

**2022-23**

# ***STUDENT HANDBOOK***

## ***Section 4***

***Academic & Financial Information***

***Academic Advising***

***Financial Aid***



**University  
of Evansville**

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ALL MEMBERS OF THE CAMPUS COMMUNITY ARE EXPECTED TO ABIDE BY THE POLICIES AND PROTOCOLS PUBLISHED ON THE UNIVERSITY'S CORONAVIRUS WEBPAGE ([www.evansville.edu/coronavirus](http://www.evansville.edu/coronavirus)) WHICH ARE SUBJECT TO UPDATE AND CHANGE WITHOUT NOTICE IN RESPONSE TO ADDITIONAL INFORMATION, GUIDELINES, REQUIREMENTS, ORDERS AND ACTS OF FEDERAL, STATE OR LOCAL GOVERNMENT AUTHORITIES AND CHANGES IN THE COVID-19 CLIMATE IN THE CITY AND STATE

## Academic Information

The academic information included in this student handbook **regarding course work** is provided as a quick reference guide only. Complete academic information is available in the University catalog. Handbook information regarding course work is not to be regarded as creating a binding contract between the student and the University. All students are responsible for familiarizing themselves with the portions of the catalog that pertain to academic policies and their course of study and for seeking regular assistance from their academic advisors.

### Class Attendance

The University expects regular class attendance by all students. Students are considered sufficiently mature to appreciate the necessity of regular and punctual attendance, to accept this personal responsibility, and to accept the consequences of failure to attend. The University invests students with the responsibility of regular class attendance. An instructor or academic unit may make attendance mandatory in particular courses. Each instructor is expected to maintain an attendance policy in keeping with the nature of the course and may consider it in evaluating performance in their courses.

When an 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. Assistance in notifying professors of an absence should not be mistaken for an excused absence.

### Official Excused Absences

The dean of students has the authority to grant excused absences for significant medical, psychological, or personal reasons upon review of appropriate documentation and/or professional recommendation supporting such a request. Students may also request an excused absence for observances of religious holidays (see Religious Holiday policy below). The grade of a student may not be lowered in any class due to excused absences. Students should contact the dean of students office to complete a Request for Official Excused Absence form and provide supporting professional documentation regarding the request within 7 days of the absence. Official excused absences for students attending conferences and programs may also be granted at the request of faculty and advisors. When students are requested to miss class for official University events and conferences, the faculty, or staff member responsible should notify the dean of students with the names of the participating students at least 10 days, or as soon as possible, in advance of the event. Official excused absences are not granted during the period of final exams. In extreme cases where an excused absence may be warranted during the final exam period, the dean of students will consult with the executive vice president for academic affairs regarding the request.

**With respect to class attendance, the following principles apply:**

- Only the instructor may excuse a student from a class or lab to attend an athletic practice or conditioning session, music, or theatre rehearsal, etc.
- Instructors affected will be notified one week, or as soon as possible, prior to the class period during which absence is anticipated or as soon as possible.
- Missed class time due to student participation in University approved events is to be considered an excused absence.
- The grade of a student may not be lowered in any class due to excused absences.
- It is the student's responsibility to take the initiative by consulting with the instructor regarding the absence and to do what is required by the instructor to make up all the missed assignments or examinations.
- Instructors are required to assist students in these occasional situations of excused absences.

## Religious Holidays and Excused Absences

It is reasonable to consider major religious holidays for the University of Evansville student body, as a whole, to include the following: Rosh Hashanah, Yom Kippur, and the first day of Passover; Good Friday, Easter Sunday, and Christmas; Eid al-Fitr and Eid al-Adha. Absences from class on these days because of observance of the religious holiday will be treated as excused absences. In addition, no student will be required to participate in or attend University events such as athletic contests, concerts, or outside lectures on these holidays. Students whose conscientious religious observance requires their absence on days other than or in addition to those named above may make use of the procedure below.

Observances of religious holidays vary by tradition and country and, in some faiths, in accordance with the lunar calendar. Since religious holidays are scheduled in advance, students are expected to formally request accommodation by completing the Request for Official Excused Absence form in the dean of students office. The deadline for submitting the Request for Official Excused Absence form for a religious holiday is 5:00 p.m. on the second Friday of the beginning of each semester.

Faculty will be notified by email from the dean of students' office when a student receives an official excused absence. Faculty members are expected to make reasonable arrangements for students to complete missed work without penalty; students are responsible to make up the work. If it is a scheduled absence (religious holiday, attending a conference, scheduled surgery, etc.) students should make prior arrangements with their instructors for completion of any work missed. Official excused absences are not granted during the final exam period. Students are expected to take final examinations at the scheduled times and to complete end-of-semester work by the deadlines set by the instructor. There may also be certain circumstances (a concert or a performance for example) that cannot be made up. In this case, the student may be advised to take that specific course in another school semester.

## Change of Address

Students who change their permanent (home) or local (school) address must update their address on the Self-Service link on MyUE and student workers must also notify the Office of Human Resources. The University will automatically update addresses pertaining to residence hall or village residents. Students who have changes to their billing address should contact the Office of Student Financial Services.

## Academic Load

**Full-time:** A student enrolled in 12 or more hours per semester.

**Part-time:** A student enrolled in fewer than 12 hours per semester.

The normal load for a full-time undergraduate student is 12 to 16 hours per semester. If a student elects to carry more than 16 hours, in consultation with their academic advisor, the grade point average (GPA) should be a guide in determining the maximum number of hours to be attempted (exclusive of music ensembles and exercise and sport science activity courses). The recommended load limits:

**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

Fall/spring Overload: Students in good standing wishing to take 21 hours or more or students on academic probation wishing to exceed 16 hours must petition the academic deans of their majors for approval and have the support of their academic advisors in doing so.

