

2023-24

STUDENT HANDBOOK

Section 5

***General Campus Policies
Students' Rights and Responsibilities***



**University
of Evansville**

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General Campus Policies

University Alcohol Policy

All members of the campus community and guests are expected to abide by Indiana State Law and university policies regarding the possession, consumption, use, production, or sale of alcohol. The state of Indiana defines the legal drinking age as 21 years of age or older. Individuals who are of legal drinking age may possess and consume alcohol within the provisions prescribed in the University Alcohol Use Guidelines – refer to icy. The University Alcohol Use Guidelines include provisions specific to the types of alcohol allowed on campus, approved locations and requirements for the consumption and distribution of alcohol, protocols for serving and consuming alcohol at university events, and policies for possession and consumption of alcohol within specific university housing units by those of legal age. Students who are of legal age are expected to familiarize themselves with the University Alcohol Use Guidelines for campus possession and consumption. Ignorance is no excuse for violating the University Alcohol Policy. Under no circumstances is it acceptable for an individual or group to violate Indiana State law, disrupt the educational mission of the university, or contribute to behaviors in violation of the student code of conduct.

Guiding Principles

The University Alcohol Policy is grounded in four guiding principles:

1. **Indiana State Law:** The laws governing possession, distribution, consumption, sale, and promotion of alcohol of the state of Indiana are recognized and supported by the University of Evansville. The University recognizes its responsibility to provide appropriate education to its students regarding these laws.
2. **Acceptable Behavior:** Behavior that disrupts the educational mission of the university, disrupts the campus community, or endangers the health and safety of members of the campus or its visitors, will not be tolerated. Such behaviors will be dealt with according to the Student Code of Conduct as outlined in the Student Handbook or other appropriate handbook such as the Faculty, Staff, or Administrative Manuals.
3. **Alcohol Education:** The University Alcohol Policy is built upon the core principle of education about the responsible possession and consumption of alcohol. This includes information relative to Indiana State Law and University policies specific to the areas of approved university activities, residence life, and Greek life.
4. **The Responsible Good Neighbor Exemption:** The Responsible Good Neighbor Exemption provides students the opportunity for university disciplinary action to be waived if medical or other emergency assistance for another has been sought. Additional information regarding this exemption is published in the Student Handbook and on the university website.

Students present in a residential facility where alcohol is present and the University's Acceptable Use Guidelines are violated are subject to disciplinary action.

While the University cannot control off-campus situations, the University does not sanction student organization sponsored events held off-campus which include alcoholic beverages that are not served by a third-party vendor. At no time can 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 and can be found at www.evansville.edu/alcoholpolicy.

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

Drug Use

The University prohibits the possession, consumption, use or sale of unauthorized prescription drugs or illegal drugs on campus or at any university sponsored events or programs. While the University cannot control off-campus situations, the University does not sanction events held off-campus that include the possession, consumption, use or sale of unauthorized prescription drugs or illegal drugs.

The Anti-Drug Abuse Act of 1988 was signed into law on November 18, 1988, requiring employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements for providing a drug-free workplace. The following statement formalizes University policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on University property.

- Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on University property is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The University recognizes drug dependency and drug abuse as illnesses and major health problems. The University also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such a problem are encouraged to use the University health insurance plans and other resources as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on University premises or off premises while conducting University business. A report of a conviction must be made within five days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988. Reports should be sent to the Office of Human Resources.
- The University complies with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Each year, students are provided information in writing regarding the University policy concerning drug and alcohol abuse, related legal and disciplinary sanctions, health risks, and information on resources and assistance.

Any questions concerning the above statements will be appropriately directed to the Office of Human Resources or the Office of the Dean of Students. Your cooperation and support of this required policy is appreciated.

Drug and Alcohol Abuse Policy and Prevention Program for Employees and Students

Campus Policy

The purpose of this policy is to communicate the concern of the University regarding the health and safety of its employees and students, and the intent to comply with the Drug Free Schools and Communities Act Amendment of 1989 (P.L. 101-226) 20 U.S.C. Section 11458.

This policy shall apply to all employees (i.e., faculty, administrators, and staff) and students of the University of Evansville at all locations. This includes all "direct charge" employees, (i.e., those whose services are directly and explicitly paid for by grant funds) and "indirect charge" employees, (i.e., those members who perform support or overhead functions related to the grant and for which the federal government pays its share of expenses). Any other person who is on the payroll and works in any activity under the grant, even if not paid from grant funds, is also considered to be an employee.

The following statement formalizes the University's policy regarding the effects of drug and alcohol use and the unlawful possession of controlled substances on University property:

The University strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and by regulations 21 CFR 1300.00 through 1300.15 and Title 35, and Article 48 of the 1990 Indiana Code) and alcohol on University property or as part of any University activity. Violations of this policy will result in disciplinary action, up to and including expulsion and termination, and may have legal consequences.

Employees and students are expected and required to report for work and classes in an appropriate mental and physical condition. Our intent is to provide a drug and alcohol-free, healthful, safe, and secure learning environment.

Legal Sanctions

(1) Alcohol Use

All members of the campus community and guests are expected to abide by Indiana State Law and university policies regarding the possession, consumption, use, production, or sale of alcohol. The state of Indiana defines the legal drinking age as 21 years of age or older. Individuals who are of legal drinking age may possess and consume alcohol within the provisions prescribed in the University Alcohol Use Guidelines – refer to www.evansville.edu/alcoholpolicy.

Under no circumstances is it acceptable for an individual or group to possess, consume, or distribute alcohol in violation of Indiana State law (<http://iga.in.gov/legislative/laws/2016/ic/titles/7.1>), or the University's Alcohol Use Guidelines, or disrupts the educational mission of the university, or contribute to behaviors in violation of the student code of conduct.

At no time can 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.

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

(2) Drug Use

The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, or illegal 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. Employees or students determined to violate the University's policy or state, or federal laws may be referred by University authorities for criminal prosecution.

Article 48 of the 1990 Indiana Criminal Code contains the laws which apply to controlled substances. Employees and students should be aware that most drug offenses are classified as felonies and that conviction of such an offense can have serious consequences, including imprisonment.

Disciplinary Action

Whether or not a criminal charge is brought, employees, and students are also subject to University disciplinary action for illegal manufacture, distribution, use, or possession of any controlled substance or for violating the university's alcohol use guidelines: (1) on University-owned or leased property, or (2) at University-sponsored or supervised functions, or (3) off-campus under certain circumstances involving a direct and substantial connection to the University.

Any employee or student found in violation of University policy regarding drugs or alcohol is subject to the entire range of actions specified in the employee manuals or the Student Handbook, including but not limited to suspension or expulsion, probation, termination of employment, and/or referral to a prescribed counseling/rehabilitation program at the employee's or student's expense.

Complete information on the University's disciplinary process may be found in the employee manuals or the Student Handbook.

Responsible Good Neighbor Exemption

If students find themselves in a situation where they believe someone's health and safety is at risk due to excessive alcohol consumption, they should always call for emergency assistance, regardless of concern about the university disciplinary process. Students should call 911 immediately (followed by a call to the Office of Public Safety at 812-488-6911) if there is any possibility that professional medical assistance is necessary for the health and safety of another person.

The University has made an amnesty provision for students through the Responsible Good Neighbor Exemption. This exemption provides students the opportunity for University disciplinary action to be waived if medical or other emergency assistance for another has been sought. The decision to grant the exemption shall be at the discretion of the dean of students or their appointee and may be contingent upon participation in an educational program focusing on risky behaviors in college. Students should also be aware that the State of Indiana provides similar immunity from some alcohol-related criminal charges under the Indiana Lifeline Law. More information about the Indiana Lifeline Law can be found at indianalifeline.org.

NOTE: The Responsible Good Neighbor Exemption does not apply to any criminal charges that might be incurred as a result of an offense.

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.

Suspension of Eligibility for Drug-Related Offenses

The Higher Education Amendments of 1998 states the following:

- (1) In General – A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified below.

If convicted of an offense involving:

The possession of a controlled substance, ineligibility period is:

1 st offense	One year
2 nd offense	Two years
3 rd offense	Indefinite

The sale of a controlled substance, ineligibility period is:

1 st offense	Two years
2 nd offense	Indefinite

- (2) Rehabilitation – A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:
- (A) the student satisfactorily completes a drug rehabilitation program that:
- (i) complies with such criteria as the secretary of education shall prescribe in regulations for purposes of this paragraph; and
 - (ii) includes two unannounced drug tests; or
 - (iii) the conviction is reversed, set aside or otherwise rendered nugatory.
- (3) Definitions – In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802[6]).

Health Risks

Many areas of a person’s life can be affected by drug or alcohol use and abuse. The negative physical and mental effects of the use of alcohol and other drugs are well documented. Some of the health risks include the following:

Abusers have higher than normal incidents of illness, ranging from lethargy, depression, irritability, malnutrition, high blood pressure, blackouts, deterioration of brain cells, cirrhosis of the liver, heart collapse, damage to major organs, and sexually transmitted diseases including HIV complex (AIDS). The onset of these effects can be immediate. The withdrawal from chemical dependency may also cause serious physical and psychological problems.

In addition to the physical risks, drug or alcohol use is often associated with increased social isolation, public embarrassment, date/ acquaintance rape, vandalism, financial problems, and the deterioration of personal relationships and work or school performance. Alcohol use and abuse is also associated with poor work or academic performance.

