50% refund*
During week three	0% refund*

All other information relative to the withdrawal process is described in the regular policy and conforms to it.

The refund policy for the Executive Master of Business Administration Program is unique to that program and may be obtained from the Office of Financial Aid.

\*Students receiving Title IV federal aid will have their aid refund calculated according to the established federal guidelines using the per diem calendar that determines aid earned in a particular term. The percentage of aid earned will depend upon how much of the term has been completed when the withdrawal occurs. (Note: Title IV federal aid recipients are responsible for any student account balance resulting from federal aid adjustments due to withdrawal.) Please refer to “Returning Financial Aid to Accounts” below.

**Student and institutional responsibilities in regard to the return of Title IV funds.** The University's responsibilities include:

- a. providing each student with information about the refund policy;
- b. identifying students who are affected by the policy;
- c. completing the Title IV return of funds calculation for those affected; and
- d. returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the return of Title IV funds calculation.

The student's responsibilities include:

- a. cooperating with UE in establishing satisfactory repayment arrangements if it is determined that a repayment is due for a Pell Grant because of the withdrawal,
- b. returning his or her share of unearned aid attributable to a loan under the terms and conditions of the promissory note, and
- c. making payment to the University for any student account balance that results from the adjustments to the account.

**Dropping below full time.** When a student withdraws from a course but continues as a part-time student (fewer than 12 semester hours), the tuition refund shall be the difference between the initial billing and the revised billing multiplied by the following applicable percentage refund: first week, 80 percent; second week, 60 percent; third week, 40 percent; fourth week, 20 percent; fifth week and thereafter, 0 percent. The first two days of the semester are not considered in this refund determination.

Students who drop below full time during this refund period will have all financial aid removed. However, if a student continues to be enrolled for at least six credit hours and is eligible for a portion of the Federal Pell Grant and/or the Federal Stafford Loan, that funding is retained after eligibility is recalculated.

## **Payment Policy**

### **812-488-2565**

As a general rule, payment is made in full or under a two-payment plan. The two-payment plan carries a one percent finance charge calculated on the outstanding balance. The fall semester tuition is due on or around August 20 and the spring tuition is due on or around December 20. With the two payment option you may choose to make a minimum payment of one-half of the balance due for fall in August with the remaining balance along with the one percent finance charge due in September. For the spring semester the first payment would be in December with the remaining balance plus the one percent finance charge due in January. Monthly statements are mailed to our students' home addresses unless otherwise requested. Class registration may be cancelled if the account balance is not paid in full by the final payment due date.

The University offers an interest-free monthly payment plan which permits you to spread the annual costs over 12, 10, or nine months. A brochure explaining this payment plan will be included with your financial aid award letter.

Students who take advantage of Stafford Loans may choose the electronic funds transfer option. That option allows for Stafford Loan proceeds to be applied directly to the bill. However, in those cases when a Stafford Loan check has been sent to the University, the student must go to the Office of Student Accounts (Room 105, Olmsted Administration Hall) to report the number of enrolled hours and endorse the check for deposit to his or her account.

NOTE: Federal regulations require a waiting period of 30 days after the start of fall classes before Stafford Loan proceeds may be credited to freshman accounts.

**Responsibility of charges.** Students are responsible for all institutional charges. If any payment is not paid when due, the entire balance, including accrued interest, shall, at the option of the University of Evansville, become due and payable on demand. In the event of any default, the student will be obligated to pay all collection costs and/or attorney fees incurred by the University of Evansville in the collection of these charges.

All questions relating to student billing should be referred to the Office of Student Accounts by calling 812-488-2565. Should you require a personal conference, do not hesitate to contact Becky Hamilton, student accounts supervisor, at 812-488-2163.

### Technology Fee

The technology fee supports campus technology that benefits the students with an array of up-to-date, efficient and reliable technology services, which have become an important part of today's education environment. The funds maintain the instructional and student general purpose computer labs, the computers in the library, and the technology systems in classrooms across campus. The fee also supports the technology infrastructure on campus, allowing for upgrades in bandwidth and making the Internet accessible in classrooms. The fee allows for the acquisition of new hardware, such as servers, which provides for increased storage capacity for student files, upgrades to application software, and newer technology such as wireless connectivity at multiple locations across campus.

## **Parents Council**

The Parents Council is an advisory board to the University of Evansville and may submit formal recommendations to the administration on matters decided either through committee or as a whole. The council does not decide policy for the University.

The Parents Council is dedicated to following purposes:

- To serve as the representative body of the Parents Association
- To promote an understanding and appreciation for the University among parents
- To provide an opportunity for parents to advise and offer recommendations to the University
- To support the University through volunteer involvement in areas (such as admission support, career services, fund raising and communication) that benefit the University's mission
- To facilitate and encourage active involvement of all parents in UE activities, efforts, and events

## **Parents Council Members**

### **2008-2009**

James and Debra Armstrong  
Dave and Kat Arnold  
Kyle and Michelle Bennett  
Rick and Nancy Bond  
Dennis and Nancy Brand  
Bob and Lisa Corbett  
Susan Flater  
Jeff Hicks  
Greg and Jan Kahre  
Aaron and Bobbie Kito-Hong

Steve and Anita Klein  
Jeff Klingman and Debbie Sedberry  
Jim and Deborah Metcalfe  
J. Cory Mills  
Ted and Cathy Mitchell  
Scott and Gretchen Nordleaf-Nelson  
Roger and Jenny Rooney  
Dean and Susan Slusser  
Harry and JoAnn Switzer

To learn more about the Parents Council, use the following Internet link:  
[www.evansville.edu/parents/council.asp](http://www.evansville.edu/parents/council.asp).

## **Parents Association**

As the parent of a University of Evansville student, you are automatically a member of the Parents Association. Help from parent volunteers are always welcomed with admission, career services, and other areas.

For more information or to volunteer contact [ueparentrelations@evansville.edu](mailto:ueparentrelations@evansville.edu) or 812-488-2586.



UNIVERSITY  
OF  
EVANSVILLE

*Civic Mission... Sacred Trust*

*Office of Alumni and Parent Relations*  
1800 Lincoln Avenue  
Evansville, Indiana 47722  
[www.evansville.edu/parents](http://www.evansville.edu/parents)