Summer Overload: Students are limited to a maximum enrollment of three courses (maximum 12 credit hours) during a single summer regardless of the number of sessions. If current UE students want to take more than 12 credits, they must petition the academic deans of their majors for approval and have the support of their academic advisors in doing so. The student must also have a minimum cumulative GPA of 2.0.

## Classification of Students

Students are classified based on the following:

**Senior:** a minimum of 90 semester hours earned **Junior:** a minimum of 60 semester hours earned

**Sophomore:** a minimum of 30 semester hours earned

**Freshman:** fulfillment of entrance requirements and less than 30 semester hours earned

## Adds and Drops

The student is held responsible for each course in which they officially register. Once enrolled, a student may change a class schedule online using Student Planning in Student Self Service to add and drop classes through the Add/Drop deadline posted for each semester. Courses cannot be added or dropped beyond this deadline without petition to and approval of the Admissions and Standards Committee.

## Withdrawal from a Course

After the Add/Drop deadline, students may withdraw from a class. The grade of W is recorded on the student transcript and does not factor into the semester or cumulative GPA. 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. Withdrawal from a course after the deadline requires petition to and approval of the Admissions and Standards Committee.

## Withdrawal from the University

A student who finds it necessary to withdraw from all credit classes must apply for formal withdrawal through the Office of the Academic Services. This process requires the completion of a University withdrawal form, an exit survey and, for students under the age of 18, parental permission. If this procedure is not followed, grades of F will be assigned for all classes.

After the official last day to withdraw, published in the academic calendar, approval for withdrawal from the University without grade penalty will be given for only significant medical or psychological problems. A letter or documentation from a doctor or psychologist verifying the situation is required and these cases are subject to review before approval.

Failure to complete a term does not cancel the student's obligation to pay tuition and all other charges in full. See Institutional Refund Policy for complete details.

## Withdrawal in the Case of Suspension, Expulsion, or Involuntary Withdrawal

In the case of an involuntary withdrawal, the student will receive a grade of W for each course in which they are enrolled. In the case of a suspension or expulsion that is the result of disciplinary action by the University, the student will receive a grade of W unless otherwise directed by the disciplinary hearing body." If any disciplinary action results in the suspension or expulsion of a student, the University may refuse to refund, in whole or in part, such student's tuition, fees, and room and board charges. Information regarding medical involuntary withdrawal can be found on page 7.

## Institutional Charges and Financial Aid Refund Policy

All institutional financial aid will be refunded according to the institutional charges refund schedule shown below. In other words, all UE 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.

**Institutional Charges:** Tuition, on campus room and board, and the following fees: activity, registration, services, applied music, and any mandatory course related fees (course-related fees are non-refundable after start).

**Non-Institutional Charges:** All other fees and costs (special fees, books, insurance fees, off-campus living expenses, transportation expenses, and the like).

The amount of institutional charges (excluding course-related fees) that will be refunded is determined as follows:

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

## Administrative Fees

### Official Withdrawals

Students who officially withdraw from the University will be assessed a \$100 administrative fee.

### Unofficial Withdrawals (Walkaways)

Students who simply "walk away" during a semester without officially withdrawing, and who earn all Fs will be assessed a \$500 administrative fee.

## Institutional Aid Refund Policy

**Dropping Below Full-Time:** Students who drop/withdraw from a course(s) during the first 4 weeks who remain enrolled but whose enrollment status becomes less than full-time will not be eligible for any University scholarships or grants.

**Withdrawing From All Classes:** Students who withdraw from all courses within the first 4 weeks will have their institutional scholarship and grants reduced according to the University's Institutional Refund Policy.

## State Aid Refund Policy

The Indiana Commission of Higher Education (CHE) policy for refunds dictates that to be eligible for these awards, a student must be enrolled full-time at the end of the published add/drop period. Hence, if a student completely withdraws from the University before the end of the add/drop period, the student is not eligible for the state award, and the University must return 100 percent of the semester's award to CHE. After the add/drop period, the student's state aid would be 100 percent earned. State aid consists of the Freedom of Choice Award, Student Performance Incentives, Twenty-first Century Scholarship, Mitch Daniels Scholarship, Minority Teacher Scholarship, and the Next Generation Hoosier Educators Scholarship.

## Veterans Benefits Refund Policy

The U.S. Department of Veterans Affairs requires all changes of enrollment to be certified within 30 days of action. For VA purposes, the effective date is the date the student withdrew or dropped the course. The U.S. Department of Veterans Affairs will process the information regarding change of enrollment and may establish a debt on the student, based on the effective date of the change. It is the responsibility of the student to satisfy any debt established on the student by the VA.

Students withdrawing from all courses in a semester will have the current, and any future certifications terminated. If the student completely withdraws on or before the first day of the term, the University of Evansville will return the tuition and fees payment received, directly to the VA, upon receipt of school debt letter. If the date of complete withdrawal is after the first day of the term, any credit balances that result from a refund of institutional charges will be issued to the student. In this case, the student will receive a debt letter from the Department of Veterans Affairs with balance due.