Resources and Assistance

The University recognizes drug and alcohol dependency and abuse as illness and major health problems. The University also recognizes drug and alcohol abuse as a potential health, safety, and security problem. The counselors in the Office of Counseling Services are available for consultation, intervention services, and referral information. Campus resources available for assistance and referral are:

Office of Counseling Services Ridgway University Center	812-488-2663
Crayton E. and Ellen Mann Health Center Sampson Hall	812-488-2033
Office of Public Safety 1 South Frederick Avenue	812-488-2051

Crisis Lines Available

Emergency Room, St. Vincent Hospital	812-485-4491
Emergency Room, Deaconess Hospital	812-450-3405
Deaconess Cross Pointe Center	812-476-7200
Southwestern Behavioral Healthcare	812-423-7791
Albion Fellows Bacon Center	800-339-7752
Rape Crisis Line	812-424-7273
Domestic Violence Line	812-422-5622
Alcoholics Anonymous	812-434-4952
Narcotics Anonymous	877-642-5831
National Council on Alcoholism Information Line	800-NCA-CALL
Indiana Prevention Resource Center	800-346-3077
AIDS Hotline	800-232-4636

All University of Evansville students and employees are expected to abide by this policy and cooperate with the University in complying with the Drug Free School and Communities Act. Please contact the director of human resources or dean of students for further information or assistance.

Public Health Emergencies and the Good Neighbor Exemption

In order to help protect the health and safety of all members of our campus and the Evansville community, it is imperative that all students and employees report possible exposures and diagnosis of COVID-19. Anyone exposed to an individual who has received a positive diagnosis, or who has received a positive diagnosis, should complete the “Exposure, Testing, and Diagnosis” survey on the coronavirus webpage.

The Responsible Good Neighbor Exemption applies to situations in which an exposed or diagnosed individual is fearful of reporting their situation because they were participating in an unauthorized activity at the university or neglected to abide by the Student Code of Conduct, or failed to follow COVID-19 protocols. This exemption provides students the opportunity for University disciplinary action to be waived if they responsibly report and cooperate with the University. The decision to grant the exemption shall be at the discretion of the dean of students or their appointee and may be contingent upon participation in an educational program focusing on risky behaviors in college.

This exemption may be applied to other public health emergencies as well.

Harassment

Harassment of any kind is unacceptable at the University of Evansville and is in conflict with the policies and interests of the institution. Harassment is defined as verbal or physical conduct which has the intent or effect of unreasonably interfering with the individual’s or group’s educational and/or work performance, or creating an intimidating, hostile, or offensive educational and work environment.

Instances of sexual harassment and gender-based harassment falls under the Title IX and other Sexual Harassment and Misconduct Policy. Instances of harassment or discrimination related to race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes falls under the Harassment and Discrimination Policy.

Formal Grievance and Complaint Procedures for Students

The University of Evansville embraces a culture that encourages students to seek informal resolution to issues or concerns by directly contacting the faculty member or administrator who has the authority to respond. The University recognizes, however, that not all concerns can be handled effectively or efficiently by one individual and therefore provides formal processes by which students may pursue a more formal resolution to their concerns. Students seeking counsel about such processes may contact the student ombudsman or the Office of the Dean of Students.

Students wishing to file a formal grievance regarding an academic matter should submit a written and signed statement, as well as the resolution sought, to the vice president for academic affairs, except where other procedures specific to the concern are in place (e.g., grade appeals).

Students wishing to file a formal grievance regarding a nonacademic matter should submit a written and signed statement, as well as the resolution sought, to the vice president responsible for that particular area except where other procedures specific to the concern are in place (e.g., sexual harassment). The student ombudsman or staff in the Office of the Dean of Students can help direct students to the appropriate vice president.

Students may also complete the Ace Answers form as well as file a complaint with a particular department on WebAdvisor to provide suggestions and input regarding University issues and concerns.

How to File a Complaint with the University

Students or employees who wish to share a matter of concern or file a complaint with the university may do so by utilizing “Ace Answers.” “Ace Answers” can be accessed via WebAdvisor and allows for comments to be officially logged at the University. The comment will be forwarded to the appropriate department.

Non-Discrimination Statement

The University of Evansville expects all members of its community to treat each other with respect and civility. Harassing behaviors directed towards any member of our community will not be tolerated. As part of its commitment to non-discrimination, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: including race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

Hazing

Hazing is defined as any action or situation created intentionally by an individual or group, on or off campus to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excess fatigue, engaging in public stunts, morally degrading or humiliating games, forced consumption of food or beverages or other substances, or any other forced activity which would subject the individual to extreme mental stress or adversely affect the

physical or mental health or dignity of the individual, for the purposes of initiation or admission into or affiliation with any organization, formal, or informal.

Hazing can occur with or without the consent of the person being hazed.

The University of Evansville strictly prohibits hazing in any form by individuals or organizations. Student organizations which participate in hazing may lose privileges or status as a recognized student organization in addition to University disciplinary action.

Access to Education Records

The University of Evansville complies with the Family Education Rights and Privacy Act of 1974 (FERPA), as amended (Public Law 93-380), which 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. Each University office maintaining educational records must implement this policy by appropriate means.

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, major field of study, full- time or part-time status, participation in officially recognized activities (in athletics, the weight and height of members of athletic teams), dates of attendance, degrees earned, awards received, photographs, and most recent previous school attended.

A student who desires that the above-listed directory information not be released must inform the Academic Services office in writing within one week of the beginning of each semester each academic year. Students may rescind their request in writing at the Academic Services office. While the University will honor a student's request to withhold directory information, it cannot assume responsibility to contact the student for subsequent permission to release such information. Regardless of the effect upon the student, the University assumes no liability as a consequence of honoring instructions that directory information be withheld.

Also, it is the student's responsibility to seek correction for any apparent errors in end of semester grades. Failure on the student's part to seek correction within a reasonable period of time indicates that records are accurate as stated.

Student Right to Know Act

The University of Evansville complies with the Student Right to Know Act and provides information on persistence rates of students. Over the last five years, 83 percent of the freshman class returned for their sophomore year. Additional information on persistence rates is available on request from the Office of Academic Services.

Accommodating Students with Disabilities

The University of Evansville is committed to providing an accessible and supportive environment for students with disabilities and is committed to treating all individuals in a fair and equitable manner. It is the policy and practice of the University of Evansville to comply with the Americans with Disabilities Act of 1990, as amended 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.

Procedures to Establish Eligibility

Students who wish to request accommodations must establish eligibility by providing appropriate written documentation of the disability to Disability Services within the Office of Counseling Services in Ridgway University Center. Disability Services staff members coordinate 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 Disability Services staff member by calling 812-488-2663. During the consultation, the Disability Services staff member 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, the Disability Services staff member makes recommendations for services or reasonable academic accommodations for the student. The medical records and disability documentation will be maintained in the Disability Services Office 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 Disability Services staff member to inform the necessary staff members about the student's needs. The Disability Services staff member will be responsible for notifying each instructor in writing about the student's approved accommodations as well as offering assistance to implement the accommodations if necessary.

The student should make an appointment with each instructor to discuss the accommodations that are needed for that particular class, and to verify that the instructor has received the accommodation letter.

Procedural Difficulties with Accommodation Requests

The instructor is only required to make available the accommodations that are delineated within the accommodation letter issued by Disability Services. If students or instructors have difficulty with specific accommodation needs, the Disability Services staff member should be contacted for assistance. If, as the semester progresses, the student feels additional accommodations are warranted, the student should consult with the Disability Services staff member 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 programs. Committee members include the Coordinator of Disability Services, the Director of Counseling Services, and the University Registrar. When appropriate, other individuals relevant to the petition decision may be included in the committee meeting. The committee acts in an advisory capacity and submits written recommendations regarding each request to the Executive Vice President for Academic Affairs. The EVPAA makes final decisions on all requests.

To reach the ADA coordinator for UE students, please contact Liz McCormick at 812-488-2663.

To reach the ADA coordinator for UE employees, please contact Keith Gehlhausen at 812-488-2943.

Grievance Review Process

Grievance for Denial of Eligibility

If a student feels they have been unjustly denied eligibility for Disability Services, the student should first discuss the problem with a Disability Services staff member. If the issue is not resolved in a satisfactory manner, the student can complete the Grievance/Denial of Eligibility Petition. This form is available in the Dean of Students office. The written petition must be submitted to the Dean of Students within 10 business days of denial of eligibility. The Dean of Students will review the petition and make a decision regarding the request. The Dean of Students will notify the student in writing of the decision.

Grievance for Recommended Accommodations or Lack of Compliance with Accommodations

If a student is dissatisfied with the accommodations recommended by a Disability Services staff member or the student feels they are not receiving the recommended accommodations from their instructor, the student is asked to discuss their grievance directly with the Disability Services staff member to try to reach an agreement. If the issue is not resolved in a satisfactory manner, the student can complete the Grievance/Denial of Accommodation Petition. This form is available in the Dean of Students Office. The written petition must be submitted to the Executive Vice President of Academic Affairs (EVPAA) within 10 business days of the initial complaint. The EVPAA will review the petition and make a decision regarding the request. The EVPAA will notify all individuals involved in writing of the decision.

Grievance Appeal Process

If a student is not satisfied with the decision made through the Grievance Review Process and believes they have been harassed or discriminated against because of their disability, they may then contact the Assistant Director of Institutional Equity and Title IX Coordinator to file a complaint as outlined in the University's Harassment and Discrimination Policy.

Subsequent Semesters

Students who want academic accommodations must schedule an appointment to meet with Disability Services each semester to review progress, review the student's schedule and needs for the semester, and secure appropriate releases for notification of instructors. The student will be responsible for scheduling the appointment.

Disability Services Confidentiality and Release of Information

The University's Disability Services ensures that all information and communication pertaining to a student's disability is maintained as confidential as required or permitted by law. The following guidelines about the treatment of such information have been adopted. They incorporate relevant state and federal regulations.