For students dropping a course(s), an enrollment update will be submitted to the VA. Tuition and fees are reported specific to the remaining credit hours, as if those were the only courses taken during the entire enrollment period. The VA will determine if the change in hours/charges requires some percentage of repayment from the student. If debt is established, the student will receive a debt letter from the Department of Veterans Affairs with balance due.

**Tuition Assistance:** The University of Evansville will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch.

In addition, when a service member stops attending due to a military service obligation, the university will work with the affected service member to identify solutions that will not result in student debt for the returned portion.

### **Military Tuition Assistance Program Refund Policy/schedule:**

Students receiving funds from the tuition assistance program who withdraw from the University of Evansville will have their tuition assistance funds reduced as follows:

16-week semester	
On or before the 1st day of classes	100%
2nd day of class through the end of the first week	90%
Second week of classes	80%
Third week of classes	70%
Fourth week of classes	60%
Fifth week of classes	50%
Sixth week of classes	40%
Seventh week of classes	30%
Eighth week of classes	20%
Ninth week of classes (60% course completion)	10%
After the 60% point of the semester	0%

The funds will be returned to the tuition assistance program/payer. Other financial aid will be refunded according to the University's Institutional Charges and Financial Aid Refund policy.

Student debt, resulting from the tuition assistance program refund calculation outlined above, will be eligible for a 12-month equal installment payment plan to satisfy the adjusted balance.

**Chapter 31 and 33- Post/911 GI Bill® Benefits:** The University of Evansville will permit any covered individual to attend and participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for the entitlement to educational assistance. In addition, the university will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds because of the individual's inability to meet their financial obligation to the institution due to the delay of disbursement funding from VA under Chapter 31 and 33.

## **Federal Aid Refund Policy**

Students are encouraged to meet with the Office of Student Financial Services before changing enrollment by dropping a course or withdrawing from the University so they can be informed of the financial impact of their enrollment changes. Enrollment is set at the end of the add/drop period each term. Students must begin enrollment in all courses to be eligible for Federal Pell Grant funds and in at least one course to be eligible for all other aid.

### **I. All Programs, Except Center for the Advancement of Learning**

This policy applies to all University programs, except those administered by the Center for the Advancement of Learning (CAL) and operate on a different academic calendar. Students enrolled in one of the University's CAL programs should refer to section (II) for the CAL refund policy. Refund information for summer is provided annually when summer course registration information becomes available to students.

#### **Dropping Below Full-Time**

Dropping a class starts with the Academic Services office. When a student drops a course(s) but continues as a part-time student (fewer than 12 semester hours), the tuition refund will be the difference between the initial billing and the revised billing multiplied by the percentage refund as outlined in the Institutional Charges Refund Policy. Students who drop below full-time during this refund period will have their eligibility for financial aid recalculated. Enrollment for federal and state financial aid will be set at the end of the add/drop period each term, and federal and state grants will not be adjusted after this date.

If a student drops below full-time after the first four weeks of the semester, there is no refund of charges or reduction of financial aid.

#### **Students Withdrawing from All Courses**

The official withdrawal process begins in the Office of the Dean of Students. 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 Student Financial Services 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) if the student attends classes after the 60 percent point as Title IV aid is considered to be 100 percent earned at that point.

There are two parts to a refund determination when the student withdraws from all classes.

1. Refund of institutional charges. The student's withdrawal date for institutional charges is the date the student submits the completed withdrawal form to the Dean of Student's Office. 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.

2. Reduction (refund to the program) of institutional, state, or federal financial aid. The student's withdrawal date for financial aid is determined based on whether the student officially withdrew from the University or stopped attending (walked away). For those who officially withdrew, the withdrawal date is the date the student begins the withdrawal process with the Dean of Student's Office. For those who stopped attending and failed all classes, the withdrawal date is the latter of the midpoint of the semester, the date the student last attended classes, or the last date of academically related activity such as taking a test.

## II. Center for the Advancement of Learning

If a student in the organizational leadership, university studies, masters of leadership, or master's in 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 adult education where an official date of withdrawal is determined for institutional charges refund purposes. A student's withdrawal date is determined using the same process as for the federal financial aid refund policy. The director of adult education may determine a different withdrawal date for institutional charges due to extenuating circumstances if such conditions exist and can be documented.

The University's CAL institutional charges refund policy treats each five-week course in the semester as a separate course. Students register and are billed for the semester at the beginning of the term, but refunds will be calculated based upon the five-week courses completed and/or the date/time 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.

### Dropping Center for the Advancement of Learning Courses in the Semester

Federal financial aid eligibility is established by attending class. Students with Federal Pell Grants must begin attendance in each module. Because of the nature of the federal withdrawal policy, students who do not begin attendance in all modules and successfully complete those modules may have their aid prorated based on return of Title IV funds regulations.

## III. Returning Federal Financial Aid to Accounts

Unearned federal financial aid will be returned in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal SEOG
- TEACH Grant
- Iraq Afghanistan Service Grant

The amount of aid to be returned is determined by the Federal Title IV Return of Funds calculation as provided by the U.S. Department of Education.

Any refunds of charges will be applied to the student's account and all adjustments for aid, loans, fines and non-refundable 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.

Sample Return of Funds calculations are available in the Office of Student Financial Services.

## IV. 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 Return of Title IV funds calculation for those affected. Notice will be sent/given to student within 30 days of the withdrawal date of the amounts that must be returned to UE.
- d. Returning federal financial aid within 45 days 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 their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.

- c. Making payment to the University for any student account balance that results from the adjustments to the account. Payment in full or payment arrangement should be made within 30 days of the student receiving notice of what is owed.

*This 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 Direct Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal SEOG, and TEACH grants. Federal work-study funds are excluded from the refund calculation.*

## **Cancellation of Housing and Food Service Contracts**

When a student completely withdraws from all classes in the middle of the semester, UE housing and meal plan charges and refunds are governed by the Institutional Charges Refund Policy as "institutional charges." However, the policies governing new or continuing students who remain enrolled but wish to cancel housing and/or meal plan charges are administered by the UE Office of Residence Life.

Completion of the Housing and Meal Plan Registration on WebAdvisor constitutes a legal and binding agreement between the student and the University of Evansville. A personalized and dated contract is generated upon completion of the online agreement on WebAdvisor. All housing contracts are binding for the duration of the academic year. There are specific provisions and restrictions regarding contract cancellation requests. Information regarding these policies is found online at [www.evansville.edu/residence-life](http://www.evansville.edu/residence-life), in the student's personal contract, and in the Residence Life Handbook.

## **UE Financial Aid Credit Balance Refund Policy**

Students whose financial aid results in a credit balance will receive a refund within 14 days of the credit balance occurring unless the credit balance occurred before the term began, in which case, the refund will be issued within 14 days of the start of the term. A student may authorize UE to hold a credit on their account for future charges, but all credits will be refunded at the end of the award year.

Credit balances that result from a Federal Parent PLUS Loan will be refunded or held per the borrower's request on the PLUS Loan Supplemental form. Parents may choose to have the balance refunded to them, refunded to the student, or held on the student account for future charges.

Should a credit balance occur as the result of an overpayment, the excess will be refunded to the payer.

Refunds are processed automatically at least weekly once the term begins and enrollment has been verified. If the student has elected an electronic refund, it will be processed as a direct deposit into the student's bank account, using bank information provided by the student. If a student does not elect direct deposit, a paper check will be issued and mailed to the student's permanent home address. Refund checks will be held for pick-up in the Office of Student Financial Services upon request. Unclaimed checks will be mailed to the permanent home address after seven days.

Regardless of any authorization provided by the student and/or parent, credit balances that resulted from a federal loan will be refunded to the student/parent at the end of the award year in which they were disbursed.

Uncashed and unclaimed refund checks will be credited back to the student's account and the funds returned to the program from which they came.

## **Payment Policy**

A schedule is published annually listing registration, billing, and payment dates. As a general rule, payment may be made in full or under a two-payment plan. The two-payment plan carries a 1.5 percent-per-month finance charge calculated on the month-end outstanding balance. (Copies are available upon request.)

## **Responsibility of Charges**

Students are responsible for all institutional charges. If any payment is not made when due, the entire balance, including accrued interest, shall, at the discretion 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 fees and/or attorney fees incurred by the University of Evansville in the collection of these charges.

For more information about bills and payments, call the Office of Student Financial Services at 812-488-2565.

## Grades

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

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

All A, B, C, and D grades are passing grades. Grades of I, P, and W are not included in computing grade point averages. The grade point average is the quotient resulting from dividing the total points earned by the number of hours attempted, including F grades, and excluding pass and incomplete grades.

The University does not mail grades at the end of each semester. Students can access their grades on the University's student information website. Midterm grades are not permanently recorded but are used by students and their advisors for information and guidance. End of semester grades become a part of the student's permanent record.

## Grade Appeals

1. Any student who questions a course grade should speak to the instructor. If the instructor is unwilling to change the grade and the student is not satisfied with the reasons given, the student may commence a formal appeal.
2. Any student wishing to formally question a course grade must do so in writing within 60 calendar days after the last day of the semester. Correspondence should be addressed to the instructor with a copy to the instructor's immediate supervisor. A change of grade will occur if both the instructor and their immediate supervisor approve, and both sign a change of grade form which is forwarded to the Academic Services office.
3. If either the instructor or the immediate supervisor disapproves of the change of grade, the student has the right to appeal to the Admissions and Standards Committee within two weeks of receiving written disapproval. If the student receives no response from either party within 30 calendar days of filing the appeal, the student may appeal directly to the Admissions and Standards Committee. Any appeal to the Admissions and Standards Committee must be filed during the semester (exclusive of summer terms) immediately following that in which the disputed grade was received.
  - An appeal may be filed by completing the grade appeal form which is available from the Academic Services office located in Olmsted, Room 116. The grade appeal form should be completely filled out and any supporting documentation should be attached to the form. At a minimum, supporting documentation must include a course syllabus and a copy of the appeal letter. These materials should be returned to the Academic Services office. A copy of the appeal must also be sent to the instructor and the instructor's immediate supervisor.
  - A hearing will be conducted by the Admissions and Standards Committee to examine the merits of the appeal and either approve or deny the appeal. Both the instructor and the student will be notified of the time and date of the grade appeal hearing. The student, the instructor, and the immediate supervisor will be requested to appear before the committee.
  - The instructor and the student will each have equal time in which to present the essence of their case. Normally, 10 minutes will be allocated for each presentation. Each presentation will be made without the other party in the room.
  - After materials have been presented by both parties, they will be excused, and committee members will discuss and reach a decision on the merits of the case.

- It is the student's responsibility to retain all dated correspondence until the final decision is reached.
- The student will be notified by the chair of the Admissions and Standards Committee of the decision within a week of the hearing. The decision of the Admissions and Standards Committee is final; however, a student may request the committee to reconsider its decision if the student has additional, new, and relevant materials to submit. Students who wish to file a request for reconsideration should submit a new appeal form and attach the new materials they wish considered.