1. No one will have immediate access to student files except appropriate Disability Services or Counseling Services staff. Any information regarding a disability is considered confidential and will be shared only with others within the University who have a legitimate educational interest.
2. This information is protected by the Family Educational Rights and Privacy Act (FERPA).
3. Sensitive information in student files will not be released except in accordance with federal and state laws.
4. A student's file may be released pursuant to a court order or subpoena.
5. If a student wishes to have information about their disability shared with others outside the institution, the student must provide written authorization to the Disability Services staff member to release the information. Before giving such

authorization, the student should understand the purpose of the release and to whom the information is being released. The student should also understand that there may be occasions when, within the University, the Disability Services staff member will share information regarding a student's disability at their discretion if circumstances necessitate such sharing and the Disability Services staff member has determined that there is an appropriate legitimate educational interest involved.

6. A student has the right to review their own Disability Services file with reasonable notification.

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), as amended

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 identify themselves to the Disability Services office if they are requesting accommodations.
- Students must submit documentation of a disability.
- Diagnostic records are kept confidential, but the student must allow the Disability Services staff member 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 their Disability Services staff member.
- Students should discuss the accommodation request with instructors of each class for which accommodation will be used.
- Students need to notify their Disability Services staff member if there are difficulties with the accommodations.

Rights of the University:

- The University will identify and establish core competencies and technical standards.
- The Disability Services staff member will request and receive current documentation of disability for each student requesting accommodations.
- The Disability Services staff member will determine reasonable accommodations.
- The University can deny a request for accommodations when the accommodation would change the fundamental nature of the program and/or pose 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 Services staff member will maintain disability records and ensure that all information will be used in accordance with applicable confidentiality.
- The University must provide a grievance procedure.

Further Information

For further information contact the Director of Counseling Services, or the Coordinator of Disability Services, at 812-488-2663. Information regarding documentation guidelines and grievance procedures are available upon request.

Photography and Videography

The University of Evansville reserves the right to take photographs and film videos in any non-private spaces and may use such media for admissions, recruiting, marketing or other uses. Private spaces include settings where one has a reasonable expectation of privacy, such as residence hall rooms, restrooms, locker rooms, and similar locations. The University does not consider the classroom to be a private space and reserves the right to take photographs and videos without written permission. Any planned photoshoots inside classrooms will be scheduled in advance. It is the student's responsibility to inform the Academic Services office if they wish to not be photographed or filmed in any non-private spaces and the University will endeavor to honor this request but may inadvertently capture the student in group or crowd settings.

Acceptable Use of Computer, Network, and Internet Resources

The University of Evansville has developed an Acceptable Use Guideline for the various computer, network, and Internet resources available through the Office of Technology Services. For the most recent version of this document, contact the Office of Technology Services or find it on MyUE under Office of Technology Services.

The Office of Technology Services considers any violation of the Acceptable Use Guideline to be a serious offense and reserves the right to copy and examine any files or information residing on University systems allegedly related to acceptable use. Violators are subject to temporary or permanent loss of access privileges as well as possible disciplinary action resulting from violation(s) of the Student Code of Conduct. Offenders also may be prosecuted under local, state, and federal laws.

For more information related to all-campus emails and website policies, see the Students' Rights and Responsibilities section of this handbook.

UE Tobacco-Free Policy

The University of Evansville joins with the Indiana Tobacco Prevention and Cessation Commission in taking action to reduce tobacco use and exposure within the college setting. Research findings show that the use of tobacco products constitutes a significant health hazard. Committed to supporting the health and well-being of the campus community, the University has implemented a campus-wide tobacco-free policy. The following is a summary of the policy. For a full copy of the policy and resources, please refer to the University Website at www.evansville.edu/tobaccofree.

The Tobacco-Free Policy prohibits the use of all tobacco products and electronic smoking devices at school sanctioned and/or sponsored activities or functions on campus. The use of these products and devices is also prohibited in all University buildings, residential housing, approved University housing, rental properties, grounds, athletic facilities, parking lots, University-owned or leased vehicles, and privately owned vehicles on University grounds.

Further, tobacco use on University property is not permitted for educational or theatrical purposes. The sale, marketing, and sampling of commercial tobacco products and any and all electronic nicotine delivery systems, such as e-cigarettes, is prohibited in all University buildings, facilities, and grounds. Littering the campus with remains of tobacco products is prohibited. The terms of this policy applies to all persons, including faculty, staff, students, vendors, and visitors.

The enforcement of the tobacco-free policy is viewed as the shared responsibility of all those in the campus community, tobacco users and non-users alike. It is expected that all parties treat one another with respect and dignity at all times. It is essential that we support each other and embrace a spirit of having a healthy living, learning, and working environment.

- Members of the campus community who see individuals using tobacco on the UE campus are asked to politely inform these individuals that UE policy prohibits tobacco use anywhere on campus grounds. Communication should be polite, brief, educational, and non-confrontational.
- Courtesy cards with UE's tobacco-free campus messaging will be available to hand out to anyone observed using tobacco products on the campus. Cards are available on the community approach page of our website: www.evansville.edu/tobaccofree/community.cfm
- Community members who do not feel comfortable approaching someone violating the policy should contact the administrator in charge of the nearest building or a security officer. This should also be done in the case of non-compliance.
- Community members who wish to report abuse of this policy in an online format or in a confidential, anonymous manner can use the Report a Concern form on the Office of Public Safety website: www.evansville.edu/safety/report.cfm.

Smoking, tobacco use, and the use of electronic smoking devices in and around campus residences are further described in the residence life section of the Student Handbook.

Other Resources

The Tobacco-Free Policy pages on our website cover additional information regarding enforcement, frequently asked questions, and sample scripts for addressing situations. It also provides a range of campus and off-campus resources available to assist with cessation and support.

Policy on Facilities Use and Gender Expression

Employees, students, and guests of the University of Evansville may elect to use the bathrooms and locker rooms that are consistent with their gender identity.

Skateboards, Roller Skates, Roller Blades

Because of the University's concern for the safety of the individual skater, campus pedestrians, and University property, skateboarding and roller skating are not permitted on campus.

Rollerblading is allowed on University property under the following guidelines:

- Rollerblading is permitted in red and green parking lots before 7:30 a.m. and after 5:00 p.m., Monday Friday, and 24 hours a day Saturday and Sunday.

Rollerblading is permitted in all other areas of campus 24 hours a day except for the following areas:

- All steps and entry areas to all University buildings
- On or jumping benches or landscaping walls, and inside any University building.

Hover Boards

Due to potential fire hazard, the University of Evansville has banned all hover boards and similar devices from campus property and approved University housing effective immediately. This includes campus walkways, parking lots, residence halls, village properties, and fraternity housing. This policy applies to all staff, students, and visitors. The policy will be revisited as improvements are made to devices that lower the risk of fire.

Bicycles

The University of Evansville is excited to foster a growing campus bicycle community. Though the UE campus may be small, we have many opportunities and encourage students to get outside and ride their bikes – either on their own or with a group. There are bike racks located across the campus in all the most convenient locations. Students may store their bicycle inside their residence hall room, assuming that there is enough space and roommates agree on this solution. We ask that students do not ride their bikes inside residence halls. Bicycles are permitted anywhere on campus, except inside academic and administrative buildings. Bicycles may be registered through the Office of Public Safety. While this will not prevent theft, it may help in recovery.

Voter Registration

Students can get information regarding voter registration by contacting the Center for Student Engagement. To obtain forms and applications for the State of Indiana Voter Registration OR Non-Indiana Residence Student Voter information please visit www.evansville.edu/registrar/voterRegistration.cfm.

Students' Rights and Responsibilities

I. Preamble

This statement on rights, freedoms, and responsibilities is an attempt to bring together a consensus of the ideas and suggestions of the students, faculty members, and administrators of the University.

II. General University Policies

A. Academic Rights and Responsibilities

1. Admission to the University

The University welcomes applicants who wish to take advantage of the learning and living opportunities within the academic community and who find the educational goals of the University personally compatible. Admission of students is based primarily on such factors as high school rank, high school curriculum, high school recommendation, and recognition of the high school by accrediting agencies.

2. In the Classroom

The professor in the classroom and the conference shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated primarily on an academic basis and not on opinions or conduct in matters unrelated to academic standards.

- a. Protection of Freedom of Expression. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study for which they are enrolled.
- b. Protection against Improper Academic Evaluation. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

It shall be the responsibility of the instructor to maintain reasonable objective criteria and data in grading and evaluation processes.

- c. Grade Appeals. Students who wish to appeal a final course grade should follow the procedure described below.
 - (1) Contact the instructor and attempt to resolve the disagreement.
 - (2) If the problem cannot be resolved in consultation with the instructor, the student should contact the chair of the department, who will mediate between the student and instructor and attempt to resolve the matter. At this point the student should file a written appeal with the department chair and send a copy to the instructor.
 - (3) If the student is not satisfied with the outcome of discussions with the instructor and the chair, the student may appeal directly to the Admissions and Standards Committee.

An appeal may be filed by completing the appeal form which is available from the Center for Academic Advisement (Room 116, Olmsted Hall; telephone, 812-488-2600). The 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 Center for Academic Advisement.

The written grade appeal to the Admissions and Standards Committee must be filed within 30 days of the beginning of the following semester, although earlier contact is highly recommended.

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 instructor and the student will each have equal time in which to present the essence of their case. Normally 10 minutes would 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.

The student will be notified by the chair of the Admissions and Standards Committee of the decision by mail 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.

d. Appeal for Variation from University Standards

A student who wishes to file a request for exemption from a University requirement, such as being excused from a graduation requirement, class overloads, exceeding transfer hours, substituting a class for a required class, etc., should do the following:

- (1) The student should consult their advisor to discuss the variation or exception.