## **Incomplete Grades**

All course work is to be completed within the semester it is attempted. An instructor may give an I, or incomplete, grade if a student has done work of a passing grade in a course but has failed to do some portion of the required work because of an emergency and the work can be completed without further class attendance.

Work normally should be completed within six weeks of the class ending, but the instructor may grant up to one year from the end of the term for which the I is granted. It is the student's responsibility to have this deficiency removed within the agreed time period or within one year following the time of receiving the grade of I, whichever is less. Registering for a course a second time does not remove an incomplete grade. If no grade change has been made by the instructor after the maximum one-year grace period, the registrar is authorized to change all grades of I to F.

## **Retention of Tests, Papers, and Final Exams**

It shall be the responsibility of the instructor to maintain reasonable and objective criteria and data in the grading and evaluation process. Any student wishing to question a course grade or individual grades on tests, papers, or the final examination may do so and may also review the related materials.

To ensure due process in the event of a grade appeal, faculty must retain all graded materials for a period of one year after completion of the course. In instances where a final grade of I (incomplete) has been submitted, faculty members must retain all graded materials for a period of two years. (When an I grade is removed, the instructor is required to retain all related grade materials for only one year from the time of the grade change in lieu of the full two-year period.)

If graded papers, tests, and final examinations have been returned to the student, it becomes the student's responsibility to present the related materials in a grade dispute.

## **Pass/Fail Option**

A student may register for an elective course on a pass/fail basis. Limitations on pass/fail registration are:

- Student must have junior or senior status.
- Only one course per semester may be taken pass/fail.
- No course required for major, minor, or general education requirement may be taken pass/fail.
- Pass/fail courses must be listed at the time of registration and must not extend beyond the approved academic load.
- A course may not be changed from pass/fail, or vice versa, after the last day established for course additions. Courses offered only on a pass/fail basis are not subject to these regulations.

## **Final Examinations**

The final examination period is specified in a schedule published by the registrar. No final examinations may be administered prior to the dates published without prior approval of the department chair and/or academic dean and the executive vice president for academic affairs. Official excused absences are not granted during the period of final exams. In extreme cases where an excused absence may be warranted during the final exam period, the Dean of students will consult with the executive vice president for academic affairs regarding the request.

No student shall be required to take more than two final exams per day. If more than two exams are scheduled on the same day according to the registrar's final exam schedule, the instructor of the course with the highest course number must make a rescheduling accommodation. If more than one exam must be rescheduled, the instructor for the second highest course number must also make an accommodation. To request rescheduling, the student must contact their instructor(s) within two weeks after the revised final exam schedule is published. Furthermore, if a conflict is created as a result of an instructor moving an exam date, that instructor shall make an accommodation for the student(s) affected.

## **Academic Standards**

Graduation requires a minimum grade point average of 2.0 in both the major and total program of study. Additional GPA requirements may be imposed for particular majors. The University reserves the right to dismiss at any time a student whose academic standing or progress is regarded as unsatisfactory.

## Dean's List

To merit the honor of being placed on the Dean's List each semester, a student must have:

- carried a full academic load of 12 hours or more, excluding pass/fail courses; and
- earned a grade point average of 3.5 or above.

## Academic Good Standing

Academic good standing refers to the normal academic progress of students who are not on probation or on academic dismissal. Cumulative grade point averages required for good standing:

Hours of Credit	GPA
Less than 30	1.6
30 to 59.9	1.9

## Progress Toward Degree

All students enrolled for credit are expected to make regular and satisfactory progress toward completion of a degree in a reasonable time. Students using financial aid are required to meet the standards for academic progress.

## Expectations

1. All students must maintain scholastic averages that place them at or above good academic standing (see above).
2. Full-time students (i.e., any student enrolled in 12 or more hours in one semester) are expected to accumulate an average of 12 hours of credit for each semester (fall/spring) enrolled.
3. Part-time students (i.e., any student enrolled for fewer than 12 hours per semester) are expected to accumulate a minimum of 24 hours of credit for each 30 semester hours enrolled.

Summer terms are not computed as regular semesters of enrollment; however, credit hours earned during the summer may be applied to degree requirements.

Satisfactory academic progress requirements for financial aid recipients differ from those outlined above. The Office of Student Financial Services should be contacted for those guidelines.

Academic good standing (minimum semester and cumulative grade point averages) will be reviewed at the end of each semester (fall/spring).

**Remember: 12 credits are required to maintain full-time status, but 15 credits or more a semester will help you complete your degree in 4 years.**

## Academic Probation

Only students whose scholastic averages are maintained at or above good standing will be permitted to continue in the University. Students will be placed on academic probation when they fail to maintain minimum satisfactory academic progress, which requires cumulative grade point averages as described above.

## Dismissal

Students who fail to remove probationary status for two consecutive semesters (exclusive of summer terms) may be automatically dismissed from the University. The University reserves the right to dismiss a student not making satisfactory progress toward a degree at the end of any semester in which minimum academic standards are not met.

Complete information regarding satisfactory progress, dismissal, and readmission from dismissal is available in the undergraduate catalog.

## Graduation

Only those candidates who have fulfilled all scholastic requirements for a degree and who have met their financial obligations to the University will be recommended for the degree. A candidate for a degree must file an application for the degree via Self Service on MyUE one year prior to the intended date of graduation. While the registrar will conduct a degree audit on behalf of the University, it is the student's responsibility to ensure that all graduation requirements are met.

Commencement exercises are held in May. Students completing degree requirements at the end of the academic year or the following summer sessions may participate in the May ceremony. Those students completing degree requirements at the end of the fall semester participate in the May ceremony.

ALL MEMBERS OF THE CAMPUS COMMUNITY ARE EXPECTED TO ABIDE BY THE POLICIES AND PROTOCOLS PUBLISHED ON THE UNIVERSITY'S CORONAVIRUS WEBPAGE ([www.evansville.edu/coronavirus](http://www.evansville.edu/coronavirus)) WHICH ARE SUBJECT TO UPDATE AND CHANGE WITHOUT NOTICE IN RESPONSE TO ADDITIONAL INFORMATION, GUIDELINES, REQUIREMENTS, ORDERS AND ACTS OF FEDERAL, STATE OR LOCAL GOVERNMENT AUTHORITIES AND CHANGES IN THE COVID-19 CLIMATE IN THE CITY AND STATE

## Academic Advising

Faculty academic advisors and Academic Services advisors work alongside students to develop an academic plan to help them achieve their educational and career goals. Through the advising process, advisors coach students on the development of individual initiative, responsibility, and self-discipline.

### Roles and Responsibilities of Advisee and Advisor

Successful advising starts with good communication and clear expectations set between advisors and advisees

#### Your advisor will expect that:

- You are serious about your education and that you will do all that you can to be successful academically.
- You have considered your personal goals, abilities, and aspirations and will discuss your plans with your advisor as you explore your academic interests.
- You are willing to consider suggestions and will listen to information and advice with an open mind.
- You will ultimately accept responsibility for your choices.
- You will learn and understand regulations and requirements of the various academic programs.

#### You can expect your advisor to:

- Treat you with courtesy and respect.
- Be available and spend time with you during registration periods and on a regular basis throughout the year. (Realize, however, that faculty members also teach, conduct research, serve on campus committees, and advise other students. They cannot devote unlimited time to advising and still meet their other responsibilities.)
- Be knowledgeable about regulations and requirements of the academic programs and the University and be able to interpret them to you.
- Be candid when they do not know the answer to a question and help you find reliable information.
- Give you information and advice about academic options, programs, and careers, but leave the final decision to you.
- Refer you to other campus services when appropriate, such as the Offices of Counseling and Disability Services, Student Financial Services, Career Development, or Academic Services.

### Changing Majors

Students officially change their majors through the Academic Services office. A change of major form is filled out by the student requesting a change in major, addition of a major, or addition or deletion of a minor. The previous department and advisor will be contacted, and the student's academic information will be forwarded to the new department. The student then meets with their newly assigned advisor.

Your advisor may play many roles depending on their own inclinations and your needs.

- Your advisor will give you information about courses, programs, regulations, requirements, procedures, careers, etc. Your advisor will help you make decisions based on that information with an appreciation for the possible consequences and implications of your actions.
- Your advisor may be your advocate to other departments and offices of the University. They may at times help you make an appeal for an exception to policy.
- Your advisor, as a representative of the University, is expected to enforce the regulations and policies of the University. You may not register, drop a course, add a course, apply for transfer credit, etc., without your advisor's approval.
- Your advisor may serve as a referral agent when it appears that your needs will be met better by other campus professionals.

While advisors are experienced and knowledgeable, advising mistakes can occur. If this happens to you, every effort will be made by campus officials to help you. Remember, however, that ultimately you are responsible for your decisions and actions. Students should be familiar with information in the catalog, especially as it pertains to their major and degree. Students are in consultation with their advisors on a regular basis concerning their graduation requirements, but it is ultimately the student's responsibility to assure completion of all requirements for graduation from the University of Evansville.

## **Changing Faculty Advisors**

There are three officially approved reasons for a student to request a change of advisor.

- **Application for and/or change of major**

When a student applies for and/or changes a major, a Change of Advisor/Major form must be completed and taken to the new academic unit where an advisor will be assigned. The student should then submit the Change of Major form to the Academic Services office to have the major changed.

- **Change from freshman to upper division major advisor**

In some academic units, majors are reassigned to upperclassmen advisors following the freshman year. Such reassignments may be initiated by the department chair or dean.

- **Advisor goes on leave or leaves the University**

In this case, the department chair or dean determines who in the academic unit should take that faculty advising load. The student will be informed of the new advisor's name and the advising folder will be forwarded to the new faculty advisor.

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## Financial Aid

### Philosophy

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 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 decline any part of the financial aid offered. First-time applicants to UE are considered for scholarships and merit awards when they apply for admission. These awards are made possible through the generous gifts of donors.

Although the University is eager to help students, it believes that the principal responsibility for financing an education lies with the student and their 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 assess student need and distribute financial aid fairly, the University asks that students and parents complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. Submitting this form to the federal processor so that it is received by April 15 is mandatory to apply for assistance from the State of Indiana and is highly recommended for all students. Eligibility for financial aid administered by the Office of Student Financial Services is based on students' enrollment.

A student must be admitted to UE to receive a financial aid offer. Students and parents must reapply for need-based financial assistance every year by completing a FAFSA, listing UE as a recipient of the analysis. The application period begins October 1 with a deadline of April 15 for the following academic year. Incoming freshmen will be provided their financial aid offer beginning in December. Returning students will be provided access to their offer in June.

After the initial year, students must be in good standing academically in order 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.