- (2) The student may then obtain an appeal form from the Center for Academic Advisement. The form should be filled out and complete supporting documentation should be attached.
- (3) The student should sign the appeal form and obtain signatures from the advisor and the appropriate department chair. The advisor and chair will note whether or not they support the appeal.
- (4) The form should then be returned to the Center for Academic Advisement.
- (5) The Admissions and Standards Committee will consider the appeal at its next meeting. Committee members will either approve or deny the appeal. On some occasions, the committee may choose to request additional information. The student will be notified of the decision of the committee by mail.
- (6) The decision of the Admissions and Standards Committee is final. Students may appeal a committee decision if they have additional, new information to present in support of their appeal. The process is similar to filing the initial appeal.

B. Freedom of Inquiry and Expression

The University of Evansville considers freedom of inquiry and discussion essential to a student's educational development. Thus, the University recognizes the value of all students and employees engaging in discussion; exchanging thought and opinion; and speaking, writing, or printing freely on any subject. The University believes this broad principle is a cornerstone of education in a democracy. Further, the University endeavors to develop in all members of the campus community a realization that all citizens not only have the ability, but the responsibility to inform themselves regarding various issues, to formulate views regarding these issues, and to express them in a public forum. However, the University may regulate the time, place, and manner of expression to prevent unreasonable interference with or disturbing of the University's educational, teaching, research, outreach, and business functions and normal or scheduled uses of University property by the campus community, as well as protecting public health, safety, and welfare.

For Purposes of this Policy:

A demonstration is defined as: A public expression, meeting, or march in favor or against a topic, matter, decision, or position or expressing views on a local, national, global, or campus issue.

A display is defined as: A public showcase of materials or information (information tables, signs, flags, symbols, etc.) raising awareness or expression of a particular view on a specific topic.

The Campus Community is defined as: currently enrolled students and employees of the University of Evansville

Time, Place, and Manner of Demonstrations and Displays

The University has designated a single location, the lawn south of Olmsted Administration Hall, also referred to as the Sesquicentennial Oval, as the assembly area for organized meetings, peaceful demonstrations, and displays for members of the Campus Community. The Clifford Circle, pathways leading through the Sesquicentennial Oval, or lawn within 20 feet of the designated area for parked vehicles along the Oval are not part of the designated assembly area. Use of the Sesquicentennial Oval for demonstrations and displays is not permitted during reading study days, finals week, or finals weekend, and may be limited during other times when demonstrations and displays could interfere with reasonable university functions.

No activity in the designated assembly area can disturb or disrupt the university's educational, teaching, research, outreach, or business functions, or the normal or scheduled uses of University property by the Campus Community, or impact the public health, safety, or welfare. Such prohibited activities include, but are not limited to, disrupting classes, negatively impacting University business, or interfering with, blocking, or impeding pedestrian and vehicular traffic. The use of loudspeakers, megaphones, or other sound amplification systems of any kind are not permitted. Individuals are expected to use a normal conversation voice as opposed to shouting in the designated assembly area.

The following guidelines also apply to demonstrations and displays and the use of the designated assembly area:

1. All activity in the designated assembly area is limited to scheduling between sun-up and sun-down.
2. All demonstrations and displays must be peaceful and orderly.
3. All displays must be staffed at all times by those coordinating the activity and must be removed at the end of each day.
4. Only members of the Campus Community (students and employees) may organize or lead a demonstration in the designated assembly area.
5. Campus participants, as well as the content of the displays, must reflect respect and civility at all times.
6. Demonstrations and displays must respect and preserve University property, including returning the space to its original condition and removing all trash, props, etc.
7. No display or demonstration shall be advertised or promoted in such a way as to suggest that it is sponsored or endorsed by the University.
8. No individual may engage in physical abuse including but not limited to sexual assault, sex offenses, and other physical assault; threats of physical abuse or assault; threats of violence; or other conduct that threatens the health or safety of any person.
9. All activity related to displays and demonstrations shall comply with all University policies.

There are no restrictions to control the point of view expressed by those participating in demonstrations or displays other than those imposed by state and national laws and the time, place, and manner guidelines referenced above.

Security for Demonstrations and Displays

Consistent with this policy, the University may respond to situations which may create a hostile environment and/or threaten the health, safety, and welfare of the Campus Community.

There are certain types of demonstrations and activities which historically have brought unrest to campus environments or the community or may lead unrest to campus environments or the community. To minimize the risk to the Campus Community and maintain an environment that supports the University's educational mission, the University may choose to hire security for the duration of the event.

Policy and Procedure on Disruption of University Activities or Threats to Public Health, Safety, or Welfare

Any individual or group participating in conduct which, in the reasonable judgment of the president of the University or delegate(s), restrains free expression or freedom of others, threatens public health, safety, or welfare, or disturbs a University operation will be ordered to discontinue such activities and to do so within a reasonable time. The following guidelines also will apply in those circumstances:

- a. If the order of the president of the University or delegate(s) is followed, the University may review the case and make appropriate recommendations consistent with University policies.
- b. If this order is disregarded, the University may take any or all of the following steps as deemed necessary under the particular circumstances:
 - (1) The case of any University student or the officers of a University organization participating in such conduct will be determined through the appropriate University processes for student conduct and institutional equity.
 - (2) Appropriate legal actions, civil or criminal, including the seeking of a court injunction, may be initiated.
 - (3) The office of Public Safety of the University or appropriate police authority may be called to respond.
 - (4) Any other remedy that the University deems prudent under the circumstances.

Emergency conditions may not permit the orderly procedures outlined above. In such an event, the University will act as necessary under the circumstances to prevent injury to persons, to uphold the law and preserve order, to protect property, to maintain proper discipline on campus, to prevent expansion of a University incident from becoming a community-wide disturbance, or otherwise act prudently under the circumstances.

C. Policy and Procedure for Non-academic Student Discipline

An analysis of the discipline system at the University of Evansville must begin with the fact that this institution is primarily an institution of education. All that follows, then, must be understood to fall within the broad scope of that educational purpose.

In the realm of responsible conduct, disciplinary proceedings play a secondary role to example, counseling, guidance, and admonition. Nevertheless, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for those who attend them and through the regulation of the use of institutional facilities.

The University of Evansville is a private university and thus sets its own standards for admission and continuance as a member of the university community. Attendance and employment at the University is optional and voluntary and by such entrance into this academic community, the individual assumes obligations of performance and behavior reasonably imposed by the institution relevant to its mission, purpose, and functions. The purpose of the University of Evansville disciplinary system is to proscribe behavior unacceptable to the University community and to uphold standards of conduct which that community approves.

The discipline of students is a very real part of the learning process. This system of discipline is not, therefore, exactly equivalent to the civil and criminal judicial process of the American political system. The difference between these two systems has been confirmed by this country's courts of law.

By virtue of the authority vested in him by the charter of the University of Evansville and Board of Trustees, the president of the University has the right of review and disposition of all discipline cases. The Office of the Dean of Students has been delegated authority in all student disciplinary matters by the president of the University. In the absence of the dean of students or their designee, the vice president for academic affairs shall act in the capacity of the dean in all matters related to student discipline. At Harlaxton College the executive director/dean or their designee will act as the representative of the Office of the Dean of Students and has been delegated authority in all student disciplinary matters at Harlaxton College.

The University of Evansville recognizes that the members of its community are a part of our national society; therefore, the University expects the members of its community to abide by civil laws on and off campus.

Because of the very nature of the University and its physical and geographical structures, it is necessary to establish codes of behavior relevant to its special purposes. These codes are generally agreed upon by consensus of the University community and coexist with civil laws. The University will be concerned by procedures taken against its members by civil authorities at the point where such behavior hinders the educational mission of the University or diminishes its integrity and good reputation. The courts of this nation have decreed that double jeopardy does not result from the dual jurisdiction of college and civil authority.

As a privately chartered institution of higher education, the University of Evansville has certain rights which distinguishes the establishment of a code of conduct for the University student body. This code is determined by the trustees, administration, and faculty in consultation with students.

1. Students admitted to the University of Evansville are expected to show the character and maturity of responsible citizens of a university community. The University assumes that correct behavior will be maintained consistently by its students on or off campus. Disciplinary action can be taken against students by the University for violations of the student code regardless of the offense. Any member of the University community who violates the University's rules, policies or practices, may be subject to disciplinary action (including without limitation immediate ejection from University premises and/or University-sponsored events) and/or to legal actions.

Generally, the University will act in off-campus violations of the student code only when the welfare of the academic community is of paramount importance. The Office of the Dean of Students will decide when institutional purposes are best served by such disciplinary action. In exceptional cases, the dean of students will consult with the University president regarding their disposition.

Disciplinary action may result from the commission of any of the following offenses or violations and may be brought to the appropriate official's attention by any member of the University community.

- a. **Dishonesty**

Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the University or other constituted authority.

- b. **Misuse of University Documents**

Forgery, malicious destruction, damage, alteration, or misuse of University documents, records, or identification, including library materials.

- c. **Misuse of Student ID**

Misuse of a student's ID including, but not limited to, misuse of fitness facilities, sporting events, theatre, music, University sponsored events, or at any dining facility or the failure to comply with the rules governing such areas.

- d. **Misuse of Keys / Unauthorized Entry**

Unauthorized use, possession, or duplication of University keys, card access, and any unauthorized entry to or use of University facilities.

- e. **Theft, Vandalism, or Damage to Property**

Theft of or damage to property of the University or a member of the University community or campus visitors.