### Satisfactory Academic Progress Policy

The United States Department of Education (Higher Education Act of 1965, as amended) requires that students maintain satisfactory progress toward completing their degree in order to receive financial aid. The Office of Student Financial Services is required to check three standards: quantitative (pace of progression), qualitative (GPA), and maximum time frame for receiving aid.

These standards, known as Satisfactory Academic Progress (SAP), apply to a student's entire degree program, including semesters (fall, spring, and summer) in which financial aid was not applied for or disbursed. SAP governs eligibility for students to establish or maintain aid eligibility for all federal, state, and institutional financial aid programs including grants, scholarships, student and parent loans, and work-study. Many private loans also require the student to be meeting SAP.

The UE Office of Student Financial Services reviews all three standards of Satisfactory Academic Progress at the end of each semester (fall, spring, and summer) for all students using financial aid. All summer terms combine to create one summer semester for financial aid purposes.

## Quantitative Standards *(pace of progression)*

Students must successfully complete a minimum of 67 percent of all credit hours attempted. After grades are posted each semester, a student's cumulative credit hours successfully completed (earned) will be divided by the cumulative credit hours attempted to determine the completion rate.

**Completed (earned) Credits.** Successfully 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. Unsuccessful grades consist of F, W, I, classes taken for audit, or any other grade that does not result in completed credits. Credits earned by examination will be considered completed credits. Note: A grade of D is not considered a passing grade for graduate programs and is not counted as completed credit.

**Attempted Credits.** All credit hours for which a student registers at UE, those transfer credits that count toward the UE degree, and credit hours earned by examination are included in attempted credits. Grades of I or W will count as hours attempted, but not completed. If incompletes are later completed, they will be reflected when progress is checked, or sooner, at the student's request.

**Transfer Credits.** Transfer credits that apply to a student's UE degree are included in both the credits attempted and the credits earned when calculating the completion percentage. Credits received for remedial courses or for courses that are not applicable to the student's UE degree are not included in either credits attempted or earned.

**Repeated Courses.** Courses that are retaken to improve a grade are counted in attempted hours each time the course is taken, but only once toward the credit hours earned in the completion rate. Students may retake a class for which they have previously received a grade of F as many times as it takes to successfully complete the class. However, students may only repeat a class one time in which they have received a passing grade. After one allowable time, the student cannot use federal assistance for future repeats.

**Part-time Students.** Cumulative GPA requirements are the same as for full-time students. The number of semesters required to complete the program will depend on the hours registered. Students must successfully complete the majority of the credit hours attempted each semester and maintain a 67 percent cumulative completion rate.

**Second Degree Students.** Officially accepted credits that apply to the degree program will count toward both credit hours attempted and credit hours earned.

## Qualitative Standards (GPA)

Undergraduate students admitted to UE as freshmen must have earned a minimum cumulative GPA of 2.0 by the end of their second academic year (fourth regular semester) and each semester thereafter. Before the end of the fourth semester, these students must have the minimum cumulative GPA as shown below:

Credit Hours	Earned GPA
Fewer than 30	1.6
30-59.99	1.9

All other students must maintain a minimum cumulative GPA of 2.0 at the end of each semester.

## Maximum Time Frame for Eligibility

### Federal Aid Standards

Federal regulations govern the maximum length of time a student may receive federal aid. This time frame is defined as 150% of the scheduled length of the program. For example, students pursuing a bachelor's degree in an academic program requiring 120 credit hours may attempt up to 180 credit hours (150% of 120 is 180 hours). Students pursuing an associate degree requiring 72 credits may attempt up to 108 credit hours (150% of 72 is 108 hours). For transfer students, the number of transfer credit hours accepted at the point of admission to UE will be used to calculate the student's remaining eligibility for the 150% maximum time frame calculation. Second undergraduate degree students will have the previous degree's accepted credit hours applied toward the student's current degree and used in the 150% maximum time frame calculation.

## Financial Aid Academic Progress Status

### Financial Aid Warning

Students will be sent a warning if they fail to meet either the completion rate, minimum cumulative GPA standard as outlined, or are approaching their program's maximum time frame. Students will be placed on warning for one semester during which they must come into compliance with the standard. Students not meeting SAP at the end of the warning semester will be placed on Financial Aid Suspension.

## Financial Aid Suspension

Students who fail to meet the standards at the end of their warning semester will be ineligible for financial aid beginning with the next semester of attendance. (See Appeals to Regain Eligibility.)

Students receiving grades of F or D (graduate programs only) in all courses attempted in any semester or are determined to be an unofficial withdrawal/walk-away for the term, will be automatically ineligible for financial aid regardless of whether the student had received a financial aid warning.

Students who preregister for a subsequent semester before grades are evaluated and who use a financial aid estimate to defer tuition and fees are responsible for the semester's balance if they do not maintain satisfactory academic progress and have been disqualified from financial aid once grades are posted and reviewed.

A student who is disqualified from financial aid more than one time for failure to meet these standards must meet with a financial aid counselor to discuss plans for re-establishing financial aid eligibility. Unless there are extenuating circumstances, a student in this category should expect to enroll for at least 12 credit hours without financial aid at UE and successfully pass all courses with a minimum of a 2.0 GPA to be reconsidered for financial aid.

Students are responsible for maintaining awareness of their SAP status for aid renewal whether or not they receive the official notifications. The Office of Student Financial Services is not responsible for address changes that are not reported or for problems with postal mail or email delivery. Students may view their SAP status in Financial Aid Self-Service at any time.

## Correcting Academic Deficiencies

It is important to remember that grade deficiencies can only be corrected at UE, but credits to correct a deficiency in credit hours earned can be taken elsewhere and transferred to UE through arrangement with the Office of Academic Advising. Students may request a review of their progress when a grade is changed, regardless of when that change occurs.

**Appeals to Regain Eligibility:** A student who fails to meet these standards and loses eligibility for financial aid may appeal this decision. **Appeals must be in writing and must be accompanied by appropriate supporting documentation.** In the appeal, the student must explain why they were not making progress and what has changed so that they will begin making progress. Appeals should be submitted to the Office of Student Financial Services at least three (3) weeks before the beginning of the student's next semester of attendance to allow time for processing.

Appeals will be approved or denied in writing via email. The student is limited to two appeals.

Reasons that may be acceptable for appeal are: 1) serious illness or accident affecting the student; 2) death, accident, or serious illness in the student's immediate family; 3) change in academic program; 4) or other circumstances.

If approved, the student will be placed on Financial Aid Probation for one semester and aid will be granted. If the student cannot meet SAP by the end of the probationary semester, the student must complete and submit to the Office of Student Financial Services an SAP Academic Plan that shows how and when the student will be meeting SAP.

If denied, the student may choose to enroll without using financial aid in an effort to repair the SAP deficiencies. Students may request a review of their record following any semester. If the SAP standards are met at the time of review, financial aid eligibility may be regained for subsequent semesters of enrollment that year.

## On-campus Residency Requirement for Full Renewal of UE Financial Aid

For most students, the full renewal of UE financial aid (scholarships or grants) requires continued residency in UE-approved housing, even after satisfying their on-campus Residency Requirement. Refer to the Office of Residence Life section of this handbook or their website to view residency requirements and exemption criteria. Students who live in ANY type of UE-approved housing are considered "on-campus" for the purposes of renewing their full financial aid. UE-approved housing includes residence halls, University apartments, houses, townhouses, and University-managed and University-approved Greek houses. Choice of meal plan, or lack thereof, does not affect financial aid.

UE-funded financial aid will be administered as follows for students who were **required to live in UE housing when entering UE**, and who choose to move off campus after satisfying the Office of Residence Life's Residency Requirement:

- **Students who entered prior to fall 2021** will experience a **\$4,500** (\$2,250 per semester) reduction in their UE-funded financial aid.
  - o This reduction of aid will NOT apply to students who have elected to live on campus but later move off campus to move home with parents in approved counties, live with a spouse or dependent, or transfer students. Documentation may be required.
- **Students entering fall 2021 and later** who have been awarded any UE Housing Scholarship and choose to move out of UE-approved housing will no longer be eligible for this award.
  - o Students who have elected to live on campus but later move off campus to move home with parents in approved counties, live with a spouse or dependent, or transfer students will have the UE Housing Scholarship removed

and an alternate reduced scholarship will be awarded.

Detailed information can be found on the Student Financial Services website at [www.evansville.edu/student-financial-services/scholarships-renewal-housing-policy.cfm](http://www.evansville.edu/student-financial-services/scholarships-renewal-housing-policy.cfm).

## Summer Enrollment

Summer is a trailer to the academic year and financial aid eligibility available for summer enrollment may include: federal loans (Direct or PLUS), private student loans, federal grants (Pell or SEOG), state grants, Tuition Remission (employees and dependents), and student employment. Students must be enrolled for at least six credit hours to qualify for federal loans. Students enrolled for less than six credit hours may consider private loans. No University of Evansville gift assistance is available for any summer programs including on-campus summer classes. Students may work on campus (as jobs are available) in the summer regardless of enrollment status, but only students who have not graduated and who will be returning to campus the following year will be eligible to apply. The Summer Financial Aid application and summer employment information will be available in mid-March. The Office of Student Financial Services determines eligibility for all forms of aid based on enrollment and summer Cost of Attendance.

## For More Information about Financial Aid

Students can find detailed information in UE's Financial Aid Guide based on their year of entry. In addition, financial aid policies and information can be found online at [www.evansville.edu/student-financial-services/policies.cfm](http://www.evansville.edu/student-financial-services/policies.cfm). Questions may be directed to our office at 812-488-2364, 800-424-8634, or [studentfinancialservices@evansville.edu](mailto:studentfinancialservices@evansville.edu). When questions arise, students are also encouraged to visit the Office of Student Financial Services, Room 105, Olmsted Administration Hall.

## Athletics Participation Rates and Financial Support Data

The University of Evansville will make available, upon request, information about athletics participation rates by gender and financial support data. The annual report is available by contacting the director of athletics.

## Student Consumer Information

The Student Consumer Information Regulations of the U.S. Department of Education require universities to disclose certain consumer information to prospective and enrolled students, parents, and employees. This information can be accessed on the University's website at:

[www.evansville.edu/student-financial-services/student-consumer-information.cfm](http://www.evansville.edu/student-financial-services/student-consumer-information.cfm) .

From the website you can access information about the following topics:

- Annual Campus Security Report
- Athletic Program Participation Rates and Financial Support Data
- Family Educational Rights and Privacy Act (FERPA)
- General Information on Admissions and Costs
- Graduation Rates for General Student Body and for Student-Athletes
- Health Insurance Portability and Accountability Act (HIPAA)
- Institutional Refund Policy
- Satisfactory Academic Progress Policy
- Special Services and Facilities for Students with Disabilities

To contact the Office of Student Financial Services, please call 800-424-8634 or 812-488-2364.