- f. **Possession or use of Dangerous Items or Materials**

Possession or use of firearms, fireworks, explosives, dangerous chemicals, ammunition, or other weapons or instruments which could inflict bodily harm is strictly prohibited on University owned or controlled property regardless of whether a federal or state license to possess the same has been issued to the possessor. The term "other weapons and instruments" includes, but is not limited to, items commonly known as a slingshot, sling, air gun, gas-operated gun, spring gun, bow and arrow, paint pellet gun, metal knuckles, nunchucks, dirk, dagger, switchblade knife, any knife having a blade longer than four inches, and a razor with an unguarded blade. The possession or use of fireworks, explosive devices, or any material which may create a fire hazard is prohibited in University housing, University approved housing, or on campus at any time without prior authorization from the Office of Public Safety.

- g. **Fire Codes and Policies**

Tampering with fire safety equipment, sounding false alarms, or creating a fire hazard. The Municipal Fire Protection Code is applicable to all members of the University community.

- h. **Tobacco, Smoking, or Vaping**

Violation of University policy regarding tobacco, smoking, and/or vaping.

- i. **Gambling**

Gambling with any form of legal tender is prohibited on the campus and at all University events. Illegal gambling is outlined in Indiana Code 35-45-5. [See illegal gambling FAQ.](#)

- j. **Animal Abuse**

Abusing animals in pranks or otherwise for personal amusement or ceremony in connection with any University function or activity. (For the purposes of this policy, the term "animal" includes any wild or domesticated, warm-blooded, or cold-blooded animal, or insect.)

- k. **Student Organization Policies**

Violation of University policies or regulations concerning the registration and/or functioning of student organizations. Any recognized club or organization that violates its constitution and/or by-laws, or authorizes conduct prohibited by the University's rules, policies or practices may be subject to disciplinary action (including, without limitation, rescission of approval for that club or organization to operate on University premises, or at University-sponsored events, whether on or off University premises).

- l. **Hazing**

Participation in hazing, encouraging hazing, or failure to report hazing.

- m. **Threatening or Endangering Behavior, Abuse, or Detention**

Physical or psychological abuse or detention of any person on University owned or supervised property, or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of such person. An individual may be immediately suspended for such violation.

- n. **Obstruction / Disruption**
Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.
- o. **Interference of Educational Processes**
Any form of behavior or communication that interferes with the ability of other students to engage fully in the education process or with the ability of instructors to fulfill their education responsibilities.
- p. **Disorderly Conduct**
Loitering, disorderly conduct, breach of peace, and aiding and abetting or procuring another to breach the peace.
- q. **Failure to Comply**
Failure to comply with published University policies or directions of University officials acting in the performance of their duties.
- r. **Violation of University Harassment Policy**
Conduct not of a sexual nature (including but not limited to, physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the ability of an individual to work, study, or participate in the activities of the university.
- s. **Improper Conduct**
Lewd, indecent, obscene, or otherwise illegal or immoral conduct or expression. This also includes any act or attempted act of public nudity, including but not limited to streaking, mooning, or urinating in public.
- t. **Violation of University Sexual Misconduct Policy**
- u. **Violation of Alcohol Policy**
Violation of University policy regarding the use, possession, or sale of alcoholic beverages.
- v. **Unlawful Use, Possession, or Distribution of Drugs / Paraphernalia**
Use, possession, or distribution of narcotics and other illegal or dangerous drugs, including, but not limited to, unauthorized prescription drugs, amphetamines, barbiturates, hallucinogenic drugs, marijuana, and lysergic acid diethylamide (LSD) except as any of these may be prescribed by a licensed, practicing physician. Paraphernalia commonly related to the use of drugs may be confiscated.
- w. **Violation of any state, federal, or local laws or ordinances**
Violation of any state, federal, or local law or ordinance on or off campus. Students are part of a civil community as well as the academic community and are subject to such civil laws.
- x. **Violation of Residence Life (RL) Policies**
Violation of the rules outlined in the Residence Life section of the Student Handbook governing residence in University owned housing. (The table below lists some of the main Residence Life Policies)

Disciplinary procedures applied to persons found in violation of the Student Code of Conduct may include being removed from University property and suspended or expelled, or being liable to legal prosecution, as may be appropriate for any individual member of the University community or any visitor to the University. Penalties assessed as a result of the violation of these regulations shall be imposed according to due process.

2. Due Process

- a. Alleged violators, in accordance with due process, will have the following rights:
 - (1) The right to be faced by one's accuser
 - (2) The right to have charges against one given in writing 72 hours prior to the hearing, which will be evidenced by the initiating agent statement
 - (3) The right to a hearing
 - (4) The right to have witnesses speak on one's behalf
 - (5) The right to appeal the decision of that hearing to a higher level
 - (6) In the case of alleged sexual misconduct, please refer to the Sexual Misconduct Section of this handbook for both procedure and due process information

The dean of students sees that the case is processed with correct procedures and with the stated elements of due process. The dean also either serves as advisor to the hearing body or appoints an advisor to do so.

The University of Evansville, as a private institution, is free to devise a disciplinary procedure relevant to its lawful mission.

b. Procedures

- (1) Following an incident, the initiating agent (i.e., a University official, faculty member, residential coordinator, resident assistant, or any member of the University community) shall prepare a written report.
- (2) The written report is to be submitted to the dean of students or the director of Public Safety. The director of Public Safety may conduct an investigation and will request disciplinary action if warranted. The alleged violator will be informed of the charges.
- (3) When a request for disciplinary action is reported to the dean of students, the dean may elect one of the following methods for disposition:
 - (a) No action – note and file
 - (b) Administrative action – counsel, advise, admonish, reprimand, refer, sanction; administrative action by the dean of students may conclude some cases without further hearing
 - (c) Disciplinary hearing – by the University Judicial Board or by administrative hearing
- (4) In the event of an alleged sexual misconduct, refer to the Sexual Misconduct Policy.
- (5) The dean of students or designee may temporarily suspend a student from the University, University housing (including approved University housing), or a specific class pending disciplinary procedures when the presence of a student on campus would seriously disrupt the University or constitute a danger to the health, safety, or welfare of the University, to property, to others, or to the student. The dean of students will notify the student in writing of their temporary suspension. If the student chooses to challenge any such finding of the dean of students or the reliability of the information utilized in making such finding, they may do so by appearing before the dean of students, for that purpose only, within five days of such temporary suspension.
- (6) In severe cases where the well-being of the University or members of the University community are threatened or affected, the president of the University, or the dean of students as the delegate of the president, may suspend or expel a student on immediate notice. An order of suspension or expulsion by the dean of students in these matters may be appealed in writing to the president from off campus if the appeal is received within five days of the suspension or expulsion.

Further, in such cases, especially those incidents which involve physical violence, firearms, drugs, or violations of city, state, or federal laws, the University reserves the right to contact local authorities for action separate from or in addition to University disciplinary action.

3. Disciplinary Hearing Structure

The University of Evansville's discipline system does not include the right to have representation, including but not limited to legal or parental representation, at the University Judicial Board or administrative hearings. The alleged violator may elect to request a disciplinary hearing. The alleged violator will receive at least 72 hours written notice of the hearing.

a. Administrative Hearing

The dean of students will establish an administrative hearing body of no less than three members, one of which may be the dean of students. At Harlaxton, the executive director/dean or their designee will select the committee. Administrative hearings are most commonly held in the following types of cases or instances:

- (1) Cases involving the welfare of a student which are deemed by the dean of students to be of such a sensitive nature as would not be appropriate for a University Judicial Board hearing
- (2) Cases in which an alleged violator's request for an administrative hearing seem appropriate
- (3) Instances in which school is not in session and the University Judicial Board is unavailable
- (4) Cases involving the violation of University regulations by student organizations

In cases where the alleged violator admits the violation or at the request of the alleged violator, the administrative hearing may consist only of a hearing with the dean of students.

b. University Judicial Board

Fifteen (15) students and 15 faculty members will be appointed to serve on both University Appeals and University Judicial Boards. To form this pool of 30 people, five students and five faculty members are appointed by the president, 10 students are appointed by the president of Student Government Association and 10 faculty are appointed by the University Senate.

For University Judicial Board hearings, three faculty members and three students will be chosen randomly from the pool by the dean of students to hear charges.

If necessary, members of the Academic Honor Council may serve on the University Judicial Board if there is a scheduling conflict or potential bias of the appointed members for a particular hearing.

Information on the University Judicial Board system at Harlaxton College will be distributed at Harlaxton orientation.

The hearing authority should make every effort to dispose of all cases before them as quickly as possible, preferably within two weeks of the time charges were brought.

c. Hearing Order

During a University Judicial Board or Administrative Hearing, the basic order of events is as follows:

- (1) The person initiating the report gives their version of the situation
- (2) The hearing authority questions the person initiating the report
- (3) The student(s) whose case is being heard presents their account of the situation, justification, and/or explanation. If the student(s) chooses not to participate in the hearing, the hearing will nonetheless be held, and the Judicial Board will render its decision based on the information that is presented.
- (4) The hearing authority questions the student(s)
- (5) Further comments by the student(s) and initiating person are considered
- (6) Witnesses are brought in, although the hearing authority can limit the number of persons who may appear

The dean of students will notify the alleged violator of the disposition of the case following the hearing. In cases of sexual assault or crimes of violence against a person, both the Complainant and the alleged violator shall be informed of the outcomes of disciplinary proceedings, including sanctions imposed, if any.

d. Hearing Results and Sanctions

After hearing all evidence in each case, the hearing authority will apply the preponderance of evidence standard in determining if a violation has occurred. The Hearing Board may recommend dismissing the charges, or it may recommend one or more of the following sanctions using the preponderance of evidence standard.

- (1) Warning. The violator is warned that their behavior is unacceptable in the University community. The student may also be warned that further violations will result in more severe disciplinary action.
- (2) Restitution. The violator may be assessed charges for any damages or losses which may have resulted from the violation.
- (3) Fines. The violator may be assessed fines as appropriate in addition to charges for restitution.
- (4) Disciplinary Probation. This action is taken to show that the student's actions are quite serious and that any future violation of University policies may result in suspension or expulsion from the University community. Disciplinary probation may be accompanied by additional sanctions or by special conditions including counseling.
- (5) Suspension. Suspending a student is appropriate when they require a period of adjustment away from the community.
- (6) Expulsion. Permanent separation of the student from the University community is appropriate when their continued presence threatens harm to members of the community or to property.

The recommendation(s) of the hearing body is forwarded to the dean of students for approval and implementation. Official notice in writing will be sent by the dean of students following the hearing.

4. University Appeals Structure

Following the determination of the University Judicial Board, both parties have the right to appeal the determination to a higher level. Appeals will be heard upon review solely for the following reasons:

- (1) There is evidence that the hearing procedures outlined in the Student Handbook for non-academic discipline were not adequately followed.
- (2) There is new evidence that will materially impact the University Judicial Board's decision and this evidence was not presented at the hearing for good cause as determined by the dean of students.
- (3) The sanctions imposed by the University Judicial Board are believed to be either too severe or too lenient for the violation which the person was found to be responsible.

All requests for appeals must be emailed within five business days of the date of the notice of the decision to the dean of students (DeanofStudents@evansville.edu). All appeal requests must be accompanied by a written statement identifying the reason for the appeal (see above) and support the argument for the appeal with appropriate evidence. The decision to hear the appeal will be made by the executive vice president for academic affairs, the dean of students, and the assistant vice president for student affairs.

a. University Appeals Board

A five-member board will be selected to hear appeals of disciplinary action taken by the Judicial Board. For Appeal Board hearings, two faculty members and two students not involved in the initial hearing will be selected randomly from the Judicial Board pool by the dean of students. One full-time administrator not involved in the incident will be appointed to the Appeals Board by the dean of students.

Information on the appeals process at Harlaxton is included in the Harlaxton Student Handbook.

The Appeals Board should make every effort to dispose of all cases before them as quickly as possible, preferably within two weeks of the time charges were brought. The decision of a Judicial Board may be appealed by either party (the respondent or the complainant) through the University Appeals Board.

b. Hearing Order

During an appeal being heard by an Appeals Board, the basic order of events is as follows:

- (1) The appeal is read
- (2) A tape or recording, or part thereof, of the original hearing shall be played if requested by either the violator, the original initiating agent, or the Appeals Board
- (3) The person appealing the case gives an explanation for the appeal and then is questioned by the Appeals Board
- (4) The person(s) involved in the original case who is either an alleged violator or an initiating agent who has not requested the appeal reacts to the appeal and is then questioned by the Appeals Board
- (5) Summary statement(s) is(are) given

c. Hearing Results

After considering all available evidence and arguments, the Appeals Board may:

- (6) Affirm the finding and the administrative action or the disciplinary penalty
- (7) Affirm the finding but adjust the sanction to a higher or lower level of penalty or recommend administrative action by the dean of students in lieu of a disciplinary penalty
- (8) Reverse the finding and acquit the student
- (9) Reverse the finding and order a new hearing

The Appeals Board will inform the individual of its decision in writing.

d. Final Appeal or Appeal of an Administrative Committee Decision

The dean of students will serve as the original appeal officer in cases heard by an administrative committee. The president will be the second and final appeal for both administrative and University Judicial Board hearings. The final appeal to the president must be submitted in writing to the Office of the Dean of Students within one week of the date of notification of the action on the first appeal. Recordings of the University Judicial Board or Administrative Committee hearings may be reviewed by the president or dean of students after the appeals conference.

In the case of an appeal being heard by the president, the president may or may not meet with the student at his discretion. The decision on the appeal may be made based on hearing records and the student's written appeal.

D. Honor Code: University of Evansville Academic Honor System

Academic Honor Code

In its mission, the University clearly states the intention to be value-oriented in all endeavors. The Academic Honor Code was created by the University community, students, and faculty alike, to create an atmosphere conducive to this high ideal and to academic integrity.

The primary purpose of the Academic Honor Code is to enable students and faculty to conduct their academic duties in an atmosphere of freedom – an ideal which requires the commitment of both students and faculty. Student commitment to the Academic Honor Code is implied by their matriculation at the University of Evansville. Members of the faculty affirm a commitment to the Academic Honor Code by clearly defining what is or is not unauthorized aid. Student commitment to the Academic Honor Code is implied by their matriculation at the University of Evansville. The code, which follows, is appropriate for all academic work which is to be submitted for credit.

I understand that any work 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.

The Honor System

Under the honor system, faculty often utilize honor-based testing devices, such as the take-home exam and examinations without a proctor. Each instructor is obligated to clearly define unauthorized aid as it relates to assignments within their specific course(s). Instructors should discuss the importance of academic integrity, review related items in the syllabus, and clarify the definitions of cheating and plagiarism. When in doubt, the student is obligated to obtain an understanding of the instructor's use of the term. Ignorance is not accepted as a valid excuse for a violation of the Academic Honor Code.

The non-tolerance clause ("nor will I tolerate an environment that condones the use of unauthorized aid") is integral to the Academic Honor Code as the honor system relies on the active participation of all students. Each student, therefore, is responsible for their own personal honor and the academic integrity of the University community. The academic honor system functions only when students value their personal honor and that of the community enough to guard it. This is not to say that students must constantly watch for violations. However, it is the student's responsibility to uphold the integrity of the Academic Honor Code. Any observations or knowledge of misconduct should be reported immediately.

Faculty Responsibilities

The following is offered as a guideline to the faculty's responsibilities in promoting and implementing the Academic Honor Code.

1. Refer to the Academic Honor Code in each class syllabus.
2. Provide a clear, written definition of class expectations in the syllabus, including such items as writing style, citations, plagiarism, etc.
3. Devote some time in the first-class meeting to explaining the importance of academic integrity, reviewing related items in the syllabus, and clarifying the definitions of cheating and plagiarism.
4. On examinations, faculty may wish to include the honor code statement and require students to sign their reaffirmation.
5. On class papers and projects, faculty may wish to ask students to include a simple, signed statement reaffirming their adherence to the honor code.
6. For group projects, group papers or group presentations, clearly define the appropriate level of collaboration, the levels of group and individual work to be submitted, and the criteria for grading. This may be included in the syllabus or in handouts describing the parameters of a group assignment.
7. In the classroom, establish an academic environment that supports academic integrity based on fair evaluations and the assumption that all students enrolled are honest.
8. In all cases of possible dishonesty, the faculty member should confront the individual student. If the student does not believe they have violated the honor code, or if the student does not agree with the action proposed by the faculty member, the student has the right to due process by requesting an Honor Council investigation.
9. Disposition of a suspected Honor Code violation should take place within 10 business days of its detection either by (a) dismissing it, (b) settling it informally through a letter signed by the student and forwarded to the Office of the Dean of Students, or (c) requesting an Honor Council investigation of the alleged incident. See "Violations of the Honor Code" for the process to follow. All letters documenting the informal resolution of Honor Code violations must be sent to the Office of the Dean of Students immediately after signing to ensure accurate institutional records of the number of Honor Code violations on file.
10. When there is an Honor Council hearing, be prepared to present evidence and testify as needed.
11. Be willing to serve in the pool of faculty to be called upon for Honor Council hearings.
12. Participate in educating new faculty (full-time and part-time) about the honor system. The honor system and the implementation of its procedures fall under the administrative jurisdiction of the faculty and the president. The Office of the Dean of Students keeps records of violations and hearings and may be consulted by the Honor Council chair regarding procedures and past violations.

The honor system and the implementation of its procedures fall under the administrative jurisdiction of the faculty and the president. The Office of the Dean of Students keeps records of violations and hearings and may be consulted by the Honor Council chair regarding procedures and past violations.

The Pledge of Honor

The Pledge of Honor Form must be signed and returned to the University by every new student – both freshmen and transfers. This pledge signifies that each student is familiar with the Academic Honor Code at the University of Evansville and will comply with the terms of the code.

Honor Council

The Honor Council is composed of students and faculty members, both with full voting power. Eight faculty members, one from each academic governance unit, are appointed by the Faculty Senate. Six students are appointed by the Student Government Association, and six students are then appointed by the Dean of Students of the University. At least one student of the 12 must represent each of the eight teaching academic governance units. For a hearing, a panel of five students and two faculty members is randomly selected from the appointment pool to serve as the hearing panel. The chair of the Honor Council will be appointed by the Faculty Senate chair in consultation with the vice president for academic affairs. In addition to those members selected from the appointment pool, the Honor Council chair will serve as a non-voting facilitator for each hearing panel. The dean of students (or their designee) will serve as an ex-officio non-voting member of each hearing panel.

If necessary, members of the University Judicial Board may serve on the Academic Honor Council if there is a scheduling conflict or potential bias of the appointed members for a particular hearing.

Due Process

Alleged **violators** of the honor code, in accordance with due process, will have the following rights:

- The right to be faced by one's accuser
- The right to have charges against one given in writing 72 hours prior to the hearing
- The right to a hearing
- The right to have witnesses speak on one's behalf

- The right to appeal the decision of that hearing to a higher level

The chair of the Honor Council sees that the case is processed with correct procedures and with the stated elements of due process.

The University of Evansville's discipline system does not include the right to have representation, including but not limited to legal and/or parental representation, at the Honor Council hearing. The University of Evansville, as a private institution, is free to devise a disciplinary procedure relevant to its lawful mission.

Violations of the Honor Code

The honor system is based on the assumption that students are the first to protect the environment of honor. In code violations, the council holds by the principle that students should not receive credit for dishonest work.

- **Initial Action.** Where appropriate, suspected honor code violations should be reported to the dean of students, who will keep records of honor code violations. The dean of students will determine if this is the student's first offense. If a student has committed one violation of the Honor Code and is suspected of a second violation, the second case will be heard by the Honor Council. If the student is found responsible for a second violation, the Honor Council will impose the appropriate penalty while giving primary consideration to the recommendation of the faculty member involved with the case. Second offenses will automatically be referred to the Honor council for action. A student found responsible for a third violation will be expelled from the University.

Once an honor code violation has been submitted by a faculty member, a student is not allowed to withdraw until the Honor Council is concluded.

- **Informal Resolutions.** Many first offenses can be handled between the student and the faculty member once the Office of the Dean of Students has verified that no previous offenses have occurred. This process often works best with cases that are fairly straightforward.

1. The faculty member should confront the student about what appears to be a violation of the honor code.
2. The faculty member should emphasize to the student that they have the right to have the case investigated through the Honor Council as outlined in the Student Handbook if the student does not believe they have committed a violation of the honor code.
3. If the student admits to the violation, the faculty member should discuss appropriate sanctions. If both parties concur with the sanctions, the resolution should be documented. Suggested elements to include in the documentation are:
 - a. A description of the violation
 - b. A description of the sanctions imposed
 - c. The following statements:

"This letter will be forwarded to the Office of the Dean of Students as part of the documentation process of an Honor Code violation."

"By signing this letter, you acknowledge your waiver of an Honor Council investigation and hearing, accept your responsibility in this incident, and accept the sanctions as prescribed."

Student Signature

Date

4. Provide the student with a signed copy of the letter. The instructor should keep a copy of the letter and all original materials relevant to the case and should forward the original signed letter to the Office of the Dean of Students. The letter will be kept on file for the remainder of the student's academic career at the University of Evansville.

If there is no agreement on the violation or the sanction, the case will be forwarded to the Honor Council via the Office of the Dean of Students.

In the event that the accused student reports themselves, the dean of students should be contacted. Subsequently, the Honor Council will evaluate the case.

- **Reporting and Investigations.** If it is not possible to approach a student suspected of a violation or the student does not self-report to the Honor Council, then the suspicions should be reported to the dean of students. The dean of students is responsible for notifying the accused student of Honor Council procedures.

- **The Hearing.** Honor Council hearing procedures are designed to ensure due process with University policy. At a hearing, the Honor Council's responsibility is to ascertain whether the accused is responsible for the alleged violation. When a student is found in violation of the Honor Code, the council will recommend appropriate penalties. A recording will be made of all Honor Council proceedings.

During an Honor Council hearing, the basic order of events is as follows:

1. The person initiating the report gives their version of the situation
2. The hearing panel questions the person initiating the report
3. The student(s) whose case is being heard presents their account of the situation, justification, and/or explanation. The Honor Council proceedings will continue regardless of whether the student chooses to participate.
4. The hearing panel questions the student(s)
5. Further comments by the student(s) and initiating person are considered
6. Witnesses are brought in, although the hearing panel can limit the number of persons who may appear
7. The Honor Council deliberates and renders a decision by applying the preponderance of evidence standard.

- **Sanctions.** The penalty for a first violation will be determined on a case-by-case basis by the Honor Council. The recommendations of the faculty member(s) involved in the case will be given primary consideration. Possible sanctions include: academic penalties, disciplinary action, and special conditions such as counseling. If a student has committed one violation of the Honor Code and is suspected of a second violation, the Honor Council will impose the appropriate penalty while giving primary consideration to the recommendation of the faculty member involved with the case. Penalty for a second offense may include suspension for a designated semester(s). A student found in violation of a third violation will be expelled from the University.

Honor Council Appeals

Following the determination of the Academic Honor Council, both parties have the right to appeal the determination but solely for the following reasons:

1. There is evidence that the hearing procedures outlined in the Student Handbook for Honor Council processes were not adequately followed.
2. There is new evidence that will materially impact the Academic Honor Council's decision and this evidence was not presented at the original hearing for good cause as determined by the Honor Council Chair and in consultation with the Dean of Students.
3. The sanctions imposed by the Academic Honor Council are believed to be either too severe or too lenient for the violation which the student was found to be responsible.

All appeals must be emailed within five business days to the Dean of Students (deanofstudents@evansville.edu). All appeal requests must be accompanied by a written statement identifying the criteria for appeal (see above) and support the argument for appeal with appropriate evidence. A strong desire or need for a different decision will not be considered evidence for an appeal. The decision to hear the appeal will be made by the chair of the Honor Council in consultation with the Dean of Students and Executive Vice President for Academic Affairs.

In the event of an appeal, a hearing panel of three students and one faculty member will be selected from the appointment pool from among Honor Council members not involved in the original hearing. The Appeals Board should make every effort to dispose of all cases before them as quickly as possible, preferably within two weeks of the time charges being brought. The decision of Honor Council may be appealed by either party (the student of the initiating/complaining party) through the Appeals Board.

Appeals Board Hearing Order

- The appeal is read.
- A tape or recording, or part thereof, of the original hearing shall be played if requested by either the violator, the original initiating agent, or the Appeals Board.
- The person appealing the case gives an explanation for the appeal and then is questioned by the Appeals Board.
- The person(s) involved in the original case, who is either an alleged violator or an initiating agent who has not requested the appeal, reacts to the appeal, and is then questioned by the Appeals Board.
- Summary statement(s) is(are) given.
- The Appeals Board will deliberate and make a decision.

Possible Appeals Board Decisions

- Affirm the original finding and action taken
 - Affirm the finding but adjust the sanction to a higher or lower level of penalty
 - Reverse the finding and acquit the student
 - Reverse the finding and order a new hearing
- The Appeals Board will inform the individual of its decision in writing.

Final Appeal

The University president will be the final appeal for Honor Council hearings. The final appeal to the president must be submitted in writing to the Office of the President within one week of the date of notification of the action of the first appeal. Recordings of the Honor Council hearings may be reviewed by the president after the appeals conference.

In the case of an appeal being heard by the president, the president may or may not meet with the student at his discretion. The decision on the appeal may be made based on hearing records and the student's written appeal.

E. Student Publications

1. Crescent Magazine

Student publications and the student press can be valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty and administration and formulating student opinion on various issues on the campus and in the world at large.

Currently, the editorial freedom of student editors, managers, and reporters entails responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on

personal integrity, and the techniques of harassment and innuendo and the avoidance of bad taste. As safeguards for the editorial freedom of student publications, these provisions are made known:

- a. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
- b. Editors, managers, and reporters of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Editors, managers, and reporters will be removed only for proper and stated causes and only after a full inquiry has been made of these causes. The Publications Board is responsible for appointing editors and managers of student publications and this board will have the authority to remove such persons from their positions.
- c. All University published and financed student publications will state explicitly on the editorial page that the opinions expressed there are not necessarily those of the University or the student body.
- d. The University reserves the right to withdraw from a student publication its free services in cases of continuous or repeated editorial disregard for the University community's standards, beliefs, values, sensibilities, etc.

2. Posters, Handbills, Flyers, Sidewalk Chalking, website Advertising, and Mass Email

Bulletin boards and tack strips are placed in the corridors of campus buildings for the convenience of University students and staff. The University desires to provide adequate bulletin board space in convenient locations so that members of the University community will be informed.

Posting Policies

Faculty, staff, and recognized student organizations may post flyers, handbills, and posters in approved locations according to the procedures described below. Student organizations should refer to the Student Organization Guidelines and Procedures for specific information. All postings must be associated with or sponsored by a faculty member, University department, or recognized student organization. Solicitation of individual items or community businesses is not permitted in academic buildings.

Groups or individuals wishing to post materials on the campus must receive specific approval of the materials from the Center for Student Engagement. The University, through the dean of students, reserves the right to limit or refuse any material which is considered inappropriate, offensive, inflammatory, or of no interest to the campus community. Approved material is subject to the following posting guidelines.

Posting Procedures

- a. The name of the sponsor must be clearly stated on all publicity materials.
- b. Posters are to be placed only on tack strips and bulletin boards. Posting on windows, doors, walls, trees, etc., are not permissible.
- c. Posters may be placed on departmental bulletin boards only with the permission of the individual department.
- d. Scotch tape and/or staples may not be used for posting in any building on walls or bulletin boards.
- e. Posters and flyers must be removed within two days following the event or a fine may be imposed.
- f. Chalking is permitted on sidewalks only. Organizations violating this policy may be sanctioned by the Center for Student Engagement.
- g. Organizations or individuals wishing to post materials in the residence halls must obtain permission from the Office of Residence Life.
- h. Posting or distributing flyers in a dining facility must be approved by the director of the facility.
- i. Posting is not permitted on woodwork, windows, or bulletin board frames.
- j. Municipal, state, or national campaign posters are permitted on the campus only if the name of the sponsoring campus organization is indicated on the poster.
- k. No signs or promotional material may be stretched across the corridors of buildings, between structures, or hung from buildings unless permission is received from the director of the physical plant.
- l. All posters or flyers must bear the name(s) of the sponsoring organization(s) as well as the approval from the Center for Student Engagement.
- m. Courtesy and respect for the freedom of expression of others dictate that posters are not to be marked on, destroyed, or removed. Anyone defacing posters will be subject to University disciplinary action.
- n. Individuals or groups responsible for posting materials should be sure that information is current and remove out-of-date materials.
- o. Copies of approved postings may be designated for display in the Ridgway University Center. Such postings should be submitted to the Center for Student Engagement.

Distribution Procedures

- a. The University reserves the right to regulate locations on campus where flyers may be distributed. In general, distribution is not permitted:
 - (1) inside buildings (except from reserved tables) or
 - (2) outside of buildings where traffic flow may be impeded.

- b. Individuals or groups distributing flyers are responsible for their content.
- c. Handbills are not permitted on campus or allowed to be distributed on vehicles.

Advertising on Websites and Social Media

Student organizations may post activities on their own websites and social media sites with a disclaimer stating that the programs are only offered to members of the University community (UE ID required). All publicity posted online should be acceptable in format and content. Organizations posting activities that have not been properly registered through the Offices of Student Life will be subject to discipline.

All-Campus Emails

Organizations wishing to post all-campus emails must submit the message to the Center for Student Engagement for approval before it will be sent through the UEngage system.

AceNotes

Organizations wishing to post an AceNotes announcement must submit the message to the Center for Student Engagement for approval. Once it is approved, the message can be submitted for AceNotes through the Marketing Project Request form at marketingrequest@evansville.edu.

Off-Campus Groups

Permission is granted on a limited basis to off-campus individuals or groups publicizing programs of interest to the University community.

Copies of the material to be posted must be brought to the Center for Student Engagement for review. Approved copies will be stamped before posting. Any unapproved material found posted will be removed. Posting within the residence halls is under the jurisdiction of the Office of Residence Life. Permission to post any materials must be obtained by the director of residence life. Solicitation is not permitted.

Loudspeakers and Audio-Visual Equipment

- a. The use of audio-visual equipment of the University is determined by the director of the Office of Technology Services.
- b. The use of public address systems and audio-visual equipment in campus buildings is determined by the person in charge of and responsible for that building.
- c. The use of loudspeakers on campus is very limited because of class and residence hall activities. Permission to use loudspeakers for publicity purposes must be obtained from the Center for Student Engagement.

III. Student Organizations

All student organizations are responsible for obtaining a copy of the Student Organization Guide, available in the Center for Student Engagement and on UEngage.

A. Chartering Procedures for Student Organizations

The University is firmly committed to the belief that learning takes place in a wide variety of settings and under a variety of circumstances. Learning social skills and learning in the area of interpersonal relationships are of great importance. Many ethical and moral decisions are encountered while participating in a student organization, planning an event, or carrying out plans for activities, and often the decisions made, and situations faced foster the skills vital for personal development and self-realization. The knowledge gained in this way is of equal importance to the skills and information gained in the classroom setting.

Recognized student organizations are entitled to: (1) the use of the University of Evansville facilities; (2) the use of bulletin board space; (3) publicity of events and activities on University calendars; and (4) guidance and assistance in planning activities and events through the Center for Student Engagement.

Students are encouraged to develop organizations and interest groups according to the following procedures.

To apply for status as a recognized student organization, four requirements must be met. The petitioning group must submit:

1. A constitution and statement of purpose
2. A list of members and officers
3. Method of financing the organization, including dues if any
4. The name of the faculty (or administrative) advisor

Religious organizations and activities must first be approved by the Center for Diversity, Equity, and Inclusion before submitted to the Center for Student Engagement. Club sports must meet specific criteria before being approved. Information is available from the director and assistant director of the Fitness Center.

Approval or denial of the status of a recognized student organization will be sent in writing to the petitioning group.

B. General Standards for Student Organizations

Specific procedures and policies can be found in the Student Organization Guide relative to activities, publicity, fundraising, etc.

1. A current list of officers and the name of the UE advisor must be on file in the Center for Student Engagement.
2. Membership

Student organizations reserve the right to accept or decline membership applications in conjunction with the purpose of their organization. Each organization should have specific membership requirements outlined in their constitution. Student organizations are expected to observe UE's nondiscrimination policy with regard to membership selection. The policy states that the University of Evansville does not discriminate against individuals and specifically prohibits harassment based on race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes. Organizations do reserve the right to list GPA requirements, academic major, and number of total hours.

Notwithstanding such policy, organizations that are exempted from the application of federal nondiscrimination laws are permitted to limit membership or leadership in such organizations consistent with the limits provided under such federal exemptions.

3. Hazing

Hazing is defined as any action or situation created intentionally by an individual or group, on or off campus to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excess fatigue, engaging in public stunts, morally degrading or humiliating games, forced consumption of food or beverages or other substances, or any other forced activity which would subject the individual to extreme mental stress or adversely affect the physical or mental health or dignity of the individual, for the purposes of initiation or admission into or affiliation with any organization, formal, or informal.

Hazing can occur with or without the consent of the person being hazed.

The University of Evansville strictly prohibits hazing in any form by individuals or organizations. Student organizations which participate in hazing may lose privileges or status as a recognized student organization in addition to University disciplinary action.

C. Fund-raising

1. Fund-raising projects by student organizations must be registered through the Center for Student Engagement, using the event submission and activities registration form. This registration is designed to prevent conflict with other events, especially other fund-raising events.
2. Fund-raising events on campus require the approval of the director of student engagement. Solicitation or selling door-to-door on the University campus, in academic buildings, residence halls, or the Ridgway University Center is prohibited.
3. Solicitation or raising funds off campus is also regulated. To solicit businesses or individuals for donations, prizes, gifts, advertisements, or any fund-raising efforts, specific guidelines must be followed. Solicitors must submit a typed list of prospective businesses and individuals to the Office of University Advancement two weeks before solicitation. Please refer to the Student Organization Guide for specific information.

D. Policy and Procedure for Use of Campus Facilities

Registration of student sponsored events and activities must be completed in the Center for Student Engagement. The activity registration form within a UEngage event submission allows for the use of University facilities and assures publicity on the all-University calendar. Use of University facilities will be denied if this registration procedure is not followed.

The following is intended to supplement the general rules of good taste and etiquette which govern the action of responsible social events.

Students are expected to maintain consideration for both personal and University interests in the planning of all activities. Supplementary guidance may be obtained from the staff in the Offices of Student Life. University of Evansville facilities are available to recognized student groups so that a maximum number of social events and leisure time activities can be planned for all students of this University.

a. Registration of Events. Events that should be listed in the Center for Student Engagement:

- (1) Any event sponsored by a recognized student organization for which a guest speaker has been invited
- (2) Any event of an unconfined public or traveling nature (parades, rallies, outdoor concerts, etc.)
- (3) Any event or activity involving donations, solicitations, and sales of any sort
- (4) Any event open to the campus and/or general public held either on or off campus

b. Responsibility. Individual students are responsible for their conduct at all times. Officers of recognized student organizations are considered responsible for the group's actions and the actions of its members at group-sponsored activities. University advisors are responsible for providing students with information relative to University policies and procedures and should do their best to ensure that such policies and procedures are followed.

There are types of activities and events which increase the security and safety risks of the sponsoring organization (e.g., outdoor meetings and gatherings, dances and/or concerts, political programs, etc.). Sponsoring organizations

planning programs similar to the above should consult with the University director of Public Safety and may be required to employ an off-duty law enforcement officer or off-duty University security officer. Such arrangements require a minimum three-week notice. Student-sponsored programs are open only to the University community, i.e., faculty members, administrators, students, and alumni.

c. Registration Procedures. The following procedures for registering student sponsored events and activities have been devised to assure the sponsoring students adequate facilities and publicity:

- (1) If a guest speaker is to be invited to speak on campus, notice of intent should be listed on the activity registration form.
- (2) For all other events or activities, registration should take place in advance in the Center for Student Engagement. After satisfactory registration, forms and/or contracts may be signed for the reservation of University facilities.

d. Student Trips. It is not necessary to register field trips sponsored by academic departments with the Office of the Dean of Students. Control of such trips rests with the departments involved.

When a student trip is connected with an activity of a recognized student organization, the responsibility for the conduct and safety of the students shall lie with the individual students and the recognized student organization. The University shall have no liability to any student or to the student organization sponsoring the trip. The purpose of this provision is to establish the responsibility and liability of a trip with the individual students and with the sponsoring student organization, its officers, and University advisor.

Travel waiver forms are available through the Center for Student Engagement. The University strongly recommends that student organizations ask all students involved in traveling to sign a travel waiver.

- e. Student groups and organizations are encouraged to take advantage of the available on-campus facilities. Space reservations are made with the Office of University Relations. The Center for Student Engagement will assist sponsoring student groups and organizations in locating and scheduling the appropriate campus facilities for their proposed programs. Space will not be reserved without an approved event submission for open events and programs.
- f. Student organizations are not permitted to schedule programs or hold mandatory meetings during finals week, reading study day, or finals weekend.

E. Chaperones

The University does not require chaperones for student activities and programs. Sponsoring student groups are encouraged however, to invite faculty members and administrators to attend their activities and programs. (See Policy and Procedure for Use of Campus Facilities.)

F. All student organizations are expected to comply with Title IX and University policy on nondiscrimination.

G. Violations by Organizations

All student organizations and their individual members are subject to University jurisdiction. Organizations are governed by the policies set forth by the Center for Student Engagement regarding the registration of activities, the production of programs, publicity, fund raising, and overall purpose. These policies are outlined in the Student Organization Handbook. Each organization's constitution must be approved by the Center for Student Engagement.

Organizations in violation of University policy are subject to penalties imposed by the Center for Student Engagement. Individual violators within the organizations are subject to the University Policy and Procedure for Non-academic Student Discipline. Organizations have the right of appeal to the dean of students.

The Interfraternity (IFC) and Panhellenic Councils exercise jurisdiction only over their own established policies. Fraternities and sororities are subject to the regulations of IFC and Panhellenic Council, as well as the regulations and policies established for University-recognized organizations.

H. Student Government Association Constitution

The constitution of the University of Evansville Student Government Association is available on the UE website: www.evansville.edu/offices/studentgov/downloads/sqa-constitution.pdf.

Note: No part of the student governance system surpasses the rights and responsibilities of the Board of Trustees or president of the University.

IV. Residence Life Policies

Residence Life policies may be found in the Residence Life section of the Student Handbook or by visiting the website at www.evansville.edu/residencelife.